

Agenda for a meeting of the Discretionary & Funding Committee to be held in the Committee Rooms 1 & 2, 15 Galileo Street, Ngaruawahia on **WEDNESDAY, 4 MARCH 2020** commencing at **9.30am**.

Information and recommendations are included in the reports to assist the Committee in the decision making process and may not constitute Council's decision or policy until considered by the Committee.

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GJ Ion
CHIEF EXECUTIVE

Open Meeting

To	Discretionary & Funding
From	Gavin Ion Chief Executive
Date	25 February 2020
Prepared by	Lynette Wainwright Committee Secretary
Chief Executive Approved	Y
Reference #	GOV1318
Report Title	Confirmation of Minutes

1. EXECUTIVE SUMMARY

To confirm the minutes of an extraordinary meeting of the Discretionary & Funding Committee held on Monday, 18 November 2019.

2. RECOMMENDATION

THAT the minutes of an extraordinary meeting of the Discretionary & Funding Committee held on Monday, 18 November 2019 be confirmed.

3. ATTACHMENTS

D&F Minutes – 18 November 2019

MINUTES of a meeting of the Discretionary & Funding Committee held in the Committee Rooms 1 & 2, District Office, 15 Galileo Street, Ngaruawahia on **MONDAY, 18 NOVEMBER 2019** commencing at **1.30pm**.

Present:

Cr SD Lynch (Chairperson)
 Cr RC McGuire
 Cr LR Thomson [until 2.40pm]
 Cr CT Woolerton

Attending:

His Worship the Mayor, Mr AM Sanson

Mr N Johnston (Funding and Partnership Manager)
 Mrs L van den Bemd (Community Development Adviser)
 Mrs J Dolan (Economic & Community Development Manager)
 Mrs LM Wainwright (Committee Secretary)

Mrs L Cooper (Bush Tramway Club)
 Mr R Ellis (Bush Tramway Club)
 Mr T East (Te Kauwhata Lions Club)
 Mr M Anderson (Te Kauwhata Lions Club)
 Mr T Ratcliffe (Orini Reserve Committee)
 Ms N Brzeska (Raglan Community Arts Council)
 Mrs J Poland (Rural Youth and Adult Literacy Trust)
 Ms M Aull (Te Atinga – Maori Contemporary Arts Committee)
 Ms W Hotere (Te Atinga – Maori Contemporary Arts Committee)

APOLOGIES AND LEAVE OF ABSENCE

Resolved: (Crs Lynch/Woolerton)

THAT an apology be received from Cr Henderson;

AND THAT an apology for early departure be received from Cr Thomson.

CARRIED

D&F1911/01

CONFIRMATION OF STATUS OF AGENDA ITEMS

Resolved: (His Worship the Mayor/Cr McGuire)

THAT the agenda for a meeting of the Discretionary & Funding Committee held on Monday 18 November 2019 be confirmed and all items therein be considered in open meeting;

AND THAT all reports be received.

CARRIED

D&F1911/02

DECLARATIONS OF INTEREST

There were no disclosures of interest.

REPORTS

Discretionary Funding Guidelines

Agenda Item 4.1

The report was received [D&F1911/02 refers]. The Community Development Advisor summarised the report and the guidelines for determining discretionary funding applications.

Summary of Movements in Discretionary Funds to 21 October 2019

Agenda Item 4.2

The report was received [D&F1911/02 refers].

Summary of Current Grant Requests as at 31 October 2019

Agenda Item 4.3

The report was received [D&F1911/02 refers].

APPLICATIONS FOR FUNDING

The following applicants were present to answer questions from the committee:

- The Bush Tramway Club Inc. – Mrs Cooper and Mr Ellis summarised the application and responded to questions on future parking and funding from other organisations.
- Te Kauwhata Lions Club – Mr East and Mr Anderson summarised the application and responded to questions on funding from other organisations. Mr East advised that e-bikes would be available at the event and that funds are required for traffic management and electronic timing.

- Orini Reserve Committee – Mr Ratcliffe summarised the application and responded to questions on funding from other organisations.
- Raglan Community Arts Council – Ms Brzeska summarised the application and responded to questions on the printing of brochures and funding from other organisations.
- Rural Youth and Adult Literacy Trust – Mrs Poland summarised the application and outlined the programme for the camp.
- Te Atinga – Maori Contemporary Arts Committee. This presentation was heard later in the meeting.

The meeting adjourned at 2.14pm and resumed at 2.24pm.

APPLICATIONS FOR FUNDING - DECISIONS

Rural - The Bush Tramway Club Inc. – To erect a timber frame for a public shelter at Station Pukemiro Junction
Agenda Item 5.1

The report was received [D&F1911/02 refers] and discussion was held.

Resolved: (His Worship the Mayor/Cr McGuire)

THAT an allocation of \$3,112.82 is made to The Bush Tramway Club Inc. towards the cost of a timber frame for a public shelter at Station Pukemiro Junction.

CARRIED

D&F1911/03

Te Kauwhata Lions Club – Cycle Challenge
Agenda Item 5.2

The report was received [D&F1911/02 refers] and discussion was held.

Resolved: (His Worship the Mayor/Cr Woolerton)

THAT an allocation of \$5,000.00 is made to the Te Kauwhata Lions Club cost towards a Cycle Challenge Event.

CARRIED

D&F1911/04

Rural – Orini Reserve Committee – Annual Christmas Parade
Agenda Item 5.3

The report was received [D&F1911/02 refers] and discussion was held.

Resolved: (Crs Lynch/Woolerton)

THAT an allocation of \$4,000.00 is made to the Orini Reserve Committee towards the cost of an Annual Christmas Party.

CARRIED

D&F1911/05

Raglan Community Arts Council – Raglan Arts Weekend 2020
Agenda Item 5.4

The report was received [D&F1911/02 refers] and discussion was held.

Resolved: (Crs Thomson/Lynch)

THAT an allocation of \$3,000.00 is made to the Raglan Community Arts Council towards the cost of the Raglan Arts Weekend 2020.

CARRIED

D&F1911/06

Cr Thomson retired from the meeting at 2.40pm following the above item and was present when voting took place.

Te Atinga – Maori Contemporary Arts Committee – International Indigenous Art Gathering 2019
Agenda Item 5.5

The application from Te Atinga was considered at this time.

The report was received [D&F1911/02 refers] and discussion was held. Ms Aull summarised the application and answered questions on the budget for the event and funding from other organisations.

Resolved: (Cr Woolerton/His Worship the Mayor)

THAT an allocation of \$4,000.00 is made to the Te Atinga - Maori Contemporary Arts Committee cost towards an International Indigenous Art Gathering 2019.

CARRIED

D&F1911/07

Rural – Rural Youth and Adult Literacy Trust – ARONA group of students, 3 week course,
Port Waikato School Camp
Agenda Item 5.6

The report was received [D&F1911/02 refers] and discussion was held.

Resolved: (Cr Lynch/His Worship the Mayor)

THAT an allocation of \$5,000.00 is made to the Rural Youth and Adult Literacy Trust towards the cost of ARONA group of students, 3 week course, Port Waikato School Camp.

CARRIED

D&F1911/08

There being no further business the meeting was declared closed at 2.59pm.

Minutes approved and confirmed this day of 2020.

Cr SD Lynch
CHAIRPERSON

Open Meeting

To	Discretionary & Funding Committee
From	Tony Whittaker Chief Operating Officer
Date	31 January 2020
Prepared by	Sam Sun Management Accountant
Chief Executive Approved	Y
Reference/Doc Set #	GOV1318
Report Title	Summary of Movements in Discretionary Funds to 31 January 2020

1. EXECUTIVE SUMMARY

To present to the Discretionary & Funding Committee a summarised report giving balances of all discretionary funds including commitments as at 31 January 2020.

2. RECOMMENDATION

THAT the report from the Chief Operating Officer be received.

3. ATTACHMENTS

Summary of Movements in Discretionary Funds to 31 January 2020

Summary of Movements in Discretionary Funds
As of 31 January 2020

	Carry Forward 2018/19	Annual Plan Budget 2019/20	Plus Income / Grants 2019/20	Less Expenditure 2019/20	Net Funding Remaining 2019/20	Less Commitments 2019/20	Funding Remaining after Commitments
Rural Ward	9,930.00	30,963.00	-	16,872.82	24,020.18	595.00	23,425.18
Huntly	32,264.00	24,026.00	-	16,404.50	39,885.50	21,585.39	18,300.11
Meremere	15,257.00	6,578.00	-	1,900.00	19,935.00	3,439.13	16,495.87
Ngaruawahia	50,435.00	20,999.00	-	1,525.00	69,909.00	43,925.00	25,984.00
Onewhero Tuakau	51,480.00	28,878.00	-	10,366.65	69,991.35	23,392.41	46,598.94
Raglan	2,840.00	14,271.00	-	(9,109.00)	8,002.00	-	8,002.00
Taupiri	4,060.00	1,624.00	-	944.41	4,739.59	1,079.09	3,660.50
Te Kauwhata	34,251.00	11,506.00	3,727.75	2,325.07	47,159.68	13,757.75	33,401.93
Mayoral	2,751.00	8,000.00	-	7,805.12	2,945.88	-	2,945.88

RURAL WARD DISCRETIONARY FUND 2019/2020

		GL	1.202.1704
2019/20 Annual Plan			30,963.00
Carry forward from 2018/19			9,930.00
Total Funding			40,893.00
Expenditure			
17-Sep-19 Crossroads Church towards the cost of a Christmas Eve Celebration.	D&FI908/03		960.00
Te Kauwhata A&P Show - towards the cost of their annual event (\$7,000 with	D&FI908/06		
16/10/2019 \$3,500 funded from the Events Fund)			3,500.00
The Bush Tramway Club Inc. towards cost of timber frame for a public	D&FI911/03		
22/11/2019 shelter at Station Pukemiro Junction.			3,112.82
Orini Reserve Committee towards the cost fo an Annual Christmas	D&FI911/05		
25/11/2019 Party			4,000.00
Rural Youth & Adult Literacy Trust towards the cost of ARONA group of	D&FI911/08		
25/11/2019 students, 3 week course, Port Waikato School Camp			5,000.00
Waikato Rowing Club Committee - 2019 Waikato 100 Event (\$3,000 with			
29/11/2019 \$2,700 to be funded from Events Fund)			300.00
Total Expenditure			16,872.82
Net Funding Remaining (Excluding commitments)			24,020.18
Commitments			
28-Nov-17 Pokeno Community Committee - annual servicing fee for the AED machine	D&FI711/17		595.00
Total Commitments			595.00
Net Funding Remaining (Including commitments) as of 31 January 2020			23,425.18

EVENTS MANAGEMENT FUND

	PR	5CG51000
2019/2020 Annual Plan		38,286.00
Carry forward from 2018/2019		8,346.00
Total Funding		46,632.00
Expenditure		
26-Jul-19 Te Whare Toi o Ngaruawahia - Twin Rivers Art Centre Inc - towards cost of Matariki Festival	D&F1905/03	3,500.00
02-Sep-19 Dynamo Cycling & Sports Club - towards the cost of a Road Cycling Event	D&F1908/05	5,000.00
17-Sep-19 Crossroads Church - towards the cost of a Light Party.	D&F1908/04	4,034.94
16-Oct-19 Te Kauwhata A&P Show - towards the cost of their annual event (\$7,000 with \$3,500 funded from the Rural Ward Fund)	D&F1908/06	3,500.00
22-Nov-19 Te Atinga - Maori Contemporary Arts Committee cost towards International Indigenous Art Gathering 2019	D&F1911/07	4,000.00
24-Nov-19 Te Kauwhata Lions Club - cost towards a Cycle Challenge Event	D&F1911/04	5,000.00
29-Nov-19 Waikato Rowing Club Committee - 2019 Waikato 100 Event (\$3,000 with \$300 to be funded from RWDF)	D&F1905/05	2,700.00
05-Dec-19 Raglan Community Arts Council towards cost of Raglan Arts Weekend 2020	D&F1911/06	3,000.00
Total Expenditure		30,734.94
Net Funding Remaining (Excluding commitments)		15,897.06
Commitments		
11-Mar-19 Ngaruawahia ANZAC Day Civic Service (D&F 1903/06)	1,927.56	
Less: Costs	(1,908.00)	19.56
11-Mar-19 Taupiri Community Board - ANZAC Day Ceremony April 2019 (D&F 1903/08)	2,900.82	
Less: Costs	(2,183.50)	717.32
11-Mar-19 Onewhero-Tuakau CB - ANZAC Day Ceremony April 2019	2,080.00	
Less: Costs	(1,230.00)	850.00
Total Commitments		1,586.88
Net Funding Remaining (Including commitments) as of 31 January 2020		14,310.18

Open Meeting

To	Discretionary & Funding Committee
From	Tony Whittaker Chief Operating Officer
Date	31 January 2020
Prepared by	Sam Sun Management Accountant
Chief Executive Approved	Y
Reference/Doc Set #	GOV1318
Report Title	Summary of Current Grant Requests as at 31 January 2020

1. EXECUTIVE SUMMARY

To present to the Discretionary & Funding Committee a Summary of Current Grant Requests as at 31 January 2020.

2. RECOMMENDATION

THAT the report from the Chief Operating Officer be received.

3. ATTACHMENTS

Summary of Current Grant Requests as at 31 January 2020

Summary of Current Grant Requests
Funding Round 07 February 2020
Discretionary & Funding Committee

Events Fund

Net funding remaining after commitments as of 31 January 2020

14,310.18

Projects Requested	Amount		NOTES
	Requested	Project Cost	
Raglan Returned & Services Associations Inc.	2,565.00	2,565.00	Towards the total cost of Anzac Day Service 2020.
Huntly Returned Services Association Inc.	4,391.25	4,391.25	Towards the cost of ANZAC Day Service 2020.
Waikato District Council	2,058.00	2,058.00	Towards the cost of ANZAC Day Service 2020.
Onewhero Tuakau Community Board	3,395.00	3,395.00	Towards the cost of ANZAC Day Service 2020.
Te Kauwhata Community Events Committee Inc.	750.00	750.00	Towards the cost of ANZAC Day Service 2020.
Ngaruawahia Returned & Services Association Inc.	3,450.00	3,450.00	Towards the cost of ANZAC Day Service 2020.
Taupiri Community Board	2,900.82	2,900.82	Towards the cost of ANZAC Day Service 2020.
Huntly District Rotary	5,000.00	6,700.00	Towards the cost of a Gala Garden Party and Art Competition.
	24,510.07	26,210.07	

Rural Ward Fund

Net funding remaining after commitments as of 31 January 2020

23,425.18

Projects Requested	Amount		
	Requested	Project Cost	
The Number 8 Network Group	4,785.87	4,785.87	Towards the cost of producing the first edition (3000 copies) in the series of the "Home Range" newspaper
Waikare Golf Club Inc.	5,099.96	10,000.00	furniture.
	9,885.83	14,785.87	

Note: grants up to \$5000 can be funded up to 100% at the discretion of the relevant community board or committee or Council's Discretionary & Funding Committee. For grants above \$5000 a funding cap of 75% of the total project cost applies (whichever is the greater). The total amount granted is at the discretion of the committee/board to which the grant is assigned.

Open Meeting

To	Discretionary & Funding Committee
From	Clive Morgan General Manager Community Growth
Date	17 February 2020
Prepared by	Lianne van den Bemd Community Development Advisor
Chief Executive Approved	Y
Reference	CDR0502 /GOV1318 / 2501185
Report Title	Raglan Returned & Services Association Inc. – ANZAC Day Service

I. EXECUTIVE SUMMARY

The purpose of this report is to present an application for funding from the Raglan Returned & Services Association Inc. towards the cost of ANZAC Day Service 2020.

2. RECOMMENDATION

THAT the report from the **General Manager Community Growth** be received;

AND THAT an allocation of \$..... is made to the **Raglan Returned & Services Association (Inc.)** towards the cost of the **ANZAC Day Service 2020**;

OR

AND THAT the request from the **Raglan Returned & Services Association (Inc.)** towards the cost of the **ANZAC Day Service 2020** is declined / deferred until for the following reasons:

3. BACKGROUND

The Raglan Returned & Services Association (Inc.) hosting an ANZAC Day Service 2020.

The organisers envisage that a cross section of the community, including the Police, Raglan Fire Brigade, Raglan St John, Pipe Bands, schools and 50 volunteers will be in attendance. Representation from 161 Battery, New Zealand Army will also be attendance.

The annual ANZAC Day Parade and Civil Ceremony Service event is to be held at Cenotaph, Bow Street Raglan, Saturday 25 April 2020.

The Maori Wardens will traffic manage the entire event.

4. OPTIONS CONSIDERED

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

5. FINANCIAL

Funding is available to allocate for the year.

The project is noted to cost \$2,565.00. The Raglan Returned & Services Associations Inc. is seeking funding of \$2,565.00 towards the total cost of Anzac Day Service 2020.

GST Registered			No
Set of Accounts supplied			Yes
Previous funding has been accounted for by this organisation			Yes
Discretionary & Funding Committee	ANZAC Day ceremony	March 2019	\$2,185.00
Discretionary & Funding Committee	ANZAC Day ceremony	March 2018	\$2,150.00

Policy

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

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

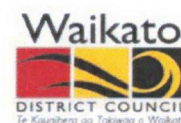
Funds cannot be uplifted until all sufficient funds for the project are approved.

6. CONCLUSION

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

7. ATTACHMENTS

App - Raglan Returned & Services Association Inc. - ANZAC Day Service 2020



DISCRETIONARY FUNDING APPLICATION FORM

Important notes for applicant:

- Prior to submitting your application, please contact the Waikato District Council's community development advisor, on 0800 492 452 Ext 5732, to discuss your application requirements and confirm that your application meets the eligibility criteria.
- Have you discussed your application with the Waikato District Council community development advisor
Yes ☒ No ☐
- Application form must be completed in full and emailed to Funding funding@waidc.govt.nz
- Please ensure you have read the **Guidelines** on [Waikato District Council Discretionary Grants Fund](#) prior to completing the application form (these are updated from time to time).
- I have read and understood the guidelines for funding application form
Yes ☒ No ☐
- All parts of the application need to be completed and all supporting information supplied.

PLEASE NOTE: Incomplete applications **WILL NOT** be considered and will be returned.

Contact email: (Correspondence will be emailed from funding@waidc.govt.nz)

Which of the 2 funds are you applying for: (please tick **one** appropriate box.)

1. Discretionary and Funding Committee

Project Fund (Rural Ward Areas) ☐

Event Fund ☒

OR

2. Community Board / Committee Discretionary Fund for local Town / Village, Projects / Events

Raglan ☐

Taupiri ☐

Onewhero-Tuakau ☐

Ngaruawahia ☐

Huntly ☐

Te Kauwhata ☐

Meremere ☐

Section I – Your details

1. Name of your organisation and contact person

RAGLAN RETURNED AND SERVICES ASSN INC.

2. What is your organisation's purpose/background (who are you? what do you do?)

Our organisation looks after the veterans who have served our country in the wars overseas.

Noleen McCathie

Secretary/Treasurer

3. Phone number/s

07 825 8521

4. Email / Address

nmccathie@xtra.co.nz c/o Raglan Club 22/24 Bow St. Raglan P.O. Box 173 Raglan.

5. If you are a Registered Charity (we require your registration number & confirmation that your organization registration is current)

N/A.

Section 2 – Your event / project

1. What are your event / project, including date and location? (please describe in full the project details)

Annual ANZAC Day Parade and Civil Ceremony Service at Cenotaph, Bow Street, Raglan. 25 April 2020

2. How many volunteers and who else is involved in the project?

Approximately 50 Volunteers, plus representation from the 161 Battery, Police, Fire Brigade, St John, Pipe Band, Schools.

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

Time for all to pay their respects to the personnel who served in WW1; WW2; Korean, Vietnam Wars and other places around the world where the NZ Defence Force is stationed.

Are you GST registered?

No ☒Yes ☐

GST Number

/

/ _ _ _

PLEASE NOTE: The following documentation MUST be supplied with your application:

- A copy of the last reviewed or audited accounts (whichever applies) for your organisation/group/club
- A copy of any documentation verifying your organisation's legal status
- Include copies of written quotes (these must match the Funding Requirements in section 4.)

Section 3 – Funding requirements1. **NOTE: Please provide full details for the following:**

- How much your event/project will cost,
- How much you are seeking from the Waikato District Council,
- How much you are seeking from other providers,
- Details of other funding and donated materials/resources being sourced, and
- Current funds in hand to cover the costs of the event/project.

IMPORTANT: Please ensure all quotes supplied are clearly itemised and match the "Project Breakdown" (Total B)

Please complete all of the following sections	GST Inclusive Costs (use this column if you are NOT GST registered)	GST Exclusive Costs (use this column if you are GST registered)
What is the <u>total</u> cost of your project/event	\$ 2565.00	\$
Existing funds available for the project. Include any projected income i.e. ticket sales, merchandise etc.	- -	
Total A	\$ 2565.00	\$

2. Only include the Funding being sought from Waikato District Council below:

Project Breakdown (itemised costs of funding being sought)	GST Inclusive Costs (use this column if you are NOT GST registered)	GST Exclusive Costs (use this column if you are GST registered)
Catering plus Assistance from School	\$ 1000.00	\$
Wreath Competition	\$ 400.00	\$
Raglan Maori Wardens - Road Closure	\$ 610.00	\$
Parade Expenses & Sound System	\$ 375.00	\$
Donation to Raglan Club	\$ 100.00	\$
Printing of Service Sheet	\$ 80.00	\$
Total Funds being sought from WDC Total B	\$ 2565.00	\$

3. Has / will funding been sought from other funders?

Yes

☐

No

☒

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

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

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

Section 4 – Community wellbeing and outcomes**1. Which community wellbeing will your project contribute to?***(See the guidelines sheet for more information on this section).*

Social ☒ Economic ☐ Cultural ☐ Environmental ☐

2. 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 ☐ Healthy ☐ Vibrant ☒

Section 5 – Previous Funding Received from Waikato District Council**1. If you have received funding from or through the Waikato District Council for any project/event in the past two years, please list below:**

What Board / Committee	Type of Project / Event	Date received	Amount
WDC Discretionary Fund	2018 ANZAC Parade	27/4/18	2150
WDC Discretionary Fund	2019 ANZAC Parade	23/4/19	2185

2. 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 for previous funding received.

☐ Name: Noleen McCathie Date: 14.1.20

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

☐ Name: Saer O'Brien Date: _____

Position in organisation (tick which applies)Chairman ☒Secretary ☐Treasurer ☐

Signature: [Signature] Date: 14 JAN 20

**Incomplete applications will not be accepted and will be returned*



21

Deposit

Frankton
33 Lake Road, Frankton, Hamilton, NZ

DATE

NOTES

\$

COINS

\$

TOTAL CASH \$

CHEQUES
AS REVERSE

\$

PAID IN BY: (PLEASE PRINT NAME)

FOR THE CREDIT OF

TRANSFER FROM ACCOUNT No.

\$

RAGLAN RETURNED AND SERVICES ASSOCIATION
INC

TOTAL

\$

⑈031563⑈ 0028351⑈00 ⑈ 50



RAGLAN RSA INC.

Phone (07) 825 7351 President
Email: nmccathie@xtra.co.nz

C/o 98F Greenslade Road
R.D.1, Raglan 3295

DISCRETIONARY FUNDING APPLICATION BREAKDOWN

Purchase of foodstuff for after Service luncheon at Raglan Club		\$ 800.00
Raglan RSA – Donation to TeMata School PTA for catering assistance		<u>\$ 200.00</u>
		\$1000.00
Raglan RSA - Donation for Schools Wreath Competition :- 1 st 300		
	R/Up 100	\$ 400.00
Raglan Maori Wardens – Road Closure and Traffic Control		\$ 610.00
Parade Expenses :-		
Raglan RSA – Donation to Raglan Pipe Band	150	
Raglan RSA – Donation to J Mitchell for Donkey	75	
Raglan RSA – Donation to Surfside Church-Sound System	<u>150</u>	\$ 375.00
Raglan RSA - Donation to Raglan Club for use of premises		\$ 100.00
Cyclery Raglan - Printing of 400 Service Sheets		\$ 80.00
		<hr/>
		<u>\$2565.00</u>

N. McCathie
Secretary/Treasurer

N. McCathie

14/1/20.



Tax Invoice/Statement

Date 25th April 2020 **Page No.** 1
Customer No. 010
Current Period 01/04/20 to 31/03/21

Raglan Maori Wardens
 John Kemara
 45 Bow Street
 Raglan

ANZAC Day Parade
 Returned and Service Association Inc.
 47A Norrie Avenue,
 Raglan, 3225
 New Zealand

Raglan Maori Wardens request a \$610.00 Donation to cover costs and support.

Item	Description	Unit Price	Quantity	Amount
Service	Vehicle Trailer with cones and signs Start 8am. Set up traffic control cones and signs 9am stop and redirect traffic and pedestrians 1pm or when parade ends slowly allow traffic to flow into main street. Remove all sign and cones. In attendance Head STMS: Wayne Whiu, Assistance STMS's: John Kemara, Marina Whiu and Anthony Simon TC's: Thomas Tai Rakena and Diedre Tai Rakena Assistance for Crowd and Traffic: Rosalie Meredith and Leah Barton	Donation	6 hours	\$310.00
		Donation	6 hours	\$300.00
			Total	\$610.00

Payment can be made to Kiwibank 38-9019-0487032-00

Thank You
 John Kemara
 Chairperson Raglan Maori Wardens

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Date _____

13/1/2020

To RAGLAN KSA

B 3538573



Cyclery Raglan

10 Bankart Street, Raglan

GST 93-985-818

☐ ~~Purchase Order~~

☒ Statement

Cyclery Raglan
10 Bankart Street, Raglan
GST 93-985-818

Order No.

Sub Total

G.S.T. No.

G.S.T / Tax

TOTAL

β 80-2

RAGLAN RSA
PO BOX 173
RAGLAN 3265

DATE: 27 / 25 / 20

ORDER No.

Ch 2823

No.T 538766

M

29 JAN 2020

Waikato District Council

TAX INVOICE



PURCHASE ORDER

STATEMENT

DESCRIPTION

QTY

RATE

AMOUNT

Donations for ANZAC Day

Te Mata School PTA

200 00

Wreath Competition 300
100

400 00

Raglan Pipe Band - Parade Expenses

150 00

J. Mitchell " "

75 00

Surfside Church " "

150 00

Raglan Club

100 00

Received by AP

29 JAN 2020

Passed for Payment

G.S.T. Reg. No.

Date:

SPECIAL INSTRUCTIONS

SUB TOTAL

1075.00

G.S.T.

TOTAL

\$1075.00

REDIFORM®

RAGLAN RETURNED & SERVICES ASSN INC**Financial Statement for the Year 1 January 2019 to 31 December 2019****RECEIVED**

29 JAN 2020

WESTPAC ASSOCIATION ACCOUNT :

Waikato District Council

Opening Balance as at 1 January 2019**\$ 1,545.75**

Income :			
Subscriptions 2019	1180.00		
Donations	1144.40		
Raffles	82.00		
WDC Grant for ANZAC Day	2185.00		
Meridian Grant – Memorabilia Project	1000.00		
WDC Grant – Memorabilia Project	2508.95		
Sales – Poppy/Fern Pins	21.00		
Bank Interest	<u>1.47</u>		
		+ 8,122.82	

Expenditure :

AGM Expenses	244.84		
Stationery/Member Cards	242.73		
PO Box Fee	195.00		
Capitation Fees	566.50		
Audit Fee	30.00		
Armistice Day Expenses	88.36		
ANZAC Day Expenses	2257.32		
Mileage Expenses	100.00		
Patron's Badge	10.00		
Memorabilia Project	<u>2823.91</u>		
		- 6,558.66	

Closing Balance as at 31 December 2019**\$ 3,109.91**

(Excess Income over Expenditure = \$1,564.16)

RAGLAN RETURNED & SERVICES ASSN INC**Financial Statement for the Year 1 January 2019 to 31 December 2019****WESTPAC WELFARE TRUST ACCOUNT :**

Opening Balance as at 1 January 2019		\$ 4,711.91
Income :		
ANZAC Day Poppy Sales	2797.70	
Donations	405.00	
Interest from Term Deposits	1080.25	
Bank Interest	<u>3.39</u>	
		+ 4,286.34
Expenditure :		
Welfare Expenses	559.04	
Donation to VCFSA	1000.00	
Donation to RAS – Travel Expenses	200.00	
Legal Fees – Poppy Trust	575.00	
Hospitality – 161 Battery	<u>240.50</u>	
		- 2,574.54
Closing Balance as at 31 December 2019		<u>\$ 6,423.71</u>

(Excess Income over Expenditure = \$1,711.80)

Term Deposits as at 31 December 2019 :-

Long Term Deposit, Maturity 5 March 2020	\$16,000.00
Short Term Deposit, Maturity 20 March 2020	\$16,500.00

I have examined the records of the Raglan District RSA and I am of the opinion that the above Financial Statements reflects the position of the Association for the period 1 January to 31 December 2019.

I have no association with the Association except in the capacity of Honorary Auditor.

Paul Masters.....

Dated.....9 January 2020.....

Open Meeting

To	Discretionary & Funding Committee
From	Clive Morgan General Manager Community Growth
Date	17 February 2020
Prepared by	Lianne van den Bemd Community Development Advisor
Chief Executive Approved	Y
Document Set	CDR0502 / GOV1318 / 2500624
Report Title	Huntly Returned Services Association Inc. – Huntly RSA ANZAC Day Service

I. EXECUTIVE SUMMARY

The purpose of this report is to present an application for funding from the Huntly Returned Services Association Inc. towards the cost of ANZAC Day Service 2020.

2. RECOMMENDATION

THAT the report from the **General Manager Community Growth** be received;

AND THAT an allocation of \$..... is made to the **Huntly Returned Services Association Inc.** towards the cost of the **ANZAC Day Service 2020**;

OR

AND THAT the request from the **Huntly Returned Services Association Inc.** towards the cost of the **ANZAC Day Service** is declined / deferred until for the following reasons **2020**:

3. BACKGROUND

The Huntly Returned Services Association Inc. ("Huntly RSA") is hosting an ANZAC Day Service 2020.

The event is to be held at the Huntly Cenotaph and the Huntly Cemetery. This will be followed by breakfast at the Huntly RSA at 42 William Street, Saturday 25 April 2020.

Those involved include the Maori Wardens, RSA members, military personal, local schools and the Huntly police.

4. OPTIONS CONSIDERED

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

5. FINANCIAL

Funding is available to allocate for the year.

The project is noted to cost \$4,391.25. The Huntly Returned Services Association Inc. is seeking funding of \$4,391.25 towards the cost of ANZAC Day Service 2020.

GST Registered			Yes
Set of Accounts supplied			Yes
Previous funding has been received by this organisation			Yes
Huntly Community Board	Anzac Day	March 2016	\$1,500.00
Huntly Community Board	Anzac Day	March 2015	\$1,500.00

6. POLICY

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

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

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

7. CONCLUSION

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

8. ATTACHMENTS

App – Huntly Returned Services Association Inc. – ANZAC Day Service

Huntly Returned services Association (Inc)
42 William st
Huntly

Waikato District Council

25 November 2019

Please find enclosed an application for Discretionary funding for
the Huntly RSA Anzac Day Service

Regards

Claire Cormack



DISCRETIONARY FUNDING APPLICATION FORM

Important notes for applicant:

- Prior to submitting your application, please contact the Waikato District Council's community development co-ordinator, on 0800 492 45 Ext 5732 or 5650, to discuss your application requirements and confirm that your application meets the eligibility criteria.
- Have you discussed your application with the Waikato District Council community development Advisor **Yes/ No**
- Applications must be completed in the document provided and emailed to Funding funding@waidc.govt.nz
- Please ensure you have read the Guidelines prior to completing the application form (these are updated from time to time).
I have read and understood the guidelines for funding applications document **Yes/No**

• All parts of the application need to be completed and all supporting information supplied.

Please note that incomplete applications **WILL NOT** be considered and will be returned.

Contact email: (Correspondence will be emailed from funding@waidc.govt.nz)

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

Discretionary and Funding Committee

☐

Project Fund (Rural Ward Areas)

☐

Event Fund

OR

Community Board / Committee Discretionary Fund for local Projects/Events

Raglan

☐

Taupiri

☐

Onewhero-Tuakau

☐

Ngaruawahia

☐

Huntly

☒

Te Kauwhata

☐

Meremere

☐

Section I – Your details

Name of your organisation and contact person

Huntly Returned Services Association (Inc)

What is your organisation's purpose/background (who are you? what do you do?)

We are a RSA
We provide a safe place for our members to meet.
We support our Veterans

Phone number/s:

07 828 9732

Email/Address:

huntlyrsa@xtra.co.nz

If you are a Registered Charity (we require your registration number & confirmation that your organization registration is current):

Section 2 – Your event/project

What is your event / project, including date and location? *(please describe in full the project details)*

Anzac Day 2020

We organise Huntlys Anzac Day event and host members of the public and our members and guest. We provide Breakfast for everyone attending the Dawn Service and the service at Kimihia Cemetery. We provide Pipers, Bulgers, and static displays eg(Hot air balloon)
We provide free transport to these events.

How many volunteers and who else is involved in the project?

10 volunteers

The Moari Wardens, Defense services, members of the public

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

Anzac Day is a national day of remembrance in Australia and New Zealand that commemorates all Australians and New Zealanders "who served and died in all wars, conflicts, and peacekeeping operations" and "the contribution and suffering of all those who have served".

Are you GST registered?

No

☐

Yes

☒

GST Number 13 / 239 / 290

The following documentation MUST be supplied with your application:

- A copy of the last reviewed or audited accounts (whichever applies) for your organisation/group/club
- A copy of the last three months bank statements
- A copy of any documentation verifying your organisations legal status
- Include copies of written quotes (these must match the Funding Requirements in section 4.)

Section 3 – Funding requirements

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

Important: Please ensure that all quotes supplied are clearly itemised and match the project breakdown (Total B)

Please complete all of the following sections	GST Inclusive Costs (use this column if you are not GST registered)	GST Exclusive Costs (use this column if you are GST registered)
What is the <u>total</u> cost of your project/event	\$	\$ 4391.25
Existing funds available for the project. Include any projected income i.e. ticket sales, merchandise etc.		
Total	\$	\$

Only include the Funding being sought from Waikato District Council below

Project Breakdown (itemised costs of funding being sought) <i>If there is insufficient space below please provide a breakdown of costs on an additional sheet.</i>	\$	\$
Catering	\$	2550.00
Transport Go Bus	\$	385
Accommodation x 3	\$	280.50
Wreaths & Programs	\$	410.00
Pipers/Bugler Donation	\$	400.00
Donations to volunteers for travel ect	\$	400.00
Total Funds being sought from <u>WDC</u> Total	\$	\$ 4391.25

Has/will funding been sought from other funders? Yes ☐ No ☒

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

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

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

Email communication update from Claire Cormack HCB for ANZAC funding - incomplete application see below:

Hi Claire

In order to approve your application you will need to give us a breakdown of the –

- Catering cost and who it will be for, what type of food?
- Who the transport is for?
- What is the total cost of your project/event?
- In the event that we don't approve this/the full amount, how will you fund this event?
- Can you also supply us with a tax invoice for the Project Breakdown Items as supplied by you?

Kind Regards

Sandra

Catering is breakfast for members and public.

Transport is to take members and public to and from the Anzac service and service at Kmihia Cemetery.

Total cost \$4391.25

We will have to fund this from our general funds.

I have included quotes for suppliers, as we have not yet paid any volunteers we cannot supply invoices.

Regards

Claire Cormack
Secretary Manager

Huntly RSA
42 William St
Huntly

Section 4 – Community wellbeing and outcomes**Which community wellbeing will your project contribute to?***(See the guidelines sheet for more information on this section.)*

Social ☒ Economic ☐ Cultural ☐ Environmental ☐

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

Accessible ☒ Safe ☒ Sustainable ☐ Healthy ☐ Vibrant ☒

Section 5 – Previous Funding Received from Waikato District Council

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

What Board/ Committee	Type of Project/Event	Date received	Amount
Huntly	Anzac Day	July 2018	1500.00

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 for previous funding received.

Signed:  Name: Claire Cormack

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

Signature:  Date: 25-11-19

Position in organisation (tick which applies) Chairman ☒ Secretary ☐ Treasurer ☐

Signature:  Date: _____

Position in organisation (tick which applies) Chairman ☐ Secretary ☒ Treasurer ☐

*Incomplete applications will not be accepted and will be returned



Quotation

Huntly RSA

Anzac Day April 25th 2020

• Anzac Wreath	1@	\$170.00	\$170.00
• Anzac Wreath	2@	\$120.00	\$240.00
Total			\$410.00

Prices Include GST

Additional delivery charge may apply

42 William Street
Huntly 3700

Jeanettes Catering

Quote

GST 51 046 749

10/11/2019

To

Huntly RSA

Item Description			Total
Anzac Catering Bacon, Eggs, Sausage, Stew Toast For approximately 300	300	@ \$7.50	2250.00
To supply breakfast and morning tea Tea, Coffee, Hot Choc	300.00	@\$1.00	300.00
		Subtotal	2550.00
		Includes GST	
TOTAL			\$2550.00



Quotation

Quote 168806

Date 20/11/2019

Attn Huntly RSA
42 William Street

Huntly

Your contact details for this quote

Contact Name Claire
Phone 07.8289732
Mobile
Email huntlyrsa@xtra.co.nz
Fax 07.8289773

Postal address (for invoicing) if different from above

Your quote is based on your itinerary's estimated driving hours (includes positioning to and from departure and arrival points, cleaning and a half hour break for the driver every 5.5 hours) plus estimated kilometres.

Departure Date	25/04/2020	Departure Time	05:45 a.m.
Departure Point	Huntly RSA		
Destination	War Memorial, Wright Street, Hunt		
Finish/Return Date	25/04/2020	Finish/Return Time	08:15 a.m.
Passengers	Adult 56 Primary 0		

Special Instructions

Return to the RSA and then on to the Huntly Cemetery. Public holiday penal rates apply.

Note Date, Departure and Return times are to be confirmed.

Quoted Price \$385.00 incl GST

Order No

Please confirm your acceptance by Fax or Email

Please note that this quote is issued on a best efforts basis and is valid for 5 days from the quote date

Signed by

Date














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Phone 07 8280171
gideon@manorviews.co.nz

Manor Views

24 Upland Rd, Waterview Heights, Huntly, North Waikato, 3700

Arrival		Adults per Room	Children per Room	Number of Rooms	Currency		Promo Code									
Thu 14/11/2019		2 ▾	0 ▾	1 ▾	New Zealand Dollar (NZD) ▾											
Room		Thu 14 Nov	Fri 15 Nov	Sat 16 Nov	Sun 17 Nov	Mon 18 Nov	Tue 19 Nov	Wed 20 Nov	Thu 21 Nov	Fri 22 Nov	Sat 23 Nov	Sun 24 Nov	Mon 25 Nov	Tue 26 Nov	Wed 27 Nov	Show all
	1. Lake Hakanoa	\$190	\$190	\$190	\$190	\$190	\$190	\$190	\$190	\$190		\$190	\$190	\$190	\$190	Please tick nights
	2. Water Tower Suite		\$171	\$171	\$171	\$171	\$171	\$171	\$171	\$171		\$171	\$171	\$171	\$171	Please tick nights
	4. Lake View Suite Book		\$143	\$143	\$143	\$143	\$143	\$143	\$143	\$143		\$143	\$143	\$143	\$143	Please tick nights
	5. Standard Plus Room								\$124	\$124		\$124	\$124	\$124	\$124	Please tick nights
	6. Standard Room Book		\$110	\$110	\$110	\$110		\$110	\$110		\$110					Please tick nights
	7. Standard Room 2							\$105	\$105	\$105	\$105	\$105	\$105	\$105	\$105	Please tick nights
	8. Courtyard Room Book				\$95					\$95		\$95	\$95	\$95	\$95	Please tick nights
	9A. Budget Family Book					\$95						\$95	\$95	\$95	\$95	Please tick nights
	9b. Family Room 2	\$133	\$133	\$133	\$133	\$138	\$133	\$133	\$133	\$133		\$133	\$138	\$133	\$133	Please tick nights
	9b. Family Room 3	\$152	\$152	\$152	\$152	\$152	\$152	\$152	\$152	\$152		\$152	\$152	\$152	\$152	Please tick nights
	9b. Family Room 4	\$171	\$171	\$171	\$171	\$171	\$171	\$171	\$171	\$171		\$171	\$171	\$171	\$171	Please tick nights
	9d. Conservatory	\$157	\$157		\$157	\$157	\$157	\$157	\$157			\$157				Please tick nights
	9d. Conservatory	\$176	\$176		\$176	\$176	\$176	\$176	\$176			\$176				Please tick nights



Huntly RSA Inc.

Financial Statements

FOR THE YEAR ENDED 31 DECEMBER, 2018



Huntly RSA Inc.

Contents of Financial Statements

For the Year Ended 31 December 2018

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Huntly RSA Inc.

Report on the Engagement to Compile Financial Statements

For the Year Ended 31 December 2018

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 Huntly RSA Inc. for the year ended 31 December 2018 as set out on the following pages.

These statements have been prepared in accordance with Generally Accepted Accounting Practice in New Zealand (GAAP) as described in Note 1 to the Financial Statements.

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.

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 reports, we have compiled the financial information based on information provided to us. We have not performed an audit or review 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 grounds whatever, including liability in negligence, to any person.



Hart & Associates Limited

Chartered Accountants

HUNTLY

13 March 2019



Huntly RSA Inc.

Directory

As at 31 December 2018

Nature of Business

Hospitality

Accountants

Hart & Associates Limited
Chartered Accountants
168 Main Street
HUNTLY

Auditor

Mark Campbell



Huntly RSA Inc.

Divisional Statement of Financial Performance
For the Year Ended 31 December 2018

	Note	2018	2017
		\$	\$
BAR TAKINGS			
Operating Revenue			
Bar Takings		273,388	270,574
Less Cost of Sales			
Opening Stock		10,631	11,205
Purchases		109,464	111,238
Bar Running Expenses		3,568	5,080
		113,032	116,318
		123,663	127,523
Closing Stock		(9,816)	(10,631)
Total Cost of Sales		113,847	116,892
Gross Profit from Trading		159,541	153,682

Huntly RSA Inc.

Divisional Statement of Financial Performance (continued)

For the Year Ended 31 December 2018

	Note	2018	2017
		\$	\$
GAMING			
Operating Revenue			
Gaming		165,025	163,174
Less Cost of Sales			
Gaming Duty		35,288	37,604
Problem Gambling Levy		2,328	2,409
Electricity		1,300	1,300
Insurance		2,900	2,900
Accounting Fees		1,000	1,000
Audit Fees		1,000	1,000
Depreciation		15,135	17,092
Gaming Licence		8,004	7,117
R & M Gaming Machine		10,535	7,449
Line Rental, Programming and Administration Charges		3,854	5,305
Wages - Gaming		12,542	26,859
Total Cost of Sales		93,886	110,035
Gross Profit from Trading		71,139	53,139



Huntly RSA Inc.

Divisional Statement of Financial Performance (continued)

For the Year Ended 31 December 2018

	Note	2018	2017
		\$	\$
WELFARE			
Operating Revenue			
Anzac Day Sales		4,108	3,464
Welfare Car		-	87
Donations Received		-	1,452
Raffle Sales		278	-
Total Sales		4,386	5,003
Less Cost of Sales			
Anzac Day Expenses		2,638	2,109
Welfare Expenses		2,107	1,209
Wages		-	15
Donations		300	637
Total Cost of Sales		5,045	3,970
Gross Loss (Profit) from Trading		(659)	1,033



Huntly RSA Inc.

Divisional Statement of Financial Performance (continued)

For the Year Ended 31 December 2018

	Note	2018	2017
		\$	\$
BATONS UP			
Operating Revenue			
Baton Up		32,400	27,380
Less Cost of Sales			
Batons Up Purchases		17,536	18,107
Gross Profit from Trading		14,864	9,273



Huntly RSA Inc.

Divisional Statement of Financial Performance (continued)

For the Year Ended 31 December 2018

	Note	2018	2017
		\$	\$
MERCHANDISE			
Operating Revenue			
Merchandise Sales		-	147
Less Cost of Sales			
Opening Stock Merchandise		591	1,496
Merchandise Purchases		290	888
		881	2,384
Closing Stock		(290)	(591)
Total Cost of Sales		591	1,793
Gross Loss from Trading		(591)	(1,646)

Huntly RSA Inc.

Combined Statement of Financial Performance

For the Year Ended 31 December 2018

	Note	2018 \$	2017 \$
Divisional Revenue			
Profit from Bar Takings		159,541	153,682
Profit from Gaming		71,139	53,139
(Loss) Profit from Welfare		(658)	1,033
Profit from Batons Up		14,864	9,273
Loss from Merchandise		(591)	(1,647)
Total Divisional Revenue		244,295	215,480
Operating Revenue			
Centennial Fund Donations/Income		-	174
Donations		1,596	10,678
Raffle & Pool Table Takings		16,798	7,321
Subscriptions		10,261	10,261
Interest Received		481	482
Flip The Joker		1,227	4,811
Sundry Income		591	-
Profit on Sale of Fixed Assets		172	2,513
Loss on Sale of Fixed Assets		(205)	-
Total Operating Revenue		30,921	36,240
Net Revenue		275,216	251,720
Less Expenses			
Administration Expenses			
Accountancy Fees		2,000	2,000
Advertising and Promotion		2,562	4,955
Audit Fee		1,975	1,849
Computer Expenses		968	-
Donations		765	1,826
Entertainment Expenses		15,295	15,630
Legal Fees - Deductible		-	858
Licences and Fees		3,583	3,678
Postage & Office Expenses		3,722	3,809
Security Expenses		1,684	3,711
Seminars & Conferences		1,937	1,263
Telephone & Tolls		3,862	3,062
Travel Expenses		466	1,056
		38,819	43,697

Huntly RSA Inc.

Combined Statement of Financial Performance (continued)

For the Year Ended 31 December 2018

	Note	2018	2017
		\$	\$
Overhead Expenses			
ACC Levies		757	1,532
Xero Costs		733	-
Cleaning and Waste Disposal		5,057	6,548
Electricity		12,928	11,528
Eftpos Expenses		1,298	593
Jukebox Hire		2,000	-
Catering Expenses		2,521	-
Building Repairs & Maintenance		2,031	26,350
Staff Expenses		2,849	-
General Expenses		3,595	511
Insurance		5,645	5,555
Capitation - NZ Clubs, NZRSA		8,389	9,576
Hire Purchase Interest		584	2,180
Sky TV		6,874	6,767
Members Draw and Expenses		9,809	11,761
Motor Vehicle Expenses		7,300	5,581
Courtesy Transportation Costs		-	972
Gas Supplies		1,331	943
Plant Repairs & Maintenance		11,121	7,139
Rates		4,534	4,244
Uniforms		670	79
Wages		119,356	99,203
		209,382	201,062
Finance Expenses			
Bank Fees & Charges		2,680	-
Non Cash Expenses			
Depreciation		8,725	9,558
Total Expenses		259,606	254,317
Net Profit (Loss)		15,610	(2,597)



Huntly RSA Inc.

Statement of Movements in General Funds

For the Year Ended 31 December 2018

	2018	2017
	\$	\$
Revenues and Expenses		
Net Profit (Loss)	15,610	(2,597)
Total Recognised Revenues and Expenses	15,610	(2,597)
Distributions		
Huntly RSA Inc.	-	(4,483)
General Funds at the Beginning of the Year	237,672	244,752
General Funds at the End of the Year	253,282	237,672

Huntly RSA Inc.

Statement of Financial Position

As at 31 December 2018

	Note	2018 \$	2017 \$
Current Assets			
Floats	2	12,799	10,736
Cash on Hand	2	8,743	13,240
Bar Bank Account	2	11,641	15,932
Gaming Bank Account	2	39,161	16,609
Welfare Bank Account	2	2,853	2,430
Flip Bank Account	2	4,381	4,381
Inventories	3	10,106	11,222
Current Investments	4	13,903	13,455
Total Current Assets		103,587	88,005
Non-Current Assets			
Property, Plant & Equipment	5	210,260	223,584
Total Assets		313,847	311,589
Current Liabilities			
Sundry Creditors	7	21,009	25,822
Holiday Pay Accrual	7	2,618	2,922
Wages Accrual	7	-	1,456
Loan - Huntly RSA Trust	7	25,096	25,696
Current Portion of Lease & Hire Purchase Liabilities	8	1,780	12,100
GST Payable		7,700	5,921
Total Current Liabilities		58,203	73,917
Non-Current Liabilities			
Mascot Finance Hire Purchase	8	2,362	-
Total Liabilities		60,565	73,917
Net Assets		253,282	237,672
Equity			
Gaming Equity		666	(9,213)
General Equity		252,616	246,885
Total General Funds		253,282	237,672

For and on Behalf of Huntly RSA Inc



President



Date

Huntly RSA Inc.**Notes to and forming part of the Financial Statements****For the Year Ended 31 December 2018****1 Statement of Accounting Policies****Reporting Entity**

The financial statements for Huntly RSA Inc. are general purpose financial statements which have been prepared according to Generally Accepted Accounting Practice in New Zealand

Statement of Compliance and Basis of Preparation

The financial statements have been prepared in accordance with Generally Accepted Accounting Practice in New Zealand (GAAP). They comply with Financial Reporting Standards and other applicable pronouncements, as appropriate for profit-oriented entities as set out in the External Reporting Board Standard A1: Application of the Accounting Standards Framework.

The accounting principles recognised as appropriate for the measurement and reporting of the Combined Statement of Financial Performance and Statement of Financial Position on a historical cost basis are followed by club, 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 Combined Statement of Financial Performance and Statement of Financial Position have been applied:

(a) Income Tax

Club has charitable status and is exempt from income tax.

The income tax expense charged to the Combined Statement of Financial Performance recognises the current year's provision adjusted for timing and permanent differences between taxable and accounting income. Deferred tax is calculated using the comprehensive basis under the liability method and future tax benefits are not recognised unless realisation of the asset is virtually certain.

Income tax is accounted for using the taxes payable method. The income tax expense recognised in the Combined Statement of Financial Performance is the estimated income tax payable in the current year, adjusted for any differences between the estimated and actual income tax payable in prior years.

(b) Goods and Services Taxation (GST)

The entity is registered for GST. The financial statements are therefore prepared on a GST exclusive basis. Receivables and payables are stated as GST inclusive.

(c) 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.

Huntly RSA Inc.

Notes to and forming part of the Financial Statements (continued)

For the Year Ended 31 December 2018

2 Cash & Bank Balances

Cash Balances

Floats

Cash on Hand

Bank Account Balances

Bar Bank Account

Gaming Bank Account

Welfare Bank Account

Flip Bank Account

Total Cash & Bank Balances

2018	2017
\$	\$
12,799	10,736
8,744	13,240
21,543	23,976
11,641	15,932
39,161	16,609
2,852	2,430
4,381	4,381
58,035	39,352
79,578	63,328

3 Inventories

Stock on Hand

Stock on Hand - Bar

Stock on Hand - Merchandise

Total Inventories

2018	2017
\$	\$
10,106	10,631
-	591
10,106	11,222

4 Current Investments

Westpac Term Deposit

Total Current Investments

2018	2017
\$	\$
13,903	13,455
13,903	13,455

5 Property, Plant & Equipment

Property, Plant & Equipment 2018

Land & Buildings

Plant & Equipment

Motor Vehicles

Total Property, Plant & Equipment

Cost	Depreciation Charged	Accumulated Depreciation	Closing Book Value
\$	\$	\$	\$
300,782	2,744	111,591	189,191
170,062	20,351	151,271	18,791
3,043	765	765	2,278
473,888	23,860	263,627	210,260

Property, Plant & Equipment 2017

Land & Buildings

Plant & Equipment

Motor Vehicles

Furniture & Fittings

Total Property, Plant & Equipment

Cost	Depreciation Charged	Accumulated Depreciation	Closing Book Value
\$	\$	\$	\$
300,782	2,744	108,847	191,935
250,751	23,417	220,242	30,509
2,435	486	1,302	1,133
10,401	3	10,394	7
564,369	26,650	340,785	223,584

Huntly RSA Inc.

Notes to and forming part of the Financial Statements (continued)

For the Year Ended 31 December 2018

The rateable capital value of the club is \$730,000 (Land Value \$350,000, Improvements Value \$380,000)

6 Financial Instruments

Financial Instruments 2018

Cash and short-term deposits

Trade and other receivables

Total Financial Instruments

Amortised Cost	Cost	Fair Value
\$	\$	\$
79,577	-	-
13,904	-	-
93,481	-	-

Financial Instruments 2017

Cash and short-term deposits

Trade and other receivables

Total Financial Instruments

Amortised Cost	Cost	Fair Value
\$	\$	\$
63,328	-	-
13,455	-	-
76,783	-	-

7 Payables & Accruals

Accounts Payable

Sundry Creditors

Holiday Pay Accrual

Total Accounts Payable

Other Payables & Accruals

Wages Accrual

Loan - Huntly RSA Trust

Total Other Payables & Accruals

Total Payables & Accruals

2018	2017
\$	\$
21,009	25,822
2,618	2,922
23,627	28,744
-	1,456
25,096	25,696
25,096	27,152
48,723	55,896

8 Lease & Hire Purchase Liabilities

Equipment Finance Hire Purchase

Mascot Finance - Current Portion

Due Date: Sunday, 24 September 2017

Interest Rate Applied: 10.25

Mascot Finance Hire Purchase

Non-Current Portion - Mascot Finance Hire Purchase

Mascot Finance - Current Portion

2018	2017
\$	\$
-	12,100
2,362	-
1,780	-
4,142	-

Huntly RSA Inc.

Notes to and forming part of the Financial Statements (continued)

For the Year Ended 31 December 2018

Total Current Portion of Lease & Hire Purchase Liabilities	1,780	12,100
Total Non-Current Lease & Hire Purchase Liabilities	2,362	-

9 Related Parties

The club has a loan with Huntly RSA Trust Fund at 31 December 2018 of \$25,096 (2017:\$25,696).

10 Capital Commitments

The club has no capital commitments as at 31 December 2018, (2017 Nil).

11 Contingent Liabilities

The club has no contingent liabilities and no guarantees as at 31 December 2018. (2017: Contingent Liabilities Nil. Guarantees Nil.)

12 Events Occurring After Balance Date

No significant events have occurred subsequent to balance date.

13 Gaming Equity

Opening Gaming Equity	(\$9,213)
+ Net Proceeds from Gaming Operations	\$71,139
- Authorised Purpose Payments	\$61,260
Closing Gaming Equity	\$666

Independent Auditor's Report

Huntly RSA Inc.

For the year ending 31 December 2018

Campbell & Campbell Accounting Consultants

To the members of Huntly RSA Inc.

Opinion

I have audited the financial statements. The financial statements provides information about the past financial performance of Huntly RSA Inc. and its financial position as at 31 December 2018.

In my opinion, the accompanying financial statements

- complies with generally accepted accounting practice in New Zealand.
- gives a true and fair view of the financial position of Huntly RSA Inc. as at 31 December 2018 and its financial performance for the year ended on that date.

The financial statements in the above opinion includes:

- the statement of financial position as at 31 December 2018.
- the statement of financial performance, statement of changes in equity, and notes to the financial statements including significant accounting policies for the year ending 31 December 2018.

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 financial statements are free from material mis-statement.

Other than my capacity as auditor I have no relationship with, and am independent of Huntly RSA Inc.

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 financial statements that give a true and fair view of the matters to which they relate and in accordance with generally accepted accounting practice in New Zealand and for such internal control as it determines is necessary to enable the preparation of the financial statements that is free from material misstatement, whether due to fraud or error.

In preparing the financial statements the Board is responsible on behalf of Huntly RSA Inc. for assessing the ability of Huntly RSA Inc. to operate as a going concern, disclosing as applicable, matters relating to going concern and using the going concern basis of accounting.

Auditor's Responsibility

My objective is to obtain reasonable assurance about whether the financial statements 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 financial statements.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgement, including the assessment of risks of material mis-statement of the financial statements, whether due to fraud or error.

In making those risk assessments, the auditor considers internal control relevant to the entity's preparation of the financial statements 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.

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 financial statements, including the disclosures, and whether the financial statements 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.



Mark Campbell CA, B Com
Campbell and Campbell Accounting Consultants
Hamilton

15 March 2019



CERTIFICATE OF INCORPORATION

HUNTLY RETURNED SERVICES ASSOCIATION INCORPORATED 214198

is to certify that HUNTLY RETURNED SERVICES ASSOCIATION was incorporated under the Incorporated Societies Act 1908 on the 29th day of July 1932
changed its name to HUNTLY RETURNED SERVICES ASSOCIATION INCORPORATED on the
h day of November 1991.

Economic
Development

Companies Office

Mandy McDonald

Registrar of Incorporated Societies
4th day of March 2014



Open Meeting

To	Discretionary & Funding Committee
From	Clive Morgan General Manager Community Growth
Date	18 February 2020
Prepared by	Lianne van den Bemd Community Development Advisor
Chief Executive Approved	Y
Reference#	CDR0502 / GOV1318 / 2502964
Report Title	Waikato District Council – Ngaruawahia ANZAC Day Civic Service

I. EXECUTIVE SUMMARY

The purpose of this report is to present an application for funding from the Waikato District Council towards the cost of the ANZAC Day Service 2020.

2. RECOMMENDATION

THAT the report from the **General Manager Community Growth** be received;

AND THAT an allocation of \$..... is made to the **Waikato District Council** towards the cost of the **ANZAC Day Service 2020**;

OR

AND THAT the request from the **Waikato District Council** towards the cost of the **ANZAC Day Service** is declined / deferred until for the following reasons 2020:

3. BACKGROUND

The Waikato District Council is organising the Ngaruawahia ANZAC Day Service 2020.

This event will be held on Saturday, 25 April 2020 at the Ngaruawahia War Memorial Hall, Galileo Street. This commemoration service is for the community and families involved.

Volunteers will include the Lions Club, Musician and Official Party.

Traffic Management New Zealand will control the traffic management.

4. OPTIONS CONSIDERED

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

5. FINANCIAL

Funding is available to allocate for the year.

The project is noted to cost \$2,058.00. The Waikato District Council is seeking funding of \$2,058.00 towards the total cost of the ANZAC Day Service 2020.

GST Registered			Yes
Set of Accounts supplied			Yes
Previous funding has been accounted for by this organisation			Yes
Discretionary & Funding Committee – Events Fund	ANZAC Day Civic Service, WDC	March 2019	\$1,927.56

6. POLICY

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

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

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

7. CONCLUSION

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

8. ATTACHMENTS

App – Waikato District Council – Ngaruawahia ANZAC Day Civic Service



DISCRETIONARY FUNDING APPLICATION FORM

Important notes for applicant:

- Prior to submitting your application, please contact the Waikato District Council's community development advisor, on 0800 492 452 Ext 5732, to discuss your application requirements and confirm that your application meets the eligibility criteria.
- Have you discussed your application with the Waikato District Council community development advisor
Yes ☒ No ☐
- Application form must be completed in full and emailed to Funding funding@waidc.govt.nz
- Please ensure you have read the **Guidelines** on [Waikato District Council Discretionary Grants Fund](#) prior to completing the application form (these are updated from time to time).
- I have read and understood the guidelines for funding application form
Yes ☒ No ☐
- All parts of the application need to be completed and all supporting information supplied.

PLEASE NOTE: Incomplete applications WILL NOT be considered and will be returned.

Contact email: (Correspondence will be emailed from funding@waidc.govt.nz)

Which of the 2 funds are you applying for: (please tick **one appropriate box.)**

1. Discretionary and Funding Committee

Project Fund (Rural Ward Areas) ☐

Event Fund ☒

OR

2. Community Board / Committee Discretionary Fund for local Town / Village, Projects / Events

Raglan ☐

Taupiri ☐

Onewhero-Tuakau ☐

Ngaruawahia ☒

Huntly ☐

Te Kauwhata ☐

Meremere ☐

Section 1 – Your details

1. Name of your organisation and contact person

Waikato District Council – I-Jay Huirama

2. What is your organisation's purpose/background (who are you? what do you do?)

The Ngaruawahia ANZAC Civic Day Service is being held on Saturday, 25 April 2020 at the Ngaruawahia War Memorial Hall, Galileo Street in Ngaruawahia.

3. Phone number/s

4. Email / Address

 i-jay.huirama@waidc.govt.nz

5. If you are a Registered Charity (we require your registration number & confirmation that your organization registration is current)

 n/a
Section 2 – Your event / project

1. What is your event / project, including date and location? (please describe in full the project details)

 ANZAC Day Civic Service for Ngaruawahia at the War Memorial Hall in Galileo Street
Saturday 25 April 2020

2. How many volunteers and who else is involved in the project?

 Lions Club, Musician and Official Party

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

 Commemoration Service for the Community and families involved

Are you GST registered?

No ☐Yes ☒

GST Number

52-054-982

/ _ _ _

PLEASE NOTE: The following documentation MUST be supplied with your application:

- A copy of the last reviewed or audited accounts (whichever applies) for your organisation/group/club
- A copy of any documentation verifying your organisation's legal status
- Include copies of written quotes (these must match the Funding Requirements in section 4.)








Section 3 – Funding requirements1. **NOTE:** Please provide full details for the following:

- How much your event/project will cost,
- How much you are seeking from the Waikato District Council,
- How much you are seeking from other providers,
- Details of other funding and donated materials/resources being sourced, and
- Current funds in hand to cover the costs of the event/project.

IMPORTANT: Please ensure all quotes supplied are clearly itemised and match the "Project Breakdown" (Total B)

Please complete all of the following sections	GST Inclusive Costs (use this column if you are NOT GST registered)	GST Exclusive Costs (use this column if you are GST registered)
What is the total cost of your project/event	\$	\$
Existing funds available for the project. Include any projected income i.e. ticket sales, merchandise etc.		
Total A	\$	\$

2. Only include the Funding being sought from Waikato District Council below:

Project Breakdown (Itemised costs of funding being sought)	GST Inclusive Costs (use this column if you are NOT GST registered)	GST Exclusive Costs (use this column if you are GST registered)
Traffic Management plan	\$	\$ 1058.00 
Lions Club(hall services and PA system-donation)	\$	\$ 350 
Vintage Flowers (Stage flowers - donation)	\$	\$ 150 
Member of the public - keyboard player	\$	\$ 100 
Hamilton Caledonian Pipe Band [bagpipes] (donation)	\$	\$ 300 
The flower shop	\$	\$ 100 
Total Funds being sought from WDC Total B	\$	\$ 2058.00 

3. Has / will funding been sought from other funders?

Yes ☐

No ☒

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

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

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

n/a

Section 4 – Community wellbeing and outcomes

1. Which community wellbeing will your project contribute to?

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

Social ☐ Economic ☐ Cultural ☒ Environmental ☐

2. 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 ☒ Healthy ☒ Vibrant ☐

Section 5 – Previous Funding Received from Waikato District Council

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

What Board / Committee	Type of Project / Event	Date received	Amount
D&F Committee – Events Fund	ANZAC Day Civic Service, WDC	march 2019	\$1,927.56

2. 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 for previous funding received.

☒ **Name:** I-Jay Huirama **Date:** 05.02.20

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

☒ **Name:** I-Jay Huirama **Date:** 05.02.20

Position in organisation (tick which applies) Chairman ☐ Secretary ☐ Treasurer ☐

Signature: _____ **Date:** _____

**Incomplete applications will not be accepted and will be returned*

Please see the below Peter Duncan confirming to play for us as a donation of \$300 as stated in the funding application.

Yes I'm sure that will be fine. Will the band be required at Taupiri and Raglan also as in previous years?

Kind regards

Peter Duncan



Quotation

Waikato District Council

Ngaruawahia Service

Anzac Day April 25th 2020

• Anzac Wreath	1@	\$100.00	\$100.00
Total			\$100.00

Prices Include GST

Additional delivery charge may apply

INVOICE

Love Vintage Flowers

BILL TO

Waikato District Council

INVOICE #

100

INVOICE DATE

17/02/2020

DESCRIPTION	AMOUNT
Flowers x 2 for Anzac day 2020	150.00
TOTAL	\$ 150.00

Thank you

TERMS & CONDITIONS

To be delivered to the hall on the morning of the
25/04/2020.0

2020

Civil Traffic
ManagementEvent Traffic
ManagementEquipment
HireNZTA
Approved
TrainingOver
fourteen
Years
ExperienceBranches
New Zealand
Wide

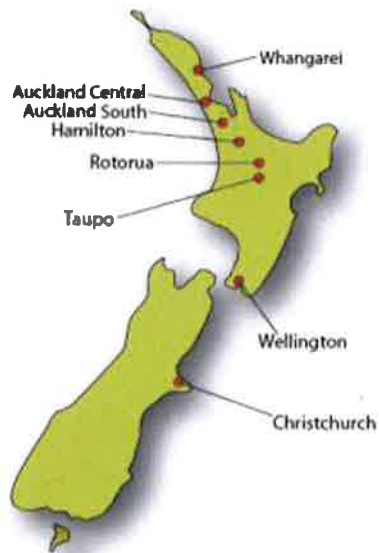
Ngaruawahia ANZAC Parade 25th April 2020

Traffic Management NZ

Traffic Management Quotation and breakdown of services

John Leonhardt
Traffic Management NZ
19/02/2020





Traffic Management NZ

Whangarei Auckland Hamilton Rotorua Taupo Wellington Christchurch

This Quotation is supplied in confidence to:

Waikato District Council

(Wanda Wright)

For the supply of temporary traffic management for the Ngaruawahia ANZAC Parade 2020

Please find following a detailed breakdown of this quote as well as a description of the daily operation to be undertaken to deliver a fully compliant Traffic Management Plan and service to the Event.

The following pages consist of:

- Introduction
- Thank you and break down of quote
- Description of daily activities for Event days
- Prior to the Event
- Price and closing statement

Introduction:

Traffic Management NZ is a New Zealand owned and operated company that was first formed in Hamilton in June 2001 to do exactly that, Manage Traffic. Since then we have grown to be what we believe is New Zealand's largest independent traffic management supplier.

Our aim is to provide the safest and most comprehensive traffic management for not only you, our client, but for the general public of New Zealand and all the visitors that travel throughout this magnificent country we call home.

We understand that when there is a need for traffic management, those affected by it will usually take more notice of the Event Organiser carrying out the work rather than the sub-contractor providing the traffic management. Therefore we always aim to ensure a smooth, courteous and safe journey through affected areas so as to reflect good impressions for all concerned.

We are a company that is proud to promote itself. We are proud of the fact that we have an outstanding safety record and that on a daily basis we are working around the clock (literally) to not only maintain, but to continually learn and improve within ourselves. We are committed to growth, not only as a company but as an industry leader. We endeavour in continuing to be the company other company's aspire to be.

As you progress through this document, I am sure you will come to realise that Traffic Management NZ have more than got what it takes to provide you with the excellence you expect when paying for a service that reflects your own good name.

Traffic Management NZ is New Zealand's only independently owned national traffic management supplier. We have at least one Event specialist in each of our six branches. What this means for you is that, on the day of your event and prior to, you can rest assured that under any circumstances there will be an event traffic management specialist only a short drive or last minute plane ride away to look after your event on the day. We are a company that will invest our own money in ensuring your event goes as smooth as possible.

Dear WDC,

Thank you for the opportunity to supply you with a price for the traffic management portion of your upcoming ANZAC Parade 2020

The price we are submitting covers the following, as per original request for pricing received from you.

- Preparation and submission of fully compliant temporary traffic management plan to Waikato District Council. If there is a processing fee it does not form part of this quote.
- Supply all necessary equipment to fully comply and safely execute Temporary Traffic Management of the event.
- Full set out of the site required throughout the entire Day within agreed time frames.
- Manage all relevant sites.
- Supply 1 x fully qualified Site Traffic Management Supervisor (STMS) and 3 x Traffic Controllers (TCS) and all necessary vehicles to manage all traffic management site for the duration of the event.
- Break down of sites and restoration of roads at completion of the event.

Traffic Management NZ	\$1058.00 plus GST
-----------------------	--------------------

Total	\$1058.00 plus GST
-------	--------------------

Our price is based on what we believe to be the most cost effective way to set up/dismantle and run your site without compromising the public, or staff in any way whilst adhering to the guidelines of the Code of Practice for Temporary Traffic Management.

John Leonhardt

Civil & Events designer & Co-Ordinator

Traffic Management NZ

Hamilton

DESCRIPTION OF ACTIVITY:**DAY ONE:**

9.00am 3 x TC and 1x STMS leave TMNZ depot and head to site, arrive at approximately 9.30am and have a staff toolbox meeting (job brief by STMS) then begin to set up sites to be in place and functional by start time.

- Once the Parade has finished the STMS and the TCS will pack down the site and restore the roads
- Then leave for the depot and strip the truck

PRIOR TO EVENT:

- Draw, submit and gain approval of Traffic Management Plan from Waikato District Council

PRICE:

The total price for the Supply of Temporary Traffic Management for the Ngaruawahia ANZAC parade.

\$ 1058.00 plus GST payable by the 20th of the following month.

Total = \$1058.00 +GST

Possible Variations:

- Extra TC staff charged at \$35.00 per hour
- Vehicles - level one vehicles charged at \$25.00 per hour and level two trucks charged at \$35.00 per hour
- Extra equipment priced as required
- VMS Boards – charged at \$220.00 for 1 day per board plus delivery/pick up if required.

I look forward to discussing any portion of this quotation you may have any queries about.

I, Wanda Wright, have read, understand and have been informed of the contents of this document and am happy to accept the price as submitted.

Signed _____

Wanda wright

Open Meeting

To	Discretionary & Funding Committee
From	Clive Morgan General Manager Community Growth
Date	17 February 2020
Prepared by	Lianne van den Bemd Community Development Advisor
Chief Executive Approved	Y
Reference#	CDR0502 / GOV1318 / 2501285
Report Title	Onewhero-Tuakau Community Board – ANZAC Day Service

1. EXECUTIVE SUMMARY

The purpose of this report is to present an application for funding from the Onewhero-Tuakau Community Board towards the cost of the ANZAC Day Service 2020.

2. RECOMMENDATION

THAT the report from the **General Manager Community Growth** be received;

AND THAT an allocation of \$..... is made to the **Onewhero-Tuakau Community Board** towards the cost of the **ANZAC Day Service 2020**;

OR

AND THAT the request from the **Onewhero-Tuakau Community Board** towards the cost of the **ANZAC Day Service 2020** is declined / deferred until for the following reasons:

3. BACKGROUND

The Onewhero–Tuakau Community Board (on behalf of Tuakau and surrounding Communities) are organising the ANZAC Day Service 2020.

The organisers envisage that a cross section of the community, including schools, local businesses, St John, Tuakau Police, Tuakau Fire Service and the Royal New Zealand Navy will be in attendance.

There will be an opportunity for those who attend to lay wreaths and pay their respects to the soldiers who lost their lives during WWI and WW2.

Refreshments will be provided for all of those who attend.

The event will take place on Saturday, 25 April 2020 at the Tuakau Hall.

Traffic Management New Zealand will control the traffic management.

4. OPTIONS CONSIDERED

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

5. FINANCIAL

Funding is available to allocate for the year.

The project is noted to cost \$3,395.00. The Onewhero-Tuakau Community Board is seeking funding of \$3,395.00 towards the cost of ANZAC Day Service 2020.

GST Registered			No
Set of Accounts supplied			N/A
Previous funding has been accounted for by this organisation			Yes
Discretionary & Funding Committee	ANZAC 2018	November 2018	\$1,605.00 (<i>\$625 spent</i>)
Discretionary & Funding Committee	ANZAC 2019	March 2019	\$2,080.00

6. POLICY

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

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

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

7. CONCLUSION

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

8. ATTACHMENTS

App - Onewhero - Tuakau Community Board - ANZAC Day Service 2020



DISCRETIONARY FUNDING APPLICATION FORM

Important notes for applicant:

- Prior to submitting your application, please contact the Waikato District Council's community development advisor, on 0800 492 452 Ext 5732, to discuss your application requirements and confirm that your application meets the eligibility criteria.
- Have you discussed your application with the Waikato District Council community development advisor
Yes ☒ No ☐
- Application form must be completed in full and emailed to Funding funding@waide.govt.nz
- Please ensure you have read the **Guidelines** on [Waikato District Council Discretionary Grants Fund](#) prior to completing the application form (these are updated from time to time).
- I have read and understood the guidelines for funding application form
Yes ☒ No ☐
- All parts of the application need to be completed and all supporting information supplied.

PLEASE NOTE: Incomplete applications **WILL NOT** be considered and will be returned.

Contact email: (Correspondence will be emailed from funding@waide.govt.nz)

Which of the 2 funds are you applying for: (please tick **one** appropriate box.)

1. Discretionary and Funding Committee

Project Fund (Rural Ward Areas) ☐

Event Fund ☒

OR

2. Community Board / Committee Discretionary Fund for local Town / Village, Projects / Events

Raglan ☐

Taupiri ☐

Onewhero-Tuakau ☐

Ngaruawahia ☐

Huntly ☐

Te Kauwhata ☐

Meremere ☐

Section 1 – Your details

1. Name of your organisation and contact person

Onewhero Tuakau Community Board Bronwyn Watson

2. What is your organisation's purpose/background (who are you? what do you do?)

Community Board

3. Phone number/s

0274612095

4. Email / Address

bronnieceku70@gmail.com

5. If you are a Registered Charity (we require your registration number & confirmation that your organization registration is current)

Section 2 – Your event / project

1. What is your event / project, including date and location? (please describe in full the project details)

Anzac Parade

2. How many volunteers and who else is involved in the project?

30

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

Anzac Day has been commemorated for over 100 years and is an important part of our country and Tuakare history

Are you GST registered?

No

☐

Yes

☒

GST Number

52 054 982

PLEASE NOTE: The following documentation MUST be supplied with your application:

- A copy of the last reviewed or audited accounts (whichever applies) for your organisation/group/club
- A copy of any documentation verifying your organisation's legal status
- Include copies of written quotes (these must match the Funding Requirements in section 4.)

Section 3 – Funding requirements1. **NOTE: Please provide full details for the following:**

- How much your event/project will cost,
- How much you are seeking from the Waikato District Council,
- How much you are seeking from other providers,
- Details of other funding and donated materials/resources being sourced, and
- Current funds in hand to cover the costs of the event/project.

IMPORTANT: Please ensure all quotes supplied are clearly itemised and match the "Project Break down" (Total B)

Please complete all of the following sections	GST Inclusive Costs (use this column if you are NOT GST registered)	GST Exclusive Costs (use this column if you are GST registered)
What is the <u>total</u> cost of your project/event	\$	\$
Existing funds available for the project. Include any projected income i.e. ticket sales, merchandise etc.		
Total A	\$	\$

2. Only include the Funding being sought from Waikato District Council below:

Project Breakdown (itemised costs of funding being sought)	GST Inclusive Costs (use this column if you are NOT GST registered)	GST Exclusive Costs (use this column if you are GST registered)
STMS Traffic Management	\$	\$ 1900 + gst
Wreaths - The Bloemery	\$	\$ 269.57 + gst
Catering OTCB	\$	\$ 782.61 + gst
	\$	\$
	\$ Sub	\$ 2952.18
	\$ gst	\$ 442.82
Total Funds being sought from <u>WDC</u> Total B	\$ Total	\$ 3395.00

3. Has / will funding been sought from other funders? Yes ☐ No ☒

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

a)	\$	\$
b)	\$	\$
c)	\$	\$
d)	\$	\$
Total of other funds being sought Total C	\$	\$ 0

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

--

Section 4 – Community wellbeing and outcomes

1. Which community wellbeing will your project contribute to?

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

Social ☒ Economic ☐ Cultural ☒ Environmental ☐

2. 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 ☐ Healthy ☒ Vibrant ☒

Section 5 – Previous Funding Received from Waikato District Council

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

What Board / Committee	Type of Project / Event	Date received	Amount

2. 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 for previous funding received.

☐ Name: _____ Date: _____

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

☒ Name: Shaun Jackson Date: 10/2/20

Position in organisation (tick which applies) Chairman ☒ Secretary ☐ Treasurer ☐

Signature: [Signature] Date: 10/2/20

**Incomplete applications will not be accepted and will be returned*

Onewhero Tuakau Community Board

Dominion road Tuakau

2121

10-02-20

Re.

ANZAC Parade Tuakau

OTCB requests funds of \$900 dollars to Cater for Tea Coffee and Sandwiches and cakes immediately following the Anzac Ceremony.

Catering is for approx. 200 people as per previous years.

We request that the monies are paid to OTCB Member Bronwyn Watson and that a full Breakdown of expenditures will be provided after the event

Bank Account for Deposit B Watson 06-0469-0041353-018 You can confirm her Bank account number from her Employee details if you need to

Regards

Shaun Jackson



Onewhero Tuakau Community Board Chairperson

SAFE TRAFFIC MANAGEMENT SERVICES LIMITED

PROUD TO BE PROVIDING A SAFE WORKING ENVIRONMENT

Phone: +64-7-847-7871
Email: admin@safetraffic.co.nz
GST Reg # 839 933 24



PO Box 5074, Frankton
Hamilton, New Zealand
www.roadmark.com

Payment claim made under the Construction Contracts Act 2002

Quote

Invoice To:

Invoice No: 00005357

J P Group
PO Box 586
Pukekohe

Customer PO No: TUAKAU ANZAC

Date: 10/02/2020

QTY	UNIT	DESCRIPTION	RATE	AMOUNT
		RE: Traffic Management for the Tuakau Anzac Parade		
	each	Traffic Management Plan	\$250.00	\$250.00
		Corridor Access Request	\$250.00	\$250.00
	each	Road Closed Level 1	\$1,400.00	\$1,400.00

All prices are exclusive of GST unless specified.
The closures above are a per day rate unless specified.
TTM over 10 hours will incur an extra charge of \$150.00 per hour.

Please note: Traffic Management Plans remain the intellectual property of Safe Traffic Management Services.

Thanking you for your clientele,

Reg Rouse

Open Meeting

To	Discretionary and Funding
From	Clive Morgan General Manager Community Growth
Date	17 February 2020
Prepared by	Lianne van den Bemd Community Development Advisor
Chief Executive Approved	Y
Reference	CDR0502 / GOV1318 / 2501439
Report Title	Te Kauwhata Community Events Inc. – ANZAC Day Service

I. EXECUTIVE SUMMARY

Attached is a letter requesting funding under \$1,000 from the Te Kauwhata Community Events Inc. for the Te Kauwhata Community Committee consideration:

Criteria for Grants: r) Applications under \$1000 will only need to provide a cover letter describing the event/project and relevant quotes.

The Te Kauwhata Community Events Inc. is seeking a grant towards the costs of ANZAC Day Service 2020 of \$750.00 to cover the cost of refreshments and the two wreaths.

2. RECOMMENDATION

THAT the report from the General Manager Community Growth be received;

AND THAT an allocation of \$..... is made to Te Kauwhata Community Events Inc. towards the costs of ANZAC Day Service 2020;

OR

AND FURTHER THAT the request from Te Kauwhata Community Events Inc. towards the cost of ANZAC Day Service 2020 is declined / deferred until for the following reasons:

3. POLICY

The request for funding meets the criteria set in the Discretionary Grants Policy, where for applications under \$1,000, applicants only need to provide a cover letter describing the event/project and relevant quotes.

4. CONCLUSION

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

5. ATTACHMENTS

App - Te Kauwhata Community Events Inc. – ANZAC Day Service

TE KAUWHATA COMMUNITY EVENTS INCORPORATED

C/-The Te Kauwhata Community House

1 Waerenga Rd

Te Kauwhata

3710

estherpilbrow@gmail.com

04/02/2020

To the Funding team Waikato District Council.

The Te Kauwhata ANZAC Day Celebrations are to be held on April 25th 2020 at the Te Kauwhata Soldiers Memorial. There will be a dawn service and an 11am service. Both services will have a wreath laying ceremony and light refreshments.

The Community Events Committee is seeking funds of \$750.00 to cover the cost of the refreshments and the two wreaths.

Kind regards,

Michelle Croucher
021419027

ANZ bank, Huntly
Te Kauwhata Community Events Inc
06-0329-0722703-00

1/31/2020

Gmail - ANZAC catering
89



Esther Pilbrow <estherpilbrow@gmail.com>

ANZAC catering

Joan Fuller <fenreach9@orcon.net.nz>
To: estherpilbrow@gmail.com
Hello Esther.

31 January 2020 at 14:03

At our Meeting last night it was decided unanimously that we would reduce our catering charges for ANZAC DAY celebrations to \$650. We hope this meets with your approval.

Regards

Joan Fuller – secretary Te Kauwhata Lakeside Lions.



Quotation

Te Kauwhata Events Committee

Anzac Day April 25th 2020

• Anzac Wreath	2@	\$50.00	\$100.00
Total			\$100.00

Prices Include GST

Additional delivery charge may apply

TAX INVOICE QUOTE ONLY.

Date 5-2-20

From

TE KAUWHATA
LAKESIDE LIONS.

0314722

To

Esther Peterson

TK Gvents Committee

G.S.T. Reg. No.

Quantity	Description	Unit Price	Amount
	ANZAC DAY CATERING.		
	RSA Hall, Te Kauwhata.		
	providing		
	Assorted Sandwiches		
4	sandwiches.		
"	muffins		
"	sweet slices		
1	anzac biscuits		
	Tea/coffee/soft drinks.		
65	people @ \$10.00		
	per head.		650 -

Sub Total

Terms

Cash

Delete as applicable

%G.S.T. includes

TOTAL

650 -

Open Meeting

To	Discretionary & Funding Committee
From	Clive Morgan General Manager Community Growth
Date	17 February 2020
Prepared by	Lianne van den Bemd Community Development Advisor
Chief Executive Approved	Y
Reference#	CDR0502 / GOV1318 / 2501520
Report Title	Ngaruawahia RSA and Memorial Club Inc. – ANZAC Day Service

I. EXECUTIVE SUMMARY

The purpose of this report is to present an application for funding from the Ngaruawahia RSA and Memorial Club Inc. towards the cost of the ANZAC Day Service 2020.

2. RECOMMENDATION

THAT the report from the General Manager Community Growth be received;

AND THAT an allocation of \$..... is made to the Ngaruawahia RSA and Memorial Club Inc. towards the cost of the ANZAC Day Service 2020;

OR

AND THAT the request from the Ngaruawahia RSA and Memorial Club Inc. towards the cost of the ANZAC Day Service is declined / deferred until for the following reasons 2020:

3. BACKGROUND

The Ngaruawahia RSA and Memorial Club Inc. is organising the ANZAC Day Service.

The Dawn parade will assemble at Ngaruawahia Fire Station to march to the white crosses field of remembrance, followed by catering of a light breakfast at the RSA, then onto the Mayor's ANZAC Civic Service and parade.

The event is organised by the RSA Welfare section, RSA Committee and RSA volunteers (35 in total).

The event will take place Saturday, 25 April 2020.

4. OPTIONS CONSIDERED

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

5. FINANCIAL

Funding is available to allocate for the year.

The project is noted to cost \$3,450.00. The Ngaruawahia RSA and Memorial Club Inc. is seeking funding of \$3,450.00 towards the total cost of the ANZAC Day Service.

GST Registered			Yes
Set of Accounts supplied			Yes
Previous funding has been accounted for by this organisation			Yes
Waikato District Community Wellbeing Trust	Roof Repairs	May 2018	\$20,000.00
Ngaruawahia Community Board	ANZAC White Crosses	March 2018	\$2,000.00
Discretionary & Funding Committee	ANZAC	March 2019	\$3,600.00

6. POLICY

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

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

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

7. CONCLUSION

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

8. ATTACHMENTS

App – Ngaruawahia RSA and Memorial Club Inc. – ANZAC Day Service



DISCRETIONARY FUNDING APPLICATION FORM

Important notes for applicant:

- Prior to submitting your application, please contact the Waikato District Council's community development advisor, on 0800 492 452 Ext 5732, to discuss your application requirements and confirm that your application meets the eligibility criteria.
- Have you discussed your application with the Waikato District Council community development advisor
Yes ☒ No ☐
- Application form must be completed in full and emailed to Funding funding@waikato.govt.nz
- Please ensure you have read the **Guidelines** on [Waikato District Council Discretionary Grants Fund](#) prior to completing the application form (these are updated from time to time).
- I have read and understood the guidelines for funding application form
Yes ☒ No ☐
- All parts of the application need to be completed and all supporting information supplied.

PLEASE NOTE: Incomplete applications WILL NOT be considered and will be returned.

Contact email: (Correspondence will be emailed from funding@waikato.govt.nz)

Which of the 2 funds are you applying for: (please tick **one** appropriate box.)

1. Discretionary and Funding Committee

Project Fund (Rural Ward Areas) ☐

Event Fund ☒

OR

2. Community Board / Committee Discretionary Fund for local Town / Village, Projects / Events

Raglan ☐

Taupiri ☐

Onewhero-Tuakau ☐

Ngaruawahia ☐

Huntly ☐

Te Kauwhata ☐

Meremere ☐

Section I – Your details

1. Name of your organisation and contact person

Ngaruawahia RSA a Memorial Club Inc

2. What is your organisation's purpose/background (who are you? what do you do?)

To provide comfort and support to not only service personnel and their families, but to also provide a safe, welcoming place where the community can interact through various activities.

3. Phone number/s

07 824 8905

4. Email / Address

nganawakia.rsa@gmail.com

5. If you are a Registered Charity (we require your registration number & confirmation that your organization registration is current)

Section 2 – Your event / project

1. What is your event / project, including date and location? (please describe in full the project details)

25th April ANZAC Day. We hold dawn parade assembling at Fire Station & march to remembrance field on Gt Stn Rd. We then host a light B/Fast at RSA. Veterans & families gather at RSA prior to attending civic service at Hanu Memorial Hall. Lunch is at RSA following.

2. How many volunteers and who else is involved in the project?

RSA Welfare section, RSA Committee and RSA Volunteers (35 in total)

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

The public of Nganawakia has embraced ANZAC Day commemorations. This is visible by the large numbers attending the services and parade. School children learn about the ANZACS and the 100 year commemorations and attend to lay wreaths at the Cenotaph on behalf of their schools.

Are you GST registered?

No

☐

Yes

☒

GST Number

11 / 286 / 062

PLEASE NOTE: The following documentation MUST be supplied with your application:

- A copy of the last reviewed or audited accounts (whichever applies) for your organisation/group/club
- A copy of any documentation verifying your organisation's legal status
- Include copies of written quotes (these must match the Funding Requirements in section 4.)

Section 3 – Funding requirements1. **NOTE:** Please provide full details for the following:

- How much your event/project will cost,
- How much you are seeking from the Waikato District Council,
- How much you are seeking from other providers,
- Details of other funding and donated materials/resources being sourced, and
- Current funds in hand to cover the costs of the event/project.

IMPORTANT: Please ensure all quotes supplied are clearly itemised and match the "Project Breakdown" (Total B)

Please complete all of the following sections	GST Inclusive Costs (use this column if you are NOT GST registered)	GST Exclusive Costs (use this column if you are GST registered)
What is the <u>total</u> cost of your project/event	\$	\$
Existing funds available for the project. Include any projected income i.e. ticket sales, merchandise etc.		
Total A	\$	\$

2. Only include the Funding being sought from Waikato District Council below:

Project Breakdown (itemised costs of funding being sought)	GST Inclusive Costs (use this column if you are NOT GST registered)	GST Exclusive Costs (use this column if you are GST registered)
Market Street Eatery	\$	\$ 2750.00
Wreaths (Donation)	\$	\$ 700.00
	\$	\$
	\$	\$
	\$	\$
	\$	\$
Total Funds being sought from <u>WDC</u>	Total B \$	\$ 3450.00

3. Has / will funding been sought from other funders?

Yes ☐

No ☒

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

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

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

White crosses and flags are owned by the RSA and used in previous years.

Section 4 – Community wellbeing and outcomes**1. Which community wellbeing will your project contribute to?***(See the guidelines sheet for more information on this section).*

Social ☒ Economic ☐ Cultural ☐ Environmental ☐

2. 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 ☐ Healthy ☐ Vibrant ☒

Section 5 – Previous Funding Received from Waikato District Council**1. If you have received funding from or through the Waikato District Council for any project/event in the past two years, please list below:**

What Board / Committee	Type of Project / Event	Date received	Amount
Wellbeing Trust	Roof Repairs	2018	20K
WDC	ANZAC	2019	3,600.
WDC	White Crosses	2018	2K

2. 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 for previous funding received.

☐ Name: Christopher George Jew Date: 5/2/20

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

☐ Name: _____ Date: _____

Position in organisation (tick which applies)

Chairman ☒ Secretary ☐ Treasurer ☐

Signature: C. Jew Date: 5/2/20

***Incomplete applications will not be accepted and will be returned**



4 Market St
Ngaruawahia

marketsteatery@gmail.com

Provide refreshments for Anzac Day 2020

100 light breakfast @ \$6.50	\$650.00
------------------------------	----------

200 luncheon buffet (after Civil Service) @ \$10.50	\$2100.00
---	-----------

Total	\$2750.00 plus gst
-------	--------------------

Vikki Barton

Communications Manager

Ngaruawahia RSA and Memorial Club Inc



25th April 2019

ANZAC DAWN SERVICE

FIELD OF REMEMBRANCE

0545—ASSEMBLE at Ngaruawahia RSA to march to site

0600—FLAG

WELCOME/SERVICE-

READING—FLANDERS FIELD-

WREATH—

LAST POST -

ODE—

REVEILLE-

FLAG—

FINAL PRAYER

0700—Guests are invited back to the RSA for a light breakfast and refreshments .





ANZ Bank New Zealand Limited

The Base Branch

The Base Shopping Centre, Te Rapa

Teller's initials
and stamp

Proceeds of cheques unavailable until cleared. ANZ does
not receive deposits marked for specific application. ANZ
is not responsible for delays in processing this deposit.

For credit of

Paid in by (first and last name)

FOR NGARUAWAHIA RSA MEMORIAL CLUB INC
GENERAL ACCOUNT

Deposit

Date

Notes

Coins

Sub Total Cash

Cheques
as per reverse

\$

Document Set ID: 1892110100408 11060377 009811606 50
Version: 1, Version Date: 05/02/2018

**The Ngaruawahia RSA
Memorial Club Inc**

**Financial Statements
FOR THE YEAR ENDED 31 MARCH, 2019**

The Ngaruawahia RSA Memorial Club Inc

Contents of Financial StatementsFor the Year Ended 31 March 2019

Divisional Statements of Financial Performance	2 - 5
Combined Statement of Financial Performance	6 - 7
Statement of Movements in Equity	8
Statement of Financial Position	9
Notes to and forming part of the Financial Statements	10 - 14

C. G. R.

The Ngaruawahia RSA Memorial Club Inc

Divisional Statement of Financial Performance

For the Year Ended 31 March 2019

	Note	2019	2018
		\$	\$
BAR			
Operating Revenue			
Bar Sales		305,025	295,584
Less Cost of Sales			
Opening Stock		5,826	4,912
Bar Purchases		116,549	113,675
		<u>122,375</u>	<u>118,587</u>
Closing Stock		(8,387)	(5,826)
Total Cost of Sales		<u>113,988</u>	<u>112,761</u>
Gross Surplus from Trading		<u>191,037</u>	<u>182,823</u>



This statement should be read in conjunction with the attached notes

C. G. McLeod

The Ngaruawahia RSA Memorial Club Inc

Divisional Statement of Financial Performance (continued)

For the Year Ended 31 March 2019

	Note	2019	2018
		\$	\$
GAMING			
Operating Revenue			
Gaming Machine Sales		87,778	74,500
Less Cost of Sales			
IRD Duty		20,764	17,370
Problem Gaming Levy		1,318	975
Gaming Licence Fees		7,939	8,103
Repairs & Maintenance		6,628	928
Electronic Monitoring Services		5,707	5,243
Total Cost of Sales		42,356	32,619
Gross Surplus from Trading		45,422	41,881



This statement should be read in conjunction with the attached notes

The Ngaruawahia RSA Memorial Club Inc

Divisional Statement of Financial Performance (continued)

For the Year Ended 31 March 2019

	Note	2019 \$	2018 \$
FUNDRAISING			
Operating Revenue			
Battens Up & Raffles		70,705	66,360
Housie		7,116	10,284
Merchandise		1,057	1,242
Special Events Income		1,762	6,419
Rouse the Rascal Sales		14,067	-
Total Revenue		94,707	84,305
Less Cost of Sales			
Opening Stock		300	-
Battens Up & Raffles		52,398	36,892
Housie		921	1,607
Merchandise		1,395	2,817
Special Events		2,333	4,246
Rouse the Rascal Costs		8,499	-
		65,546	45,562
		65,846	45,562
Closing Stock		-	(300)
Total Cost of Sales		65,846	45,262
Gross Surplus from Trading		28,861	39,043



This statement should be read in conjunction with the attached notes

A handwritten signature, possibly "C. G.", written in dark ink.

The Ngaruawahia RSA Memorial Club Inc

Divisional Statement of Financial Performance (continued)

For the Year Ended 31 March 2019

	Note	2019 \$	2018 \$
KITCHEN			
Operating Revenue			
Kitchen Sales		165,397	138,782
Less Cost of Sales			
Opening Stock		893	750
Purchases		75,224	63,135
Less Closing Stock		(2,845)	(893)
Cost of Sales		73,272	62,992
Kitchen Wages		120,790	52,000
Other - Share of Costs		11,489	1,742
		205,551	116,734
Gross Deficit (Surplus) from Trading		(40,154)	22,048

This statement should be read in conjunction with the attached notes



C. G. n.

The Ngaruawahia RSA Memorial Club Inc

Combined Statement of Financial Performance

For the Year Ended 31 March 2019

	Note	2019	2018
		\$	\$
Divisional Revenue			
Surplus from Bar		191,037	182,822
Surplus from Gaming		45,422	41,881
Surplus from Fundraising		28,860	39,043
(Deficit) Surplus from Kitchen		(40,154)	22,048
Total Divisional Revenue		225,165	285,794
Operating Revenue			
Donations - Courtesy Van		9,758	7,284
Donations - General		17,140	24,869
Grants Received - WDC		19,391	2,962
Grants Received - WEL Energy		8,696	3,000
Other Income		1,712	4,300
Rent Received		29,350	36,528
Subscriptions		18,054	19,447
Interest Received		12	7
Wage Subsidy		1,400	3,508
Total Operating Revenue		105,513	101,905
Net Revenue		330,678	387,699
Less Expenses			
Administration Expenses			
Accountancy and Xero Fees		4,081	2,519
Advertising		1,207	1,379
Audit Fee		3,346	2,900
Computer Expenses		3,348	4,226
Donations		218	1,800
Entertainment - Deductible		12,712	7,664
Licences & Registrations		5,323	2,742
Membership Draw		4,870	8,000
Printing, Stamps & Stationery		1,410	2,092
Security Expenses		554	477
Telephone, Tolls & Internet		2,204	2,408
Management Contract/Salary		78,035	77,000
		117,308	113,007



This statement should be read in conjunction with the attached notes.

C. G. /

The Ngaruawahia RSA Memorial Club Inc

Combined Statement of Financial Performance (continued)

For the Year Ended 31 March 2019

Note	2019	2018
	\$	\$
Overhead Expenses		
ACC Levies	1,614	1,749
Birthday Club	1,931	(52)
Cleaning & Laundry	3,147	5,180
Club Hospitality	493	799
Club Levy	-	1,575
Light, Power & Heating	13,545	13,466
Eftpos & Till Expenses	1,360	1,386
Equipment Hire	-	32
General Expenses	2,842	3,388
Insurance	12,285	9,776
Capitations	4,183	5,936
IRD Penalties	210	1,575
Sky TV	7,809	9,012
Membership Cards	248	1,007
Motor Vehicle Expenses	4,713	4,523
Repairs & Maintenance	44,691	31,161
Professional Development	538	845
Rates	2,900	5,525
Rent - Plant & Equipment	2,094	2,074
Rubbish	976	1,842
Uniforms	-	517
Wages & Salaries	117,598	90,258
	223,177	191,574
Finance Expenses		
Bank Fees & Charges	2,720	612
Interest - Bank Loans	24,819	29,916
Overdraft Interest	464	-
Interest Paid - IRD	80	-
Interest Paid - Hire Purchase	-	(799)
	28,083	29,730
Non Cash Expenses		
Depreciation	26,643	33,550
Total Expenses	395,211	367,861
Net (Deficit) Surplus	(64,533)	19,838

This statement should be read in conjunction with the attached notes



Handwritten signature

The Ngaruawahia RSA Memorial Club Inc

Statement of Movements in Equity

For the Year Ended 31 March 2019

	2019	2018
	\$	\$
Revenues and Expenses		
Net (Deficit) Surplus	(64,533)	19,838
Total Recognised Revenues and Expenses	(64,533)	19,838
Distributions		
The Ngaruawahia RSA Memorial Club Inc	-	(1,324)
Owners Equity at the Beginning of the Year	638,585	620,071
Owners Equity at the End of the Year	574,052	638,585



This statement should be read in conjunction with the attached notes.

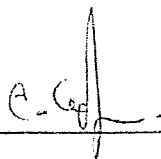
The Ngaruawahia RSA Memorial Club Inc

Statement of Financial Position

As at 31 March 2019

	Note	2019 \$	2018 \$
Current Assets			
Floats and Cash on Hand	2	11,298	6,176
BNZ Club Account	2	40	40
ANZ Membership Account	2	2,057	1,903
ANZ RSA Gaming Account	2	31	4,842
Trade Receivables	3	30,531	16,804
Other Receivables	3	10,200	-
Income Tax Receivable		11	9
Stock on Hand	4	8,387	5,826
Stock on Hand	4	2,845	892
Stock on Hand	4	-	300
Other Current Assets	5	3,167	4,150
Total Current Assets		68,567	40,942
Non-Current Assets			
Property, Plant & Equipment	6	1,121,075	1,136,500
Total Assets		1,189,642	1,177,442
Current Liabilities			
ANZ Credit Card	7	804	450
ANZ RSA General	7	4,595	22,504
Members Cards	8	2,386	462
Accounts Payable	8	157,149	44,741
Subscriptions in Advance	8	7,171	4,977
Bonds Held	8	500	500
Holiday Pay Provision	8	14,307	2,487
Short Term Loan	8	5,000	-
Current Portion of Term Liabilities	8	41,369	38,860
GST Payable		13,465	13,481
Total Current Liabilities		246,746	128,462
Non-Current Liabilities			
ANZ Loan	9	368,844	410,395
Total Liabilities		615,590	538,857
Net Assets		574,052	638,585
Equity			
Total Equity		574,052	638,585

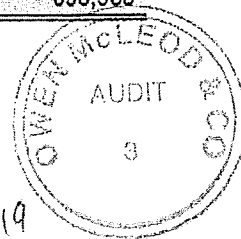
For and on behalf of the club



President

Date

11/7/19



This statement should be read in conjunction with the attached notes

The Ngaruawahia RSA Memorial Club Inc

Notes to and forming part of the Financial Statements

For the Year Ended 31 March 2019

1 Statement of Accounting Policies

Reporting Entity

The Ngaruawahia RSA Memorial Club Inc is an incorporated society, registered under the Incorporated Societies Act 1908.

The special purpose financial report was authorised for issue by Members of the Committee of The Ngaruawahia RSA Memorial Club Inc.

Statement of Compliance and Basis of Preparation

The special purpose financial statements of The Ngaruawahia RSA Memorial Club (Inc) have been prepared in accordance with the stated accounting policies.

The accounting principles recognised as appropriate for the measurement and reporting of earnings and financial position on an historical cost and accrual basis have been applied.

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 Combined Statement of Financial Performance and Statement of Financial Position have been applied:

(a) Inventories

Inventories are stated at the lower of cost and net realisable value. Cost is determined using the first-in, first-out (FIFO) method.

(b) Trade Receivables

Receivables are stated at their estimated realisable value. Bad debts are written off in the year in which they are identified.

(c) Revenue

Sales of goods are recognised when they have been delivered and accepted by the customer.

This statement should be read in conjunction with the attached notes.



C. G. L.

The Ngaruawahia RSA Memorial Club Inc

Notes to and forming part of the Financial Statements (continued)

For the Year Ended 31 March 2019

(d) Property, Plant & Equipment

The entity has the following classes of Property, Plant & Equipment:

Buildings	0 - 10% DV
Motor Vehicles	20% DV
Furniture & Fittings	10 - 40% DV
Plant & Equipment	10 - 40% DV
Land	0% DV

All property, plant & equipment except for land is stated at cost less depreciation. Land is stated at rateable valuation. Depreciation has been calculated in accordance with rates permitted under the Income Tax Act 2007.

(e) Income Tax

No provision for income tax has been made as there is no current or deferred tax payable.

(f) Goods and Services Taxation (GST)

All items in the Statement of Financial Position are stated exclusive of GST except for receivables and payables which are stated inclusive of 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 financial statements.

2 Cash & Bank Balances

Cash Balance

Floats and Cash on Hand

Bank Account Balances

BNZ Club Account

ANZ Membership Account

ANZ RSA Gaming Account

Total Cash & Bank Balances

2019	2018
\$	\$
11,298	6,176
40	40
2,057	1,903
31	4,842
2,128	6,785
13,426	12,961

This statement should be read in conjunction with the attached notes



Handwritten signature

The Ngaruawahia RSA Memorial Club Inc

Notes to and forming part of the Financial Statements (continued)

For the Year Ended 31 March 2019

3 Trade and Other Receivables

	2019	2018
	\$	\$
Trade Receivable		
Accounts Receivable	30,531	16,804
Other Receivables		
Eftpos	10,200	-
Total Trade and Other Receivables	40,731	16,804

All amounts are short-term and have been reviewed for indicators of impairment. The carrying value of trade receivables is considered a reasonable approximation of fair value.

4 Inventories

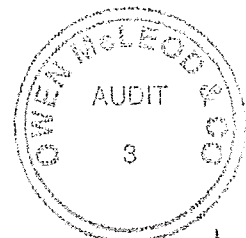
	2019	2018
	\$	\$
Stock on Hand		
Stock on Hand	8,387	5,826
Stock on Hand	2,845	892
Stock on Hand	-	300
Total Inventories	11,232	7,018

5 Other Current Assets

	2019	2018
	\$	\$
Theft Recovery	3,167	4,150
Total Other Current Assets	3,167	4,150

6 Property, Plant & Equipment

	Cost	Depreciation Charged	Accumulated Depreciation	Closing Book Value
	\$	\$	\$	\$
Property, Plant & Equipment 2019				
Freehold Land - At cost	234,000	-	-	234,000
Buildings - At cost	1,514,261	2,797	748,917	765,345
Plant & Equipment	278,370	6,838	227,075	51,295
Motor Vehicles	23,055	2,007	15,028	8,027
Furniture & Fittings	192,056	2,519	166,370	25,686
Fixed Assets	185,395	12,482	148,673	36,722
Total Property, Plant & Equipment	2,427,138	26,643	1,306,063	1,121,075



This statement should be read in conjunction with the attached notes.

The Ngaruawahia RSA Memorial Club Inc

Notes to and forming part of the Financial Statements (continued)

For the Year Ended 31 March 2019

	Cost	Depreciation Charged	Accumulated Depreciation	Closing Book Value
Property, Plant & Equipment 2018	\$	\$	\$	\$
Freehold Land - At cost	234,000	-	-	234,000
Buildings - At cost	1,514,261	3,220	746,120	768,141
Plant & Equipment	278,370	7,848	220,237	58,133
Motor Vehicles	23,055	2,508	13,021	10,034
Furniture & Fittings	180,839	2,172	163,851	16,988
Fixed Assets	185,395	17,801	136,191	49,204
Total Property, Plant & Equipment	2,415,921	33,549	1,279,420	1,136,500

7 Bank Overdrafts	2019	2018
	\$	\$
Bank Account Balances		
ANZ Credit Card	804	450
ANZ RSA General	4,595	22,504
Total Bank Overdrafts	5,399	22,954

8 Payables & Accruals	2019	2018
	\$	\$
Accounts Payable		
Members Cards	2,386	462
Accounts Payable	157,149	44,741
Total Accounts Payable	159,535	45,203
Other Payables & Accruals		
Subscriptions in Advance	7,171	4,977
Bonds Held	500	500
Holiday Pay Provision	14,307	2,487
Short Term Loan	5,000	-
Total Other Payables & Accruals	26,978	7,964
Current portion of Term Liabilities		
Current Portion of Term Liabilities	41,369	38,860
Total Payables & Accruals	227,882	92,027

9 Term Loans - Secured	2019	2018
	\$	\$
ANZ Loan		
Total Outstanding	410,213	449,255
Less:		
Current Portion	41,369	38,860
Term Portion	368,844	410,395
Total Term Loans - Secured Over Land & Buildings	368,844	410,395

This statement should be read in conjunction with the attached notes



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The Ngaruawahia RSA Memorial Club Inc

Notes to and forming part of the Financial Statements (continued)

For the Year Ended 31 March 2019

10 Gaming Information for Gaming Licence Purposes

	2019	2018
	\$	\$
Gaming Proceeds		
Proceeds	87,778	74,500
Less		
Accounting Fees	408	252
Audit Fees	335	290
Depreciation on Gaming Machines	12,482	17,801
Electricity	1,355	1,347
Gaming Machine Duty	20,764	17,370
Problem Gambling Levy	1,318	975
Electronic Monitoring	5,707	5,242
Licence Fees	7,939	-
Service and Repair of Gaming Machine	6,628	-
Insurance	1,229	976
Till Software	335	423
Eftpos	136	139
Rates	290	552
Security	55	48
Rubbish Disposal	98	184
Salaries & Wages	10,500	10,305
Interest	2,482	2,911
Total Gaming Proceeds	15,717	15,685

11 Related Parties

There were no significant transactions or transactions that were on terms and conditions that are likely to be different from the terms and conditions of transactions in similar circumstances, involving related parties during the financial year. (Last year - Nil)

12 Capital Commitments

The Ngaruawahia RSA Memorial Club Inc has no capital commitments as at 31 March 2019, (2018 Nil).

13 Contingent Liabilities

The Ngaruawahia RSA Memorial Club Inc has no contingent liabilities and no guarantees as at 31 March 2019. (2018: Contingent Liabilities Nil. Guarantees Nil.)

14 Events Occurring After Balance Date

No significant events have occurred subsequent to balance date.

15 Audit

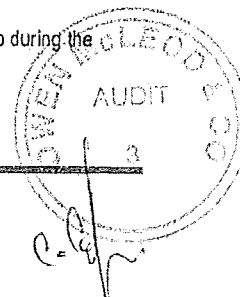
These financial statements have been subject to an audit. Please refer to Auditor's Report.

16 Going Concern

The financial statements have been prepared on a going concern basis, the validity of which depends on the ability of the Club to meet its budgeted cash flow targets.

The committee has reached this conclusion having regard to circumstances that they consider likely to affect the Club during the ensuing year and which may affect the validity of the going concern assumption.

This statement should be read in conjunction with the attached notes.



INDEPENDENT AUDITOR'S REPORT

To the members of The Ngaruawahia RSA Memorial Club Inc

Opinion

We have audited the special purpose financial statements of The Ngaruawahia RSA Memorial Club Inc, which comprise the statement of financial position as at 31 March 2019 and the statement of financial performance, trading accounts and statement of movements in equity for the year then ended, and notes to the special purpose financial statements, including a summary of significant accounting policies.

Basis for Qualified Opinion

In common with other non-profit organisations, our work was limited as control over donations, fundraising and fees, before being recorded, is limited and there are no practical audit procedures to determine the effect of this limited control.

Qualified Opinion

In our opinion, except for the possible effects of the matter described in the Basis for Qualified Opinion paragraph, the financial statements on pages 2 to 14 present fairly, in all material respects, the financial position of The Ngaruawahia RSA Memorial Club Inc as at 31 March 2019, and its financial performance for the year then ended.

We conducted our audit in accordance with International Standards on Auditing (New Zealand) (ISAs (NZ)). Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are independent of the Club 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 Club.

Emphasis of Matter – Basis of Accounting and Restriction on Distribution

We draw attention to Note 1 of the special purpose financial statements, which describes the basis of accounting. The special purpose financial statements are prepared to assist the Committee in complying with the special purpose framework referred to above. As a result, the financial statements may not be suitable for another purpose. Our report is intended solely for the members of the Club and the Department of Internal Affairs, and should not be distributed to other parties. Our opinion is not modified in respect of this matter.

91 Clarence Street Hamilton 3204
PO Box 389 Hamilton 3240

Telephone 07 839 1235
Facsimile 07 839 1237

Freephone 0800 269 139

enquiries@owenmcleod.co.nz
www.owenmcleod.co.nz



Emphasis of Matter – Going Concern

In forming our opinion, we have considered the adequacy of the disclosures made in the financial report regarding the use of the going concern assumption.

The financial statements have been prepared on a going concern basis, the validity of which depends on future cash flows meeting budgeted levels. The financial report does not include any adjustments that would result from a failure to achieve budgeted income. Details of the circumstances relating to this matter are described in Note 16.

Responsibilities of Committee for the Special Purpose Financial Statements

The Committee is responsible for the preparation of the special purpose financial statements in accordance with the special purpose framework and for such internal control as those charged with governance determine is necessary to enable the preparation of special purpose financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the special purpose financial statements, those charged with governance are responsible for assessing the Club's ability to continue as a going concern, disclosing, as applicable, matters relating to going concern and using the going concern basis of accounting unless they either intend to liquidate the Club or to cease operations, or have no realistic alternative but to do so.

Auditor's Responsibilities for the Audit of the Special Purpose Financial Statements

Our objectives are to obtain reasonable assurance about whether the schedule 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) 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 schedule.

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

Identify and assess the risks of material misstatement of the schedule, 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 The Ngaruawahia RSA Memorial Club Inc's internal control.

Conclude on the appropriateness of the use of the going concern basis of accounting by the 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 Ngaruawahia RSA Memorial Club Inc's 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 schedule 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 The Ngaruawahia RSA Memorial Club Inc to cease to continue as a going concern.

Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates, if any, and related disclosures made by management.

We communicate with The Ngaruawahia RSA Memorial Club Inc 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
12 July 2019
Hamilton
New Zealand

12 July 2019

The Chairperson
 The Ngaruawahia RSA Memorial Club Inc
 PO Box 74
 Ngaruawahia 3742

Dear Sir

Audit Management Letter for the Year Ended 31 March 2019

1. Introduction

We have completed the audit of The Ngaruawahia RSA Memorial Club Inc for the year ended 31 March 2019 and enclose the financial statements with the audit report attached.

This letter provides a summary of:

- the audit scope
- the audit opinion
- the issues arising from the audit

You will appreciate that while our audit is carried out in accordance with International Standards on Auditing, it cannot, and should not, be relied upon to detect every instance of misstatement, fraud, irregularity or inefficiency.

The responsibility for the implementation and monitoring of internal and management controls rests with management and the Committee.

2. Audit Scope

The audit aimed to:

- Provide an audit opinion on whether the financial statements fairly reflect the Club's reported financial results and financial position.
- Assess and report on aspects of the Club's financial management and controls.

3. Audit Opinion

We have issued a modified audit opinion on the financial statements for the year ended 31 March 2019, which is normal for organisations where raffles, donations and fees are received.

4. Issues arising from the audit:

Financial situation of club

The overall financial situation of the club has deteriorated significantly over the past year. In the 2017/2018 year you had an operating surplus of \$19,838. The 2018/2019 result is a loss of \$64,533.

Freephone 0800 269 139

91 Clarence Street Hamilton 3204
 PO Box 389 Hamilton 3240

Telephone 07 839 1235
 Facsimile 07 839 1237

enquiries@owenmcleod.co.nz
 www.owenmcleod.co.nz



The major factor contributing to the loss is the substantial increase in the staff salaries cost. This has gone from \$143,000 in 2017/2018 to \$220,000 in 2018/2019 year – with a much smaller increase in overall revenue.

This has had a major impact on the club's cash resources and as a result a number of creditors haven't been paid. The amount owing to creditors is now in excess of \$150,000. Immediate remedial action needs to be taken.

We suggest you take action as follows:

- Establish the up to date financial situation at 30 June 2019.
- Review the trading results for the period April – June 2019. Did the club achieve a surplus?
- If the losses are continuing, you need to take action to reduce costs immediately – We note that the forecast for the next year shows an increase in salaries – not a decrease.
- Work out a plan as to how to start reducing the creditor balance – after you get back to surplus.

Going Concern Issue

As the club has financial issues, we have added an emphasis of matter paragraph in the Audit Report

Till System/Banking

We had difficulty in reconciling the daily register tapes through the summary sheet to the bankings.

We understand that there were variances throughout the year that were not adequately explained. We note that the reconciliation sheets have now been updated to enable easier balancing.

These should be reviewed by Wendy as part of the reporting process.

Minutes

The minutes we sighted were not signed off. These should be signed off at the subsequent meeting – when they should be confirmed.

5. Discussions with Management

Under the NZ International Standards on Auditing (NZ ISAs), we are required to tell you, as the governing body of any disagreements we had the management.

We are pleased to tell you that we had no such disagreements. We have not noted any significant risk or exposures that are required to be separately disclosed in the performance report.

We have not identified any instances of fraud involving senior management or any other frauds that have caused a material misstatement in the performance report.

We reaffirm we are independent of your Club and that we have no relationship with your Club that impairs our independence.

6. Conclusion

We wish to acknowledge the friendly assistance provided by your staff during the audit. If there is any further information you require, please do not hesitate to contact me.

Yours faithfully
OWEN MCLEOD & CO

A handwritten signature in black ink, appearing to be 'Richard Owen', written over the printed name.

Richard Owen

Encls

Open Meeting

To	Discretionary & Funding Committee
From	Clive Morgan General Manager Community Growth
Date	17 February 2020
Prepared by	Lianne van den Bemd Community Development Advisor
Chief Executive Approved	Y
Reference#	CDR0502 / GOV1318 / 2501361
Report Title	Taupiri Community Board - ANZAC Day Service

I. EXECUTIVE SUMMARY

The purpose of this report is to present an application for funding from the Taupiri Community Board towards the cost of the Anzac Day Service 2020.

2. RECOMMENDATION

THAT the report from the **General Manager Community Growth** be received;

AND THAT an allocation of \$..... is made to the **Taupiri Community Board** towards the cost of the **Anzac Day Service 2020**;

OR

AND THAT the request from the **Taupiri Community Board** towards the cost of the **Anzac Day Service 2020** is declined / deferred until for the following reasons:

3. BACKGROUND

The Taupiri Community Board (on behalf of the Taupiri Community) are organising the ANZAC Day Service 2020.

The organisers envisage that a cross section of the community, including the school, early childhood centre, Police and Fire Brigade will be in attendance. The parade will be led by the Ham Caledonian Band and ending outside the War Memorial Hall.

Taupiri School are to be invited to partake in the making of a commemorative plaque and wreath for the ANZAC Day Service.

There will be an opportunity for those who attend to lay wreaths and pay their respects to the soldiers who lost their lives during WWI and WW2.

Refreshments will be provided for all of those who attend.

The event will take place on Saturday, 25 April 2020 at the Taupiri War Memorial Hall, 16 Greenlane Road, Taupiri.

4. OPTIONS CONSIDERED

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

5. FINANCIAL

Funding is available to allocate for the year.

The project is noted to cost \$2,900.82. The Taupiri Community Board is seeking funding of \$2,900.82 towards the cost of Anzac Day Service 2020.

GST Registered			Yes
Set of Accounts supplied			N/A
Previous funding has been accounted for by this organisation			Yes
Discretionary & Funding Committee	ANZAC 2018	November 2018	\$1,000.00
Discretionary & Funding Committee	ANZAC 2019	March 2019	\$2,900.00

6. POLICY

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

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

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

7. CONCLUSION

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

8. ATTACHMENTS

App - Taupiri Community Board - ANZAC Day Service



DISCRETIONARY FUNDING APPLICATION FORM

Important notes for applicant:

- Prior to submitting your application, please contact the Waikato District Council's community development advisor, on 0800 492 452 Ext 5732, to discuss your application requirements and confirm that your application meets the eligibility criteria.
- Have you discussed your application with the Waikato District Council community development advisor
Yes ☒ No ☐
- Application form must be completed in full and emailed to Funding funding@waide.govt.nz
- Please ensure you have read the **Guidelines** on [Waikato District Council Discretionary Grants Fund](#) prior to completing the application form (these are updated from time to time).
- I have read and understood the understood the guidelines for funding application form
Yes ☒ No ☐
- All parts of the application need to be completed and all supporting information supplied.

PLEASE NOTE: Incomplete applications WILL NOT be considered and will be returned.

Contact email: (Correspondence will be emailed from funding@waide.govt.nz)

Which of the 2 funds are you applying for: (please tick **one** appropriate box.)

1. Discretionary and Funding Committee

Project Fund (Rural Ward Areas) ☐

Event Fund ☒

OR

2. Community Board / Committee Discretionary Fund for local Town / Village, Projects / Events

Raglan ☐

Taupiri ☐

Onewhero-Tuakau ☐

Ngaruawahia ☐

Huntly ☐

Te Kauwhata ☐

Meremere ☐

Section 1 – Your details

1. Name of your organisation and contact person

Taupiri Community Board - Dorothy Lovell

2. What is your organisation's purpose/background (who are you? what do you do?)

Taupiri Community Board is a voice to WDC on behalf of the Taupiri Community families/whanua. I, Dorothy Lovell am currently the Chair of TCB. We oversee on behalf of WDC to keep Tpi being heard.

3. Phone number/s

0274507454

4. Email / Address

dynlovell@gmail.com

5. If you are a Registered Charity (we require your registration number & confirmation that your organization registration is current)

No

Section 2 – Your event / project**1. What is your event / project, including date and location?** *(please describe in full the project details)*

To host ANZAC Day, Saturday, 25th April 2020. Parade is to be lead by the Ham Caledonian Band and ending outside the War Memorial Hall. Last year was the 2nd ANZAC parade hosted by TCB.

2. How many volunteers and who else is involved in the project?

There are a few volunteers from the following: TCB - Tpi Edccare - Tpi School - Police & Fire Brigade and many other people local people wanting to help in various jobs on the day.

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

Are you GST registered? No ☐ Yes ☒ GST Number 52 / 054 / 982

PLEASE NOTE: The following documentation MUST be supplied with your application:

- A copy of the last reviewed or audited accounts (whichever applies) for your organisation/group/club
- A copy of any documentation verifying your organisation's legal status
- Include copies of written quotes (these must match the Funding Requirements in section 4.)

Section 3 – Funding requirements**1. NOTE: Please provide full details for the following:**

- How much your event/project will cost,
- How much you are seeking from the Waikato District Council,
- How much you are seeking from other providers,
- Details of other funding and donated materials/resources being sourced, and
- Current funds in hand to cover the costs of the event/project.

IMPORTANT: Please ensure all quotes supplied are clearly itemised and match the "Project Breakdown" (Total B)

Please complete all of the following sections	GST Inclusive Costs (use this column if you are NOT GST registered)	GST Exclusive Costs (use this column if you are GST registered)
What is the <u>total</u> cost of your project/event	\$	\$ \$15,099.96
Existing funds available for the project. Include any projected income i.e. ticket sales, merchandise etc.		
Total A	\$	\$ \$15,099.96

2. Only include the Funding being sought from Waikato District Council below:

Project Breakdown (itemised costs of funding being sought)	GST Inclusive Costs (use this column if you are NOT GST registered)	GST Exclusive Costs (use this column if you are GST registered)
Powder coating clubhouse chairs	\$	\$ \$4,950.00 +
Recovering Club house chairs	\$	\$ \$10,149.96 +
	\$	\$
	\$	\$
	\$	\$
	\$	\$
Total Funds being sought from WDC Total B	\$	\$ \$5,099.96 +

3. Has / will funding been sought from other funders? Yes ☒ No ☐

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

a) Waikare Golf Funding	\$	\$ \$1,000.00 +
b) Transpower	\$	\$ \$9,000.00 +
c)	\$	\$
d)	\$	\$
Total of other funds being sought Total C	\$	\$ \$10,000.00 +

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

<p>Volunteer time and labour dismantling and reassembling chairs</p>
--

Section 4 – Community wellbeing and outcomes**1. Which community wellbeing will your project contribute to?***(See the guidelines sheet for more information on this section).*

Social ☐ Economic ☐ Cultural ☒ Environmental ☐

2. 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 ☐ Healthy ☐ Vibrant ☐

Section 5 – Previous Funding Received from Waikato District Council**1. If you have received funding from or through the Waikato District Council for any project/event in the past two years, please list below:**

What Board / Committee	Type of Project / Event	Date received	Amount
Discretionary Funding Comm	ANZAC Day	2018	1000.00
Discretionary Funding Comm	ANZAC Day	2019	2900.82

2. 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 for previous funding received.

☒ Name: Dorothy Lovell Date: December 2019

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

☒ Name: Dorothy Lovell Date: 05 February 2020

Position in organisation (tick which applies)

Chairman ☒ Secretary ☐ Treasurer ☐

Signature: _____ Date: 05 February 2020

**Incomplete applications will not be accepted and will be returned*

Section 4 – Community wellbeing and outcomes**1. Which community wellbeing will your project contribute to?***(See the guidelines sheet for more information on this section).*Social ☐Economic ☐Cultural ☒Environmental ☐**2. 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 ☐Healthy ☐Vibrant ☐**Section 5 – Previous Funding Received from Waikato District Council****1. If you have received funding from or through the Waikato District Council for any project/event in the past two years, please list below:**

What Board / Committee	Type of Project / Event	Date received	Amount
Discretionary Funding Comm	ANZAC Day	2018	1000.00
Discretionary Funding Comm	ANZAC Day	2019	2900.82

2. 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 for previous funding received.

☒ Name: Dorothy Lovell Date: December 2019

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

☒ Name: Dorothy Lovell Date: 05 February 2020
Position in organisation (tick which applies)Chairman ☒Secretary ☐Treasurer ☐
 Signature:  Date: 05 February 2020
**Incomplete applications will not be accepted and will be returned*

Reserve Event Notification Form

Reserve Event Notifications must be received by Waikato District Council 2 Months prior to the event

Applicant's details

Club/Organisation/Group name: Tauapiri Community Board
 Postal address: 46 Te Puna St, Tauapiri
 Contact person full name and Address:
 Full Name: Dorothy Lovell
 Address: 46 Te Puna Street, Tauapiri
 Phone: 0274 507454 Fax: _____ Email: dlyn.lovell@gmail.com

Event details

Please state name of reserve or lake: St Soull Rd, by Tpi School
 Type of event: ANZAC Day
 Date(s) required: Start date: 25 April 2020 End date: 25th April 2020
 Set up and Pack Down Date(s) required: Start date: _____ End date: _____
 Start Time: 9 am Finish Time: 10 am
 Estimated number of participants: _____
 Estimated number of spectators: 200
 Will fees be charged for this event? ☐ Yes \$ _____ ☒ No
 What is the purpose of your event: i.e. Why are you holding it.
ANZAC DAY
 Description of Activities: Please attach a copy of your event programme, if applicable. If your event is part of a series please list other event dates and venue.
ANZAC Day - 9 am Caledonian Pipe Band, leave by Tpi School, St Soull Rd. Left onto Te Puna St, Left onto Greenlane Rd Traffic Management will be in attendance.

Environmental Health (please tick all boxes applicable to your event)

Food: Please write the quantity beside each category
☐ Food Vendors (registered) _____ ☐ Food Vendors (unregistered) _____
☐ Caterers _____ ☐ BBQ or similar _____
☐ Alcohol _____ ☐ None _____
 Trading: (Sale or distribution of goods, flyers, services, collecting money etc.) ☐ Yes ☒ No
 Portaloos: Will you be providing portaloos? ☐ Yes How many? _____ ☐ No
Noise (Amplified)
☐ Live Band ☐ Megaphones ☒ PA System
☐ DJ ☐ Other (please describe) _____ ☐ None
 Start Time: 9 am Finish Time: 10 - 10:30 am
Waste Minimisation:
 Do you expect waste to be generated by your event? ☒ Yes ☐ No
 If yes, identify any waste streams and how these will be diverted from landfill or recycled?
☐ Glass _____ ☐ Plastic _____
☐ Can / Tin _____ ☐ Paper / Cardboard _____
☒ Food Morning Tea ☐ Other _____
 If you require assistance please contact Pat Cronin at pat.cronin@waikato.govt.nz
Environmental Health may require further information in respect of the sale of food, noise or the provision of sanitary facilities

Reserve Utilities (please tick all boxes applicable to your event)

- Lighting: Do you require lighting? ☐ Yes ☒ No
- Toilets: Do you require access to existing toilets? ☒ Yes ☐ No
- Keys: Do you require a key to access the reserve? (Bond applies) ☐ Yes ☒ No

If you require a key to access a reserve or lake, please fill out a Reserves and Key Bond Form. Please download this from our website, www.waikatodistrict.govt.nz.

A deposit of \$100.00 or a specified bond amount is payable to Waikato District Council in advance of receiving the key. Key deposits will be refunded after the reserve has been inspected and if the reserve/ lake is left in good order. Please allow 10 working days. Keys to be returned the next working day after the event. Penalty for late return of keys is \$21 per working day. (Please note a cheque or purchase order is not acceptable for the bond)

Unmanned Aerial Vehicles or Drones

Will UAV's or drones be operating? ☐ Yes ☒ No

(please see relevant policy on our website - [General Policies Reserve Management Plan](#))

Does your event include fireworks and/special effects? ☐ Yes ☒ No

If yes, please show that you have **sufficient public liability insurance** and that **work safe NZ is notified** of the firework display. You will also need to apply for a **test certificate** from the Test Certifiers of Pyrotechnics, who issue test certificates to hold a firework display.

Additional work: Do you require the council to do additional work e.g. mowing, extra rubbish bins? ☒ Yes ☐ No

Building (please tick all boxes applicable to your event)

Structures: (please write the quantity and dimensions beside each structure if applicable)

- ☐ Marquees / EZI-up Gazebo _____ Dimensions _____
- ☐ Stages _____ Dimensions _____
- ☐ Fencing _____ ☐ Table and Chairs _____
- ☐ Other (including signage and plan) _____ ☐ None

Amusement Devices:

- ☐ Inflatable (Must provide proof of meeting standard AS3533) Company being used: _____
- ☐ Other (Please state devices) _____ Company being used: _____ ☒ None

Traffic Management and Parking (please tick all boxes applicable to your event)

- Are you applying to close a road? (90 days' notice required) ☒ Yes ☐ No
- Does your event involve any activities on a road? ☒ Yes ☐ No

If yes to any of the above, please provide a Traffic Management Plan signed by a qualified Site Traffic Management Supervisor (please see the [Code of Practice for Temporary Traffic Management](#) website for more information or upload a copy through <https://www.submitica.co.nz/> website)

Name of the Traffic Management Provider: John Leonhardt

Estimated number of vehicles: _____

Where are vehicles to be parked? Taupiri School - Te Pahi & Greenlane Rd

General Information**Event Health and Safety**

The organiser is required to complete the health and safety Hazard Register for small events and may be requested to complete a health and safety plan for approval.

Public Liability Insurance

Waikato District Council may request the event organiser to obtain Public Liability Insurance. This will provide protection against claims for compensation in respect of unexpected and unintended personal injury or property damage for which they may be legally liable arising out of their business activities.

Privacy Act 1993

The information collected in this form will be used to ensure the effective facilitation of your event/activity. It will be distributed to other Council departments, external agencies and will be used for public information as required.

EVENT RULES

1. Events must be held in a manner that allows maximum use of the reserve for the general public not taking part in the event.
2. All events must cease at midnight unless prior permission is granted by Waikato District Council.
3. All statutory requirements and bylaws must be adhered to e.g. District Plan or obtain Resource Consent if you cannot comply with the District Plan. Event organisers are responsible for the health and safety of participants and spectators.
4. Requests for use of Waikato District Council reserves for events must be received by the Waikato District Council no less than two months prior to the date of the planned event. Event applications received less than two months prior to the proposed event may be considered for approval at the discretion of the Waikato District Council.
5. If an event requires traffic management, an application must be received by Waikato District Council two months prior to the planned event. If a road closure is required an application must be received by Waikato District Council 90 days before the planned event. Traffic Management Plan must comply with the Code of Practice for Temporary Traffic Management. A Traffic Management Plan must be prepared by a qualified Site Traffic Management Supervisor (STMS) and must comply with the Code of Practice.
6. Event organisers are responsible for: security, traffic and parking management, noise control, toilet provision and rubbish collection at the applicant's expense. Any damage, security or call out fees incurred by the Waikato District Council will be charged to the applicant.
7. All event organisers must comply with District Plan noise standards. Any monitoring of noise levels by Waikato District Council staff or its agents during an event will be at the event organiser's expense.
8. A bond may be required at the discretion of Waikato District Council and the amount will be determined by the nature of the event. This bond will be returned if the reserve is left in the same condition it was before the event.
9. The applicant is required to notify Council within a minimum of 24 hours of any event cancellations.
10. Failure to comply with any of the above rules may impact upon future applications for use of reserves for events.
11. If you require use of a lake/harbour, please attach a copy of Waikato Regional Council's event authorisation form. Please call Waikato Regional Council on 0800 800 402 for further information.
12. If you require the use of Department of Conservation land, please contact DOC on 07 858 1000 for further information.
13. The Contact Person is responsible for the event, clean up, Health & Safety, costs incurred by the Council and Compliance with the conditions as well as bond (if applicable).

Note 1: Event Rules may be added in respect of this application by the Waikato District Council

Note 2: All public reserves can be used at any time by the general public, including during your event.

Note 3: The Environmental Health Section may require further detail information in relation to food premises, noise and sanitary facilities etc.

The information supplied with this application is true and correct according to the best of the Applicant's knowledge. The Applicant agrees to abide by any conditions, which Waikato District Council may impose on the exercise of its grant of this application.

Applicant's Name: Tauripiri Community Board

Applicant's Signature: D. L. Lovell

Date: 5 Feb 2020

► Please return this form, including the Health and Safety Declaration, including Hazard Register to:

Waikato District Council, Service Delivery Team Administrator, Private Bag 544, Ngaruawahia 3742 or email publicenquiries@waikato.govt.nz. All enquiries to Customer Delivery team 0800 492 452.

Office use only:

Team Administrator:	<input type="checkbox"/> Date Received: _____	Health and Safety:	<input type="checkbox"/> Sign: _____ Date: _____
Event authorized:	<input type="checkbox"/> Sign: _____ Date: _____	Consents:	<input type="checkbox"/> Sign: _____ Date: _____
TMP Officer:	<input type="checkbox"/> Sign: _____ Date: _____	Waste Minimisation:	<input type="checkbox"/> Sign: _____ Date: _____
Environmental Health:	<input type="checkbox"/> Sign: _____ Date: _____	Parks and Reserves Final sign off:	<input type="checkbox"/> Sign: _____ Date: _____
Building:	<input type="checkbox"/> Sign: _____ Date: _____	Reserve and Key Bond Amount:	\$ _____

EVENT HEALTH AND SAFETY

Guidelines for small events

It is strongly recommended that event organisers have:

1. A first aid kit and someone who knows how to use it.
2. A working mobile phone and with sufficient credit on it, with phone numbers readily available of who to ring in case of an emergency and knowledge of closest Accident and Emergency Clinic, fire brigade and police.
3. Briefed participants so that they bring suitable clothing in case the weather changes and sunscreen/hat to protect them from the sun.
4. A charged and appropriate fire extinguisher with current certification if there will be naked flames such as a gas BBQ. It is also recommended that a fire blanket should be provided.
5. Checked that gas bottles for BBQ's or outdoor heaters are certified, last date checked to be within 10 years.
6. Put the BBQ on an incombustible surface material so the grease does not fall on the original surface under the BBQ.
7. Organised a sufficient amount of adults so that children are closely supervised at all times.
8. Checked that the area that is being used for the event is free of any hazards during event pack-in, the event, and pack-out. Please refer to the attached hazard register that suggests potential common hazards that may occur and means of controlling them. Note that this list is not exhaustive and it is the responsibility of the event

organiser to ensure that additional hazards are being identified and controlled accordingly.

9. Fully briefed all event officials on their roles and responsibilities.
10. Thoroughly briefed all participants who may be exposed to any hazards.
11. Take those with disabilities into consideration when planning their event eg toilets, parking, accessibility etc.
12. All cables/leads or other trip hazards are to be covered by appropriate matting.
13. Any mains or generator powered portable electrical equipment must be used in conjunction with an RCD (Residual Current Device)

Further to the guidelines above, event organizer shall note that:

14. Structures that require building consent are NOT allowed on site.
15. Alcohol is NOT allowed to be sold and supplied on site unless you have been granted a liquor license NB: All Reserves prohibit the consumption of alcohol between 10pm and 10am seven days a week.
16. Any ground penetration, eg pegs, Hangi will require permission from the asset owner.

If there is an incident during your event please inform Waikato District Council on 0800 492 452.

Guidelines for small events – Hazard Register

As the organiser of an event, you are required, under the Health and Safety in Employment Act, to take all practical steps to eliminate, isolate or minimize hazards in areas affected by and part of the event. To do this you will need to document and demonstrate what practical steps are being taken to fulfill your obligations.

Events with direct access to Waikato District Council premises should consider the consequences associated with the hazards on and around premises when developing their own hazard assessments and safety for an event.

Hazard: Any source of potential damage, harm or adverse health effects on something or someone under certain conditions.

Identify: All hazards should systematically be identified in areas affected by and part of the event.

Eliminate: Once hazards have been identified, organisers must take all practicable steps to eliminate significant hazards.

Isolate: Sometimes it is not possible to eliminate all significant hazards from the area. In this case they must be isolated. This means separating people from the hazard (eg a physical barrier).

Minimise: Sometimes it may not be possible to eliminate or isolate a hazard. Hazards that can't be eliminated or isolated must be minimized as much as possible (eg personal protective equipment).

Control: This includes the steps taken to eliminate, isolate, or minimise the hazard. If the hazard cannot be eliminated, a process needs to be in place to monitor the hazard control.

I declare that the information that I have provided to the Council concerning the size and nature of the event is true and accurate. If any significant changes to the event occur I will inform the Council immediately. I understand I am responsible for the health and safety of people at the event. I will operate the event in accordance with the hazard management plan contained in the hazard register. I have read, understood and agree to abide by the standard terms and conditions for the use of Council parks, reserves, squares or facilities for low risk events.

Applicant's Name: Deborah Lovell

Name of Event: ANZAC DAY

Address: 81 South Rd (by Tpa School), Te Puna St, Greenlane Rd

Phone: 0274 507 454 Fax: _____

Email: dlynlovell@gmail.com

Applicant's Signature: D. Lovell

Date: 5th Feb 2020

EVENT HEALTH AND SAFETY**Guidelines for small events – Hazard Register**

Here are some generic hazards and their controls

Examples of hazards that maybe encountered at Parks and Reserves (including Beaches)			
Hazard	Hazard Consequences	Eliminate (E) Isolate (I) Minimise (M)	Control
High Winds	Falling Trees / branches	E	Cancel or delay event.
UV exposure	Sun Burn	M	Promote the use of sun screen.
Dehydration	Heat Stroke	M	Provide Water.
Heavy Rain	Slip Hazards	E M	Cancel or delay event. Identify slippery area and use matting etc to prevent slipping
Examples of hazards that maybe encountered at Venues (indoors)			
Electrical Cables	Tripping Hazards	M	Electrical cables to be covered or laid away from traffic areas.
Wet Floor	Slip Hazards	I M	Where required, use barrier isolate the area. Keep floor cleaning to a minimum during event.
Examples of hazards that maybe encountered as General / Additional Hazards			
Manual handling (eg lifting, bending)	Sprains, strains, pain discomfort	M	Reduce or split loads to manageable weight/size. Ask for Assistance.
Unruly members of the public	Vandalism, violence	M	Remain calm and avoid confrontation with intruders. Encourage them to leave the site and call Police if the situation gets out of control.

Guidelines for small events – Hazard Register

[illegible]

2020

Civil Traffic
ManagementEvent Traffic
ManagementEquipment
HireNZTA
Approved
TrainingOver
fourteen
Years
ExperienceBranches
New Zealand
Wide

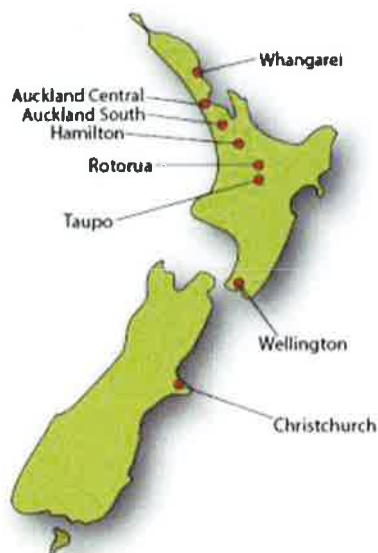
Taupiri ANZAC Parade 25th April 2020

Traffic Management NZ

Traffic Management Quotation and breakdown of services

John Leonhardt
Traffic Management NZ
31/01/2020





Traffic Management NZ

Whangarei Auckland Hamilton Rotorua Taupo Wellington Christchurch

This Quotation is supplied in confidence to:

Waikato District Council

(Dorothy Lovell)

For the supply of temporary traffic management for the Taupiri ANZAC Parade 2020

Please find following a detailed breakdown of this quote as well as a description of the daily operation to be undertaken to deliver a fully compliant Traffic Management Plan and service to the Event.

The following pages consist of:

- Introduction
- Thank you and break down of quote
- Description of daily activities for Event days
- Prior to the Event
- Price and closing statement

Introduction:

Traffic Management NZ is a New Zealand owned and operated company that was first formed in Hamilton in June 2001 to do exactly that, Manage Traffic. Since then we have grown to be what we believe is New Zealand's largest independent traffic management supplier.

Our aim is to provide the safest and most comprehensive traffic management for not only you, our client, but for the general public of New Zealand and all the visitors that travel throughout this magnificent country we call home.

We understand that when there is a need for traffic management, those affected by it will usually take more notice of the Event Organiser carrying out the work rather than the sub-contractor providing the traffic management. Therefore we always aim to ensure a smooth, courteous and safe journey through affected areas so as to reflect good impressions for all concerned.

We are a company that is proud to promote itself. We are proud of the fact that we have an outstanding safety record and that on a daily basis we are working around the clock (literally) to not only maintain, but to continually learn and improve within ourselves. We are committed to growth, not only as a company but as an industry leader. We endeavour in continuing to be the company other company's aspire to be.

As you progress through this document, I am sure you will come to realise that Traffic Management NZ have more than got what it takes to provide you with the excellence you expect when paying for a service that reflects your own good name.

Traffic Management NZ is New Zealand's only independently owned national traffic management supplier. We have at least one Event specialist in each of our six branches. What this means for you is that, on the day of your event and prior to, you can rest assured that under any circumstances there will be an event traffic management specialist only a short drive or last minute plane ride away to look after your event on the day. We are a company that will invest our own money in ensuring your event goes as smooth as possible.

Dear WDC,

Thank you for the opportunity to supply you with a price for the traffic management portion of your upcoming ANZAC Parade 2020

The price we are submitting covers the following, as per original request for pricing received from you.

- Preparation and submission of fully compliant temporary traffic management plan to Waikato District Council. If there is a processing fee it does not form part of this quote.
- Supply all necessary equipment to fully comply and safely execute Temporary Traffic Management of the event.
- Full set out of the site required throughout the entire Day within agreed time frames.
- Manage all relevant sites.
- Supply 1 x fully qualified Site Traffic Management Supervisor (STMS) and 3 x Traffic Controllers (TCS) and all necessary vehicles to manage all traffic management site for the duration of the event.
- Break down of sites and restoration of roads at completion of the event.

Traffic Management NZ	\$1768.50 plus GST
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Total	\$1768.50 plus GST
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Our price is based on what we believe to be the most cost effective way to set up/dismantle and run your site without compromising the public, or staff in any way whilst adhering to the guidelines of the Code of Practice for Temporary Traffic Management.

John Leonhardt

Events Co-Ordinator

Traffic Management NZ

Hamilton

DESCRIPTION OF ACTIVITY:**DAY ONE:**

6.00am 4x TCs and 1x STMS leave TMNZ depot and head to site, arrive at approximately 6.30am and have a staff toolbox meeting (job brief by STMS) then begin to set up sites to be in place and functional by start time.

- Once the Parade has finished the STMS and the 4 TCS will pack down the site and restore the roads
- Then leave for the depot and strip the truck

PRIOR TO EVENT:

- Draw, submit and gain approval of Traffic Management Plan from Waikato District Council

PRICE:

The total price for the Supply of Temporary Traffic Management for the Taupiri ANZAC parade.

\$ 1768.50 plus GST payable by the 20th of the following month.

Total = \$1768.50 +GST

Possible Variations:

- Extra TC staff charged at \$35.00 per hour
- Vehicles - level one vehicles charged at \$25.00 per hour and level two trucks charged at \$35.00 per hour
- Extra equipment priced as required
- VMS Boards – charged at \$220.00 for 1 day per board plus delivery/pick up if required.

I look forward to discussing any portion of this quotation you may have any queries about.

I, Dorothy Lovell, have read, understand and have been informed of the contents of this document and am happy to accept the price as submitted.

Signed _____

Dorothy Lovell

QUOTE FROM TRACY FULLER

418 Rutherford Road

RD 2

Taupiri 3792

Ph: 07-8246747

Mobile: 0273029517

TO: Dorothy Lovell
dlynlovell@gmail.com

ANZAC DAY AT TAUPIRI
25TH April 2020

MORNING TEA

A selection of fresh Sandwiches

Home made Savouries and Quiches

A selection of Sweet treats

\$5.00 per person Total \$500.00

Price includes delivery



Evolution Road Services
Colin Clifton – Events Coordinator - Hamilton / Taupo
M 021 528 845 P 0800 630 7200
E events2@evoroadservices.co.nz
W www.evoroadservices.co.nz

30/01/2020

Dear

Please see below the quote estimate for your event ANZAC PARADE TAUPIRI 25TH APRIL 2019

Estimate:

- TMP design and submission to council
- L1 STMS and 3 traffic Controllers to install and manage the TMP
- L1 double cab for the installation and removal of traffic management

Total Cost: \$1,908.00 + GST

Please note that Public Holiday rates apply

- The above estimate is GST exclusive.
- Staff hours are based on yard to yard and are subject to change according to actual hours.
- This estimate is subject to change according to change in requirements, stipulations from Road Controlling Authority.
- Cancellation or postponement costs may be incurred.
- Public holiday rates will be charged where applicable.
- The event organiser shall be responsible for any equipment damaged or stolen from the site.
- Work not included in the 'scope of work' shall be dealt with as a variation.

Any additional costs over and above what is included in this quote estimate price will first be discussed with the event organiser.

Should you have any queries regarding this, please contact me on 021 528 845 or email events2@evoroadservices.co.nz

Kind regards,
Colin Clifton
Events Coordinator – Hamilton / Taupo
Evolution Road Services
<http://www.evoroadservices.co.nz>

Open Meeting

To	Discretionary & Funding Committee
From	Clive Morgan General Manager Community Growth
Date	18 February 2020
Prepared by	Lianne van den Bemd Community Development Advisor
Chief Executive Approved	Y
Document Set	CDR0502 / GOV1318 / 2502853
Report Title	Huntly District Rotary – Gala Garden Party and Art Competition

I. EXECUTIVE SUMMARY

The purpose of this report is to present an application for funding from the Huntly District Rotary towards the cost of a Gala Garden Party and Art Competition.

2. RECOMMENDATION

THAT the report from the General Manager Community Growth be received;

AND THAT an allocation of \$..... is made to the Huntly District Rotary towards the cost of a Gala Garden Party and Art Competition;

OR

AND THAT the request from the Huntly District Rotary towards the cost of a Gala Garden Party and Art Competition is declined / deferred until for the following reasons:

3. BACKGROUND

Huntly District Rotary is organising a Gala Garden Party and Art Competition and the event will take place at Rotokauri on the 28 March 2020.

The Huntly Rotary Charitable Organisation is looking after the needs of their local community by raising funds for different projects such as rural schools and Friendship House in Huntly Christmas functions, etc.

The primary purpose of Huntly Rotary's request for funding is to enable the Club to assist Huntly St John. Local school children will benefit from the funds raised for St John. The aim is to promote the 9 rural schools art competition and raise funds from selling their art work.

Volunteers will include 14 Huntly Rotary Club members.

4. OPTIONS CONSIDERED

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

5. FINANCIAL

Funding is available to allocate for the year.

The project is noted to cost \$6,700.00. The Huntly District Rotary is seeking funding of \$5,000.00 towards the cost of a Gala Garden Party and Art Competition.

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

6. POLICY

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

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

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

7. CONCLUSION

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

8. ATTACHMENTS

App – Huntly District Rotary – Gala Garden Party and Art Competition

DISCRETIONARY FUNDING APPLICATION FORM

Important notes for applicant:

- Prior to submitting your application, please contact the Waikato District Council's community development advisor, on 0800 492 452 Ext 5732, to discuss your application requirements and confirm that your application meets the eligibility criteria.
- Have you discussed your application with the Waikato District Council community development advisor
Yes ☒ No ☐
- Application form must be completed in full and emailed to Funding funding@waide.govt.nz
- Please ensure you have read the **Guidelines** on [Waikato District Council Discretionary Grants Fund](#) prior to completing the application form (these are updated from time to time).
- I have read and understood the guidelines for funding application form
Yes ☒ No ☐
- All parts of the application need to be completed and all supporting information supplied.

PLEASE NOTE: Incomplete applications **WILL NOT** be considered and will be returned.

Contact email: (Correspondence will be emailed from funding@waide.govt.nz)

Which of the 2 funds are you applying for: (please tick one appropriate box.)

1. Discretionary and Funding Committee

Project Fund (Rural Ward Areas) ☒

Event Fund ☐

OR

2. Community Board / Committee Discretionary Fund for local Town / Village, Projects / Events

Raglan ☐

Taupiri ☐

Onewhero-Tuakau ☐

Ngaruawahia ☐

Huntly ☐

Te Kauwhata ☐

Meremere ☐

Section I – Your details

1. Name of your organisation and contact person

Huntly District Rotary Gordon Vernon 826 7858

2. What is your organisation's purpose/background (who are you? what do you do?)

Huntly Rotary Charitable Organisation Serving The Needs of Local Community. By Raising Funds For 40 identified projects such as. Dictionary's to A Number Rural Schools Christmas Raffle to Friendship House in Huntly

3. Phone number/s *Gordon Vernon 826 7858*

Jeannette Crook 027 938 968

4. Email / Address

J - Crook @ outlook. CO. NZ

5. If you are a Registered Charity (we require your registration number & confirmation that your organization registration is current)

N/A

Section 2 – Your event / project

1. What is your event / project, including date and location? (please describe in full the project details)

Gala Garden Party. Rotokauri. 28th March 2020

2. How many volunteers and who else is involved in the project?

14 Huntly Rotary Club members - 14

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

Local School Children, Will Benefit From the Huntly St John Funding. Promote 9. Rural Schools Art Competition.

Are you GST registered?

No



Yes



GST Number

/

/ _ _ _

PLEASE NOTE: The following documentation MUST be supplied with your application:

- A copy of the last reviewed or audited accounts (whichever applies) for your organisation/group/club
- A copy of any documentation verifying your organisation's legal status
- Include copies of written quotes (these must match the Funding Requirements in section 4.)

Section 3 – Funding requirements

1. **NOTE:** Please provide full details for the following:

- How much your event/project will cost,
- How much you are seeking from the Waikato District Council,
- How much you are seeking from other providers,
- Details of other funding and donated materials/resources being sourced, and
- Current funds in hand to cover the costs of the event/project.

IMPORTANT: Please ensure all quotes supplied are clearly itemised and match the "Project Breakdown" (Total B)

Please complete all of the following sections	GST Inclusive Costs (use this column if you are NOT GST registered)	GST Exclusive Costs (use this column if you are GST registered)
What is the <u>total</u> cost of your project/event	\$ 2,000	\$
Existing funds available for the project. Include any projected income i.e. ticket sales, merchandise etc.		
Total A	\$	\$

2. Only include the Funding being sought from Waikato District Council below:

Project Breakdown (itemised costs of funding being sought)	GST Inclusive Costs (use this column if you are NOT GST registered)	GST Exclusive Costs (use this column if you are GST registered)
Prize Money For Schools	\$ 1500	\$
Food.	\$	\$
Miscellaneous	\$ 500	\$
	\$	\$
	\$	\$
	\$	\$
Total Funds being sought from <u>WDC</u> Total B	\$ 2,000	\$

3. Has / will funding been sought from other funders? Yes ☒ No ☐

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

a) Genises.	\$	\$
b) Prize Money For	\$ 500 - 00	\$
c) The individual student	\$	\$
d) 1st 2nd 3rd.	\$	\$
Total of other funds being sought Total C	\$	\$

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

--

Section 4 – Community wellbeing and outcomes**1. Which community wellbeing will your project contribute to?***(See the guidelines sheet for more information on this section).*

Social

☒

Economic

☐

Cultural

☒

Environmental

☒**2. 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

☒

Healthy

☒

Vibrant

☐**Section 5 – Previous Funding Received from Waikato District Council****1. If you have received funding from or through the Waikato District Council for any project/event in the past two years, please list below:**

What Board / Committee	Type of Project / Event	Date received	Amount

2. 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 for previous funding received.

☐ Name: _____ Date: _____

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

☐ Name: G. D. Vernon Date: 12-2-2020

Position in organisation (tick which applies)

Chairman

☐

Secretary

☐

Treasurer

☐

Signature:

G. D. Vernon

Date:

Past President.**Incomplete applications will not be accepted and will be returned*

Funding Team,

Our request for funding - ART COMPETITION PLACE-WINNERS PRIZES - \$1,500.00

THE ACTIVITY

Nine schools in the rural area of this district have been approached to have their year seven and eight pupils to participate in our ART COMPETITION

We are encouraging the pupils to think about the consequences, and the outcomes of the topics - The Natural Environment and have them interpret the topic of their choosing onto paper, the listed topics below:

The Natural Environment

Haurora (Wellbeing)

Relationships within the family, friends and the community

We have invited schools from geographically isolated areas in the district who, because of that isolation can possibly be overlooked- it is going to be an opportunity for the participating schools to present their outlook on the above topics - (our feed back from the schools indicates that there is a real interest)

With the present weather and a possible drought eminent, parents of children attending these schools will be under an even greater financial burden to support their school..

The desired outcome

The prize money for the winning schools to be put into a School project, (if necessary) the Principal to indicate the area into where the money will be spent

We are looking at

1st prize \$700.00

2nd prize \$500.00

3rd prize \$300.00

With sincerity

Jeanette N Crook

Past President

Huntly Rotary

Modules - 28th March.

Following-

S.T John. 1. Demonstration
C.P.R
Defibrillator.

2. Mental Health Farm Strong

3. Travel.

4 Art Module

5. Holistic Beauty

6. Cake Icing Demo.

Making People Aware of issues

Quote for Food

Further to your conversation with Gordon Vernon Past President of Huntly Rotary, I am forwarding to you expected food related costs for our fundraising event on Saturday March 28th 2020

2 x legs of lamb	\$110.00	
2 x hams	\$ 80.00	
Bread rolls for 120 peps	\$ 70.00	
3 jars relish	\$ 15.00	
Lettuce for buns	\$ 24.00	
2 x fruit bowls @ \$50 each	\$ 100.00	\$399.00
	\$ 101.00	being miscellaneous costs involved with food preparation gloves, serviettes, and rubbish bags

This will bring our request for funding to \$2,000.00.

It is a misconception that Rotary sits on money - we are a group of aging volunteers who aspire to raise money for the betterment of the community, mostly we have chosen to assist areas of need.

This funding, should it be granted, will assist NINE rural schools to provide for their pupils and take some of the financial burden off parents.

The Mayor Mr Allan Sanson and his wife are our guests of honour. Mayor Allan will present the cheques to the Principals of the tree prize winning school's chosen at the closing of our function.

Sincerely

Jeanette N Crook
Past President Huntly Rotary

Kia ora Jeanette,

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Apologies for the delayed email following our meeting the other week...it has been a busy time across the district.

Please see below the email I have written for you to copy and paste into your email to the Schools:

For the attention of the Principal,

Kia ora and I hope this email finds you well.

I am writing on behalf of the Rotary Club of Huntly about an exciting Art Competition we are running for primary aged students in years 7 and 8. Nine Schools have been invited and Huntly Rotary are fundraising for the local branch of St John and this Art Competition will result in framed pieces being sold off at auction.

We are looking for your wonderful students to get creative and paint a picture of their own design based on one or more of the following three themes:

- 1 – The Natural Environment*
- 2 – Haurora (Wellbeing)*
- 3 – Relationships (family, friends and community)*

Each painting should be no smaller than A3 size and should depict a story that is meaningful to them. This story should be included in a small paragraph separately so that it can be placed under the photo when displayed. Obviously we cannot have every students picture on display at the Auction and this is where we would ask that you choose your best painting to be nominated for the auction. There will be prizes for the winner from each school and these pieces will then be framed (at the cost of the Rotary Club of Huntly) and presented at the Rotary Huntly Garden Gala Presentation on the 28th of March. The Gala will be held at 7 Bunyard Road – Rotokauri and we expect a turnout of up to 200 visitors. We are really excited about this event and we would love for your students to be involved.

For more information please do contact Jeannette Crook at j-crook@outlook.co.nz

We look forward to hearing from you soon,

Kind regards

Ngaa mihi nui

The Rotary Club of Huntly

Open Meeting

To	Discretionary & Funding Committee
From	Clive Morgan General Manager Community Growth
Date	18 February 2020
Prepared by	Lianne van den Bemd Community Development Advisor
Chief Executive Approved	Y
Reference#	CDR0502 / GOV1318 / 2504602
Report Title	Number 8 Network Group – Home Range Rural Newspaper

1. EXECUTIVE SUMMARY

The purpose of this report is to present an application for funding from the Number 8 Network Group towards the cost of producing the rural newspaper “Home Range”.

2. RECOMMENDATION

THAT the report from the **General Manager Community Growth** be received;

AND THAT an allocation of \$..... is made to the **Number 8 Network Group** towards the cost of producing the rural newspaper “Home Range”;

OR

AND THAT the request from the **Number 8 Network Group** towards the cost of producing the rural newspaper “Home Range” is declined / deferred until for the following reasons:

3. BACKGROUND

The Number 8 Network Group (“the Group”) connects rural communities from the north to the east of Hamilton, providing online local and national news and information.

In 2019 the Group received a grant from Waikato District Council to produce the new series of community newspapers “Home Range”. The newspaper is run alongside a website also managed by Number 8 Network.

The Group wants to create a second series of informative and entertaining publications for the rural area, to further enhance connectivity within the rural community, and also help with advertising for local businesses. The paper will continue to publish information from the four schools in the area.

The newspaper is localized, and the sharing of local heritage, community stories and events is encouraged.

The Group has support from the Gordonton District Community Committee.

4. OPTIONS CONSIDERED

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

5. FINANCIAL

Funding is available to allocate for the year.

The project is noted to cost \$4,785.87. The Number 8 Network Group is seeking funding of \$4,785.87 towards the cost of producing the first edition (3000 copies) in the series of the “Home Range” newspaper.

Advertising revenue from the business sector is not included in the application. The applicant has advised that there is an opportunity to seek sponsorship towards the publication costs.

GST Registered			No
Set of Accounts supplied – bank statements have supplied			No
Previous funding has been accounted for by this organisation			Yes
Discretionary & Funding Committee	To produce the first series of newsprint	April 2018	\$1,303.39
Discretionary & Funding Committee	To produce the first series of newsprint	April 2019	\$4,996.98

6. POLICY

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

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

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

7. CONCLUSION

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

8. ATTACHMENTS

A – Number 8 Network Group – Home Range Rural Newspaper

DISCRETIONARY FUNDING APPLICATION FORM

Important notes for applicant:

- Prior to submitting your application, please contact the Waikato District Council's community development advisor, on 0800 492 452 Ext 5732, to discuss your application requirements and confirm that your application meets the eligibility criteria.
- Have you discussed your application with the Waikato District Council community development advisor
Yes ☒ No ☐
- Application form must be completed in full and emailed to Funding funding@waidc.govt.nz
- Please ensure you have read the **Guidelines** on [Waikato District Council Discretionary Grants Fund](#) prior to completing the application form (these are updated from time to time).
- I have read and understood the guidelines for funding application form
Yes ☒ No ☐
- All parts of the application need to be completed and all supporting information supplied.

PLEASE NOTE: Incomplete applications WILL NOT be considered and will be returned.

Contact email: (Correspondence will be emailed from funding@waidc.govt.nz)

Which of the 2 funds are you applying for: (please tick **one** appropriate box.)

1. Discretionary and Funding Committee

Project Fund (Rural Ward Areas) ☒

Event Fund ☐

OR

2. Community Board / Committee Discretionary Fund for local Town / Village, Projects / Events

Raglan ☐

Taupiri ☒

Onewhero-Tuakau ☐

Ngaruawahia ☐

Huntly ☐

Te Kauwhata ☐

Meremere ☐

Section I – Your details

1. Name of your organisation and contact person

Number 8 Network, Annette Taylor

2. What is your organisation's purpose/background (who are you? what do you do?)

N8N provides news and features for the rural community north-east of Hamilton. This is achieved online at number8network.co.nz and twice yearly through Home Range, a hard-copy 24-page magazine.

3. Phone number/s

07 8243 043, 022 050 2246

4. Email / Address

annette@number8network.co.nz

5. If you are a Registered Charity (we require your registration number & confirmation that your organization registration is current)

-

Section 2 – Your event / project**1. What is your event / project, including date and location?** (please describe in full the project details)

I am seeking continued funding for the next issue of Home Range. This will be similar to previous issues, 24 pages, full colour, distributed free to rural box-holders in our area.

2. How many volunteers and who else is involved in the project?

We have two volunteers, myself putting together all the editorial content - this takes at least a month and a half and overseeing the entire project to post production. Judy McDonald proof reads.

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

Home Range is delivered free to 3000 rural households, reaching a potential audience of 8000. It's immediate benefit is that it is a physical magazine, able to be read and shared. It tells stories of the people living here, discusses issues, and is inclusive. It also allows businesses to promote their services to a wider audience, which is especially valuable for smaller, owner operators.

Are you GST registered?

No



Yes



GST Number

/

/ _ _ _

PLEASE NOTE: The following documentation MUST be supplied with your application:

- A copy of the last reviewed or audited accounts (whichever applies) for your organisation/group/club
- A copy of any documentation verifying your organisation's legal status
- Include copies of written quotes ([these must match the Funding Requirements in section 4.](#))

Section 3 – Funding requirements**1. NOTE: Please provide full details for the following:**

- How much your event/project will cost,
- How much you are seeking from the Waikato District Council,
- How much you are seeking from other providers,
- Details of other funding and donated materials/resources being sourced, and
- Current funds in hand to cover the costs of the event/project.

IMPORTANT: Please ensure all quotes supplied are clearly itemised and match the "Project Breakdown" (Total B)

Please complete all of the following sections	GST Inclusive Costs (use this column if you are NOT GST registered)	GST Exclusive Costs (use this column if you are GST registered)
What is the <u>total</u> cost of your project/event	\$ 4785.87	\$
Existing funds available for the project. Include any projected income i.e. ticket sales, merchandise etc.		
Total A	\$	\$

2. Only include the Funding being sought from Waikato District Council below:

Project Breakdown (itemised costs of funding being sought)	GST Inclusive Costs (use this column if you are NOT GST registered)	GST Exclusive Costs (use this column if you are GST registered)
Printing	\$ 2822.50	\$
GST	\$ 423.38	\$
Layout	\$ 925.00	\$
Distribution	\$ 614.99	\$
	\$	\$
	\$	\$
Total Funds being sought from <u>WDC</u> Total B	\$	\$

3. Has / will funding been sought from other funders? Yes ☐ No ☒

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

a) Nb: Gordonton District Committee will	\$	\$
b) help fund the second issue later this	\$	\$
c) year.	\$	\$
d)	\$	\$
Total of other funds being sought Total C	\$	\$

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

I source and write and edit nearly all the editorial content, including taking and editing of photographs for the magazine.

Past issues have included stories about local personalities or businesses and columns on history, food (written by a local cafe owner), natural history/the environment, walks within our region.

Content will include a history column, a country cooking column written by a local cafe owner, profiles on interesting people or businesses in our community, natural history/the environment.

This will all have to be written and compiled over the next few months and updated as necessary to ensure it is correct and up-to-date.

Section 4 – Community wellbeing and outcomes**1. Which community wellbeing will your project contribute to?***(See the guidelines sheet for more information on this section).*Social ☒Economic ☒Cultural ☒Environmental ☒**2. 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 ☒Healthy ☒Vibrant ☒**Section 5 – Previous Funding Received from Waikato District Council****1. If you have received funding from or through the Waikato District Council for any project/event in the past two years, please list below:**

What Board / Committee	Type of Project / Event	Date received	Amount
Discretionary Funding	Home Range magazine	April 2018	\$1303.39
Committee Project Fund		March 2019	\$4996.98

2. 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 for previous funding received.

☒ **Name:** Annette Taylor **Date:** 6 February 2020

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

☒ **Name:** Annette Taylor, Editor **Date:** 6 February 2020**Position in organisation** (tick which applies)Chairman ☐Secretary ☐Treasurer ☐**Signature:**  **Date:** 6 February 2020**Incomplete applications will not be accepted and will be returned*

Date: 3 February 2020

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Home Range Magazine
122 Woodlands Road
RD1
Hamilton 3281
New Zealand

Level 2, 4-8 Mainstreet Place
Te Rapa, Hamilton 3200
PO Box 1025, Waikato Mail Centre
Hamilton 3240
Telephone +64 7 957 7640

www.brebnerprint.co.nz

Brebner Print, a division of Blue Star Group (New Zealand) Limited

ATTENTION: Annette Taylor

Thank you for the opportunity to quote on the following

Quote No. 1204361/1

FSC:SAI-COC-001240

Job Description

Home Range magazine

Copy Source: Hi-Res colour specified file to FTP Server.

FSC Logo to be applied

Material: Cover: 120gsm offset

Text: 80gsm offset

FSC Stock

Colour: Cover & Text: CMYK throughout

Proofs: Soft proof to annette@number8network.co.nz

Binding: Fold, Collate, Saddle staple, Trim to A4, Bulkpack in plain cartons

Packing: *Split Deliver:

x 2800 copies to Reach Media 525 Mt Wellington Highway Auckland

x 200 copies to 122 Woodlands Rd Gordonton Hamilton

Finished Size: A4 Portrait (297 x 210)

Quantities	Printing	TOTAL
------------	----------	-------

3000	2822.50	2822.50
------	---------	---------

All prices quoted are NZD, and exclusive of GST and freight unless otherwise stated.

Additional charges may apply as follows: \$25 for resupplied files & up to \$35 for digital proof on stock.

We trust that this quote is acceptable and await your further instructions.

Yours Faithfully,

Mark Goodman

Senior Account Manager

+64 21 420 685

mark.k.goodman@bluestar.co.nz

- This quotation is valid for 30 days.

- Pricing specified above is nett, excluding GST and is subject to: confirmation of details, review of materials, availability of materials and equipment, and any increases in pricing of materials, at the time of order.

- You agree that Brebner Print Terms and Conditions of Trade (a copy of the current version of which is available at www.brebnerprint.co.nz) applies to this quotation, any order placed and all dealings between you and Brebner Print.

- Unless otherwise specifically agreed in writing, payment is required in full by the 20th of the month following the date of invoice, subject to credit arrangements satisfactory to Brebner Print being in place prior to order placement.



The mark of
responsible forestry



QUOTE #301

David Riddell

122 Woodlands Rd, RD1 Hamilton 3281

anetdave@gmail.com

Ph: 027 674 2262

BILL TO

Annette Taylor
 Number 8 Network
 122 Woodlands Rd
 RD1 Hamilton 3281
 07 824 3043

SHIP TO

Annette Taylor
 Number 8 Network
 122 Woodlands Rd
 RD1 Hamilton 3281
 07 824 3043

Quote Date: 4/2/2020**Valid For:** 28 days

DESCRIPTION	QTY	UNIT PRICE	TOTAL
Production and layout for 24-page colour			
magazine, Design and production			
of advertising		825.00	925.00

SUBTOTAL 925.00

DISCOUNT 0.00

SUBTOTAL LESS DISCOUNT 925.00

Quote Total \$ 925.00



Quotation

03-FEB-2020

NUMBER 8 NETWORK
Hamilton 3281

Annette Taylor

Quote Number	2097555
Job Name	NUMBER 8 NETWORK - HOME RANGE 2020

Thank you for your enquiry with reachmedia for the distribution of your unaddressed letterbox campaign. Based on the information provided we are pleased to offer the following rates for a period of 30 days from the above date.

Product Description	Weight	Quantity	Rate	Rate Per	Total
Rural Delivery	51-100	2,971	\$164.00	per 1000	\$487.24
Bulk Freight	51-100	2,971	\$0.0130	per unit	\$38.62
Network Management	51-100	2,971	\$3.00	per 1000	\$8.91
				Subtotal	\$534.77
Total Circulars	2,971		GST (15%)		\$80.22
				Total	\$614.99

Notes	
--------------	--

Please note the following:

- The above quote includes GST of 15% and is quoted in NZD.
- Should the above quote not include freight, this will be provided upon confirmation of the product weight and areas selected for distribution.
- Should the weight of the product differ to that shown above pricing for distribution and freight will be amended accordingly.
- All bookings are subject to a minimum charge of \$350 plus GST.
- Cancellation or amendment fees may apply.
- Please click [here](#) for full Terms and Conditions.

Distribution requirements

Channel	Delivery windows		Booking deadlines (prior to start date of distribution)		Stock lodgement deadlines (prior to start date of distribution)	
	No. of days	Window	Metro**	Rest of New Zealand	Metro**	Rest of New Zealand
Urban	2 Days	Tue/Wed	3 business days	6 business days	2 business days	5 business days
Postie	6 Days	Mon to Sat		15 business days		7 business days
Rural & Box/Bag	3 Days*	Mon to Fri		7 business days		6 business days

* You may choose any consecutive three days for distribution within a specified delivery window.

** Metro deadlines apply for Auckland and Christchurch only where product is lodged at those sites.

Please note the following:

- Product must be cross-strapped or cross-banded and presented in even bundles of 200 in a sealed carton.
- Weight of an individual bundle or carton should not exceed 12kgs.
- All product must have a completed Product Information(PI) form attached. This will be provided at the time of booking.
- Further important information relating to distribution requirements can be viewed [here](#)

More information?

Should you require more information about our services please do not hesitate to contact Jessica on 0800 REACHUS or jessica.cooke@reachmedia.co.nz

Kind regards

Jessica Cooke

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Open Meeting

To	Discretionary & Funding Committee
From	Clive Morgan General Manager Community Growth
Date	18 February 2020
Prepared by	Lianne van den Bemd Community Development Advisor
Chief Executive Approved	Y
Document Set	CDR0502 / GOV1318 / 2502553
Report Title	Rural – Waikare Golf Club Inc. – Refurbishment of Clubhouse Furniture.

I. EXECUTIVE SUMMARY

The purpose of this report is to present an application for funding from the Waikare Golf Club Inc. towards the cost of the refurbishment of clubhouse furniture.

2. RECOMMENDATION

THAT the report from the General Manager Community Growth be received;

AND THAT an allocation of \$..... is made to the Waikare Golf Club Inc. towards the cost of the refurbishment of clubhouse furniture;

OR

AND THAT the request from the Waikare Golf Club Inc. towards the cost of the refurbishment of clubhouse furniture is declined / deferred until for the following reasons:

3. BACKGROUND

Waikare Golf Club Inc. is requiring funding to refurbish the clubhouse furniture.

The clubhouse is an event centre and is widely used by visitors and rural community groups, i.e. 240 golf club members and organisations such as Age Concern, Department of Conservation, Department of Corrections, etc. It is also offered to local non-profit organisation, such as Emergency Services, Westpac Rescue Helicopters, Te Kauwhata College netball team and Civil Defence as shelter in an emergency.

Volunteers include 6 people who will help refurbish 90 chairs in total, which include powder coating and recovering. The current club chairs are quite sturdy and the cost to replace them will be in excess of \$27,000 which equals \$300 per chair. We will be looking at the opportunity to work with Springhill Prison to help with the refurbishing these chairs.

4. OPTIONS CONSIDERED

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

5. FINANCIAL

Funding is available to allocate for the year.

The project is noted to cost \$15,099.96. The Waikare Golf Club Inc. is seeking funding of \$5,099.96 towards the cost of the refurbishment of clubhouse furniture.

GST Registered	Yes
Set of Accounts supplied	Yes
Previous funding has been received by this organisation	Yes

6. POLICY

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

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

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

7. CONCLUSION

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

8. ATTACHMENTS

App – Waikare Golf Club Inc – Refurbishment of Clubhouse Furniture.

DISCRETIONARY FUNDING APPLICATION FORM

Important notes for applicant:

- Prior to submitting your application, please contact the Waikato District Council's community development advisor, on 0800 492 452 Ext 5732, to discuss your application requirements and confirm that your application meets the eligibility criteria.
- Have you discussed your application with the Waikato District Council community development advisor
Yes ☒ No ☐
- Application form must be completed in full and emailed to Funding funding@waidc.govt.nz
- Please ensure you have read the **Guidelines** on [Waikato District Council Discretionary Grants Fund](#) prior to completing the application form (these are updated from time to time).
- I have read and understood the guidelines for funding application form
Yes ☒ No ☐
- All parts of the application need to be completed and all supporting information supplied.

PLEASE NOTE: Incomplete applications **WILL NOT** be considered and will be returned.

Contact email: (Correspondence will be emailed from funding@waidc.govt.nz)

Which of the 2 funds are you applying for: (please tick **one** appropriate box.)

1. Discretionary and Funding Committee Project Fund (Rural Ward Areas) ☐ Event Fund ☐

OR

2. Community Board / Committee Discretionary Fund for local Town / Village, Projects / Events

Raglan ☐

Taupiri ☐

Onewhero-Tuakau ☐

Ngaruawahia ☐

Huntly ☐

Te Kauwhata ☒

Meremere ☐

Section 1 – Your details

1. Name of your organisation and contact person

Waikare Golf Club Inc.

Patricia Gutry (President)

2. What is your organisation's purpose/background (who are you? what do you do?)

Golf Club and Golf Coaching Centre - Community Event Centre - Civil Defence Centre

3. Phone number/s

07/826 3574 (clubhouse) Patricia Gutry (021 413 238)

4. Email / Address

waikaregolf@xtra.co.nz Patricia coastcom@xtra.co.nz

5. If you are a Registered Charity (we require your registration number & confirmation that your organization registration is current)

CC28449

Section 2 – Your event / project**1. What is your event / project, including date and location?** *(please describe in full the project details)*

Refurbishment of clubhouse furniture. Please see attached letter.

2. How many volunteers and who else is involved in the project?

Probably 6 for taking chairs apart and reassembling. 90 chairs in total

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

The clubhouse is widely used by visitors and community groups. Please see attached letter

Are you GST registered? No ☐ Yes ☒ GST Number 10 /991 /994**PLEASE NOTE: The following documentation MUST be supplied with your application:**

- A copy of the last reviewed or audited accounts (whichever applies) for your organisation/group/club
- A copy of any documentation verifying your organisation's legal status
- Include copies of written quotes (these must match the Funding Requirements in section 4.)

Section 3 – Funding requirements**1. NOTE: Please provide full details for the following:**

- How much your event/project will cost,
- How much you are seeking from the Waikato District Council,
- How much you are seeking from other providers,
- Details of other funding and donated materials/resources being sourced, and
- Current funds in hand to cover the costs of the event/project.

IMPORTANT: Please ensure all quotes supplied are clearly itemised and match the "Project Breakdown" (Total B)

Please complete all of the following sections	GST Inclusive Costs (use this column if you are NOT GST registered)	GST Exclusive Costs (use this column if you are GST registered)
What is the <u>total</u> cost of your project/event	\$	\$ \$15,099.96
Existing funds available for the project. Include any projected income i.e. ticket sales, merchandise etc.		
Total A	\$	\$ \$15,099.96

2. Only include the Funding being sought from Waikato District Council below:

Project Breakdown (itemised costs of funding being sought)	GST Inclusive Costs (use this column if you are NOT GST registered)	GST Exclusive Costs (use this column if you are GST registered)
Powder coating clubhouse chairs	\$	\$ \$4,950.00 +
Recovering Club house chairs	\$	\$ \$10,149.96 +
	\$	\$
	\$	\$
	\$	\$
	\$	\$
Total Funds being sought from WDC Total B	\$	\$ \$5,099.96 +

3. Has / will funding been sought from other funders? Yes ☒ No ☐

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

a) Waikare Golf Funding	\$	\$ \$1,000.00 +
b) Transpower	\$	\$ \$9,000.00 +
c)	\$	\$
d)	\$	\$
Total of other funds being sought Total C	\$	\$ \$10,000.00 +

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

<p>Volunteer time and labour dismantling and reassembling chairs</p>
--

Section 4 – Community wellbeing and outcomes**1. Which community wellbeing will your project contribute to?**

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

Social ☐Economic ☒Cultural ☒Environmental ☒**2. 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 ☒Healthy ☒Vibrant ☐**Section 5 – Previous Funding Received from Waikato District Council****1. If you have received funding from or through the Waikato District Council for any project/event in the past two years, please list below:**

n/a

What Board / Committee	Type of Project / Event	Date received	Amount

2. 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 for previous funding received.

☒ Name: Patricia Gurney Date: 9.2.2020

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

☐ Name: Patricia Gurney Date: 9.2.2020

Position in organisation (tick which applies)

PRESIDENT ☒Chairman ☐Secretary ☐Treasurer ☐Signature: Patricia Gurney Date: 9.2.2020**Incomplete applications will not be accepted and will be returned*



Waikare Golf Club

Te Kauwhata (Inc.)

9th February 2020

Waikato District Council
Private Bag 544
Ngaruawahia

Dear Madame / Sir,

The Waikare Golf Club Inc. is situated in the village township of Te Kauwhata, is less than one hour from both Auckland and Hamilton. We have approximately 240 members with perhaps 60% living outside this district, mostly from the Auckland area. We are affiliated to Waikato Golf Association and NZ Golf Association.

The golf course and club house has served the community for approximately 80 years. The Clubhouse is the event centre of Te Kauwhata with weddings, birthday celebrations and funerals being regularly held. The TK Lakeside Lions has a regular monthly meeting. Organisations such as Age Concern, Department of Conservation, Corrections Department and many others use the facility for different events. It is also offered to local non profit organisations, such as Emergency Services, (Fire Service, St Johns) Te Kauwhata Lions, College Nett Ball Team, Westpac Rescue Helicopter and others for their own fundraising purposes at no cost. Our club volunteers assist these groups in their endeavours. Civil Defence has tagged our course and clubhouse as a shelter in an emergency.

One of our Life members, Graham Stevenson, runs golf coaching lessons for the local college and Primary School. The Primary school classes run for 6 months of the year and attract 50 odd children, and the College have golf classes as part of their curriculum and these are run weekly, attracting 60 odd senior students. The work Graham does is regularly recognised by NZ Golf, Eagles and Waikato Golf.

Our golf course is rated as one of the best in the Waikato, with many repeat visitors from Auckland, Bay of Plenty and Waikato. The calibre of the course is such that large prestigious tournaments like the Waikato Masters, Waikato Vets Pennants, and Waikato Ladies Senior Pennants are held annually.

In 2019 we had over 10,000 rounds of golf played on the course, this last month of January 2020 well over 1,000 rounds were played. We believe these visitors are good for the town with many of the players stopping off to pick up food and coffee on their way to the course and many ladies groups buying relishes etc. from Peplers fine food shop after they have played.

Waerenga Road, PO Box 41, Te Kauwhata • Ph/Fax 826 3574
email: waikaregolf@xtra.co.nz • www.golfwaikare.co.nz

2016 was a very bad financial year (\$60,000 loss) for the Club. With a new Board and financial restructuring we have managed to turn the finances around showing a small profit in 2018 and again expected for the 2019 year. Very little money has been spent on Clubhouse for some years and we are now trying to catch up with the neglected areas. We are currently trying to raise funds for matching curtains in the lounge and new shutters for the kitchen / dining area. (The last ones were old and fell down some months ago). We are also trying to install a point of sale system in our bar and office which will streamline our administration functions saving time and errors for our office and bar staff. In addition, and in the interests of health and safety, we are trying to build paths on the steeper slopes around the course. As well as making it safer for our walking players, it will enable us to hire more carts through the very wet weather enhancing our income stream.

The Board and members of this club are very proud of what this club does for the community. Many volunteers spend days on the course and around the club house trying to maintain a standard. Any funding to help us improve what we have would be greatly appreciated.

Perhaps Springhill Corrections could help us with this upgrade which would cut the cost considerably.

Yours faithfully

A handwritten signature in blue ink, appearing to read 'Patricia Gutry', with a stylized flourish at the end.

Patricia Gutry
President

CommunityCare Fund expression of interest form

We have previously required all organisations wanting to be considered for CommunityCare Fund (CCF) grants to complete a lengthy application form. To make the process easier on community organisations with limited resources, we have now simplified our application process.

The application process

To be considered for a CCF grant, you will need to submit an Expression of Interest. If your submission meets the **established criteria** for consideration, you will advance to the CommunityCare Fund Shortlist.

If you are placed on the Shortlist, you will be asked to submit additional information to support your application for a CCF grant.

The form below is to submit an Expression of Interest.

ORGANISATION DETAILS

Please provide information about the organisation that will be applying for a CCF grant.

Organisation name *

Waikare Golf Club Inc

Street address or PO Box *

66 Waerenga Road

Suburb *

Te Kauwhata

City *

Waikato

Post code *

3781

IS YOUR ORGANISATION:

check as appropriate *

☒ An independent, local, non-profit organisation or community group

☐ A non-government organisation

☐ An iwi

☒ A registered school or accredited organisation

☐ A regional or district council

☒ A registered charity

☐ A political organisation

☐ Any other foundation that make grants

CONTACT DETAILS

Please let us know who we should contact about this submission.

Your name *

Patricia Gutry

Your position / title *

President

Your phone number *

021 413 238

Your email address *

coastcom@xtra.co.nz

PROJECT DETAILS**Project title ***

Refurbishment of Clubhouse lounge chairs

Location / address of the project *

You may provide a location by dropping a pin on the map. To do this, simply scroll to the correct location and click or select within the map to drop a pin. If you need to remove a pin, simply click or select it. If you prefer to provide a street address, you may do so in the box immediately below the map.

66 Waerenga Road - Te Kauwhata

Total project cost *

\$16,000.00

Total funding request

\$9,000.00

Transpower's CommunityCare fund allocations are classed as grants (not donations). If you are GST registered the amount you are granted will include GST; if you are not GST registered the amount granted will exclude GST. Please bear this in mind when filling out your Total funding request below.

Have you requested funding from another source for this project? *☒ Yes☐ No**If yes, please outline the source of the funding and the amount applied for and/or secured.**

Waikato Discrepancy Funding \$6,000

PROJECT CLASSIFICATION / CATEGORY

How would you describe your project?

- ☒ Activity-based
- ☒ Educational
- ☐ Ecological interest
- ☒ Community-focused
- ☒ Iwi related
- ☒ Emergency & special needs

PROJECT DESCRIPTION

Please provide a short summary of your project. *

The recoating and recovering of the clubhouse chairs.


Please clearly outline the benefits of your project to your community. *

The clubhouse is used extensively by members, visiting golfer and the wider community for large events such as weddings, funerals and other social groups. Local organizations use the facility for their fundraisings such as emergency services and TL Lions and it is a civil defense center in case of emergencies.

Submit

RE: Waikare Golf Club

Dean Shadbolt <dean@bosspowdercoating.co.nz>
To Pat Gutry

20/1/2020 09:41 

Hi Pat

No worries . To Blast and coat this would be about \$55+gst each this is with a bit of a deal for your club as it should be around the \$75+gst each
Let me know how you get on
Cheers

Dean Shadbolt

Director

BOSS Powdercoating Limited

Mobile: 021 041 0209 | Phone: 07 847 8109

From: Pat Gutry <coastcom@xtra.co.nz (<mailto:coastcom@xtra.co.nz>)>
Sent: Monday, 20 January 2020 9:24 a.m.
To: dean@bosspowdercoating.co.nz (<mailto:dean@bosspowdercoating.co.nz>)
Subject: Waikare Golf Club

Good morning Dean. Thanks for talking to me this morning. I have attached a photo of the club chairs. We have 90 of these all in similar need of painting and would it be possible for you to give us a ball park figure to get them repainted. I have a Board meeting tonight and would like to dicuss with view to getting a grant to help pay for the job.

Many thanks

Pat Gutry

President

Fletch's Covers & Trim

568 Great South Road

Huntly 3700

Ph: 0274 935 886

Quote #11

Email: fletchas@xtra.co

GST NO: 023-468-719

Customer details:

Waikare Golf Club

Waerenga Road

Te Kauwhata

coastcom@xtra.co.nz

Attention: Pat Gutry

Club President

8 February 2020

To strip & recover 90 lounge room chairs @ \$108.50ea	\$9765.00
Using a fabric based on \$38.00 per metre.	

To strip & recover 8 bar stools @ \$48.12ea	\$384.96
Using a fabric based on \$38.00 per metre	

Sub Total	\$10149.96
GST	<u>\$1522.49</u>
	<u>\$11672.45</u>

Quote is valid for 30 days from above date.

Certificate of Registration

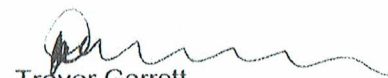
Waikare Golf Club Te Kauwhata (Incorporated)

Registration number: CC28449

This is to certify that Waikare Golf Club Te Kauwhata (Incorporated) was registered as a charitable entity under the Charities Act 2005 on 30 June 2008.



Sid Ashton
Chair



Trevor Garrett
Chief Executive



ASB BANK LIMITED
CENTRAL NORTH ISLAND BUSINESS BANKING

Depositor's name _____

Reference

Credit account of _____

WAIKARE GOLF CLUB INC

Funds included in this deposit cannot be drawn against until proceeds have been cleared.

Deposit

Date _____

Notes	No.	Amount
\$100		
\$50		
\$20		
\$10		
\$5		
Coin		
Cheques (per back)		

\$

⑈ 123209⑈ 0124796⑈00 ⑈ 50



SGM Annual Accounts

Waikare Golf Club Te Kauwhata Incorporated
For the year ended 31 December 2018

Prepared by Matley Limited

Contents

3	Directory
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7	Statement of Profit or Loss
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12	Depreciation Schedule
15	Notes to the Financial Statements

Directory

Waikare Golf Club Te Kauwhata Incorporated For the year ended 31 December 2018

Nature of Business

Golf Club

Address

66 Waerenga Road
R D 1
Te Kauwhata

Registration Number

214184

IRD Number

010-991-994

Chartered Accountant

Matley Limited
150 Grantham Street
Hamilton 3204

Trading Accounts

Waikare Golf Club Te Kauwhata Incorporated For the year ended 31 December 2018

	2018	2017
Bar Trading		
Trading Income		
Bar Sales	113,309	115,040
Total Trading Income	113,309	115,040
Cost of Sales		
Purchases	47,948	52,015
Movement in Stock	897	(7)
Total Cost of Sales	48,845	52,008
Gross Profit	64,464	63,032
Expenses		
Other Expenses	188	374
Gas Supply	930	653
Equipment Repairs & Maintenance	1,084	637
Wages & Salaries	13,285	14,357
Total Expenses	15,488	16,021
Profit/(Loss)	48,976	47,011
	2018	2017
Kitchen Trading		
Trading Income		
Food & Drink Sales	32,716	57,657
Total Trading Income	32,716	57,657
Cost of Sales		
Food & Drink Supplies	15,446	30,077
Movement in Stock	663	(371)
Total Cost of Sales	16,109	29,706
Gross Profit	16,607	27,951
Expenses		
Gas Supply	444	1,120
Other Expenses	824	695
Wages & Salaries	14,851	25,408
Kitchen Repairs & Maintenance	1,541	2,410
Total Expenses	17,660	29,633
Profit/(Loss)	(1,053)	(1,682)

	2018	2017
Pro Shop Trading		
Trading Income		
Clothing Sales	488	1,832
Golf Supply & Stationery Sales	1,118	2,309
Total Trading Income	1,606	4,141
Cost of Sales		
Clothing Expenses	-	1,895
Golf Supply & Stationary Purchases	209	2,368
Total Cost of Sales	209	4,262
Gross Profit	1,397	(121)
Profit/(Loss)	1,397	(121)
	2018	2017
Cart Trading		
Trading Income		
Cart Hire	24,214	21,176
Total Trading Income	24,214	21,176
Cost of Sales		
Cart Expenses	3,908	2,785
Total Cost of Sales	3,908	2,785
Gross Profit	20,306	18,391
Expenses		
Cart Lease	858	-
Total Expenses	858	-
Profit/(Loss)	19,448	18,391
	2018	2017
Golfing Activities		
Trading Income		
Junior Development	174	175
Raffle Income	8,475	6,564
Scramble Income	39	-
Tournament Income	27,789	26,992
Total Trading Income	36,477	33,731
Cost of Sales		
Dot Golf System	2,608	2,400
Raffle Expenses	1,959	730
Tournament Expenses	18,419	15,927
Twilight Expenses	-	19
Total Cost of Sales	22,986	19,077

Trading Accounts



	2018	2017
Gross Profit	13,490	14,654
Expenses		
Club Trophies	1,791	1,806
Team & Coaching Expenses	508	1,466
Total Expenses	2,299	3,272
Profit/(Loss)	11,191	11,383

Statement of Profit or Loss

Waikare Golf Club Te Kauwhata Incorporated For the year ended 31 December 2018

	NOTES	2018	2017
Trading Income			
Net Profit/(Loss) from Bar Trading		48,976	47,011
Net Profit/(Loss) from Kitchen Trading		(1,053)	(1,682)
Net Profit/(Loss) from Pro Shop Trading		1,397	(121)
Net Profit/(Loss) from Cart Trading		19,448	18,391
Net Profit/(Loss) from Golfing Activities		11,191	11,383
Clubhouse Hire		241	2,100
Green Fees		70,582	65,584
Rent Received - Residential		12,050	15,000
Subscription Income		105,660	110,184
Firewood Sales		2,064	-
Total Trading Income		270,557	267,850
Gross Profit		270,557	267,850
Other Income			
Coffee Machine Income		-	106
Depreciation Recovered		7,348	174
Donations Received		5,173	5,657
Fundraising Income		-	807
Interest Received		98	44
Machinery Levy Income		-	4,731
Sale of Land		30,000	20,000
Sponsorship		2,220	8,913
Sundry Income		836	9,385
Total Other Income		45,675	49,817
Total Income		316,231	317,667
Expenses			
Course Expenses			
Course Contract (Turf Tech)		143,577	135,385
Light Power & Heating		1,195	1,660
Plant Costs		1,526	154
Repairs & Maintenance - Course		5,319	5,500
Staff Expenses		95	-
Total Course Expenses		151,712	142,699
Housekeeping Expenses			
Cleaning & Laundry		642	3,118
Cleaning Wages		2,894	4,462
Light Power & Heating		7,416	7,177
Repairs & Maintenance		4,471	5,146

These financial statements have been prepared without conducting an audit or review engagement, and should be read in conjunction with the attached Compilation Report.



	NOTES	2018	2017
Repairs & Maintenance - Cottage		1,306	609
Total Housekeeping Expenses		16,728	20,512
Administration Expenses			
Accident Compensation Levy		666	565
Accountancy Fees		5,890	-
Administration Contract Expenses		-	5,266
Advertising & Promotions		919	1,065
Audit Fees		2,500	2,844
Bank Charges		2,741	2,596
Computer Maintenance and Support		1,718	1,284
Entertainment Deductible		82	49
GST Adjustment		-	488
Insurance		8,956	9,317
Interest on Loans		13,264	12,523
Kiwisaver Employer Contributions		1,711	1,491
Legal Expenses		1,874	-
Licences & Registrations		10,932	12,195
Office Expense		2,797	6,333
Office Wages		35,580	37,601
Rates		2,984	4,646
Rent - EFTPOS		864	1,746
Subscriptions		-	(123)
Telephone, Tolls & Internet		2,625	3,354
Total Administration Expenses		96,103	103,241
Total Expenses		264,543	266,452
Profit (Loss) Before Taxation		51,688	51,215
Clubs' Income Before Tax		51,688	51,215
Taxation and Adjustments			
Non Cash Expenses			
Bad Debts		699	643
Cart Replacement Provision		(1,252)	3,757
Depreciation		52,512	51,393
Holiday Pay Provision		(240)	910
Machinery Replacement Provision		-	4,731
Total Non Cash Expenses		51,718	61,434
Total Taxation and Adjustments		51,718	61,434
Net Clubs' Income for the Year		(31)	(10,219)

These financial statements have been prepared without conducting an audit or review engagement, and should be read in conjunction with the attached Compilation Report.

Balance Sheet

Waikare Golf Club Te Kauwhata Incorporated As at 31 December 2018

	NOTES	31 DEC 2018	31 DEC 2017
Assets			
Current Assets			
Cash and Bank			
Cash & Cheque Clearing Account		-	80
Cheque Account		36,800	21,564
Petty Cash		1,900	1,900
Trophy Savings Account		6,318	6,312
Debenture & Machinery Levy Account		35,890	5
Total Cash and Bank		80,908	29,860
Trade and Other Receivables		1,632	3,651
GST Receivable		-	95
Inventories			
Stock on Hand - Kitchen		1,147	1,810
Stock on Hand - Bar		4,604	5,501
Total Inventories		5,751	7,311
Total Current Assets		88,291	40,916
Non-Current Assets			
Property, Plant and Equipment	3	1,383,844	1,434,997
Total Non-Current Assets		1,383,844	1,434,997
Total Assets		1,472,135	1,475,913
Liabilities			
Current Liabilities			
Bank			
Overdraft Account		49,369	48,732
Total Bank		49,369	48,732
Trade and Other Payables		17,956	19,400
GST Payable		6,592	-
Provisions			
Machinery Levy		9,059	4,731
Provision for Holiday Pay		670	910
Provision for Cart Replacement		2,880	4,320
Less Provision for Doubtful Debts		1,143	740
Total Provisions		13,752	10,701
Employee Entitlements		1,231	1,377
Total Current Liabilities		88,899	80,210
Non-Current Liabilities			
Loans		98,923	105,360

These financial statements have been prepared without conducting an audit or review engagement, and should be read in conjunction with the attached Compilation Report.



	NOTES	31 DEC 2018	31 DEC 2017
Other Non-Current Liabilities			
Non current liabilities			
Debentures		10,500	16,500
Total Non current liabilities		10,500	16,500
Total Other Non-Current Liabilities		10,500	16,500
Total Non-Current Liabilities		109,423	121,860
Total Liabilities		198,323	202,070
Net Assets		1,273,813	1,273,843
Equity			
Retained Earnings			
Retained earnings/Accumulated funds		1,273,843	1,284,062
Current year earnings		(31)	(10,219)
Total Retained Earnings		1,273,813	1,273,843
Total Equity		1,273,813	1,273,843

These financial statements have been prepared without conducting an audit or review engagement, and should be read in conjunction with the attached Compilation Report.

Statement of Changes in Equity

Waikare Golf Club Te Kauwhata Incorporated
For the year ended 31 December 2018

	2018	2017
Members' Capital		
Opening Balance	1,273,843	1,284,062
Increases		
Clubs' Income for the Period	(31)	(10,219)
Total Increases	(31)	(10,219)
Total Members' Capital	1,273,813	1,273,843

These financial statements have been prepared without conducting an audit or review engagement, and should be read in conjunction with the attached Compilation Report.

Depreciation Schedule

Waikare Golf Club Te Kauwhata Incorporated For the year ended 31 December 2018

	COST	OPENING VALUE	PURCHASES	DISPOSALS	DEPRECIATION	ACCUMULATED DEPRECIATION	CLOSING VALUE
Assets							
Land							
Land	304,400	304,400	-	-	-	-	304,400
Land - Revaluation	210,600	210,600	-	-	-	-	210,600
Total Land	515,000	515,000	-	-	-	-	515,000
Buildings							
Carpark Upgrade	15,226	12,330	-	-	451	11,879	11,879
Carpark Upgrade (II)	2,800	2,296	-	-	84	2,212	2,212
Clubhouse	758,797	702,312	-	-	28,862	673,450	673,450
Clubhouse Renovations	49,787	37,586	-	-	1,494	12,201	36,092
Clubhouse Roof Replacement	21,361	16,393	-	-	641	4,968	15,752
Gateway	6,232	5,281	-	-	187	951	5,094
Gateway Signage	840	727	-	-	25	113	702
Greenkeepers Shed	23,118	11,834	-	-	740	11,284	11,094
House	40,000	33,000	-	-	-	7,000	33,000
Total Buildings	918,161	821,759	-	-	32,484	724,058	789,275
Motor Vehicles							
Agnet Mower	23,600	-	-	-	-	23,600	-
Elke Gianni Ferram Transport	3,000	2,629	-	-	263	634	2,366
Greens Mower	20,000	-	20,000	-	1,000	1,000	19,000
John Deere Ride on Mower	8,900	7,209	-	-	890	2,581	6,319
Kubota L4600 DT Tractor & Loader	35,100	18,514	-	-	3,510	20,096	15,004
Kubota L4630 DPT Tractor	47,035	-	-	-	-	47,035	-
Kubota Tractor	4,500	-	-	-	-	4,500	-
Kubota Tractor B3030 DP	19,693	-	-	-	-	19,693	-
Motorbike	744	-	-	744	-	-	-
Total Motor Vehicles	162,572	28,352	20,000	744	5,663	119,139	42,689
Office Equipment							
Amplifier	695	-	-	-	-	695	-
Brother Colour Laser	548	-	-	548	-	-	-
Brother Printer (J6910DW)	1	-	1	-	-	-	1

Depreciation Schedule



	COST	OPENING VALUE	PURCHASES	DISPOSALS	DEPRECIATION	ACCUMULATED DEPRECIATION	CLOSING VALUE
Chiayo Mic & Amp System	950	-	-	-	-	950	-
Colour Printer	400	-	-	400	-	-	-
Computer & Software	4,603	-	-	4,603	-	-	-
Computer (For Card Printing)	1,282	-	1,282	-	64	64	1,218
Computer Screen	369	-	-	369	-	-	-
Dot Golf System	5,385	-	-	-	-	5,385	-
Laptop	1,072	-	1,072	-	107	107	965
Office Computer & Screen	1,282	-	1,282	-	64	64	1,218
Screen (For Dot Golf System)	837	-	837	-	56	56	781
Silverstone Hard Drive	950	-	-	-	-	950	-
Stereo	400	-	-	-	-	400	-
Total Office Equipment	18,774	-	4,474	5,920	291	8,671	4,183
Plant & Equipment							
2nd Hand Corer	7,000	4,060	-	-	700	3,640	3,360
BBQ	826	-	-	-	-	826	-
Bar (New Chiller)	14,321	1,719	-	-	859	13,461	860
Bar Pass Through	2,876	-	-	-	-	2,876	-
Bar Till (Old)	1,300	-	-	-	-	1,300	-
Bar Till (Electronic)	1,244	-	-	-	-	1,244	-
Bertolini BAT400-2073-6s Tailed Sprayer	10,000	5,500	-	-	1,000	5,500	4,500
Club Car Golf Carts	24,900	-	-	-	-	24,900	-
Defibrillator 500P	2,889	667	-	-	289	2,511	378
Dishwasher	3,768	1	-	-	1	3,768	-
Echo Chainsaw	655	-	-	-	-	655	-
Food Service Cabinet	1,000	-	-	-	-	1,000	-
Fuel Tank 250/1090L (Overhead)	3,805	3,159	-	-	381	1,027	2,778
Gazebo	5,049	2,292	-	-	505	3,262	1,787
Glass Washer	2,700	108	-	-	54	2,646	54
Greenkeepers Fridge	178	-	-	-	-	178	-
Greens Mower John Deere	38,000	12,574	-	-	3,143	28,569	9,431
Kitchen & Bar Misc	2,677	-	-	-	-	2,677	-
Kitchen Fridge	1,581	-	-	-	-	1,581	-
Lawnmower - Estate XT-6	703	-	-	-	-	703	-

Depreciation Schedule



	COST	OPENING VALUE	PURCHASES	DISPOSALS	DEPRECIATION	ACCUMULATED DEPRECIATION	CLOSING VALUE
Line Trimmer - Stihl	660	-	-	-	-	660	-
Lounge Chiller	1,488	-	-	-	-	1,488	-
Mower (1996) (Greens Mower M5)	15,000	120	-	-	120	15,000	-
Mower - Ransome, Tees & Sur	36,500	-	-	-	-	36,500	-
New Freezer Kitchen	1,511	-	-	-	-	1,511	-
Plant, Tools & Chattels	80,000	-	-	-	-	80,000	-
Roller - Second Hand	7,000	6,230	-	-	623	1,393	5,607
Roller Blinds (4) Lounge Slicer	1,573	748	-	-	157	982	591
Implement Sky Solar 2KW Panels	7,565	6,373	-	-	757	1,949	5,616
Spray Pump PA 430	1,155	-	-	-	-	1,155	-
Spreader - AndePro 2000 Toro	626	306	-	-	62	382	244
Reelmaster Gang Mower Set of 5	17,000	-	-	-	-	17,000	-
Trailer Hydraulic	450	18	-	-	18	450	-
Trundlers	996	-	-	-	-	996	-
Vibra Mole	-	-	-	-	-	-	-
Vacuum Super Pro 700 Backpack	440	-	-	-	-	440	-
Vicon 403 Spreader	5,900	4,179	-	-	590	2,311	3,589
Water Supply	61,608	16,268	-	-	3,696	49,036	12,572
Weedeater	1,029	-	-	-	-	1,029	-
Yamaha Cart x1 White	8,800	-	-	-	-	8,800	-
Yamaha Carts x2 Green	17,150	-	-	-	-	17,150	-
Yamaha Carts x3	23,400	-	-	-	-	23,400	-
Total Plant & Equipment	415,323	64,322	-	-	12,955	363,956	51,367
Total	2,029,830	1,429,433	24,474	6,664	51,393	1,215,824	1,402,514

Notes to the Financial Statements

Waikare Golf Club Te Kauwhata Incorporated For the year ended 31 December 2018

1. Reporting Entity

Waikare Golf Club Te Kauwhata Incorporated is an incorporated society established on 18 February 1931, and subject to the Incorporated Societies Act 1908.

2. Statement of Accounting Policies

Basis of Preparation

These financial statements have been prepared in accordance with the Special Purpose Framework for use by For-Profit Entities (SPFR for FPEs) published by Chartered Accountants Australia and New Zealand.

The financial statements have been prepared for taxation purposes.

Historical Cost

These financial statements have been prepared on a historical cost basis. The financial statements are presented in New Zealand dollars (NZ\$) and all values are rounded to the nearest NZ\$, except when otherwise indicated.

Changes in Accounting Policies

The policy in respect of depreciation has changed during the year to permit the entity to calculate depreciation of a standard basis across all asset classes except for land and buildings. The change provides reliable, relevant information to users by a consistent approach to the depreciation of assets that allows the Club to make appropriate asset replacement provisions. The change in policy has not materially impacted the accounts. All other accounting policies were applied on a consistent basis during the year.

All other accounting policies were applied on a consistent basis during the year.

Property, Plant and Equipment and Investment Property

Property, plant and equipment and investment property are stated at historical cost less any accumulated depreciation and impairment losses. 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.

An item of property, plant and equipment or investment property is derecognised upon disposal or when no further future economic benefits are expected from its use or disposal. Any gain or loss arising on derecognition of the asset (calculated as the difference between the net disposal proceeds and the carrying amount of the asset) is included in profit or loss in the year the asset is derecognised.

Upon derecognition, the asset revaluation reserve relating to the asset disposed shall be transferred to retained earnings.

Income Tax

Waikare Golf Club Te Kauwhata Incorporated is wholly exempt from New Zealand income tax having fully complied with all statutory conditions for these exemptions.

Goods and Services Tax

All amounts are stated exclusive of goods and services tax (GST) except for accounts payable and accounts receivable which are stated inclusive of GST.

	2018	2017
3. Property, Plant and Equipment		
Land		
Land at cost	304,400	304,400
Land revaluation	210,600	210,600
Total Land	515,000	515,000
Buildings		
Buildings at cost	918,161	918,161
Accumulated depreciation - buildings	(128,886)	(96,402)
Total Buildings	789,275	821,759
Plant and Equipment		
Plant and machinery owned	390,923	415,323
Accumulated depreciation - plant and machinery owned	(352,372)	(363,956)
Total Plant and Equipment	38,551	51,367
Vehicles		
Vehicles owned	161,828	161,828
Accumulated depreciation - vehicles owned	(125,802)	(119,139)
Total Vehicles	36,026	42,689
Other Fixed Assets		
Owned fixed assets	14,212	12,853
Accumulated depreciation - fixed assets owned	(9,220)	(8,671)
Total Other Fixed Assets	4,992	4,182
Total Property, Plant and Equipment	1,383,844	1,434,997