

Agenda for a meeting of the Onewhero-Tuakau Community Board to be held in the Board Room, Tuakau Memorial Hall, George Street, Tuakau on **MONDAY 6 NOVEMBER 2017** commencing at **7.30pm**.

Note: A public forum will be held at 7.00pm prior to the commencement of the meeting.

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

1. APOLOGIES AND LEAVE OF ABSENCE

2. CONFIRMATION OF STATUS OF AGENDA

Sergeant Tod Kirker, NZ Police, will be in attendance from 7.00pm to discuss item 5.1.

3. DISCLOSURES OF INTEREST

4. CONFIRMATION OF MINUTES

Meeting held on Monday 2 October 2017 3

5. REPORTS

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5.14	Long Term Plan Update	<i>Verbal</i>
5.15	Tuakau and Districts Development Association Update	<i>Verbal</i>
5.16	Tuakau Emergency Charitable Trust Update	<i>Verbal</i>
5.17	Public forum	<i>Verbal</i>
5.18	Chairperson's Report	<i>Verbal</i>
5.19	Councillors' and Community Board Members' Report	<i>Verbal</i>

GJ Ion

CHIEF EXECUTIVE

Agenda 2017\OTCB\171106 OTCB OP

Open Meeting

To	Onewhero-Tuakau Community Board
From	Gavin Ion Chief Executive
Date	6 October 2017
Prepared by	Lynette Wainwright Committee Secretary
Chief Executive Approved	Y
Reference/Doc Set #	GOV0502
Report Title	Receipt of Minutes

1. EXECUTIVE SUMMARY

To confirm the minutes of the Onewhero-Tuakau Community Board meeting held on Monday 2 October 2017.

2. RECOMMENDATION

THAT the minutes of the meeting of the Onewhero-Tuakau Community Board held on Monday 2 October 2017 be confirmed as a true and correct record of that meeting.

3. ATTACHMENTS

OTCB minutes 2 October 2017

MINUTES of a meeting of the Onewhero-Tuakau Community Board held at the Nikau Café, 1779 Waikaretu Valley Road Waikaretu on **MONDAY 2 OCTOBER 2017** commencing at **7.31pm**.

Present:

Mr B Cameron (Chairperson)
 Cr B Main
 Ms C Conroy [until 8.18pm]
 Mr S Jackson
 Mr L Petersen
 Mr V Reeve

Attending:

Cr S Henderson
 Mrs S O’Gorman (General Manager Customer Support)
 Mrs LM Wainwright (Committee Secretary)
 Mr V Kuo (Senior Policy Advisor, Waikato Regional Council)
 Members of the public

APOLOGIES AND LEAVE OF ABSENCE

Resolved: (Mr Petersen/Mr Reeve)

THAT an apology be received from Cr Church and Mrs Watson.

CARRIED on the voices

OTCBI710/01

CONFIRMATION OF STATUS OF AGENDA ITEMS

Resolved: (Mr Cameron/Mr Petersen)

THAT the agenda for a meeting of the Onewhero-Tuakau Community Board held on Monday 2 October 2017 be confirmed and all items therein be considered in open meeting;

AND THAT all reports be received.

CARRIED on the voices

OTCBI710/02

DISCLOSURES OF INTEREST

There were no disclosures of interest.

CONFIRMATION OF MINUTES**Resolved: (Mr Jackson/Mr Reeve)****THAT the minutes of a meeting of the Onewhero-Tuakau Community Board held on Monday 4 September 2017 be confirmed as a true and correct record of that meeting.****CARRIED on the voices****OTCBI710/03****REPORTS**Update on North Waikato Public Transport Review
Agenda Item 5.1

The Senior Policy Advisor, Waikato Regional Council gave a powerpoint presentation and answered questions of the Board.

The report was received [*OTCBI710/02 refers*] and discussion was held.Discretionary Fund Report to 21 September 2017
Agenda Item 5.2The report was received [*OTCBI710/02 refers*] and discussion was held.**Resolved: (Mr Cameron/Mr Reeve)****THAT the Board approves a payment of \$171.50 from the Chairperson's Discretionary Fund to Nikau Café for the Board's meeting on 2 October 2017.****CARRIED on the voices****OTCBI710/04**

Mrs Conroy retired from the meeting at 8.18pm during discussion on the above item.

Project Accountability Forms
Agenda Item 5.3

The report was received [OTCBI710/02 refers] and discussion was held.

Resolved: (Mr Reeve/Mr Petersen)

THAT the Onewhero Tuakau Community Board notes that the following amounts have been spent:

Tuakau Youth Hunt Sign, design and materials	\$3,362.72
Onewhero Society of Performing Arts Play writing competition	\$350.00

CARRIED on the voices **OTCBI710/05**

Works & Issues Report
Agenda Item 5.4

The report was received [OTCBI710/02 refers] and discussion was held.

Long Term Plan Update
Agenda Item 5.5

The General Manager Customer Support gave a verbal update and answered questions of the Board.

Public Forum
Agenda Item 5.6

The following items were discussed at the public forum:

- Roading – comment on Waikato District Alliance’s performance
- More information required to the public on what is happening with roads etc. Use school/community newsletters
- Lack of signage on dropouts on roads
- Increase of 30 truck and trailer units per week will be happening shortly – Nikau to Tuakau

Chairperson’s Report
Agenda Item 5.7

The chairperson gave a verbal update to the Board.

Open Meeting

To	Onewhero-Tuakau Community Board
From	Gavin Ion Chief Executive
Date	18 October 2017
Prepared by	Lynette Wainwright Committee Secretary
Chief Executive Approved	Y
Reference #	GOV0514
Report Title	NZ Police

1. EXECUTIVE SUMMARY

To advise members that a representative from the New Zealand Police will be in attendance at the Community Board meeting.

2. RECOMMENDATION

THAT the report from the Chief Executive be received.

Open Meeting

To	Onewhero-Tuakau Community Board
From	Tony Whittaker General Manager Strategy & Support
Date	24 October 2017
Prepared by	Julienne Calambuhay Management Accountant
Chief Executive Approved	Y
Reference/Doc Set #	GOV0514 / 1837404
Report Title	Discretionary Fund Report to 24 October 2017

1. EXECUTIVE SUMMARY

To update the Board on the Discretionary Fund Report to 24 October 2017.

2. RECOMMENDATION

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

3. ATTACHMENTS

Discretionary Fund Report to 24 October 2017

ONEWHERE TUAKAU COMMUNITY BOARD DISCRETIONARY FUND 2017/2018

	GL	1.215.1704
2017/18 Annual Plan		28,878.00
2016/17 Carry forward		28,515.44
Total Funding		<u><u>57,393.44</u></u>
EXPENDITURE:		
15-Sep-17 Glen Murray Community Equestrian Centre - towards cost of defibrillator		750.00
04-Oct-17 Nikau Café - Community Board Meeting 2/10/17		149.13
Total Expenditure		<u>899.13</u>
Total Income		-
Net Expenditure		899.13
Net Funding (Excluding commitments)		<u><u>56,494.31</u></u>
COMMITMENTS:		
01-Jul-15 Allocated amount to the Chair to purchase misc. items (balance from 30/6/2015)	301.81	
Less : Expenses	<u>19.48</u>	282.33
01-Sep-14 Contribution towards placemaking project (OTCB1409/06/2)		6,000.00
05-Dec-16 Anzac Day 2017 commitments (OTCB1612/06)	1,500.00	
Less : Expenses	<u>873.82</u>	626.18
05-Dec-16 Port Waikato Community Hall - hall hire (OTCB1612/04)		135.00
06-Mar-17 Port Waikato Yacht & Motor Boat Club - 6 new life jackets (OTCB1703/07)		614.00
07-Aug-17 Te Kohanga Community Hall Inc - new water supply system for the hall facility (OTCB1708/06)		2,149.50
TOTAL COMMITMENTS		<u>9,807.01</u>
NET FUNDING REMAINING (Including commitments) as of 24 October 2017		<u><u>46,687.30</u></u>

Open Meeting

To	Onewhero-Tuakau Community Board
From	Tony Whittaker General Manager Strategy & Support
Date	16 October 2017
Prepared by	Lianne van den Bemd Community Development Advisor
Chief Executive Approved	Y
DWS Document Set #	CDR0502 / 1834630
Report Title	Application for Funding – Lions Club of Tuakau Inc.

1. EXECUTIVE SUMMARY

The purpose of this report is to present an application for funding from the Tuakau Lions Club (“the Lions”) towards the cost of Tuakau Community Christmas Parade.

2. RECOMMENDATION

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

AND THAT an allocation of \$..... is made to the Tuakau Lions Club towards the cost of Tuakau Community Christmas Parade;

OR

AND THAT the request from the Tuakau Lions Club towards the cost of Tuakau Community Christmas parade is declined / deferred until for the following reasons:

3. BACKGROUND

Lions Club of Tuakau Inc. is organising the Tuakau Community Christmas Parade.

Past events have been very successful with an estimated 2000 people in attendance each year.

People who provide entertainment, food, and Christmas-themed products are all invited to the event.

The Lions has enlisted 30 active volunteers and community organisations to help with event on the day.

The event will take place on Saturday, 02 December 2016 in the Tuakau town centre.

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 \$4,777.77. The Tuakau Lions is seeking funding of \$1,000.00 towards the cost of raising the float prize money for the event.

GST Registered			No
Set of Accounts supplied			Yes
Previous funding has been received by this organisation			Yes
Onewhero–Tuakau Community Board	Tuakau Christmas Lights	November 2015	\$4,099.94
Onewhero–Tuakau Community Board	Tuakau Christmas Parade	November 2015	\$1,000.00

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.

6. CONCLUSION

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

7. ATTACHMENTS

Application for Funding – Tuakau Lions Club



Lions Club of Tuakau Inc.

P.O. Box 77 Tuakau 2342

RECEIVED

15 SEP 2017

Waikato District Council

4th September 2017

Waikato District Council / O.T.C.B
Private Bag 544
Ngaruawahia

Dear Sir / Madam,

I forward herewith the Lions Club of Tuakau Inc's application and supporting documents for funding of the Tuakau Community Christmas Parade.

The Parade is on the 2nd December 2017.

Kind Regards
Bob Bell

A handwritten signature in black ink, appearing to read 'Bob Bell', written in a cursive style.

Parade Coordinator
Lions Club of Tuakau
P.O.Box 77
Tuakau 2342
Ph 092368384
M 0211797245
E bob16b@xtra.co.nz



DISCRETIONARY FUNDING APPLICATION FORM

Important notes for applicant:

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

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

Discretionary and Funding Committee

Project



Event

OR

Community Board / Committee Discretionary Fund

Raglan

Taupiri

Onewhero-Tuakau

Ngaruawahia

Huntly

Te Kauwhata

Meremere

Section 1 – Your details

Name of organisation

Lions Club of Tuakau Inc.

What is your organisation's purpose?

Community Service Organisation

Address: (Postal)

P.O.Box 77 Tuakau 2342

Address: (Physical if different from above)

16b Coolen Place Tuakau 2121

Contact name, phone number/s and email address

Bob Bell 0211797245 bob16b@xtra.co.nz

Charities Commission Number: (If you have one)

2152503

Are you GST registered? No Yes GST Number __/__/____/____

Bank account details 06 / 0469 / 0032085 / 02

Bank ANZ Branch Tuakau

The following documentation is required in support of your application:

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

Section 2 – Community wellbeing and outcomes**Which community wellbeing will your project contribute to?***(See the guidelines sheet for more information on this section).*Social Economic Cultural Environmental **Which of the five community outcomes for the Waikato district does this project contribute to?***(See the guidelines sheet for more information on this section.)*Accessible Safe Sustainable Healthy Vibrant **Section 3 – Your event/project****What is your event / project, including date and location ? (please provide full details)**

Tuakau and Community Christmas Parade

2nd December 2017

Tuakau CBD

Who is involved in your event / project?

Participants on/and Floats

Contractors and Volunteers involved in the Parade efficiency.

How many volunteers are involved? 30+
What other groups are involved in the project Participants, Contractors and Volunteers
How will the wider community benefit from this event/project? This is Tuakau's largest one day event and entertains and involves the community

Section 4 – Funding requirements

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

<i>Please complete all of the following sections</i>	GST Inclusive Costs <i>(use this column if you are not GST registered)</i>	GST Exclusive Costs <i>(use this column if you are GST registered)</i>
TOTAL COST OF THE PROJECT/EVENT	\$4,768.11	\$
Existing funds available for the project Total A Include any projected income i.e. ticket sales, merchandise etc.	\$ 975.00	\$

Funding being sought from Waikato District Council

Project Breakdown <i>(itemised costs of funding being sought)</i> <i>If there is insufficient space below please provide a breakdown of costs on an additional sheet.</i>	\$	\$
See attached "Budget"	\$1,000.00	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
Total Funds being sought from WDC Total B	\$1,000.00	\$

Has funding been sought from other funders? Yes No

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

a) The Southern Trust	\$ 2,793.11	\$ _____
b)	\$ _____	\$ _____
c)	\$ _____	\$ _____
d)	\$ _____	\$ _____
Total of other funds being sought Total C	\$2,793.11	\$ _____

Total Funding Applied for <i>(Add totals A, B, and C together to make Total D)</i> Total D	\$4,768.11	\$
Note : This total should equal the Total Cost of the Project/Event		

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

Volunteers and monetary donations.


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:

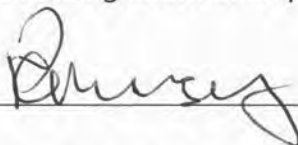
What Board/ Committee	Type of Project/Event	Date received	Amount
O.T.C.B	Christmas Parade	2016	1,000.00
O.T.C.B	Christmas CBD Decorations upgrade	2015	4,099.94
O.T.C.B	Christmas Parade	2015	1,000.00

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

Signed:  Name: R.A. (BOB) BELL

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

Signature:  Date: 12/9/17

Position in organisation (tick which applies) Chairman Secretary Treasurer

Signature:  Date: 12-9-2017

Position in organisation (tick which applies) Chairman Secretary Treasurer

Checklist

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

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

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

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



Lions Club of Tuakau Inc.

P.O. Box 77 Tuakau 2342

Onewhero – Tuakau Community Board

Dear Sir / Madam

Read this in conjunction with “ Discretionary Funding Application “

Tuakau Christmas Parade:

Float’s Prize Money : there are five groups sections.

1st Place : \$100.00 x 5 = \$500.00
 2nd Place : \$75.00 x 5 = \$375.00
 3rd Place : \$50.00 x 5 = \$250.00
 Most Entertaining \$50.00
TOTAL \$1,175.00
Funding Applied for ... \$1,000.00
Balance \$175.00

This plus other “On the day” cost are raised from the Business’s within Tuakau. Total est. \$800.00

Foot Note : The “Southern Trust” supplies funding for the majority of the Christmas Parade. They will only fund “Hard Copy Quotes” that we can get from providers, they will not fund the Prize Money and On the Day costs.
 The “Funding Application” (As above) to the O.T.C.B. is an annual application that “The Southern Trust” will not provide.



ANZ Bank New Zealand Limited

Tuakau Branch
7 George Street, Tuakau

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)

LIONS CLUB OF TUAKAU CHARITABLE TRUST
ACCOUNT *

Deposit

Date	
Notes	•
Coins	•
Sub Total Cash	•
Cheques as per reverse	•
\$	•

⑈ 1004 12 ⑈ 060469⑈ 003 2085 ⑈ 02 ⑈ 50



CERTIFICATE OF INCORPORATION

LIONS CLUB OF TUAKAU CHARITABLE TRUST 2152503

LIONS CLUB OF TUAKAU CHARITABLE TRUST is incorporated under the Charitable Trusts Act 1957 this 10th day of July 2008.

Neville Harris
Registrar of Incorporated Societies





CERTIFICATE OF INCORPORATION

TUAKAU LIONS CLUB INCORPORATED
224655

This is to certify that TUAKAU LIONS CLUB INCORPORATED was incorporated under the Incorporated Societies Act 1908 on the 24th day of March 1980.

Mandy McDonald

Registrar of Incorporated Societies
22nd day of February 2016



For further details visit www.societies.govt.nz

Certificate printed 22 Feb 2016 11:13:44 NZT

LIONS CLUB OF TUAKAU

FINANCIAL REPORTS

FOR THE YEAR ENDED 30th JUNE 2017

Enclosures

Summary of Bank Accounts	1
Administration Receipts and Payments Accounts	2
Charitable Trust Receipts and Payments Account	3
Serious Saver Receipts and Payments Account	4

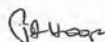
Review Report

I have examined the cash records of the TUAKAU LIONS CLUB INCORPORATED for the year ended 30th June 2017. In common with other organisations of a similar nature, control over fundraising income prior to it being recorded is limited and there are no practical review procedures to determine the effect of this control. Subject to the foregoing, in my opinion, the financial report fairly reflects the financial position of the Tuakau Lions Club Inc. as at 30th June 2017 and the results of its operations and cash flows for the year ended 30th June 2017.

My review report was completed on the 24th of July 2017 and my opinion is expressed at that date.

Philippa Hooper

Accountant



Date 24/7/17

LIONS CLUB OF TUAKAU

SUMMARY OF BANK ACCOUNTS

As at 30th June 2017

	Balance at 01/07/16	Receipts	Payments	Transfers In/Out	Balance at 30/06/17
Administration Receipts and Payments Account	1,181.39	10,794.47	11,152.77		823.09
Charitable Trust Receipts and Payments Account	4,919.36	18,672.28	18,554.37	-240.00	4,797.27
Serious Saver Receipts and Payments Account	1,805.23	48.17		240.00	2,093.40
	<u>7,905.98</u>	<u>29,514.92</u>	<u>29,707.14</u>	<u>0.00</u>	<u>7,713.76</u>

LIONS CLUB OF TUAKAU

ADMINISTRATION RECEIPTS AND PAYMENTS ACCOUNT

For the year ended 30th June 2017

RECEIPTS	2017	2016
Subscriptions	1,200.00	1,300.00
Bank Interest	1.17	5.49
Auction	942.60	956.70
Meals	6,531.00	7,097.50
Donations	245.00	485.00
Donations of milage from members	1,010.10	1,238.30
Raffles	748.00	903.00
Tail Twisting	116.60	211.20
	<hr/>	<hr/>
Total Receipts	10,794.47	12,197.19
PAYMENTS		
Post Office Box Rental	175.00	175.00
Auditing	100.00	100.00
Stationery	227.98	267.76
Club Supplies	168.64	0.00
National and International Fees	2,918.07	3,583.34
Zone Meetings	220.00	200.00
Gifts	135.98	50.00
Raffles	344.60	400.00
Meals	6,777.50	7,287.50
Sundry	85.00	0.00
	<hr/>	<hr/>
Total Payments	11,152.77	12,063.60
	<hr/>	<hr/>
Cash Surplus/(Shortage) for the Year	-358.30	133.59
Add Transfers in		
- from Charitable Trust Receipts and Payments Account	0	0
Cash at ANZ Bank at Start of Year	1,181.39	1,047.80
	<hr/>	<hr/>
Cash at ANZ Bank at End of Year	823.09	1,181.39
	<hr/>	<hr/>

LIONS CLUB OF TUAKAU

CHARITABLE TRUST RECEIPTS AND PAYMENTS ACCOUNT

For the year ended 30th June 2017

RECEIPTS	2017	2016
Bank Interest	7.50	60.79
Christmas Raffle	1,666.50	2,083.50
Donation & Special Help	25.00	60.00
Sale of Manure	11,752.00	12,637.00
Parade	4,385.00	4,705.00
Oddsock day/Camp Quality	0.00	130.00
Pine Cone Sales	270.00	1,400.00
Christmas Decorations	566.28	4,099.94
Total Receipts	<u>18,672.28</u>	<u>25,176.23</u>
PAYMENTS		
Donations to Schools & Other	8,475.70	13,513.20
Manure	3,385.00	2,979.00
Christmas Raffle	59.83	439.83
Christmas Decorations	604.91	3,482.38
Flower Baskets	0.00	858.00
Members Donation of Milage to Admin	1,010.10	1,285.30
Club Supplies/Lions Club 202k	109.21	0.00
Parade	3,642.07	4,389.49
Sundry/Project expenses	1,267.55	843.99
Total Payments	<u>18,554.37</u>	<u>27,791.19</u>
Cash Surplus/(Shortage) for the Year	117.91	-2,614.96
Add Transfers out		
- to Serious Saver Receipts and Payments Account	-240.00	-1,660.00
Cash at ANZ Bank at Start of Year	4,919.36	9,194.32
Cash at ANZ Bank at End of Year	<u>4,797.27</u>	<u>4,919.36</u>

LIONS CLUB OF TUAKAU

SERIOUS SAVER RECEIPTS AND PAYMENTS ACCOUNT

For the year ended 30th June 2017

RECEIPTS	2017	2016
Bank Interest	48.17	145.23
Total Receipts	<u>48.17</u>	<u>145.23</u>
PAYMENTS	0.00	0.00
Total Payments	<u>0.00</u>	<u>0.00</u>
Cash Surplus/(Shortage) for the Year	<u>48.17</u>	<u>145.23</u>
Add Transfers in		
- from Charitable Trust Receipts and Payments Account	240.00	1,660.00
Cash at ANZ Bank at Start of Year	1,805.23	0.00
Cash at ANZ Bank at End of Year	<u><u>2,093.40</u></u>	<u><u>1,805.23</u></u>

TUAKAU LIONS CLUB INC 224655

Financial Statements For 2017

Financial Year July 2016 to June 2017

	2017	2016
	\$	\$
Income		
Subscriptions	1200	1300
Donations	1280	1783
Activities	26978	34224
Sundry Income	57	212
Total Income	<u>29515</u>	<u>37519</u>
Expenses		
National & International Fees	3138	3583
Donations	9486	13513
Activities	14814	22165
Club Supplies	278	0
Sundry Expenses	1991	593
Total Expenses	<u>29707</u>	<u>39854</u>
Cash Surplus /(Deficit)	-192	-2336
Opening Bank Account Balances	7906	10242
Closing Bank Account Balances	<u>7714</u>	<u>7906</u>
Assets		
Cash at Bank	8214	8753
Liabilities		
Unpresented Cheques	500	847
Total Funds	<u>7714</u>	<u>7906</u>

Open Meeting

To	Onewhero–Tuakau Community Board
From	Tony Whittaker General Manager Strategy & Support
Date	16 October 2017
Prepared by	Lianne van den Bemd Community Development Advisor
Chief Executive Approved	Y
DWS Document Set #	CDR0502 / 1834629
Report Title	Application for Funding – Sunset Beach Lifeguard Service Inc.

1. EXECUTIVE SUMMARY

The purpose of this report is to present an application for funding from the Sunset Beach Lifeguard Service Inc. towards the cost of the lifeguard programme over the summer of 2017/2018.

2. RECOMMENDATION

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

AND THAT an allocation of \$..... is made to the **Sunset Beach Lifeguard Service Inc.** towards the cost of the lifeguard programme over the summer of 2017/2018;

OR

AND THAT the request from the **Sunset Beach Lifeguard Service Inc.** towards the cost of the lifeguard programme over the summer of 2017/2018 is declined/deferred until..... for the following reasons:

3. BACKGROUND

Sunset Beach Lifeguard Service Inc. wants to operate a full seven week lifeguard delivery programme over the summer holiday period starting December 2017. There is a shortfall in the cost of providing the programme delivery.

The programme ensures the lifeguards are continually on hand to prevent drowning and other life threatening incidents that may potentially occur.

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 \$4,480.00. The Sunset Beach Lifeguard Service Inc. is seeking funding of \$4,480.00 towards the cost of wages for the paid guards.

GST Registered			Yes
Set of Accounts supplied			Yes
Previous funding has been received by this organisation			Yes
Onewhero-Tuakau Community Board	Lifeguard programme	December 2014	\$3,480.00
Onewhero-Tuakau Community Board	Lifeguard programme	December 2015	\$4,000.00
Onewhero-Tuakau Community Board	Lifeguard programme	December 2016	\$2,000.00

6. POLICY

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

For grants above \$5,000.00 a funding cap of 75% of the total project cost applies (whichever is the greater) 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 Board is required with regard to this funding request.

8. ATTACHMENTS

Application for Funding - Sunset Beach Lifeguard Service Inc.

04 SEP 2017



Waikato District Council



DISCRETIONARY FUNDING APPLICATION FORM

Important notes for applicant:

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

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

Discretionary and Funding Committee



Project



Event

OR

Community Board / Committee Discretionary Fund

Raglan



Taupiri



Onewhero-Tuakau



Ngaruawahia



Huntly



Te Kauwhata



Meremere



Section I – Your details

Name of organisation

Sunset Beach Lifeguard Service Inc.

What is your organisation's purpose?

- Prevention of drowning in the surf.
- Training youth as lifeguards
- Safe swimming for the public in the ocean.

Address: (Postal)

P.O. Box 186, Puketapu 2340

Address: (Physical if different from above)

1 Oceanview Road, Port Waikato

Contact name, phone number/s and email address

Malcolm Beattie 021946695
malcolm.beattie@parnellpartnersgroup.com

Charities Commission Number: (If you have one)

CC 25294

Are you GST registered? No Yes GST Number 1315621920

Bank account details 121307810054360105

Bank ASB Branch Puketapu

The following documentation is required in support of your application:

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

Section 2 – Community wellbeing and outcomes

Which community wellbeing will your project contribute to?

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

Social Economic Cultural Environmental

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

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

Accessible Safe Sustainable Healthy Vibrant

Section 3 – Your event/project

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

To provide funding for the club to employ lifeguards during the statutory holidays and the weekends when the Regional Lifeguards are not on patrol, during the upcoming summer holiday period 2017-2018. These funds are not available from the Waikato District Grant to Surf Lifesaving Northern Region.

Who is involved in your event / project?

Wider Northern Waikato community including Onehunga and Tuitahi

How many volunteers are involved?

Four

What other groups are involved in the project?

None

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

Safe swimming and recreation - at Sunset Beach Port Waikato, at a time when Volunteer and Regional Lifeguards are not available

Section 4 – Funding requirements

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

Please complete all of the following sections	GST Inclusive Costs (use this column if you are not GST registered)	GST Exclusive Costs (use this column if you are GST registered)
TOTAL COST OF THE PROJECT/EVENT	\$	\$ 4480-00
Existing funds available for the project Total A Include any projected income i.e. ticket sales, merchandise etc.	\$	\$ /

Funding being sought from Waikato District Council

Project Breakdown (itemised costs of funding being sought) If there is insufficient space below please provide a breakdown of costs on an additional sheet.	\$	\$
	\$	\$
4 Lifeguards @ 8 hours / day	\$	\$ 4480-00
	\$	\$
	\$	\$
	\$	\$
	\$	\$
Total Funds being sought from WDC Total B	\$	\$ 4480-00

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

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

Total Funding Applied for (Add totals A, B, and C together to make Total D) Total D Note : This total should equal the Total Cost of the Project/Event	\$	\$ 4480-00
---	----	------------

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

Resources and equipment provided by Sunset Beach Lifeguard service include - first aid equipment, boats & motors, fuel, rescue tubes, rescue boats and accommodation.

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
Onewhero-Tuakau	Summer Lifeguards 2015-2016	9/12/15	\$4000.00
Onewhero-Tuakau	Summer Lifeguards 2016-2017	30/11/16	\$2000.00

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

Signed:  Name: Carolyn Edwards

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

Signature:  Date: 27/8/17

Position in organisation (tick which applies) Chairman Secretary Treasurer

Signature:  Date: 27/8/17

Position in organisation (tick which applies) Chairman Secretary Treasurer

Checklist

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

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

Items Required	Enclosed ✓
Read and understood the guidelines for funding applications document	✓
Discussed your application with the Waikato District Council community development co-ordinator	No
Nominated the fund you are applying for	✓
Completed Section 1 – Your details	✓
Enclosed a full copy of the last reviewed or audited accounts (whichever applies) for your organisation/group/club	✓
Enclosed an encoded deposit slip to enable direct credit of any grant payment made	✓
Enclosed a copy of any documentation verifying your organisations legal status	✓
Completed Section 2 - community wellbeing and outcomes	✓
Completed Section 3 – details of your event/project	✓
Completed Section 4 – Funding requirements – Budget and quotes need to match. Include copies of written quotes.	N/A
Completed Section 5 where funding has been received in the previous 2 years	✓
Obtained two signatures on your application	✓

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



ASB BANK LIMITED
PUKEKOHE

Deposit

Depositor's Name _____

Reference

Credit account of _____

SUNSET BEACH LIFEGUARD SERVICE INC

Date _____

Notes	No.	Amount
\$100		
\$50		
\$20		
\$10		
\$5		
Coin		
Cheques (per back)		

\$ _____

Funds included in this deposit cannot be drawn against until proceeds have been cleared.



Trust Waikato
TE PUNA O WAIKATO

Sunset Beach Lifeguard Service Inc.

27 August 2017

To Whom It May Concern

The board of the Trust Waikato Sunset Beach Lifeguard Service resolved at a meeting held at the clubrooms on Sunday the 27th August 2017 to apply to Onewhero-Tuakau Community Board for a grant covering the cost of hiring Sunset Beach Summer Lifeguards. This is for a total value of \$4480.00 plus GST.

I certify that the above is a true and correct copy of the resolution of the Management Committee of the Trust Waikato Sunset Beach Lifeguard Service Inc.

Signature of Treasurer

Name of Treasurer

Carolyn Edwards

Dated: Sunday 27th August 2017.

Trust Waikato Sunset Beach Lifeguard Service, PO Box 186, Pukekohe 2340
www.sunsetbeach.org.nz secretary@sunsetbeach.org.nz



CERTIFICATE OF INCORPORATION

SUNSET BEACH LIFEGUARD SERVICE INCORPORATED 223400

This is to certify that SUNSET BEACH SURF LIFE SAVING PATROL INC was incorporated under the Incorporated Societies Act 1908 on the 2nd day of December 1959 and changed its name to SUNSET BEACH LIFEGUARD SERVICE INCORPORATED on the 27th day of April 2000.

Mandy McDonald

Registrar of Incorporated Societies
28th day of August 2016



For further details visit www.societies.govt.nz

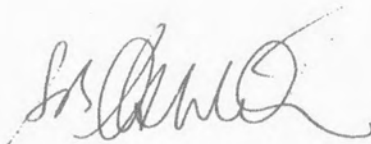
Certificate printed 28 Aug 2016 20:24:20 NZT

Certificate of Registration

Sunset Beach Lifeguard Service Incorporated

Registration number: CC25294

This is to certify that Sunset Beach Lifeguard Service Incorporated was registered as a charitable entity under the Charities Act 2005 on 04 June 2008.



Sid Ashton
Chair



Trevor Garrett
Chief Executive

Annual Financial Statements


Sunset Beach Lifeguard Service Inc.

For the 14 months ended 30 June 2017

Prepared by Taylor Ogilvie Accountants

I certify that these Financial Statements have been submitted
to and approved by the members at a general meeting held
on the 27 day of August 2017

Signed 
TREASURER

Signed 
CHAIRMAN

Directory

Trust Waikato Sunset Beach Lifeguard Service Inc. For the 14 months ended 30 June 2017

Nature of Charity

Volunteer Lifeguard Service

Charity Address

1 Ocean View Road

Port Waikato

Waikato 2695

Charity Registration Number

CC25294

IRD Number

013 562 920

Accountant

Taylor Ogilvie Accountants
70 Firth Street
Auckland 2247

Compilation Report

Trust Waikato Sunset Beach Lifeguard Service Inc. For the 14 months ended 30 June 2017

Compilation Report to the Officers of Sunset Beach Lifeguard Service Inc.

Scope

On the basis of information provided and in accordance with Service Engagement Standard 2 Compilation of Financial Information, we have compiled the financial statements of Sunset Beach Lifeguard Service Inc. for the year ended 30 June 2017.

These statements have been prepared in accordance with the accounting policies described in the Notes to these financial statements.

Responsibilities

The Officers are solely responsible for the information contained in the financial statements and have determined that the Special Purpose Reporting Framework used is appropriate to meet your needs and for the purpose that the financial statements were prepared.

The financial statements were prepared exclusively for your benefit. We do not accept responsibility to any other person for the contents of the financial statements.

No Audit or Review Engagement Undertaken

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

Independence

We have no involvement with Sunset Beach Lifeguard Service Inc. other than for the preparation of financial statements and management reports and offering advice based on the financial information provided.

Disclaimer

We have compiled these financial statements based on information provided which has not been subject to an audit or review engagement. Accordingly, we do not accept any responsibility for the reliability, accuracy or completeness of the compiled financial information contained in the financial statements. Nor do we accept any liability of any kind whatsoever, including liability by reason of negligence, to any person for losses incurred as a result of placing reliance on these financial statements.



Taylor Ogilvie Accountants

70 Firth Street, Drury
Dated: August 2017

Statement of Financial Position

Trust Waikato Sunset Beach Lifeguard Service Inc.

As at 30 June 2017

	NOTES	30 JUN 2017	30 APR 2016
Assets			
Current Assets			
Cash available in bank accounts			
Operational Account		7,518	41,113
IRB Competition Account		2,449	3,396
Surf Boat Account		924	496
Unused grants with conditions received			
NZCT Grant 68973 - Racing Equipment, Accommodation Travel		(3,217)	-
NZCT Grant 63870 - IRB hulls, motors, racing boards and propeller development		-	(28,876)
2017 Trust Waikato Grant - Programme Specific		(6,000)	-
2015 Trust Waikato Grant - Programme Specific		-	(2,535)
Total Unused grants with conditions received		(9,217)	(31,411)
Total Cash available in bank accounts		1,673	13,594
Debtors and prepayments		1,600	320
Total Current Assets		3,273	13,914
Non-Current Assets			
Property, Plant and Equipment		353,666	348,098
Operations Reserve Account		17,862	18,286
Total Non-Current Assets		371,528	366,384
Total Assets		374,801	380,298
Liabilities			
Current Liabilities			
Creditors and accrued expenses		-	3,219
GST Payable		2,813	5,538
Other Current Liabilities		-	-
Total Current Liabilities		2,813	8,757
Total Liabilities		2,813	8,757
Total Assets less Total Liabilities (Net Assets)		371,988	371,541
Accumulated Funds			
Accumulated surpluses or (deficits)		371,988	371,541
Total Accumulated Funds		371,988	371,541

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 Financial Performance

Trust Waikato Sunset Beach Lifeguard Service Inc. For the 14 months ended 30 June 2017

	NOTES	MAY 2016-JUN 2017	MAY 2015-APR 2016
Revenue			
Donations, Grants and similar revenue			
Donations / Koha from the Public			
Donations		6,516	13,417
Thermo King New Zealand Ltd		2,875	-
Art@thePort		600	-
Port Waikato Household appeal		1,533	1,461
Franklin Pakeke Lions		1,500	-
2016 TTT - 100 Fluro Vests		2,170	-
SLSNR - KFC Promotion Donation		960	-
SLSNZ - Surf Summer Appeal		-	726
2016 Len Reynolds Trust		-	300
Total Donations / Koha from the Public		16,154	15,904
Grants for Current Operations			
2016 Lion Foundation Grant - CANAM Defender		10,000	-
NZCT Grant 63870 - IRB Hulls, Motors, Racing Boards and Propeller Development		28,876	-
2016 Trillian Trust Grant - IRB Trailers and Surf Boat Oars		16,972	-
SLSNR - Equilisation Operational Grant ARAFA		9,070	10,430
SLSNZ - NZLGB Operational Grant		16,212	12,752
SLSNZ - Insurance Grant		5,007	5,098
2016 Sunset Beach Charitable Trust Grant - Gator Shortfall		2,565	-
Trust Waikato - Annual Sponsorship		20,000	20,000
Trust Waikato - Signage Grants		-	2,320
2016 Fonterra Grass Roots Grant - First Aid Courses		4,727	-
2015 Trust Waikato Grant - Programme Specific		2,535	16,465
2016 Trust Waikato Grant - Programme Specific		14,000	-
2017 Trust Waikato Grant - Programme Specific		6,000	-
2015 Onewhero - Tuakau Community Board Grant		-	4,000
2016 Onewhero - Tuakau Community Board Grant		2,000	-
NZCT Grant 61364 - IRB Motor, Trailer, Lifevests, Propellers		-	37,610
2017 The Vet Centre - Sun Hat Sponsorship		1,113	-
Total Grants for Current Operations		139,077	108,674
Grants and Revenue for Competition			
Op Shop Ball		8,564	3,657
IRB Competition Team - Donations, Fundraising		9,726	12,633
NZCT Grant 63870 - IRB Hulls, Motors, Racing Boards and Propeller Development		-	14,602
NZCT Grant 68973 - Racing Equipment, Accommodation and Travel		15,000	-
2017 Pub Charity Ltd - Togs and Beanies		7,272	-
2016 Pelorus Trust Grant - IRB and Surf Boat Team travel and Accommodation		5,000	-
2015 Nexam Corporation sponsorship		-	1,893

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 Financial Performance

	NOTES	MAY 2016-JUN 2017	MAY 2015-APR 2016
2016 Tuakau ITM sponsorship		-	2,500
0800 Bricky 90 mile sponsorship		-	800
Port Waikato Golf Classic		739	1,166
2016 Port Waikato Fishing Club donation		-	550
Total Grants and Revenue for Competition		46,301	37,802
Total Donations, Grants and similar revenue		201,533	162,380
Fees, Subscriptions of other revenue from members			
Members Subscriptions		3,343	3,213
IRB Competitor - Accommodation and Travel		11,583	7,900
IRB Non-Competitor - Accommodation and Food		3,945	-
IRB Competition Team - Uniform		963	3,977
Total Fees, Subscriptions of other revenue from members		19,834	15,090
Revenue from providing goods or services to the public			
SLSNR - Beach Ed Venue Hire		2,500	3,130
SLSNR - Regional Lifeguard Venue Hire		3,700	3,500
Sale of IRB Boats and motors		1,500	11,000
Insurance claims		16,131	-
Other Revenue		739	104
Total Revenue from providing goods or services to the public		24,570	17,734
Interest, dividends and other investment revenue			
Interest Income		76	365
Total Interest, dividends and other investment revenue		76	365
Total Revenue		246,014	195,570
Expenses			
Volunteer and employee related costs			
Volunteer Internet and Phone reimbursement		3,044	1,957
Mileage Allowance		-	690
Total Volunteer and employee related costs		3,044	2,647
Costs related to providing goods or services			
Direct Costs relating to service delivery			
ATV Repair and Maintenance		3,256	5,522
Club House Repairs and Maintenance		10,690	9,049
Communication - Vodafone (Patrol Members)		259	226
First Aid Supplies		2,642	1,639
First Aid Training Programs		4,363	4,175
IRB Repair & Maintenance		13,407	12,444
Lifeguard Safety Equipment		27	-
Lifeguard Training		2,231	6,614
Lifeguard Patrol Uniforms		2,037	534
Petrol & Oil for Rescue Equipment		4,256	6,122
Rescue Equipment R & M		2,919	3,421
Signage		4,315	-
Sunset Summer Lifeguards		1,421	800
Surf Boat R & M		78	1,859
Toyota Surf Ute		6,976	1,292

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	MAY 2016-JUN 2017	MAY 2015-APR 2016
Tools and Equipment		806	1,386
Trailer R & M		2,462	3,640
2015 Trust Waikato Grant - Programme Specific		3,953	9,594
2016 Trust Waikato Grant - Programme Specific		4,400	-
2017 Trust Waikato Grant - Programme Specific		6,000	-
Onewhero-Tuakau Community Grant Expenses		2,000	4,000
2016 TTT donation spent		2,170	-
Total Direct Costs relating to service delivery		80,668	72,316
Expenses for Competition			
Competition - Entry Fees and expenses		7,140	7,390
IRB Competition Team - Uniform Expenses		2,618	8,113
IRB Competition Team - Attendance		20,338	20,875
Surf Boat Competition Attendance		418	-
IRB Competition Team - Fundraising		5,647	4,377
NZCT Grant 63870 - IRB Hulls, Motors, Racing Boards and Propeller Development		(6,314)	6,314
NZCT Grant 68973 - Racing Equipment, Accommodation and Travel		8,173	-
2016 Pelorus Trust Grant - Travel and Accommodation		4,757	-
2017 Pub Charity Ltd - Togs and Beanies		7,272	-
Total Expenses for Competition		50,049	47,069
Other service delivery costs			
Annual Awards and Functions		4,508	5,142
Furniture and Chattels		9	692
Sky Rental		716	463
Total Other service delivery costs		5,233	6,296
Administration and overhead costs			
Accounting Fees and Xero Subscription		2,580	4,213
Bank Fees		94	55
Cabin/caravan Rental		1,450	3,922
Charities Commission		51	44
Cleaning		4,878	4,977
Communication - Spark		1,779	851
Communication - Website		-	246
Freight & Courier		15	41
Insurance		11,406	9,123
Lease 3 Centreway Road		600	600
Post Office Box Rental		152	152
Printing & Stationery		699	775
Power Gas Water		4,174	4,744
Rates		2,705	1,774
Waste Disposal		1,233	892
Total Administration and overhead costs		31,815	32,407
Total Costs related to providing goods or services		167,766	158,089
Other expenses			
Depreciation		80,079	62,037

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 Financial Performance

	NOTES	MAY 2016-JUN 2017	MAY 2015-APR 2016
Gain / Loss on Sale / Disposal of Assets		4,520	-
Total Other expenses		84,599	62,037
Total Expenses		255,408	222,772
Surplus/(Deficit) for the Year		(9,395)	(27,202)

These financial statements have been prepared without conducting an audit or review engagement, and should be read in conjunction with the attached Compilation Report.

Cash Summary

Trust Waikato Sunset Beach Lifeguard Service Inc.
For the 12 months ended 30 June 2017 - Excluding GST

	Jun 2017	Jun 2016
Income		
0800 Bricky 90 mile sponsorship	-	800
2015 Nexam Corporation sponsorship	-	1,893
2015 Onewhero - Tuakau Community Board Grant	-	4,000
2016 Fonterra Grass Roots Grant - First Aid Courses	1,739	2,988
2016 Len Reynolds Trust	-	300
2016 Lion Foundation Grant - CANAM Defender	10,000	-
2016 Onewhero - Tuakau Community Board Grant	2,000	-
2016 Pelorus Trust Grant - IRB and Surf Boat Team travel and Accommodation	5,000	-
2016 Port Waikato Fishing Club donation	-	550
2016 Port Waikato Golf Classic	739	1,166
2016 Sunset Beach Charitable Trust Grant - Gator Shortfall	2,565	-
2016 Irillian Trust Grant - IRB Trailers and Surf Boat Oars	16,972	-
2016 Trust Waikato Grant - Programme Specific	-	14,000
2016 TTT - 100 Fluoro Vests	2,170	-
2016 Tuakau ITM sponsorship	-	2,500
2017 Pub Charity Ltd - Togs and Beanies	7,272	-
2017 Trust Waikato Grant - Programme Specific	6,000	-
Art@thePort	600	-
Competition NZCT Grant 63870 - IRB Hulls, Motors, Racing Boards and Propeller Development	-	14,602
Donations	4,708	11,026
Franklin Pakeke Lions	1,500	-
Insurance claims	15,617	515
Interest Income	53	285
IRB Competition Team - Donations, Fundraising	9,710	11,670
IRB Competition Team - Uniform	963	3,477
IRB Competitor - Accommodation and Travel	11,583	7,900
IRB Non-Competitor - Accommodation and Food	3,945	-
Members Subscriptions	3,313	3,200
NZCT Grant 58997 - Competition Team	-	(186)
NZCT Grant 59015 - IRB boat and motor	-	(624)
NZCT Grant 63870 - IRB Hulls, Motors, Racing Boards and Propeller Development	-	28,876
NZCT Grant 68973 - Racing Equipment, Accommodation and Travel	15,000	-
Op Shop Ball	8,797	3,424
Other Revenue	391	452
Port Waikato Household appeal	1,533	1,461
Sale of IRB Boats and motors	5,500	13,000
SLSNR - Beach Ed Venue Hire	2,500	3,130
SLSNR - Equilisation Operational Grant ARAFA	-	9,070
SLSNR - KFC Promotion Donation	960	-
SLSNR - Regional Lifeguard Venue Hire	3,700	3,500

Cash Summary

	Jun 2017	Jun 2016
SLSNZ - Insurance Grant	5,007	5,098
SLSNZ - NZLGB Operational Grant	12,012	12,600
Thermo King New Zealand Ltd	2,875	-
Trust Waikato - Annual Sponsorship	20,000	20,000
Trust Waikato - Signage Grants		2,320
Total Income	184,724	182,993
Less Operating Expenses		
2015 Trust Waikato Grant Programme Specific		13,546
2016 Pelorus Trust Grant - Travel and Accommodation	4,757	-
2016 Trust Waikato Grant - Programme Specific Expenses	4,400	-
2016 TTT donation spent	2,170	-
2017 Pub Charity 111/51	7,272	-
2017 Trust Waikato Grant - Programme Specific	6,000	-
Accounting Fees and Xero Subscription	2,080	4,713
Annual Awards and Functions	4,296	5,002
ATV Repair and Maintenance	3,256	5,281
Bank Fees	59	55
Building WOF	(300)	(81)
Cabin/caravan Rental	1,450	3,922
Charities Commision	51	44
Cleaning	4,442	5,269
Club House Repairs and Maintenance	9,118	9,620
Communication - Spark	1,654	842
Communication - Vodafone (Patrol Members)	227	243
Communication - Website	-	246
Competition - Entry Fees and expences	7,140	7,194
First Aid Supplies	2,642	1,639
First Aid Training Programs	4,363	4,175
Freight & Courier	15	41
Furniture and Chattels	-	651
General Expenses	-	164
Insurance	11,406	9,123
IRB Competition Team - Attendance	20,338	20,280
IRB Competition Team - Fundraising	5,647	3,256
IRB Competition Team - Uniform Expenses	2,618	8,113
IRB Repair & Maintenance	11,926	13,151
Lease 3 Centreway Road	-	1,200
Lifeguard Patrol Uniforms	2,037	534
Lifeguard Safety Equipment	27	-
Lifeguard Training	2,231	3,974
Mileage Allowance	-	690
NZCT Grant 61364 - IRB motor, Trailer, Lifevests, propellers	-	(16,609)
NZCT Grant 63870 - Boat, Motor, Propellers	(32,540)	32,540
NZCT Grant 68973 - Racing Equipment, Accommodation Travel	8,173	-
Onewhero-Tuakau Community Grant Expenses	2,000	4,000
Petrol & Oil for Rescue Equipment	3,856	5,967
Post Office Box Rental	152	152

Cash Summary

	Jun 2017	Jun 2016
Power Gas Water	3,805	4,389
Printing & Stationery	581	618
Rates	2,058	1,939
Rescue Equipment R & M	2,919	3,421
Signage	1,810	2,505
Sky Rental	716	440
Sunset Summer Lifeguards	1,421	800
Surf Boat Competition Attendance	418	-
Surf Boat R & M	78	1,859
Tools and Equipment	806	1,386
Toyota Surf Ute	6,798	1,470
Trailer R & M	1,955	4,142
Volunteer Internet and Phone reimbursement	2,609	2,391
Waste Disposal	1,066	982
Total Operating Expenses	130,006	175,281
Operating Surplus (Deficit)	54,718	7,713
Plus Non Operating Movements		
ATVs, IRBS and Surf Equipment	(50,006)	(79,924)
Clubhouse and Tower Chattels	(603)	(9,480)
Land and Buildings	(15,558)	-
2017 Trust Waikato Grant - Programme	6,000	-
NZCT Grant 68973 - Racing Equipment Accommodation Travel	3,217	-
Total Non Operating Movements	(86,949)	(89,404)
Plus Movements in Equity		
Insurance Claim	-	9,480
Retained Earnings	9,842	12,572
Value added by Propeller Development	-	14,842
Total Movements in Equity	9,842	36,895
GST Movements		
GST Inputs	(25,632)	(34,594)
GST Outputs	25,729	40,041
Net GST Movements	97	5,448
Net Cash Movement	(22,292)	(39,349)
Summary		
Opening Balance	51,044	90,394
Plus Net Cash Movement	(22,292)	(39,349)
Closing Balance	28,752	51,044

Depreciation Schedule

Trust Waikato Sunset Beach Lifeguard Service Inc. For the 14 months ended 30 June 2017

NAME	COST	OPENING VALUE	PURCHASES	DISPOSALS	DEPRECIATION	CLOSING VALUE
ATVs, IRBS and Surf Equipment						
2 x SUP boards	3,086	1,372	-	-	631	741
5 x IRB Trailer	8,905	-	8,905	-	1,187	7,717
Arancia #0 NZAIL1038A1212 Year 2012	13,334	4,082	-	-	1,182	2,900
Arancia #1 NZAIL 0968H1010 Year 2010	13,334	3,061	-	-	886	2,175
Arancia #2 NZ AIL 0854G808 Year 2008	13,334	1,059	-	988	71	-
Arancia #2 NZAIL 01067K212 Year 2012	13,044	4,961	-	-	1,436	3,525
Arancia #3 CNBIL15837J14 Year 2014	11,200	7,389	-	-	2,139	5,250
Arancia #4 NZAIL 01116L313 Year 2013	12,700	6,755	-	-	1,955	4,800
Arancia #5 NZAIL 01157G616 Year 2016	13,150	-	13,150	-	3,698	9,452
Arancia #6 NZAIL 01156G616 Year 2016	13,150	-	13,150	-	3,698	9,452
CANAM Detender - Lion Foundation	17,695	-	17,695	-	2,949	14,746
Communications Equipment	10,830	581	-	-	135	446
Duet Suction Unit	2,605	531	-	-	123	408
IRB Beach Trailer x 2	6,400	466	-	435	31	-
IRB Motor #29 ON180228 Year 2012	6,348	1,371	-	-	631	740
IRB Motor #40 ON115501 Year 2009	6,489	124	-	-	68	56
IRB Motor #41 ON271126 Year 2016	6,276	-	6,276	-	654	5,622
IRB Motor #43 ON224456 Year 2014	6,176	2,520	-	-	1,384	1,136
IRB Motor #51 ON189247 Year 2012	6,348	1,117	-	-	514	603
IRB Motor #53 ON132298 Year 2010	6,489	486	-	-	223	262
IRB Motor #55 Year 2008	6,489	65	-	56	9	-
IRB Motor #6 ON203626 Year 2013	6,176	2,059	-	1,853	206	-
IRB Motor #68 ON233209 Year 2015	6,176	3,113	-	-	1,710	1,403
IRB Motor #73 ON238333 Year 2015	6,176	3,261	-	-	1,791	1,470
IRB Motor #8 ON203769 Year 2013	6,176	2,059	-	1,853	206	-
IRB Motor #96 ON244633 Year 2015	6,176	4,941	-	-	2,629	2,312
IRB Motor #98 ON244627 Year 2015	6,176	4,941	-	-	2,629	2,312
IRB Road Trailer x 2 (N783E)	3,034	43	-	40	3	-
John Deere 2 Seater - Lion Foundation	16,376	8,006	-	-	3,683	4,323
John Deere XUV 550 S4 Gator - NZCT	17,376	10,425	-	9,730	695	-
Leisure Built Caravan	32,178	6,559	-	-	1,461	5,098
NZCT Competition Life Vests	2,478	1,962	-	-	455	1,507
NZCT Competition Propellers 2014-2015	736	583	-	-	135	448
NZCT IRB Competition Trailer	40,000	35,000	-	-	11,900	23,100
NZCT Propellers 2015-2016	15,000	14,500	-	-	3,300	11,200
NZCT Propellers 2016-2017	7,463	-	7,463	-	1,244	6,219
NZCT Sonic Boards (2 x 10'6 Green, 2 x 10'6 Yellow)	4,720	-	4,720	-	2,077	2,643

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

NAME	COST	OPENING VALUE	PURCHASES	DISPOSALS	DEPRECIATION	CLOSING VALUE
NZCT Sonic Junior Board	9,846	4,376	-	-	2,013	2,363
NZCT Surf Boat and oars	41,836	24,840	-	-	7,191	17,650
Public Announcement Equipment	1,669	95	-	-	22	73
Rescue Equipment	20,263	477	-	-	111	366
Road Trailer (Y47P)	1,500	13	-	-	4	8
Surf Boat and Oars (Red Boat)	18,952	7,824	-	-	2,265	5,559
Surf Boat Cover	900	228	-	-	105	123
Surf Skis and Boards	33,423	1,222	-	-	465	757
Tanks, Pumps, Filtration Equipment	1,331	74	-	-	17	57
Tower Trailer and Canopy	2,545	531	-	-	70	460
Trillian Trust Croker Oars	8,068	-	8,068	-	1,681	6,387
Total ATVs, IRBS and Surf Equipment	514,131	173,070	79,426	14,956	71,672	165,869
Clubhouse and Tower Chattels						
2 x Gazebo	9,480	9,164	-	-	4,045	5,119
BBQ and BBQ Cover	543	301	-	291	9	-
BBQ Area	2,022	1,340	-	1,315	24	-
BBQ Table	383	234	-	-	54	180
Bunks and Mattresses	2,135	787	-	-	137	650
Bunks, Bed and Mattresses	4,459	904	-	-	158	746
Clubhouse Phone	139	41	-	-	23	17
Couch	200	152	-	-	23	129
Curtains and Drapes	1,534	311	-	-	54	257
Deck Extension	9,000	5,872	-	-	342	5,530
Deck Improvement	11,521	7,121	-	-	829	6,293
Fire Extinguishers	955	193	-	-	34	160
Flooring Clubhouse	9,113	1,847	-	-	322	1,525
Flooring Tower	1,769	358	-	-	62	296
Furniture - Couch	300	171	-	-	32	139
Furniture, Cabinets etc.	4,772	967	-	-	169	798
Kitchen Appliances	9,544	2,048	-	-	357	1,691
Kitchen Fit-Out Improvements	14,478	9,433	-	-	1,098	8,335
Laptop - Secretary	899	306	-	-	175	131
Lounge Improvement, Chiller	6,424	733	-	-	128	606
Mattresses	849	117	-	-	88	29
Security System Clubhouse	1,347	273	-	-	48	225
Surf Lifesaving Signs	1,043	212	-	-	37	175
Tower Speaker	603	-	603	-	161	442
Total Clubhouse and Tower Chattels	93,512	42,885	603	1,607	8,407	33,474
Land and Buildings						
Tower	145,527	138,766	-	-	-	138,766
Tower Improvements (Relocation)	15,558	-	15,558	-	-	15,558
Total Land and Buildings	161,085	138,766	15,558	-	-	154,324
Total	768,728	354,721	95,587	16,563	80,079	353,666

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 to the Financial Statements

Trust Waikato Sunset Beach Lifeguard Service Inc. For the 14 months ended 30 June 2017

1. Reporting Entity

Sunset Beach Lifeguard Service Inc. is a registered charity.

This special purpose financial report was prepared for the officers and members of the club only.

2. Statement of Accounting Policies

Basis of Preparation

These financial statements have been prepared in accordance with the Public Benefit Entity Simple Format Reporting - Accrual (Not-For-Profit) on the basis that it does not have public accountability and has total annual expenses of equal to or less than \$2,000,000. All transactions in the Performance Report are reported using the accrual basis of accounting. The Performance Report is prepared under the assumption that the entity will continue to operate in the foreseeable future.

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

There have been no changes in accounting policies. Policies have been applied on a consistent basis with those of the previous reporting period.

Income Tax

Sunset Beach Lifeguard Service Inc 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.

3. Audit

These financial statements have not been audited.

Open Meeting

To	Onewhero–Tuakau Community Board
From	Tony Whittaker General Manager Strategy & Support
Date	16 October 2017
Prepared by	Lianne van den Bemd Community Development Advisor
Chief Executive Approved	Y
DWS Document Set #	CDR0502 / 1834626
Report Title	Application for Funding – Tuakau and Districts Development Association

1. EXECUTIVE SUMMARY

The purpose of this report is to present an application for funding from the Tuakau and Districts Development Association (“the TDDA”) towards the cost of upgrading the TDDA website.

2. RECOMMENDATION

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

AND THAT an allocation of \$..... is made to the Tuakau and Districts Development Association towards the cost of upgrading the Tuakau and Districts Development Association website;

OR

AND THAT the request from the Tuakau and Districts Development Association towards the cost of upgrading the Tuakau and Districts Development Association website is declined / deferred until for the following reasons:

3. BACKGROUND

The Tuakau and Districts Development Association want to upgrade their website. The project involves re-writing the website for the domains tuakau.net.nz and tuakau.nz.

The current website has been removed from the web as it is currently unable to be updated by any lay person. The new website will be set up using the skills of an IT specialist expert.

The new site will be a management system that can be easily updated by any lay person who has the basic understanding of how to use a word processor programme.

Once completed the website will be made available for community use an interactive social media resource for events and projects happening in Tuakau. Users groups such as schools, service groups, churches, businesses, rotary and lions clubs will benefit by having a town website.

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 \$5,226.02. The Tuakau and Districts Development Association is seeking funding of \$5,226.02 towards the cost of upgrading the TDDA website.

GST Registered			No
Set of Accounts supplied			Yes
Previous funding has been received by this organisation			Yes
Waikato District Council	Graffiti volunteers programme	Per annum	\$7,200.00

6. POLICY

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

For grants above \$5,000.00 a funding cap of 75% of the total project cost applies (whichever is the greater) 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 Board is required with regard to this funding request.

8. ATTACHMENTS

Application for Funding - Tuakau and Districts Development Association.



DISCRETIONARY FUNDING APPLICATION FORM

ENTERED
Jany
6/10

Important notes for applicant:

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

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

Discretionary and Funding Committee

Project

Event

OR

Community Board / Committee Discretionary Fund

Raglan

Taupiri

Onewhero-Tuakau

Ngaruawahia

Huntly

Te Kauwhata

Meremere

Section I – Your details

Name of organisation

Tuakau and Districts Development Assn

What is your organisation's purpose?

The purpose of the society is to help create and sustain a strong economic foundation for the community of Tuakau and districts. Pecuniary is not purpose of the society

Address: (Postal)

PO Box 124, Tuakau 2342

Address: (Physical if different from above)

meets at Tuakau Hotel
1-3 George St, TUAKAU

Contact name, phone number/s and email address

Treasurer, VICKY Reeve, 021 02760345
VICKY@younggroup.co.nz

Charities Commission Number: (If you have one)

NO charitable status

Are you GST registered? No Yes GST Number / /

Bank account details 061046910046866100

Bank ANZ Branch TAKAU

The following documentation is required in support of your application:

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

Section 2 – Community wellbeing and outcomes

Which community wellbeing will your project contribute to?

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

Social Economic Cultural Environmental

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

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

Accessible Safe Sustainable Healthy Vibrant

Section 3 – Your event/project

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

As per attached

Who is involved in your event / project?

The project will be administered by TODA once the website has been updated.

How many volunteers are involved? The website will be ~~run~~ able to be run and maintained by a nominated committee member and/or community leaders

What other groups are involved in the project? Once the website is complete we envisage community users of the site to be able to submit content including schools, Rotary & Lions, churches, community group and businesses, which will then be moderated by the TODA's website content manager

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

The wider community will benefit by having a Town Website that they can contribute to and get benefit from its content, being info about organisations, events and a calendar

Section 4 – Funding requirements

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

Please complete all of the following sections	GST Inclusive Costs (use this column if you are not GST registered)	GST Exclusive Costs (use this column if you are GST registered)
TOTAL COST OF THE PROJECT/EVENT	\$ 5226.02	\$
Existing funds available for the project Total A Include any projected income i.e. ticket sales, merchandise etc.	\$	\$

Funding being sought from Waikato District Council

Project Breakdown (itemised costs of funding being sought) If there is insufficient space below please provide a breakdown of costs on an additional sheet.	\$	\$
Wham design - website design & build unbranded	\$ 3220.00	\$
Wham design - Logo creation and brand development throughout website	\$ 1552.50	\$
Domain Names - Tuakau.net.nz	\$ 22.94	\$
Yr Domain Names - Tuakau.nz	\$ 22.94	\$
Yr web hosting - Basic 6.99 per mth	\$ 83.88	\$
Yr (Domains4Less) STD 10.99 " "	\$ 131.88	\$
PRO 15.99 " "	\$ 191.88	\$
Total Funds being sought from WDC Total B	\$ 5226.02	\$

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

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

Total Funding Applied for (Add totals A, B, and C together to make Total D) Total D	\$ 5226.02	\$
Note : This total should equal the Total Cost of the Project/Event		

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

Donated material/resources include committee time to work through the design phase content from Tuakau organisations

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
WDC	CraftCity cleanup	monthly	\$600
	to remove and cleanup non council CraftCity		

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

I confirm that an accountability statement has been completed and returned

Signed: V. H. Reeve Name: Vicky Reeve

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

Signature: V. H. Reeve Date: 20/9/17

Position in organisation (tick which applies)

Chairman

Secretary

Treasurer

Signature: [Signature] Date: 29/9/17

Position in organisation (tick which applies)

Chairman

Secretary

Treasurer

Section 3- Your event/project

What is your event / project, including date and location?

The project is to rewrite the website for the domains Tuakau.net.nz/Tuakau.nz as it is currently unable to be updated by lay personnel and requires expertise of IT specialists to keep updated.

The TDDA has taken the website down as it was completely inadequate and did not reflect the extremely positive energy that the town has for promoting itself.

The aim of the rewrite is to provide the community with an interactive website that has a content management system which is easily updated by any lay person who can use a word processor. Given the age of the old website, it is no longer suitable for viewing on smart phones and tablets, and this will also be addressed by the redesign.

Our objective is to create a TUAKAU website that all organisations whether commercial or socially based can submit content, in order to showcase Tuakau as a great place to Live, Work, and Play. The TDDA vision for Tuakau is a "great place to live, work, learn, play, spend and invest."

As our reference point we have identified the website <http://waiukutown.co.nz/> and its designers Wham Design <http://www.whamdesign.co.nz/> as suitable for purpose.

Who is involved in your event / project?

The project will be administered by TDDA once the website has been updated

How many volunteers are involved?

The website will be able to be run and maintained by a nominated committee member and/or community leaders.

What other groups are involved in the project?

Once the website is complete we envisage community users of the site to be able to submit content including Schools, Service groups like Rotary & Lions, Churches, Community Group and Businesses, which will then be moderated by the TDDA's website content manager.

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

The wider community will benefit by having a Town website that they can contribute to and get benefit from its content, being info about the organisations, events, and a calendar.



Tuakau & Districts Development Association Incorporated

**Tuakau and Districts Development Association Inc
Statement of Receipts and Payments
For Year Ended 30 June 2016**

	<u>2016</u>	<u>2015</u>
Income		
Funding WDC (Graffiti)	7200.00	7800
Interest	62.58	162.15
Donations (In Kind)		
- Palms on George Ltd	2400	
- V L Reeve	9765	
- Gee Wiz	3000	
- Young Investments Ltd	5215.68	
Donations		100
Diorama Grant & Donation		3300
Mayor's D Fund		500
Total Income	\$ 27,643.26	\$ 11,862.15
Less Expenditure		
CCTV	5000	
Adminsitration		170.00
Advertising	842.75	
AGM/Committee meeting	2400.00	159.72
Domanin Name/Hosting	119.28	67.94
General Expenses	1580.93	60
Graffiti Removal Expenses	6568.27	7409.55
Info Centre Rent	5215.68	
Insurance - Public liability	362.66	
Diorama Project Expenses		3300.00
Networking and Events	7170.00	
Printing & Stationery	675	
Community Newsletter	4920.00	
Total Expenditure	\$ 34,854.57	\$ 11,167.21
Net Surplus / Loss of Cash Expenditure	\$ (7,211.31)	\$ 694.94

<u>Represented By</u>	<u>2016</u>	<u>2015</u>
Opening Bank 1/4/2015	15326.85	14631.91
Movement	-7211.3	694.94
Closing Balance 30/6/16	<u>\$ 8,115.55</u>	<u>\$ 15,326.85</u>

ANZ Bank 00 A/c	2146.12	4700.5
ANZ Savings A/c	1667.65	1662.23
ANZ CCTV	110.06	5093.7
ANZ Graffitti A/c	4186.34	3365.31
ANZ Community Projects A/c	5.38	505.11
	<u>\$ 8,115.55</u>	<u>\$ 15,326.85</u>

Accounts Audited By:
Heather Blanchard Accounting
Tuakau

Tuakau & Districts Development Association Incorporated

ACCOUNTANTS REPORT

FOR THE YEAR ENDED 30TH JUNE 2016

To the members of The T.D.D.A.

I have verified the financial statements. The financial statements provide information about the past financial performance of the T.D.D.A for the year ended 30th June 2016.

Board of Trustees Responsibilities

The board are responsible for the preparation of the financial statements which fairly reflect the financial position of the T.D.D.A at 30th June 2016 and of the results of its operations for the year ended on that date.

Accountants Responsibilities

It is my responsibility to express an independent opinion on the financial statements presented by the T.D.D.A and report my opinion to you.

Basis of Opinion

An verification includes examining ,on a test basis evidence relevant to the amounts and disclosures in the financial statements.It also includes assessing:

The significant estimates and judgements made by The T.D.D.A in the preparation of the financial statements and

Whether the accounting policies are appropriate to T.D.D.A,s ,circumstances, and consistently applied and adequately disclosed.

I conducted my verification in accordance with generally accepted standards in New Zealand. I planned and performed my examination so as to obtain all the information and explanations which I considered necessary in order to provide me with sufficient evidence to give reasonable assurance that the financial statements are free from material misstatements whether caused by fraud or error. In forming my opinion I also evaluated the overall adequacy of the presentation of information in the financial statements.I note that

most of this information is done manually and would recommend that it at least be put into an excel spreadsheet , doing this would eliminate addition errors and look more professional.when presented to the Board of the T.D.D.A and any outside Entities.

Weath Blanchard
2017/117



CERTIFICATE OF INCORPORATION

**TUAKAU & DISTRICTS DEVELOPMENT ASSOCIATION
INCORPORATED
890380**

This is to certify that TUAKAU DEVELOPMENT ASSOCIATION INCORPORATED was incorporated under the Incorporated Societies Act 1908 on the 11th day of May 1998 and changed its name to TUAKAU & DISTRICTS DEVELOPMENT ASSOCIATION INCORPORATED on the 21st day of September 2007.

Registrar of Incorporated Societies
28th day of September 2017





FRIDAY 23RD SEPTEMBER 2016

Hi Dee,

We are pleased to provide the following quotes on a website & possible branding for Tuakau & Districts Development Assn Inc.

WEBSITE DESIGN & BUILD UNBRANDED

A comparable site in size and scale to www.tuakau.net.nz, but designed with improved imagery, basic text for the business name and a clean and modern layout which is dynamic for tablet and mobile devices. Text content & existing imagery provided as high resolution as possible by client. Features of the new site will also include:

- Business Directory (to be completed & updated by TDDA)
- News feed
- Facebook page feed
- Controlled admin access

Newly designed site will be signed off at PDF stage by client showing all pages, then 5-6 week web build will follow.

\$2800.00+gst

LOGO CREATION + BRAND DEVELOPMENT THROUGHOUT THE WEBSITE (AS WBDA SITE)

Client is provided with a couple of options of logo for "Tuakau & Districts Development Assn Inc", with Pantone colour references & print suggestions for each option. One option is developed with branding (colours, graphic progression) to show how it would work on the home page of the website. Illustration/photography where suggested by WHAM included in cost. Final approved logo saved in a variety of formats & available to client.

\$1350.00+gst

Regards,

James Lord
Creative Director

WWW.WHAMDESIGN.CO.NZ

* All prices exclude GST. Any stock photography required charged at an additional \$30/image.
Amendments after PDF (creative) signoff by client to supplied design charged at \$100/hr. recorded by the quarter.



Domains4Less

Tax Invoice

PO Box 302829 North Harbour North Shore City 0751
 Email: accounts@domains4less.co.nz

Paid

GST No. 69-964-146

Bill To	Invoice Date
Tuakau & Districts Development PO Box 124 Tuakau North Waikato 2342	09/11/2016
	Invoice No
	181273845

Description	Total (excl. GST)
tuakau.net.nz Domain renewed by 1 year(s) @ \$19.95/yr	\$19.95

per year

Sub Total	\$19.95
GST	\$2.99
Invoice Total	\$22.94

Domains4Less

Tax Invoice

PO Box 302829 North Harbour North Shore City 0751
 Email: accounts@domains4less.co.nz

Paid

GST No. 69-964-146

Bill To	Invoice Date
Tuakau & Districts Development PO Box 124 Tuakau 2342	24/10/2016
	Invoice No
	181268874

Description	Total (excl. GST)
tuakau.nz Domain renewed by 1 year(s) @ \$19.95/yr	\$19.95

per year

Sub Total	\$19.95
GST	\$2.99
Invoice Total	\$22.94

Open Meeting

To	Onewhero–Tuakau Community Board
From	Tony Whittaker General Manager Strategy & Support
Date	16 October 2017
Prepared by	Lianne van den Bemd Community Development Advisor
Chief Executive Approved	Y
DWS Document Set #	CDR0502 / 1834628
Report Title	Application for Funding – Tuakau Youth Sport Trust

1. EXECUTIVE SUMMARY

The purpose of this report is to present an application for funding from the Tuakau Youth Sport Trust (“the Trust”) towards the cost of the design /consultation fees to build a new skate Park in Tuakau.

2. RECOMMENDATION

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

AND THAT an allocation of \$..... is made to the Tuakau Youth Sport Trust towards the cost of the design /consultation fees to build a new skate Park in Tuakau.

OR

AND THAT the request from the Tuakau Youth Sport Trust towards the cost of the design /consultation fees to build a new skate Park in Tuakau is declined / deferred until for the following reasons:

3. BACKGROUND

The Tuakau Community wants to develop a new skatepark situated in the Dr John Lightbody Reserve in Tuakau.

The Trust has been established to assist in the funding and installation of the facility.

The Trust has consulted with youth through the Tuakau Youth Centre and also through the Facebook Page Skatepark in Tuakau and have immense support for the project.

The following community groups have provided support and feedback:

Tuakau Soccer Club, Waikato District, Tuakau Police and the Tuakau Lions

- Tuakau is a relatively low decile area it is essential that youth have access to low cost sport.
- Not all children can afford to pay Club fees or have the means to be taken to Districtwide sport each week.
- It will also enable Youth services to have a location to engage with Youth for positive outcomes.

The project will be completed in a minimum of two stages:

- Stage one – design /consultation \$25,700+GST
- Stage two – construction \$300,000+GST.

The Waikato District Community Wellbeing Trust has granted the \$20,000.00 including GST towards stage one – design /consultation.

The Trust has had discussion with the Department of Internal Affairs and anticipates them being a major funder.

Staff Comments:

Below is an extract from the Waikato District Council Sports Park Reserve Management Plan for Dr John Lightbody Reserve:

“Permit expansion of the existing stake park facilities as demands and resources permit.

The placing of the skate park needs to be in a high visible area in line with the crime prevention through environmental design principles (“CEPTED”). Work with Waikato District Council parks staff as to the placement and finish for ease of parks operations/maintenance on completion.

The Playground Strategy (review 2017) has a proposed budget of \$350,000 for a skatepark in 19/20 year, which will be going to the community boards and committees for comment and then through the Long Term Plan process.”

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 \$25,700.00. The Tuakau Youth Sport Trust is seeking funding of \$8,308.67 towards the cost of the design /consultation fees for stage one of the project.

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

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 Board is required with regard to this funding request.

8. ATTACHMENTS

Application for Funding - Tuakau Youth Sport Trust



RECEIVED

5-10-17



Waikato District Council

DISCRETIONARY FUNDING APPLICATION FORM

ENTERED
1/10/17

Important notes for applicant:

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

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

Discretionary and Funding Committee



Project



Event

OR

Community Board / Committee Discretionary Fund

Raglan Taupiri Onewhero-Tuakau Ngaruawahia Huntly Te Kauwhata Meremere

Section I – Your details

Name of organisation

Tuakau Youth Sport Trust

What is your organisation's purpose?

Tuakau Youth Sport Trust has been established to provide safe and secure environments for the youth of the district to be able to engage in positive sport providing physical and mental challenges

Address: (Postal)

PO Box 856 Pukekohe

Address: (Physical if different from above)

Contact name, phone number/s and email address

Shaun Jackson 021733059 shaun@jgroup.co.nz
Ani Taua 0211262378 tute-taua05@hotmail.com
Aimee Pivott 021639866 pivott@businessplusone.co.nz

Charities Commission Number: (If you have one) CC53399

Are you GST registered? No Yes GST Number 1914441845

Note: At the time of making this application we are not GST registered, but it is our intention to complete the registration process, we just need to have this signed off at Trustee level before completing the application with Inland Revenue

Bank account details Bank ANZ 060469 0101570 00

The following documentation is required in support of your application:

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

Section 2 – Community wellbeing and outcomes

Which community wellbeing will your project contribute to?

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

Social Economic Cultural Environmental

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

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

Accessible Safe Sustainable Healthy Vibrant

Section 3 – Your event/project

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

To obtain professional design and consultation for the establishment of a Skate/Scooter park in Dr John Lightbody reserve

Who is involved in your event / project?

Outside of the TYST we have worked with the Tuakau Youth Centre, Tuakau Combined Sports trust, Tuakau Soccer club and Waikato district Council and Rich landscapes. We consulted with several other Skatepark Design/Build Companies but settled with Rich Landscapes due to their professionalism

How many volunteers are involved?

Three

What other groups are involved in the project?

Tuakau Youth Centre, Tuakau Combined Sports trust, Tuakau Soccer club

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

The positive effects of having a youth facility like this will be far reaching. It will not only provide a great physical activity for the people of the district but will also provide a great opportunity for social services to be able to provide programmes and support for the youth of the district. We also believe there are economic benefits for having additional facilities in town. When people look to relocate to a town they look to see what is on offer and this will add to that

Section 4 – Funding requirements

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

Please complete all of the following sections	GST Inclusive Costs (use this column if you are not GST registered)	GST Exclusive Costs (use this column if you are GST registered)
TOTAL COST OF THE PROJECT/EVENT	\$	\$ 25,700.00
Existing funds available for the project Total A Include any projected income i.e. ticket sales, merchandise etc.	\$	\$ 17,391.33

Funding being sought from Waikato District Council

Project Breakdown (itemised costs of funding being sought) If there is insufficient space below please provide a breakdown of costs on an additional sheet.	\$	
Consultation phase- amount being requested from the Board	\$	\$ 8308.67
Please refer to Rich Landscapes quote for detailed information	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
Total Funds being sought from WDC Total B	\$	\$ 8308.67

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

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

Total Funding Applied for (Add totals A, B, and C together to make Total D) Total D	\$	\$25,700.00
Note : This total should equal the Total Cost of the Project/Event		

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

Section 5 – Previous Funding Received from Waikato District Council

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

Board/ Committee Project	Project/Event	Amount received	Date

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

I confirm that an accountability statement has been completed and returned

Signed: _____ Name: _____

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

Signature: Al Puott Date: 9/10/17

Position in organisation (tick which applies) Chairman Secretary Treasurer

Signature: [Signature] Date: 9/10/17

Position in organisation (tick which applies) Chairman Secretary Treasurer

Checklist

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

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

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

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



Charity Summary

Registration Number: CC53399
Registration Date: 27/04/2016
Charity Name: Tuakau Youth Sport Trust

Charity Details

Trading Name

Registration Details

Registration Status: Registered
Balance Date: June 30
IRD Number: Restricted

Address for Service:

Charity's Postal Address: PO Box 856
 Pukekohe 2340

Charity's Street Address: 139 Dominion Road
 Tuakau 2121
 Tuakau 2121

Charity's other details

Phone: 021 733 059
Fax:
Email: shaun@jpgroup.co.nz
Website:
Facebook:
Twitter:
Social Network Name:

Areas of Operation

New Zealand: Waikato
Percentage spent overseas: 0

Purpose & Structure

Purpose Purpose

Tuakau Youth Sport Trust has been established to provide safe and secure environments for the youth of the district to be able to engage in positive sport providing physical and mental challenges. Initially we are looking to establish a Skate Park

Entity Structure

Trust

Activities

Main Activity: Provides buildings / facilities / open space

Activities: Provides buildings / facilities / open space

Sectors

Main Sector: Sport / recreation

Sectors: Community development, Sport / recreation

Beneficiaries

Main Beneficiary: Children / young people

Beneficiaries: Children / young people

Annual Returns

Date Submitted	For Year Ended	Total Income	Total Expenditure	Reference
	30/06/2017			
25/11/2016	30/06/2016			AR001

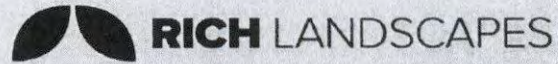
Officer Details

Current Officers

Name	Officer Type	Position
Aimee Pivott	Individual	Officer
Ani Taua	Individual	Trustee
Shaun Jackson	Individual	Trustee

Rich Landscapes Fee Structure

Design and Detail Drawings



Project : Tuakau Skatepark development

Date: 30/06/16

Item	Phase Description	Amount	% Claims to Date	% Claims for Current Invoice	Amount Invoiced	Comments
1 Conceptualisation Phase						
1.1	<p>Conduct workshop with local user group, council and other stakeholders to generate design brief for the facility.</p> <p>Conceptualise a 3D Model Proposal for overall design with a \$300,000 build budget. Present skatepark plan and image document for review.</p> <p>Liaison with the local user group, council and other stakeholders and receive initial feedback from proposal concept for development of the design.</p>	\$ 5,400.00			\$ -	1x Workshop Meeting
Sub Total Phase 1		<u>\$ 5,400.00</u>			<u>\$ -</u>	
2 Developed Design Phase						
2.1	<p>Develop overall concept design and revise skatepark plan and image document for final review. Prepare Prelim Cost Estimate and Schedule</p> <p>Engage with the local user group, council and other stakeholders through use of Plan, 3D image design document and VR environment. Accumulate feedback to finalise design and proceed with detail documentation.</p>	\$ 3,600.00			\$ -	1x Workshop Meeting
		<u>\$ 3,600.00</u>			<u>\$ -</u>	
3 Detail Design Phase						
3.1	Develop necessary construction documentation for Building Consent Application and Construction of Elements. Provide to council for review during process as deemed appropriate.	\$ 9,000.00			\$ -	
3.2	Finalise Schedule of Quantities and Detailed Cost Estimate Engage Structural Engineering Consultant to review drawings and deliver signed drawings, PS1, CDW and Calculations for commencement of construction	\$ 3,200.00			\$ -	Provisional Sum
		<u>\$ 12,200.00</u>			<u>\$ -</u>	
4 Project Observation Phase						
4.1	Project Monitoring: Be the primary point of contact for contractor and client regarding construction issues and reporting on progress of skatepark development. Contractor to supply photos of project for comment as requested.	\$ 2,100.00			\$ -	
4.2	Conduct Pre commencement, 2x intermediate and final site observations during construction phase and provide any relevant quality information to the client.	\$ 2,400.00			\$ -	Number of site inspections allowed for = 4
		<u>\$ 4,500.00</u>			<u>\$ -</u>	
GRAND TOTAL		\$ 25,700.00	(EXCLUD GST)	(EXCLUD GST)	\$ -	



30/6/16

Shaun Jackson
Jackson Property Group
PO Box 856
Pukekohe

To Shaun,

RE: PROPOSAL FOR DESIGN SERVICES – TUAKAU SKATEPARK, AUCKLAND

Thank you very much for approaching RICH Landscapes to submit a fee proposal for the Tuakau Skatepark Development. This skatepark is unique and I look forward to creating a design that meets the needs of the users for years to come.

SCOPE

From meeting and correspondence with you a skatepark that maximises play and skate value is essential. A budget of \$300,000 has been provisioned for the construction of a diverse environment to cater for a variety of users. A few areas will be addressed in this skate proposal as listed below:

- The facility must cater for all users and skill levels
- Develop a diverse range of elements with unique features
- Connect with the existing amenities at the park in an appropriate manner
- Connection with the sense of place
- Use of alternative materials beyond concrete and steel

PROGRAMME

The development of the conceptual design will follow a general skatepark development programme. Outlined below are the steps to be taken:

1. Conceptualisation Phase

Conduct workshop with local user group, council and other stakeholders to generate design brief for the facility.

Conceptualise a 3D Model Proposal for overall design with a \$300,000 build budget. Present skatepark plan and image document for review.

Liaison with the local user group, council and other stakeholders and receive initial feedback from proposal concept for development of the design.

2. Developed Design Phase

Develop overall concept design and revise skatepark plan and image document for final review. Prepare Prelim Cost Estimate and Schedule.

Engage with the local user group, council and other stakeholders through use of Plan, 3D image design document and VR environment. Accumulate feedback to finalise design and proceed with detail documentation.

3. Detail Design Phase

Develop necessary construction documentation for Building Consent Application and Construction of Elements. Provide to council for review during process as deemed appropriate.

Finalise Schedule of Quantities and Detailed Cost Estimate

Engage Structural Engineering Consultant to review drawings and deliver signed drawings, PS1, CDW and Calculations for commencement of construction.

4. Project Observation Phase

Project Monitoring: Be the primary point of contact for contractor and client regarding construction issues and reporting on progress of skatepark development. Contractor to supply photos of project for comment as requested.

Conduct Pre commencement, 2x intermediate and final site observations during construction phase and provide any relevant quality information to the client.

FEE

The price is \$25,700.00 and is subject to the additional fee notes below.

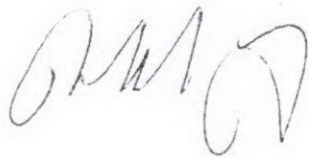
ADDITIONAL FEE NOTES

- A provisional sum has been indicated for structural engineers input if required.
- Design process allows for 2 workshop meetings and 2 phases of feedback. Additional consultation phases and deviations from the developed design brief will incur variations at our hourly rates shown below.

- The number of site visits are shown in the fee structure. Additional site visits outside of what is proposed will be a variation.
- Printing of documents has not been including. Printing costs to be discussed if needed.
- Field testing (Geotechnical Report) in the vicinity of any proposed features needs to be conducted to determine stability of land. This has not been included for in this fee proposal.
- Fees are based on the assumption that we would be provided with electronic base information (CAD survey .dwg, .dxf or other file compatible with Trimble Sketchup) from which to develop the design concept to detail designs. The survey should be supplied first to reduce any discrepancies in the design development. If the survey is received after the start of the concept design stage variations at an hourly rate will apply to merge the design with the CAD survey file.
- Fee does not include application and process for Resource/ Building Consent if required.
- Additional work beyond this scope including meetings required to progress the project will be discussed and agreed. Hourly rates as follows:
 - Landscape Architect/ Skatepark Specialist \$ 120/hr
 - Draughtsman \$80/hr
- Invoices based on progress will be provided at the start of each month with payment required on the 20th of that month.
- All fees are exclusive of GST.

We appreciate the opportunity of being involved with this project and I thank you again for considering using our services. I look forward to hearing your reply.

Kind Regards

A handwritten signature in black ink, appearing to read 'R Smith', with a stylized flourish at the end.

Richard Smith

Director
BLA

WEB www.richlandscapes.co.nz
EMAIL rich@richlandscapes.co.nz
MOB (021) 101 4988

Checklist

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

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

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

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

Open Meeting

To	Onewhero–Tuakau Community Board
From	Tony Whittaker General Manager Strategy & Support
Date	16 October 2017
Prepared by	Lianne van den Bemd Community Development Advisor
Chief Executive Approved	Y
DWS Document Set #	CDR0502 / 1834627
Report Title	Application for Funding – Te Kohanga School

I. EXECUTIVE SUMMARY

The purpose of this report is to present an application for funding from the Te Kohanga School towards the maintenance of the school pool for community use through the use of pool chemicals.

2. RECOMMENDATION

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

AND THAT an allocation of \$..... is made to the Te Kohanga School towards the maintenance of the school pool for community use;

OR

AND THAT the request from the Te Kohanga School towards the maintenance of the school pool for community use is declined / deferred until for the following reasons:

3. BACKGROUND

The Te Kohanga School operates a swimming pool for the school and wider community of Te Kohanga.

The pool is prepared and maintained by a volunteer throughout the summer months. Parents and volunteers prepare the pool before the swimming season starts in December 2017.

The whole of the community is able to access the use of the pool over this time.

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 \$997.76. The Te Kohanga School is seeking funding of \$399.10 towards the cost of purchasing the school pool chemicals.

GST Registered			Yes
Set of Accounts supplied			Yes
Onewhero-Tuakau Community Board	To purchase chemicals for the school pool	August 2015	\$309.57
Onewhero-Tuakau Community Board	To purchase chemicals for the school pool	November 2016	\$410.53

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.

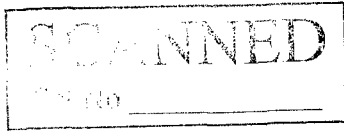
Funds cannot be uplifted until all sufficient funds for the project are approved.

7. CONCLUSION

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

8. ATTACHMENTS

Application for Funding - Te Kohanga School



88 RECEIVED

27 SEP 2017



Waikato District Council

DISCRETIONARY FUNDING APPLICATION FORM

Important notes for applicant:

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

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

Discretionary and Funding Committee



Project



Event

OR

Community Board / Committee Discretionary Fund

Raglan



Taupiri



Onewhero-Tuakau



Ngaruawahia



Huntly



Te Kauwhata



Meremere



Section I - Your details

Name of organisation

TE KOHANGA SCHOOL

What is your organisation's purpose?

PRIMARY SCHOOL

Address: (Postal)

RD 3 TUAKAU 2693

Address: (Physical if different from above)

976 TUAKAU BRIDGE - PORT WAIKATO ROAD, TE KOHANGA 2693

Contact name, phone number/s and email address

ROBYN DRIVER - 232 8881 - principal @ tekohanga.school.nz
- admin @ tekohanga.school.nz

Charities Commission Number: (If you have one)

Are you GST registered? No Yes GST Number 10,797,004
 Bank account details 12,3109,0012412,00
 Bank ASB Branch PIKEKOHU

The following documentation is required in support of your application:

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

Section 2 – Community wellbeing and outcomes

Which community wellbeing will your project contribute to?

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

Social Economic Cultural Environmental

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

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

Accessible Safe Sustainable Healthy Vibrant

Section 3 – Your event/project

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

OVER SUMMER TIME TO KEEP POOL OPEN TO THE
COMMUNITY OUT OF SCHOOL HOURS.

Who is involved in your event / project?

TE KOHANGA COMMUNITY AND WIDER WHANAU WHEN
VISITING THE AREA

How many volunteers are involved?

ONE VOLUNTEER TO ENSURE POOL IS KEPT CLEAN. APPROX 60 HOURS

What other groups are involved in the project?

TE KOHANGA STAFF, STUDENTS AND PARENTS TO PREPARE
POOL FOR USE.

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

YES, BY BEING ABLE TO USE THE SCHOOL POOL OVER THE
SUMMER TIME.

Section 4 – Funding requirements

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

Please complete all of the following sections	GST Inclusive Costs (use this column if you are not GST registered)	GST Exclusive Costs (use this column if you are GST registered)
TOTAL COST OF THE PROJECT/EVENT	\$ 1147-41	\$ 997-82
Existing funds available for the project Total A Include any projected income i.e. ticket sales, merchandise etc.	\$ 688-45	\$ 598-66

Funding being sought from Waikato District Council

Project Breakdown (itemised costs of funding being sought) If there is insufficient space below please provide a breakdown of costs on an additional sheet.	\$	\$
CHEMICALS USED TO TREAT POOL WATER AS	\$	\$
PER INVOICES ATTACHED OF PRICE OF	\$	\$
CHEMICALS USED BETWEEN DEC 16 - APR 17	\$	\$
STABILISERS, BALANCE PAKS, SWIM CLEAR, POLYSUREN, POLYGARD 3 CHLORINE TABLETS	\$ 1147-41	\$ 997-82
	\$	\$
Total Funds being sought from WDC Total B	\$ 458-96	\$ 399-10

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

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

Total Funding Applied for (Add totals A, B, and C together to make Total D) Total D <i>Note : This total should equal the Total Cost of the Project/Event</i>	\$ 1147-41	\$ 997-80
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Describe any donated material / resources provided for the event/project:
 DONATED / VOLUNTEER LABOUR BY TE KOHANGA SCHOOL PARENTS TO ENSURE POOL IS READY FOR SUMMER AND A COMMUNITY MEMBER TAKES RESPONSIBILITY FOR MAINTAINING THE POOL OVER THE HOLIDAY SUMMER PERIOD. APPROX 60 HOURS.

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
ONEWHERO / MAUAU	SCHOOL POOL CHEMICALS 2014-2015	03-08-2015	309-57
ONEWHERO / TUARAU.	SCHOOL POOL CHEMICALS 2015-2016	22-05-2017	410-53

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

I confirm that an accountability statement has been completed and returned

Signed: _____ Name: _____

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

Signature: *R. Kelly* Date: 20/09/17

Position in organisation (tick which applies) Chairman Secretary Treasurer **STAND-IN PRINCIPAL**

Signature: *Dase* Date: 20-09-2017.

Position in organisation (tick which applies) Chairman Secretary Treasurer



Te Kohanga Primary School

Kia Kaha Kia Toa

976 Tuakau Bridge-Port Waikato Road
Te Kohanga R.D.3
TUAKAU 2693

Phone: (09) 232 8881
Email: admin@tekohanga.school.nz or
principal@tekohanga.school.nz

GST No: 10-797-004

TAX INVOICE : 17-26

DATE : 11 September 2017

BILL TO : Waikato District Council
Private Bag 544
NGARUAWAHIA 3742

DATE	DESCRIPTION	AMOUNT	DATE-METHOD-PAID
11/09/2017	Summer Period 2016-2017 Chemicals to have pool open over summer	399.10	

SUBTOTAL	399.10
TAX	59.86
PAYMENTS	
BALANCE DUE	458.96

BY CHEQUE <input type="checkbox"/>	BY DIRECT CREDIT <input type="checkbox"/>
Please make cheque payable to: 'Te Kohanga School Trust Account'	Bank : ASB Bank a/c no: 12-3109-0012412-00
Bank :	Reference: Invoice Number
Chq no :	Particulars: please leave name of child.....
Chq date :	Date Paid: / /
Chq amount :	Amount Paid: \$

Checklist

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

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

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

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

CHEMICALS

- DEC 2016 to APRIL 2017 = 5 mths
- TOTAL OF CHEMICALS $\$1147-41 \div 5 = \$229-48$
- 2 months over School holidays for Community use.
- $\$229-48 \times 2 = \$458-96$.



ASB BANK LIMITED
PUKEKOHE

94

Deposit

Date _____

Notes	No.	Amount
\$100		
\$50		
\$20		
\$10		
\$5		
Coin		
Cheques (per back)		
		\$

Depositor's Name _____

Reference

Credit account of _____

TE KOHANGA SCHOOL
BOARD OF TRUSTEES

Funds included in this deposit cannot be drawn against until proceeds have been cleared.

⑈ 1231090 001241200 ⑈ 50

Think Water Pukekohe

ROY F PARKER & SON LTD
148 MANUKAU ROAD
PUKEKOHE 2120

Tax Invoice 169048

Ph: 09 2389588
 Fax: 09 2387802
 admin.pukekohe@thinkwater.co.nz

GST No : 51-659-619

Page No. : 1

Invoice To:

TE KOHANGA SCHOOL
 TUAKAU BRIDGE- PORT WAIKATO R
 R D 3
 TUAKAU 2693

Order No : Date : 09/12/2016 Account : 2429 Reference : SHOP Rep :

Product Code	Description	Supplied	Rate	Total
B20020345	SWIM CLEAR 10KG*	3.00	105.00	315.00
B20020126	POLYSHEEN PLUS 1LT*	1.00	41.87	41.87
B20023220	POLYGARD CONCENTRATE 946ML	2.00	73.11	146.22

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 reference. If you wish to receive INVOICES & STATEMENT via email - LET US
 KNOW AT admin.pukekohe@thinkwater.co.nz.

How to pay

by Direct Deposit

GST Content 65.62
 GST Inclusive 503.09

Bank: Bank of New Zealand
 Account name: Roy F Parker & Son Ltd
 Account: 02-0404-0084626-00

Please note that this invoice is due for payment on or before the 20/01/2017

Think Water Pukekohe

ROY F PARKER & SON LTD
148 MANUKAU ROAD
PUKEKOHE 2120

Tax Invoice 169242

Ph: 09 2389588
Fax: 09 2387802
admin.pukekohe@thinkwater.co.nz



GST No : 51-659-619

Page No. : 1

Invoice To:

TE KOHANGA SCHOOL
TUAKAU BRIDGE- PORT WAIKATO R
R D 3
TUAKAU 2693

Order No : POOL Date : 16/12/2016 Account : 2429 Reference : SHOP Rep :

Product Code	Description	Supplied	Rate	Total
B20020391	DPD 1 FREE CHLOR TABS SHEET OF 10	10.00	3.90	39.00

Te Kohanga schoolCODE 27303

AUTHORISED _____

DATE 31-01-2017

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reference. If you wish to receive INVOICES & STATEMENT via email - LET US
KNOW AT admin.pukekohe@thinkwater.co.nz.

How to pay

by Direct Deposit

GST Content 5.09
GST Inclusive 39.00

Bank: Bank of New Zealand

Account name: Roy F Parker & Son Ltd

Account: 02-0404-0084626-00

Please note that this invoice is due for payment on or before the 20/01/2017

Think Water Pukekohe

98

ROY F PARKER & SON LTD
148 MANUKAU ROAD
PUKEKOHE 2120

Statement of Account



Ph: 09 2389588

Fax: 09 2387802

admin.pukekohe@thinkwater.co.nz

GST No : 51-659-619

TE KOHANGA SCHOOL
TUAKAU BRIDGE- PORT WAIKATO R
R D 3
TUAKAU 2693

Account # : 2429

GST No : 51-659-619

Date : 31/12/2016

Date	Description	Original Amount	Already Paid	Still Due	Due
16/12/2016	Invoice 169242 - POOL	39.00	0.00	39.00	20/01/2017

YOU CAN NOW PAY YOUR THINK WATER ACCOUNT BY CREDIT CARD OVER THE TELEPHONE.
WHEN PAYING VIA DIRECT CREDIT PLEASE QUOTE YOUR ACCOUNT NUMBER AS A REFERENCE.

IF YOU WISH TO RECEIVE YOUR INVOICES & STATEMENT VIA EMAIL - LET US KNOW AT admin.pukekohe@thinkwater.co.nz.

<u>Current</u>	<u>1 Month</u>	<u>2 Months</u>	<u>3 Months</u>	<u>Total Due</u>
39.00	0.00	0.00	0.00	39.00

Please return with Payment to

Think Water Pukekohe
Roy F Parker & Son Ltd
148 Manukau Rd
Pukekohe 2120

Customer:	TE KOHANGA SCHOOL
Account Number :	2429
Date :	31/12/2016
Total Due :	39.00
Amount Paid	_____

Payment Details

Account name: Roy F Parker & Son Ltd
Bank: Bank of New Zealand Account: 02-0404-0084626-00

THINKS 31 JAN 2017
99

Think Water Pukekohe

ROY F PARKER & SON LTD
148 MANUKAU ROAD
PUKEKOHE 2120

Tax Invoice 170087



Ph: 09 2389588
Fax: 09 2387802
admin.pukekohe@thinkwater.co.nz

GST No : 51-659-619

Page No. : 1

Invoice To:

TE KOHANGA SCHOOL
TUAKAU BRIDGE- PORT WAIKATO Rd
R D 3
TUAKAU 2693

Order No : Date : 23/01/2017 Account : 2429 Reference : SHOP Rep :

Product Code	Description	Supplied	Rate	Total
B20020358	BALANCE PAK 100 NDG 10KG	2.00	38.63	77.26
B20020360	BALANCE PAK 200 NDG 2KG*	1.00	15.48	15.48
B20020345	SWIM CLEAR NDG 10KG*	1.00	105.00	105.00

Te Kohanga school
CODE 27303.
AUTHORISED _____
DATE 31-01-2017.

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How to pay

by Direct Deposit

GST Content 25.79
GST Inclusive 197.74

Bank: Bank of New Zealand
Account name: Roy F Parker & Son Ltd
Account: 02-0404-0084626-00

Please note that this invoice is due for payment on or before the 20/02/2017

Think Water Pukekohe

100

ROY F PARKER & SON LTD

148 MANUKAU ROAD

PUKEKOHE 2120

Statement of Account



Ph: 09 2389588

Fax: 09 2387802

admin.pukekohe@thinkwater.co.nz

GST No : 51-659-619

TE KOHANGA SCHOOL

TUAKAU BRIDGE- PORT WAIKATO R

R D 3

TUAKAU 2693

Account # : 2429

GST No : 51-659-619

Date : 31/01/2017

Date	Description	Original Amount	Already Paid	Still Due	Due
16/12/2016	Invoice 169242 - POOL	39.00	0.00	39.00	20/01/2017
23/01/2017	Invoice 170087	197.74	0.00	197.74	20/02/2017

Te Kohanga school

CODE 27303

AUTHORISED F. Driver

DATE 14-02-2017

YOU CAN NOW PAY YOUR THINK WATER ACCOUNT BY CREDIT CARD OVER THE TELEPHONE. WHEN PAYING VIA DIRECT CREDIT PLEASE QUOTE YOUR ACCOUNT NUMBER AS A REFERENCE.

IF YOU WISH TO RECEIVE YOUR INVOICES & STATEMENT VIA EMAIL - LET US KNOW AT admin.pukekohe@thinkwater.co.nz.

<u>Current</u>	<u>1 Month</u>	<u>2 Months</u>	<u>3 Months</u>	<u>Total Due</u>
197.74	39.00	0.00	0.00	236.74

Please return with Payment to

Think Water Pukekohe
Roy F Parker & Son Ltd
148 Manukau Rd
Pukekohe 2120

Customer:	TE KOHANGA SCHOOL
Account Number :	2429
Date :	31/01/2017
Total Due :	236.74
Amount Paid	_____

Payment Details Account name: Roy F Parker & Son Ltd
Bank: Bank of New Zealand Account: 02-0404-0084626-00

Think Water Pukekohe

ROY F PARKER & SON LTD
 148 MANUKAU ROAD
 PUKEKOHE 2120

Tax Invoice 170828



Ph: 09 2389588
 Fax: 09 2387802
 admin.pukekohe@thinkwater.co.nz

GST No : 51-659-619

Page No. : 1

Invoice To:

TE KOHANGA SCHOOL
 TUAKAU BRIDGE- PORT WAIKATO R
 R D 3
 TUAKAU 2693

Order No : POOL Date : 24/02/2017 Account : 2429 Reference : SHOP Rep :

Product Code	Description	Supplied	Rate	Total
B20020345	SWIM CLEAR NDG 10KG*	2.00	105.00	210.00

Te Kohanga school

CODE 27303.
 AUTHORISED P Driver
 DATE 06-03-2017

You can now pay your THINK WATER account by credit card over the telephone.
 When paying via direct credit please quote your ACCOUNT NUMBER as a
 reference. If you wish to receive INVOICES & STATEMENT via email - LET US
 KNOW AT admin.pukekohe@thinkwater.co.nz.

How to pay

by Direct Deposit

GST Content 27.39
 GST Inclusive 210.00

Bank: Bank of New Zealand
 Account name: Roy F Parker & Son Ltd
 Account: 02-0404-0084626-00

Please note that this invoice is due for payment on or before the 20/03/2017

Think Water Pukekohe

ROY F PARKER & SON LTD
148 MANUKAU ROAD
PUKEKOHE 2120

Statement of Account

Ph: 09 2389588

Fax: 09 2387802

admin.pukekohe@thinkwater.co.nz

GST No : 51-659-619

TE KOHANGA SCHOOL
TUAKAU BRIDGE- PORT WAIKATO R
R D 3
TUAKAU 2693

Account # : 2429

GST No : 51-659-619

Date : 28/02/2017

Date	Description	Original Amount	Already Paid	Still Due	Due
24/02/2017	Invoice 170828 - POOL	210.00	0.00	210.00	20/03/2017

YOU CAN NOW PAY YOUR THINK WATER ACCOUNT BY CREDIT CARD OVER THE TELEPHONE.
 WHEN PAYING VIA DIRECT CREDIT PLEASE QUOTE YOUR ACCOUNT NUMBER AS A REFERENCE.

IF YOU WISH TO RECEIVE YOUR INVOICES & STATEMENT VIA EMAIL - LET US KNOW AT admin.pukekohe@thinkwater.co.nz.

<u>Current</u>	<u>1 Month</u>	<u>2 Months</u>	<u>3 Months</u>	<u>Total Due</u>
210.00	0.00	0.00	0.00	210.00

Please return with Payment to

Think Water Pukekohe
 Roy F Parker & Son Ltd
 148 Manukau Rd
 Pukekohe 2120

Customer:	TE KOHANGA SCHOOL
Account Number :	2429
Date :	28/02/2017
Total Due :	210.00
Amount Paid	_____

Payment Details

Account name: Roy F Parker & Son Ltd

Bank: Bank of New Zealand Account: 02-0404-0084626-00

Think Water Pukekohe

ROY F PARKER & SON LTD

148 MANUKAU ROAD

PUKEKOHE 2120

Tax Invoice 171722

Ph: 09 2389588

Fax: 09 2387802

admin.pukekohe@thinkwater.co.nz

GST No : 51-659-619

Page No. : 1

Invoice To:

TE KOHANGA SCHOOL
TUAKAU BRIDGE- PORT WAIKATO R
R D 3
TUAKAU 2693

Order No : STACEY

Date : 12/04/2017

Account : 2429

Reference : SHOP

Rep :

Product Code	Description	Supplied	Rate	Total
B20020345	SWIM CLEAR NDG 10KG*	1.00	105.00	105.00

Te Kohanga schoolCODE 27303AUTHORISED RdriverDATE 19-05-2017

You can now pay your THINK WATER account by credit card over the telephone.
When paying via direct credit please quote your ACCOUNT NUMBER as a
reference. If you wish to receive INVOICES & STATEMENT via email - LET US
KNOW AT admin.pukekohe@thinkwater.co.nz.

How to pay

by Direct Deposit

GST Content 13.70

GST Inclusive 105.00

Bank: Bank of New Zealand

Account name: Roy F Parker & Son Ltd

Account: 02-0404-0084626-00

Please note that this invoice is due for payment on or before the 20/05/2017

Te Kohanga School

Financial Statements

For the Year Ended 31 December 2016

School Number: 1533

Te Kohonga School

Financial Statements – For the Year Ended 31 December 2016

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Te Kohanga School Kiwisport

Report on use of Kiwi Sports Funding

Kiwi sport funding in 2016 \$395.73 (2015: \$353) was used to support all students, year 4 – 6, to participate in inter school sports days by subsidising bus transport to and from events. Our rural location and low decile makes it difficult for our families to provide safe transport to such events.

Te Kohanga School

Analysis of Variance 2016

School name: Te Kohanga School	School number: 1533	Date: Analysis of 2016 data
--------------------------------	---------------------	-----------------------------

Focus: : Raising achievement mathematics school wide
Strategic Aim: To have all students reach their potential and make progress towards achieving their age appropriate National Standard in numeracy.
Annual Aim: To increase the number of students working at National Standard for Mathematics.
<p><u>Mathematics Target</u></p> <p><u>Year 1- 3 students:</u> 4/12 students who are below to make significant progress towards their appropriate national standard level in mathematics.</p> <p><u>Years 4 to 6 students:</u> 9/14 students who are below, as identified through PAT, JAM or Gloss 2015, will make accelerated progress towards their appropriate national standard level in mathematics by the end of 2016.</p>
<p>Baseline data:</p> <p>Historically our new entrants arrive with little or no preschool experience. For this reason, at Te Kohanga School, we identify all new entrant Year 1 students as a target group.</p> <p>Data used for base line was: J.A.M (juniors); PAT maths. Based on the 2015 end of year data; 14/24 well below or below and 10/24 were At or Above their appropriate national standard.</p>

Actions (what did we do?)	Outcomes (what happened?)	Reasons for the variance (why did it happen?)	Evaluation (where to next?)
<p>Worked closely with students to provide a range of opportunities to develop place value knowledge.</p> <p>Use on line Alim resources for small group teaching</p> <p>Teachers attend Professional Development workshops with Charlotte Wilkinson.</p> <p>Subscribed to mathletics for whole school in 2016</p>	<p>Students became engaged and more articulate about their place value learning and basic facts.</p> <p>Students had daily maths lessons ie; warm up, basic facts practice, lesson then follow up practice.</p> <p>9/10 made progress in maths with 5 students lifting 2 math stages.</p> <p>2/10 students have not made the progress expected. Both students have been referred to RTLB for further support.</p> <p>Charlotte Wilkinson took for 3 staff meetings to follow up on previous learning in 2015</p> <p>MOE maths contract continued for 2nd year.</p> <p>This year working with maths professional development has continued to strengthen teacher pedagogy and confidence. The next area identified for development is Statistics. Charlotte Wilkinson has ministry endorsement and I suggest her to be a valuable source of professional development in the coming year.</p>	<p>Gaps in number knowledge basic facts and place value understanding, have proved to be a barrier to student's successful implementation of strategies when problem solving</p> <p>The 82% turnover of roll this year has had a significant impact on learning and behaviour, however the upside is our roll looks very healthy for 2017.</p>	<p>Mathematics: 42% of all of our students are at /above. 58% of students are below or well below.</p> <p>The next area identified for development is Statistics. Charlotte Wilkinson has ministry endorsement and I suggest her to be a valuable source of professional development in the coming year.</p> <p>Provide home school maths workshops to raise parent confidence when helping their children with maths at home.</p> <p>Continue to work with COL as the group develops across COL targets.</p> <p>Continue to explore opportunities to engage families and whanau in their child's learning.</p> <p>Continue implementing Student Led Conferences.</p>

Planning for next year:

- Development of CoL achievement challenge through 2017
- Use of RTLB and other specialists to target students working well below National Standards.
- Use of Teacher Inquiry tied into appraisal/performance management processes.
- Audit of school wide mathematics materials to ensure modern resources are being utilised.
- Encourage the dissemination of Charlotte Wilkinson learning with new staff.
- Use of technology to support all mathematicians (Study Ladder and possibly Matheletics)
- Introduction of student progress plans which highlight the deliberate acts of teaching which will be used to improve outcomes

School name: Te Kohanga School	School number: 1533	Date: Analysis of 2016 data
--------------------------------	---------------------	-----------------------------

Focus: Reading
Strategic Aim: To have all students reach their potential and make progress towards achieving their age appropriate National Standard in literacy.
Annual Aim: To increase the number of students working at National Standard for reading.
Target: Years 1&2 Students who are below national standard for their age group in reading. Years 4-6 Students who are below national standard for their age group in reading.
Baseline data Historically our new entrants arrive with little or no preschool experience. For this reason, at Te Kohanga School, we identify all new entrant Year 1 students as a target group. Data used for base line was school entry (SEA) 6 year nets after 1 year at school. Year 4-6 Students the decision is based on data from running records, STAR and teacher observation as new students arrive in our school.

Actions (what did we do?)	Outcomes (what happened?)	Reasons for the variance (why did it happen?)	Evaluation (where to next?)
<p>Worked closely with students to provide a range of opportunities to develop children's knowledge of concepts about print.</p> <p>Work closely with students to provide a range of opportunities to develop children's knowledge of letter names and sounds.</p> <p>Ongoing Reading Recovery Professional Development. 4 students taken daily for Reading Recovery.</p> <p>Teacher Appraisals linked to priority students in Literacy..</p> <p>LCN goals implemented to promote closer links between home and school</p> <p>Reading together programme for families.</p> <p>Introduced the Learning Steps programme which is supported by RTLB and training has been given to our current Teacher Aide.</p>	<p>A varied reading programme with an emphasis on richness of language and enjoyment.</p> <p>Reading recovery, 4 students daily</p> <p>Assistive technology helped at risk students through the use of a variety of online programmes. This helped with student confidence and engagement.</p> <p>Students set goals as part of the Student Led Conference process, this gave students and their families clear targets to aim for.</p> <p>.Reading together programme did not go ahead however we were able to offer families computers in homes.</p> <p>10/13 students in the target group from the beginning of the year remain. Three students left during the year.</p> <p>6/10 students improved at least 1 level with 3/10 students moving between 8 and 16 levels in reading</p>	<p>.</p> <p>A disappointing achievement results this year across the school.</p> <p>The 82% turnover of roll this year has had a significant impact on learning and behaviour, however the upside is our roll looks very healthy for 2017.</p>	<p>Reading is tracking at 44% at or above, with 56% below or well below. Maori students tracking at 45% at or above.</p> <p>We have successful strategies in place and will continue with these. This will include close monitoring of at risk students.</p> <p>Reading Recovery hours allow for 4 students daily.</p> <p>Continuing to use the Learning Steps programme which is supported by RTLB and training has been given to our current Teacher Aide.</p> <p>Work with the COL to develop across school targets for at risk students.</p> <p>Continue the process of goal setting and preparing for Student Led Conferences.</p> <p>Provide an opportunity for adults to improve their own literacy.</p>
<p>Planning for next year: :</p>			

- Development of CoL achievement challenge through 2017
- Use of RTLB and other specialists to target students working well below National Standards.
- Use of Teacher Inquiry tied into appraisal/performance management processes.
- Audit of school wide reading materials to ensure modern resources are being utilised.
- Use of technology to engage reluctant readers eg Sunshine Classics, Kiwi Kids News
- Introduction of student progress plans which highlight the deliberate acts of teaching which will be used to improve outcomes

School name: Te Kohanga School	School number: 1533	Date: Analysis of 2016 data
--------------------------------	---------------------	-----------------------------

Focus: Writing
Strategic Aim: To have all students reach their potential and make progress towards achieving their age appropriate National Standard in literacy.
Annual Aim: To increase the number of students working at National Standard for writing.
Years 1&6 Students who are below National Standard for their age group in writing (16 students)
<p>Baseline data</p> <p>Historically, the majority of students at Te Kohanga School have been below their national standard in writing, as identified by e-asTTle 2013 & 2014</p> <p>In 2013: 14/31 students were well below or below. In 2014: 19/24 students were well below or below. In 2015 8/24 students were well below or below</p>

Actions (what did we do?)	Outcomes (what happened?)	Reasons for the variance (why did it happen?)	Evaluation (where to next?)
<p>Worked closely with students to provide a range of opportunities to develop children's knowledge of concepts about print.</p> <p>Worked closely with junior students to provide a range of opportunities to develop children's knowledge of letter names and sounds.</p> <p>Focus on vocabulary. Correct Spelling of basic words expected.</p> <p>Next learning steps explicit.</p> <p>Ongoing Reading Recovery Professional Development to support writing</p> <p>Teacher Appraisals linked to priority students in Literacy.</p> <p>LCN goals implemented to promote closer links between home and school</p> <p>RTLit to support at risk students in literacy.</p> <p>Learning staircase to support at risk students in Year 4 -6.targets.</p> <p>Continued to look for ways to raise student achievement.</p> <ul style="list-style-type: none"> • Work on LCN cluster goals, working with students and their families • Specific teaching of Concepts about Print. To reduce confusion of punctuation and the difference between words and letters when 	<p>10/13 students in the target group from the beginning of the year remain. Three students left during the year.</p> <p>3/10 students moved 1-2 sub levels, with others making gains in various dimensions but not enough to lift to the next sub level.</p>	<p>Professional Development through our LCN cluster early last year has continued to help teachers fine tune their writing judgements</p> <p>The 82% turnover of roll this year has had a significant impact on learning and behaviour, however the upside is our roll looks very healthy for 2017.</p>	<p>34% of all students are at/above and 65% are below or well below national standard for their age.</p> <p>Close monitoring of at Risk students will continue. With appropriate interventions as required.</p> <p>Continue looking for ways to raise student achievement.</p> <ul style="list-style-type: none"> • Continue with a rich writing programme and continue to emphasise the richness of language and the links between reading and writing. • Work with COL to develop learning goals across the COL group of schools • Provide an opportunity for adults to improve their own literacy through adult literacy classes on the school site. • Continue to use Student Led Conferencing to bring together the partnership between student/ teacher/whanau.

reading and writing through daily shared book.

- Continue to use Student Led Conferencing to bring together the partnership between student/ teacher/whanau.
- Display literacy progressions for students
- Assistive technology utilised in the classroom using Word Q and clicker 6
- Learning staircase to support at risk students in Year 4 -6.
- RTLit to support at risk students in literacy.

Planning for next year:

- Development of CoL achievement challenge through 2017
- Use of RTLB and other specialists to target students working well below National Standards.
- Use of assistive technology to helps students with diagnosed SEN.
- Use of Teacher Inquiry tied into appraisal/performance management processes.
- Use of technology to engage reluctant writers eg Ipads, dictation
- Introduction of student progress plans which highlight the deliberate acts of teaching which will be used to improve outcomes
- Analyse the schools use of writing assessment procedures and decisions around OTJs

Te Kohanga School Members of the Board of Trustees

Name	Position	How position on Board gained	Occupation	Term expired/ expires
Jody Trimble	Chairperson	Co-Opted Nov 2012 Re-elected May 2013	Farmer / Nurse	April 2016
Corinne Anderson	Chairperson	Elected May 2016		May 2019
Tania Collins	Parent Rep	Re-elected May 2013	Aged Care	April 2016
Carol Harwood	Principal	Appointed	Principal	
Linda Rouse	Minute Secretary	Elected May 2016	School Secretary	May 2019
Ruth Illsley	Staff Rep	Elected May 2016	Teacher	May 2019
Christine Cook	Parent Rep	Co-opted May 2014 Re-elected May 2016	Bus Driver	May 2019
Patricia Dixon	Parent Rep	Elected April 2015	Care Giver	April 2016
Jason Anderson	Parent Rep	Co-Opted September 2015 Elected May 2016	Farmer	May 2019
Shonel Piacun	Parent Rep	Elected May 2016		May 2019

Te Kohanga School

Statement of Responsibility

For the year ended 31 December 2016

The Board of Trustees accepts responsibility for the preparation of the annual financial statements and the judgements used in these financial statements.

The management (including the principal and others as directed by the Board) accepts responsibility for establishing and maintaining a system of internal controls designed to provide reasonable assurance as to the integrity and reliability of the school's financial reporting.

It is the opinion of the Board and management that the annual financial statements for the financial year ended 31 December 2016 fairly reflects the financial position and operations of the school.

The School's 2016 financial statements are authorised for issue by the Board.

Corinne Anderson

Full Name of Board Chairperson

Robyn Driver

Full Name of Principal

[Signature]

Signature of Board Chairperson

[Signature]

Signature of Principal

31/05/17

Date:

31/05/17

Date:

Te Kohanga School

Statement of Comprehensive Revenue and Expense

For the year ended 31 December 2016

	Notes	2016 Actual \$	2016 Budget (Unaudited) \$	2015 Actual \$
Revenue				
Government Grants	2	425,345	407,597	378,726
Locally Raised Funds	3	38,650	54,050	38,605
Interest Earned		4,569	5,000	5,815
		<hr/>	<hr/>	<hr/>
		468,565	466,647	423,146
Expenses				
Locally Raised Funds	3	9,998	11,030	7,238
Learning Resources	4	277,664	291,650	257,082
Administration	5	52,018	50,350	51,743
Finance Costs		60	-	-
Property	6	118,649	110,442	93,008
Depreciation	7	7,327	6,500	6,041
		<hr/>	<hr/>	<hr/>
		465,715	469,972	415,112
Net Surplus / (Deficit)		2,850	(3,325)	8,034
Other Comprehensive Revenue and Expenses		-	-	-
Total Comprehensive Revenue and Expense for the Year		<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>
		2,850	(3,325)	8,034

The above Statement of Comprehensive Revenue and Expense should be read in conjunction with the accompanying notes.

Te Kohanga School

Statement of Changes in Net Assets/Equity

For the year ended 31 December 2016

	Actual 2016 \$	Budget (Unaudited) 2016 \$	Actual 2015 \$
Balance at 1 January	<u>144,349</u>	<u>144,349</u>	<u>136,315</u>
Total comprehensive revenue and expense for the year	2,850	(3,325)	8,034
Capital Contributions from the Ministry of Education Contribution - Furniture and Equipment Grant	-	-	-
Equity at 31 December	<u>147,199</u>	<u>141,024</u>	<u>144,349</u>
Retained Earnings	147,199	141,024	144,349
Reserves	-	-	-
Equity at 31 December	<u>147,199</u>	<u>141,024</u>	<u>144,349</u>

The above Statement of Changes in Net Assets/Equity should be read in conjunction with the accompanying notes.

Te Kohanga School
Statement of Financial Position
As at 31 December 2016

		2016	2016	2015
	Notes	Actual	Budget	Actual
		\$	(Unaudited)	\$
			\$	
Current Assets				
Cash and Cash Equivalents	8	44,320	52,403	56,404
Accounts Receivable	9	25,428	17,500	16,938
Prepayments		943	850	845
Inventories	10	430	450	452
Investments	11	114,418	110,000	110,627
		<u>185,540</u>	<u>181,203</u>	<u>185,266</u>
Current Liabilities				
GST Payable		1,158	500	1,788
Accounts Payable	13	30,208	29,000	31,101
Revenue Received in Advance	14	1,150	-	-
Provision for Cyclical Maintenance	15	1,125	-	-
Finance Lease Liability - Current Portion	16	464	-	-
Funds held for Capital Works Projects	17	2,890	-	5,485
		<u>36,995</u>	<u>29,500</u>	<u>38,374</u>
Working Capital Surplus/(Deficit)		148,545	151,703	146,893
Non-current Assets				
Property, Plant and Equipment	12	31,906	27,961	31,061
		<u>31,906</u>	<u>27,961</u>	<u>31,061</u>
Non-current Liabilities				
Provision for Cyclical Maintenance	15	32,480	38,640	33,605
Finance Lease Liability	16	773	-	-
		<u>33,253</u>	<u>38,640</u>	<u>33,605</u>
Net Assets		<u><u>147,199</u></u>	<u><u>141,024</u></u>	<u><u>144,349</u></u>
Equity		<u><u>147,199</u></u>	<u><u>141,024</u></u>	<u><u>144,349</u></u>

The above Statement of Financial Position should be read in conjunction with the accompanying notes.

Te Kohanga School
Statement of Cash Flows
For the year ended 31 December 2016

		2016	2016	2015
	Note	Actual	Budget	Actual
		\$	(Unaudited)	\$
			\$	
Cash flows from Operating Activities				
Government Grants		90,468	90,890	102,111
Locally Raised Funds		38,848	53,966	41,009
Goods and Services Tax (net)		(629)	(1,288)	1,290
Payments to Employees		(60,352)	(59,908)	(62,187)
Payments to Suppliers		(71,742)	(89,983)	(64,178)
Interest Paid		(60)	-	-
Interest Received		4,704	4,995	5,863
Net cash from / (to) the Operating Activities		1,237	(1,328)	23,908
Cash flows from Investing Activities				
Proceeds from Sale of PPE (and Intangibles)		-	-	-
Purchase of PPE (and Intangibles)		(6,718)	(2,300)	(7,832)
Purchase of Investments		(3,791)	627	(4,395)
Proceeds from Sale of Investments		-	-	-
Net cash from / (to) the Investing Activities		(10,509)	(1,673)	(12,227)
Cash flows from Financing Activities				
Furniture and Equipment Grant		-	-	-
Finance Lease Payments		(218)	-	-
Funds Administered on Behalf of Third Parties		(2,595)	-	5,484
Net cash from Financing Activities		(2,812)	-	5,484
Net increase/(decrease) in cash and cash equivalents		(12,084)	(3,001)	17,166
Cash and cash equivalents at the beginning of the year	8	56,404	56,404	39,239
Cash and cash equivalents at the end of the year	8	44,320	53,403	56,404

The statement of cash flows records only those cash flows directly within the control of the School. This means centrally funded teachers' salaries and the use of land and buildings grant and expense have been omitted.

Te Kohanga School

Notes to the Financial Statements

1. Statement of Accounting Policies

For the year ended 31 December 2016

a) Reporting Entity

Te Kohanga School (the School) is a Crown entity as specified in the Crown Entities Act 2004 and a school as described in the Education Act 1989. The Board of Trustees (the Board) is of the view that the School is a public benefit entity for financial reporting purposes.

b) Basis of Preparation

Reporting Period

The financial reports have been prepared for the period 1 January 2016 to 31 December 2016 and in accordance with the requirements of the Public Finance Act 1989.

Basis of Preparation

The financial statements have been prepared on a going concern basis, and the accounting policies have been consistently applied. The Education Act 1989 requires the School, as a Crown entity, to prepare financial statements in accordance with generally accepted accounting practice. The financial statements have been prepared in accordance with generally accepted accounting practice in New Zealand, applying Public Sector Public Benefit Entity (PBE) Standards Reduced Disclosure Regime as appropriate to public benefit entities that qualify for Tier 2 reporting. The school is considered a Public Benefit Entity as it meets the criteria specified as "having a primary objective to provide goods and/or services for community or social benefit and where any equity has been provided with a view to supporting that primary objective rather than for financial return to equity holders".

PBE Accounting Standards Reduced Disclosure Regime

The School qualifies for Tier 2 as the school is not publicly accountable and is not considered large as it falls below the expenditure threshold of \$30 million per year. All relevant reduced disclosure concessions have been taken.

Measurement Base

The financial statements are prepared on the historical cost basis unless otherwise noted in a specific accounting policy.

Presentation Currency

These financial statements are presented in New Zealand dollars, rounded to the nearest dollar.

Specific Accounting Policies

The accounting policies used in the preparation of these financial statements are set out below.

Critical Accounting Estimates And Assumptions

The preparation of financial statements requires management to make judgements, estimates and assumptions that affect the application of accounting policies and the reported amounts of assets, liabilities, revenue and expenses. Actual results may differ from these estimates.

Estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised and in any future periods affected.

Useful lives of property, plant and equipment

The School reviews the estimated useful lives of property, plant and equipment at the end of each reporting date. The School believes that the estimated useful lives of the property, plant and equipment as disclosed in the Significant Accounting Policies are appropriate to the nature of the property, plant and equipment at reporting date. Property, plant and equipment is disclosed at note 12.

Critical Judgements in applying accounting policies

Management has exercised the following critical judgements in applying accounting policies:

Classification of leases

The School reviews the details of lease agreements at the end of each reporting date. The School believes the classification of each lease as either operation or finance is appropriate and reflects the nature of the agreement in place. Finance leases are disclosed at note 16.

Recognition of grants

The School reviews the grants monies received at the end of each reporting period and whether any require a provision to carryforward amounts unspent. The School believes all grants received have been appropriately recognised as a liability if required. Government grants are disclosed at note 2.

c) Revenue Recognition**Government Grants**

The school receives funding from the Ministry of Education. The following are the main types of funding that the School receives;

Operational grants are recorded as revenue when the School has the rights to the funding, which is in the year that the funding is received.

Teachers salaries grants are recorded as revenue when the School has the rights to the funding in the salary period they relate to. The grants are not received in cash by the School and are paid directly to teachers by the Ministry of Education.

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

Other Grants

Other grants are recorded as revenue when the School has the rights to the funding, unless there are unfulfilled conditions attached to the grant, in which case the amount relating to the unfulfilled conditions is recognised as a liability and released to revenue as the conditions are fulfilled.

Donations, Gifts and Bequests

Donations, gifts and bequests are recorded as revenue when their receipt is formally acknowledged by the School.

Interest Revenue

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

d) Use of Land and Buildings Expense

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

e) Operating Lease Payments

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

f) Finance Lease Payments

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

g) Cash and Cash Equivalents

Cash and cash equivalents include cash on hand, bank balances, deposits held at call with banks, and other short term highly liquid investments with original maturities of 90 days or less, and bank overdrafts. The carrying amount of cash and cash equivalents represent fair value.

h) Accounts Receivable

Accounts Receivable represents items that the School has issued invoices for or accrued for, but has not received payment for at year end. Receivables are initially recorded at fair value and subsequently recorded at the amount the School realistically expects to receive. A receivable is considered uncollectable where there is objective evidence the School will not be able to collect all amounts due. The amount that is uncollectable (the provision for uncollectibility) is the difference between the amount due and the present value of the amounts expected to be collected.

i) Inventories

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

j) Investments

Bank term deposits are initially measured at the amount invested. Interest is subsequently accrued and added to the investment balance.

k) Property, Plant and Equipment

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

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

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

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

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

Leased Assets

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

Depreciation

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

The estimated useful lives of the assets are:

Building improvements – Crown	20 years
Furniture and equipment	5–10 years
Information and communication technology	4–5 years
Leased assets held under a Finance Lease	4 years
Library resources	12.5% Diminishing value

l) Accounts Payable

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

m) Employee Entitlements*Short-term employee entitlements*

Employee benefits that are due to be settled within 12 months after the end of the period in which the employee renders the related service are measured based on accrued entitlements at current rates of pay.

These include salaries and wages accrued up to balance date, annual leave earned to but not yet taken at balance date.

n) Revenue Received in Advance

Revenue received in advance relates to fees received from Community of Learners where there are unfulfilled obligations for the School to provide services in the future. The fees are recorded as revenue as the obligations are fulfilled and the fees earned.

The School holds sufficient funds to enable the refund of unearned fees in relation to international students, should the School be unable to provide the services to which they relate.

o) Provision for Cyclical Maintenance

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

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

p) Financial Assets and Liabilities

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

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

The School's financial liabilities comprise accounts payable, borrowings, finance lease liability, and painting contract liability. All of these financial liabilities are categorised as "financial liabilities measured at amortised cost" for accounting purposes in accordance with financial reporting standards.

q) Goods and Services Tax (GST)

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

The net amount of GST paid to, or received from, the IRD, including the GST relating to investing and financing activities, is classified as a net operating cash flow in the statements of cash flows.

Commitments and contingencies are disclosed exclusive of GST.

r) Budget Figures

The budget figures are extracted from the School budget that was approved by the Board at the start of the year.

s) Services received in-kind

From time to time the School receives services in-kind, including the time of volunteers. The School has elected not to recognise services received in kind in the Statement of Comprehensive Revenue and Expense.

Notes to the Financial Statements

For the year ended 31 December 2016

2. Government Grants			
	2016	2016	2015
	Actual	Budget	Actual
	\$	(Unaudited)	\$
Operational grants	86,515	82,090	81,391
Teachers' salaries grants	242,989	250,000	220,609
Use of Land and Buildings grants	82,156	55,707	57,310
Special Education	10,886	11,000	16,607
Other MoE Grants	277	-	2,500
Other government grants	2,523	8,800	310
	<u>425,345</u>	<u>407,597</u>	<u>378,726</u>

3. Locally Raised Funds			
Local funds raised within the School's community are made up of:			
	2016	2016	2015
	Actual	Budget	Actual
	\$	(Unaudited)	\$
Revenue			
Donations	12,025	4,000	14,086
Fundraising	5,137	28,700	5,577
Other revenue	4,178	4,100	4,450
Trading	17,082	13,800	14,274
Activities	228	3,450	218
	<u>38,650</u>	<u>54,050</u>	<u>38,605</u>
Expenses			
Activities	227	3,430	1,506
Trading	7,983	6,500	2,344
Fundraising (costs of raising funds)	1,788	1,100	974
Other Locally Raised Funds Expenditure	-	-	2,415
	<u>9,998</u>	<u>11,030</u>	<u>7,238</u>
<i>Surplus for the year Locally raised funds</i>	<u>28,652</u>	<u>43,020</u>	<u>31,367</u>

4. Learning Resources			
	2016	2016	2015
	Actual	Budget	Actual
	\$	(Unaudited)	\$
Curricular	7,523	7,300	5,855
Library resources	531	1,100	534
Employee benefits - salaries	263,063	267,650	240,186
General expenses	4,845	5,600	3,087
Staff development	1,702	10,000	7,419
	<u>277,664</u>	<u>291,650</u>	<u>257,082</u>

Notes to the Financial Statements

For the year ended 31 December 2016

5 Administration			
	2016	2016	2015
	Actual	Budget	Actual
	\$	(Unaudited)	\$
		\$	\$
ACC Levies	784	300	950
Audit Fee	5,050	4,500	5,220
Board of Trustees Fees	3,756	2,000	2,555
Board of Trustees Expenses	1,595	2,800	2,267
Communication	2,256	2,650	2,085
Consumables	5,229	4,200	4,165
Other	2,908	4,000	3,400
Employee Benefits - Salaries	25,029	26,400	27,305
Insurance	274	500	247
Service Providers, Contractors and Consultancy	5,138	3,000	3,550
	52,018	50,350	51,743

6 Property			
	2016	2016	2015
	Actual	Budget	Actual
	\$	(Unaudited)	\$
		\$	\$
Caretaking and Cleaning Consumables	3,867	3,800	1,976
Cyclical Maintenance Provision	-	5,035	5,035
Grounds	1,842	3,200	1,336
Heat, Light and Water	6,328	6,600	7,151
Repairs and Maintenance	10,086	20,500	4,943
Use of Land and Buildings	82,156	55,707	57,310
Employee Benefits - Salaries	14,369	15,600	15,258
	118,649	110,442	93,008

The use of land and buildings figure represents 8% of the school's total property value. This is used as a 'proxy' for the market rental of the property. Property values are established as part of the nation-wide revaluation exercise that is conducted every 30 June for the Ministry of Education's year-end reporting purposes.

7 Depreciation of Property, Plant and Equipment			
	2016	2016	2015
	Actual	Budget	Actual
	\$	(Unaudited)	\$
		\$	\$
Buildings - School	1,210	1,100	1,210
Furniture and Equipment	2,739	2,560	2,537
Information and Communication Technology	1,724	1,590	1,094
Leased Assets	242	-	-
Library Resources	1,411	1,250	1,199
	7,327	6,500	6,041

Notes to the Financial Statements

For the year ended 31 December 2016

8. Cash and Cash Equivalents

	2016	2016	2015
	Actual	Budget (Unaudited)	Actual
	\$	\$	\$
Bank Current Account	7,856	17,403	20,411
Bank Call Account	36,464	35,000	35,993
Net cash and cash equivalents and bank overdraft for Cash Flow Statement	44,320	52,403	56,404

The carrying value of short-term deposits with maturity dates of 90 days or less approximates their fair value.

9. Accounts Receivable

	2016	2016	2015
	Actual	Budget (Unaudited)	Actual
	\$	\$	\$
Receivables	1,369	500	417
Receivables from the Ministry of Education	9,732	-	-
Interest Receivable	360	500	495
Teacher Salaries Grant Receivable	13,967	16,500	16,027
	25,428	17,500	16,938
Receivables from Exchange Transactions	1,729	1,000	912
Receivables from Non-Exchange Transactions	23,699	16,500	16,027
	25,428	17,500	16,938

10. Inventories

	2016	2016	2015
	Actual	Budget (Unaudited)	Actual
	\$	\$	\$
Stationery	406	450	452
Canteen	24	-	-
	430	450	452

11. Investments

The School's investment activities are classified as follows:

	2016	2016	2015
	Actual	Budget (Unaudited)	Actual
	\$	\$	\$
Current Asset			
Short-term Bank Deposits	114,418	110,000	110,627

Notes to the Financial Statements

For the year ended 31 December 2016

12. Property, Plant and Equipment

	Opening Balance (NBV)	Additions	Disposals	Impairment	Depreciation	Total (NBV)
	\$	\$	\$	\$	\$	\$
2016						
Buildings	6,112	-	-	-	(1,210)	4,901
Furniture and Equipment	14,388	-	-	-	(2,739)	11,648
Information and Communication	2,166	3,828	-	-	(1,724)	4,270
Leased Assets	-	1,454	-	-	(242)	1,212
Library Resources	8,395	2,890	-	-	(1,411)	9,875
Balance at 31 December 2016	31,061	8,172	-	-	(7,327)	31,906

	Cost or Valuation	Accumulated Depreciation	Net Book Value
	\$	\$	\$
2016			
Buildings	42,223	(37,321)	4,901
Furniture and Equipment	143,318	(131,670)	11,648
Information and Communication	30,303	(26,033)	4,270
Leased Assets	1,454	(242)	1,212
Library Resources	50,952	(41,077)	9,875
Balance at 31 December 2016	268,250	(236,344)	31,906

	Opening Balance (NBV)	Additions	Disposals	Impairment	Depreciation	Total (NBV)
	\$	\$	\$	\$	\$	\$
2015						
Buildings	7,322	-	-	-	(1,210)	6,112
Furniture and Equipment	10,687	6,238	-	-	(2,537)	14,388
Information and Communication Technology	2,262	999	-	-	(1,094)	2,166
Library Resources	8,999	596	-	-	(1,199)	8,395
Balance at 31 December 2015	29,270	7,833	-	-	(6,041)	31,061

Accumulated Depreciation

	Cost or Valuation	Accumulated Depreciation	Net Book Value
	\$	\$	\$
2015			
Buildings	42,223	(36,111)	6,112
Furniture and Equipment	143,318	(128,930)	14,388
Information and Communication Technology	26,475	(24,309)	2,166
Library Resources	48,062	(39,667)	8,395
Balance at 31 December 2015	260,078	(229,017)	31,061

Notes to the Financial Statements

For the year ended 31 December 2016

13. Accounts Payable			
	2016	2016	2015
	Actual	Budget	Actual
	\$	(Unaudited)	\$
Operating creditors	14,363	10,000	11,948
Accruals	-	-	368
Employee Entitlements - salaries	13,967	16,500	16,027
Employee Entitlements - leave accrual	1,877	2,500	2,758
	<u>30,208</u>	<u>29,000</u>	<u>31,101</u>
Payables for Exchange Transactions	30,208	29,000	31,101
	<u>30,208</u>	<u>29,000</u>	<u>31,101</u>

The carrying value of payables approximates their fair value.

14. Revenue Received in Advance			
	2016	2016	2015
	Actual	Budget	Actual
	\$	(Unaudited)	\$
Other	1,150	-	-
	<u>1,150</u>	<u>-</u>	<u>-</u>

15. Provision for Cyclical Maintenance			
	2016	2016	2015
	Actual	Budget	Actual
	\$	(Unaudited)	\$
Provision at the Start of the Year	33,605	33,605	28,570
Increase to the Provision During the Year	-	5,035	5,035
Provision at the End of the Year	<u>33,605</u>	<u>38,640</u>	<u>33,605</u>
Cyclical Maintenance - Current	1,125	-	-
Cyclical Maintenance - Term	32,480	38,640	33,605
	<u>33,605</u>	<u>38,640</u>	<u>33,605</u>

16. Finance Lease Liability

The School has entered into a number of finance lease agreements for computers. Minimum lease payments payable:

	2016	2016	2015
	Actual	Budget	Actual
	\$	(Unaudited)	\$
No Later than One Year	464	-	-
Later than One Year and no Later than Five Years	773	-	-
	<u>1,237</u>	<u>-</u>	<u>-</u>

Notes to the Financial Statements

For the year ended 31 December 2016

17. Funds Held for Capital Works Projects

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

	2016	Opening Balances \$	Receipts from MoE \$	Payments \$	BOT Contribution/ (Write-off to R&M)	Closing Balances \$
Roofing Repairs	<i>complete</i>	5,485	109	5,594	-	-
Switch Board and Security	<i>in progress</i>	-	5,940	3,050	-	2,890
Totals		5,485	6,049	8,644	-	2,890

Represented by:

Funds Held on Behalf of the Ministry of Education
Funds Due from the Ministry of Education

2,890

-

2,890

	2015	Opening Balances \$	Receipts from MoE \$	Payments \$	BOT Contribution/ (Write-off to R&M)	Closing Balances \$
Roofing Repairs	<i>in progress</i>	-	5,485	-	-	5,485
Totals		-	5,485	-	-	5,485

18. Related Party Transactions

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

Related party disclosures have not been made for transactions with related parties that are within a normal supplier or client/recipient relationship on terms and condition no more or less favourable than those that it is reasonable to expect the school would have adopted in dealing with the party at arm's length in the same circumstances. Further, transactions with other government agencies (for example, Government departments and Crown entities) are not disclosed as related party transactions when they are consistent with the normal operating arrangements between government agencies and undertaken on the normal terms and conditions for such transactions.

Notes to the Financial Statements

For the year ended 31 December 2016

19. Remuneration*Key management personnel compensation*

Key management personnel of the School include all trustees of the Board, Principal, Deputy Principals and Heads of Departments.

	2016 Actual \$	2015 Actual \$
<i>Board Members</i>		
Remuneration	3,756	2,555
Full-time equivalent members	0.17	0.07
<i>Leadership Team</i>		
Remuneration	188,622	201,519
Full-time equivalent members	2.00	1.00
Total key management personnel remuneration	192,377	204,074
Total full-time equivalent personnel	2.17	1.07

The full time equivalent for Board members has been determined based on attendance at Board meetings, Committee meetings and for other obligations of the Board, such as stand downs and suspensions, plus the estimated time for Board members to prepare for meetings.

Principal

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

	2016 Actual \$000	2015 Actual \$000
Salaries and Other Short-term Employee Benefits:		
Salary and Other Payments	100 - 110	90 - 100
Benefits and Other Emoluments	9 - 10	10 - 11
Termination Benefits	-	-

Other Employees

There are no other employees with remuneration greater than \$100,000.

The disclosure for 'Other Employees' does not include remuneration of the Principal.

20. Contingencies

There are no contingent liabilities and no contingent assets as at 31 December 2016 (Contingent liabilities and assets at 31 December 2015: nil).

Notes to the Financial Statements

For the year ended 31 December 2016

21. Commitments**(a) Capital Commitments**

There were no capital commitments at 31 December 2016.

(Capital commitments at 31 December 2015: nil)

(b) Operating Commitments

As at 31 December 2016 the Board has entered into the following contracts:

(a) operating lease of a photocopier; a projector and laptops

	2016 Actual \$	2015 Actual \$
No later than One Year	2,026	2,511
Later than One Year and No Later than Five Years	2,085	9,167
Later than Five Years	-	-
	<u>4,111</u>	<u>11,678</u>

22. Managing Capital

The School's capital is its equity and comprises capital contributions from the Ministry of Education for property, plant and equipment and accumulated surpluses and deficits. The School does not actively manage capital but "attempts" to ensure that income exceeds spending in most years. Although deficits can arise as planned in particular years, they are offset by planned surpluses in previous years or ensuing years.

23. Financial Instruments

The carrying amount of financial assets and liabilities in each of the financial instrument categories are as follows:

Loans and receivables

	2016 Actual \$	2016 Budget (Unaudited) \$	2015 Actual \$
Cash and Cash Equivalents	44,320	52,403	56,404
Receivables	25,428	17,500	16,938
Investments - Term Deposits	114,418	110,000	110,627
Total Loans and Receivables	<u>184,167</u>	<u>179,903</u>	<u>183,970</u>

Financial liabilities measured at amortised cost

Payables	30,208	29,000	31,101
Finance Leases	1,237	-	-
Total Financial Liabilities Measured at Amortised Cost	<u>31,444</u>	<u>29,000</u>	<u>31,101</u>

24. Events After Balance Date

There were no significant events after the balance date that impact these financial statements.

Open Meeting

To	Onewhero-Tuakau Community Board
From	Tony Whittaker General Manager Strategy & Support
Date	18 October 2017
Prepared by	Sharlene Jenkins PA to General Manager Strategy & Support
Chief Executive Approved	Y
Reference/Doc Set #	GOV0514 / 1835886
Report Title	Year to Date Service Request Report

1. EXECUTIVE SUMMARY

To update the Board on the Year to Date Service Request Report for Onewhero-Tuakau.

2. RECOMMENDATION

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

3. ATTACHMENTS

Service Request Time Frames by Ward for Tuakau
Service Request Time Frames by Ward for Onewhero

Service Request Time Frames By Ward for ¹³⁶

TUAKAU

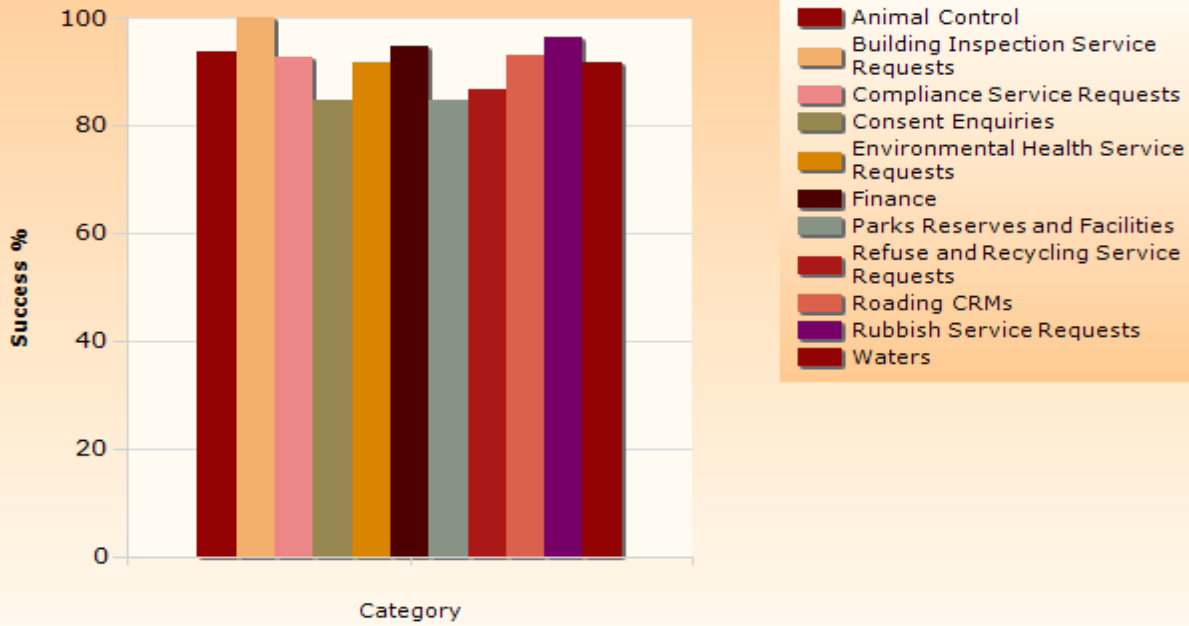


Date Range: 01/07/2017 to 30/09/2017

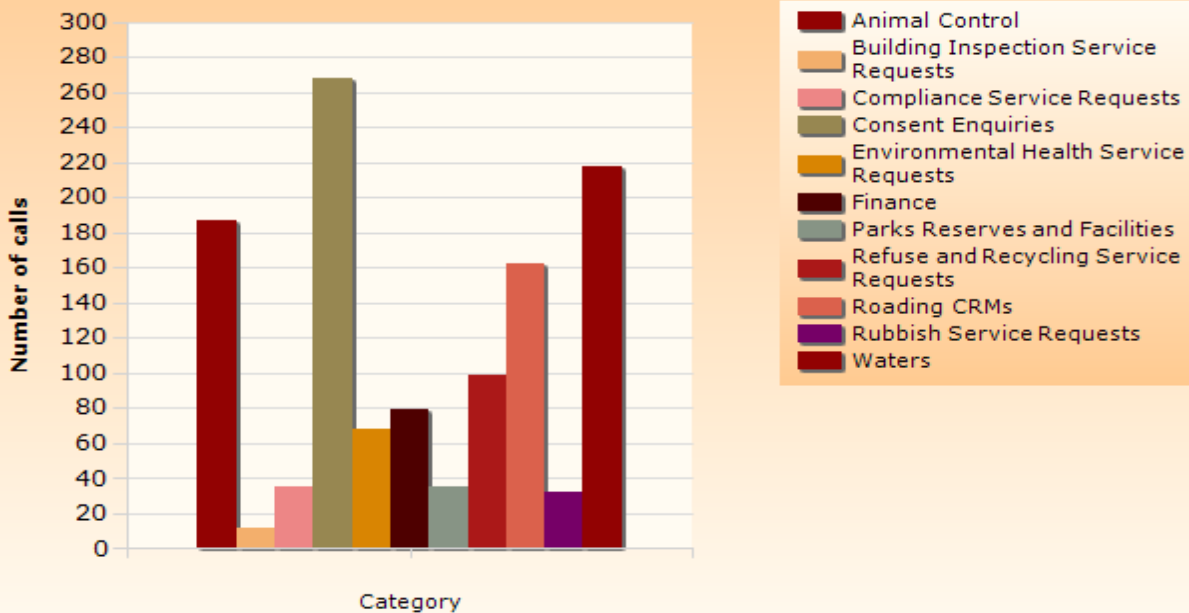
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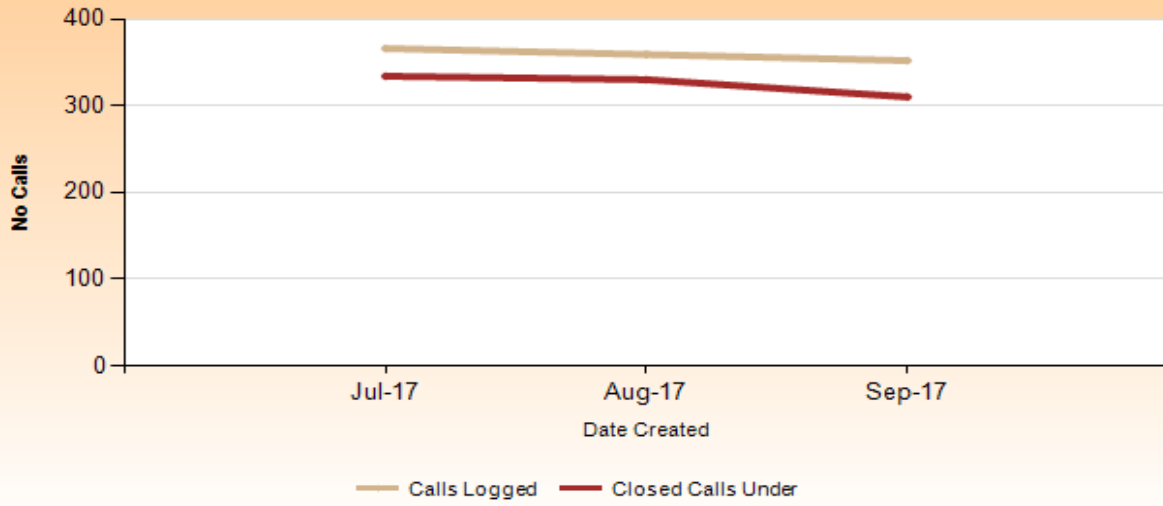
Call Completion % Success by Type



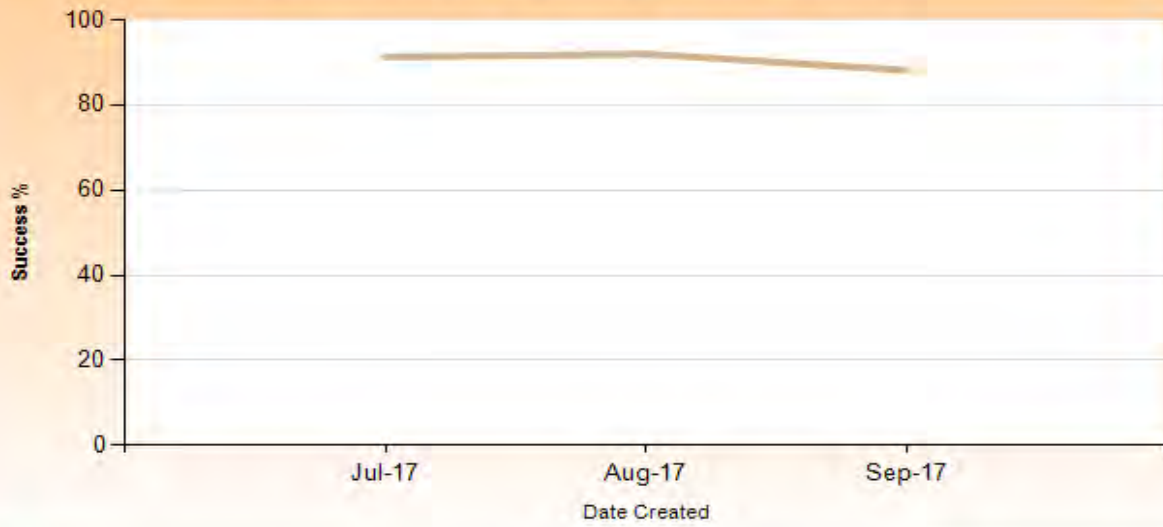
Number of Calls logged by Type



Volume of Calls Closed vs Calls Closed in Time



Completion Success per month



			Open		Closed		
Closed Calls are those calls logged during the time period that are now closed.	Open Calls are all the calls open for the ward and may have been logged at any time.	Number of Calls	Open Calls Over	Open Calls Under	Closed Calls Over	Closed Calls Under	Success Rate
Animal Control							
	Summary	187	8	4	11	164	93.71%
	Animal Charges	29			1	28	96.55%
	Dog / Cat Trap Required	1		1			NaN
	Dog Property Visit	40	1		1	38	97.44%
	Dog Straying - Current	33	1	1	2	29	93.55%
	Dog Straying - Historic	6	1			5	100.00%
	Dog Surrender	4	2	1		1	100.00%
	Dog Welfare - Not immediate threat to life	5				5	100.00%
	Dog/Animal Missing	20		1		19	100.00%
	Dogs Aggression - Current	7	1		4	2	33.33%
	Dogs Aggression - Historic	6	1			5	100.00%
	Dogs Barking Nuisance	18				18	100.00%
	Livestock Trespassing - Current	12	1		3	8	72.73%
	Livestock Trespassing - Historic	6				6	100.00%
Building Inspection Service Requests							
	Summary	12	1	4		7	100.00%
	Building Inspection Service Requests	12	1	4		7	100.00%
Compliance Service Requests							
	Summary	35	3	4	2	26	92.86%
	Compliance - Animal By Law	4			2	2	50.00%
	Compliance - Unauthorised Activity	30	3	4		23	100.00%
	Non-animal bylaws	1				1	100.00%
Consent Enquiries							
	Summary	268		12	39	217	84.77%
	Land Hazard Enquiries	1				1	100.00%
	Onsite Services	10				10	100.00%
	Planning Process	39		1	7	31	81.58%
	Property Information Request	81		4	1	76	98.70%
	Rural Rapid Number assignment & purchase of plates	3				3	100.00%
	Zoning and District Plan Enquiries	134		7	31	96	75.59%
Environmental Health Service Requests							
	Summary	68	2	5	5	56	91.80%
	Environmental Health Complaint	6	1	3	2		0.00%
	Noise Complaint - Environmental Health	7		2	2	3	60.00%
	Noise complaints straight to contractor	55	1		1	53	98.15%
Finance							
	Summary	79	1		4	74	94.87%
	Rates query	79	1		4	74	94.87%

Parks Reserves and Facilities	Summary	35		2	5	28	84.85%
	Parks & Reserves - Buildings	18			5	13	72.22%
	Parks & Reserves - Council owned land	2		1		1	100.00%
	Parks & Reserves - Graffiti	3				3	100.00%
	Parks & Reserves - Park Furniture	1				1	100.00%
	Parks & Reserves - Reserve Issues	9		1		8	100.00%
	Parks & Reserves - Urgent Public Toilet Issues	2				2	100.00%
Refuse and Recycling Service Requests	Summary	99	3	12	11	73	86.90%
	New collections	2		1	1		0.00%
	Recycling Not Collected	16	1	5		10	100.00%
	Refuse - Non-Collection	36	1	2	3	30	90.91%
	Refuse & Recycling Contractor Complaints	18	1	1	2	14	87.50%
	Refuse & Recycling Enquiries	7			2	5	71.43%
	Rubbish bag sticker/tag orders - internal use only	10			3	7	70.00%
	Tuakau Wheelie Bins	10		3		7	100.00%
Roading CRMs	Summary	162	1	31	9	121	93.08%
	Boundary fences on roads - permanent & temporary	1				1	100.00%
	Bridge Maintenance Non-Urgent	1		1			NaN
	Footpath Maintenance - Non_Urgent	3				3	100.00%
	New Vehicle Entrance Request	31		3		28	100.00%
	Request 4 new street light path sign etc	7		3	1	3	75.00%
	Road Culvert Maintenance	25		10	3	12	80.00%
	Road Marking Sign & Barrier Maint Marker Posts	3		2		1	100.00%
	Road Safety Issue Enquiries	2				2	100.00%
	Roading Work Assessment Required - OnSite 5WD	26		6	2	18	90.00%
	Routine Roding Work Direct to Contractor 5WD Comp	15	1			14	100.00%
	Street Light Maintenance	23		4	1	18	94.74%
	Urgent Roding Work 4Hr Response	16				16	100.00%
	Vegetation Maintenance	9		2	2	5	71.43%
Rubbish Service Requests	Summary	32	1	2	1	28	96.55%
	Abandoned Vehicle	6		2		4	100.00%
	Illegal Rubbish Dumping	26	1		1	24	96.00%
Waters	Summary	218	1	21	16	180	91.84%
	3 Waters Enquiry	23		1	3	19	86.36%
	3 Waters Safety Complaint - Urgent	3			1	2	66.67%
	Drinking water billing	17		1		16	100.00%
	Drinking Water Final Meter Read	95		11		84	100.00%
	Drinking Water Major Leak	8			4	4	50.00%
	Drinking Water minor leak	32		2	4	26	86.67%
	Drinking Water Quantity/Pressure	3			1	2	66.67%
	Fix Water Toby	7		2	1	4	80.00%

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	New Drinking Storm Waste water connections	11				11	100.00%
	No Drinking Water	4				4	100.00%
	Stormwater Blocked pipe	2		2			NaN
	Stormwater Open Drains	4		1		3	100.00%
	Stormwater Property Flooding	6	1	1		4	100.00%
	Wastewater Overflow or Blocked Pipe	2			1	1	50.00%
	Waters Pump Station jobs - only for internal use	1			1		0.00%
Total		1195	21	97	103	974	90.44%

Service Request Time Frames By Ward for ¹⁴¹

ONEWHEREO

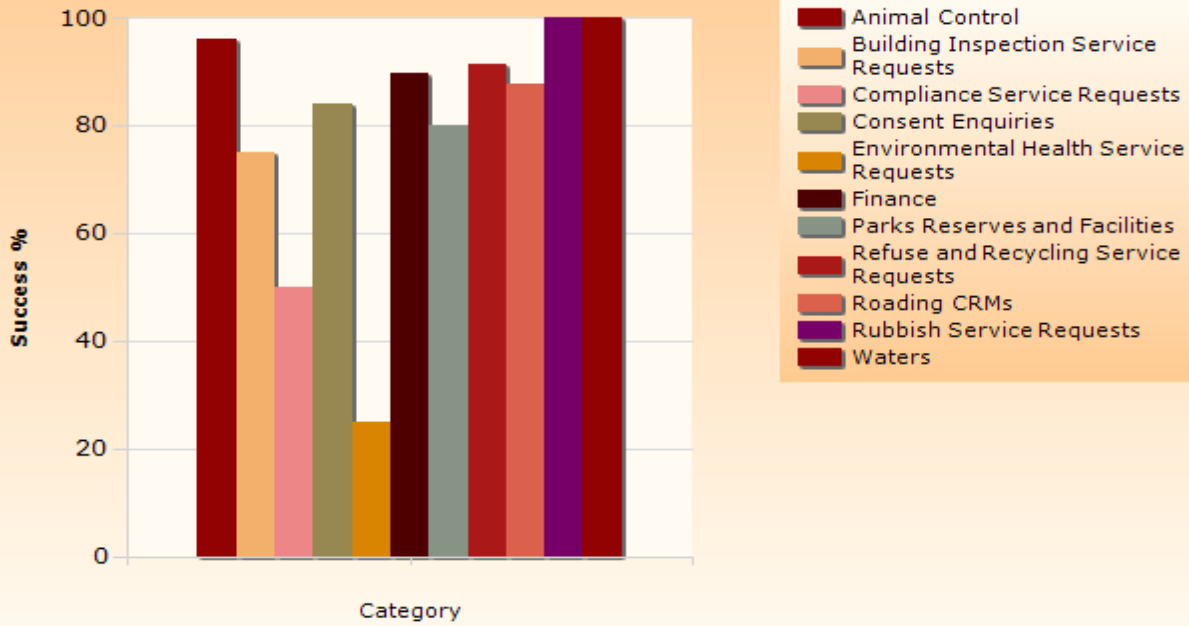


Date Range: 01/07/2017 to 30/09/2017

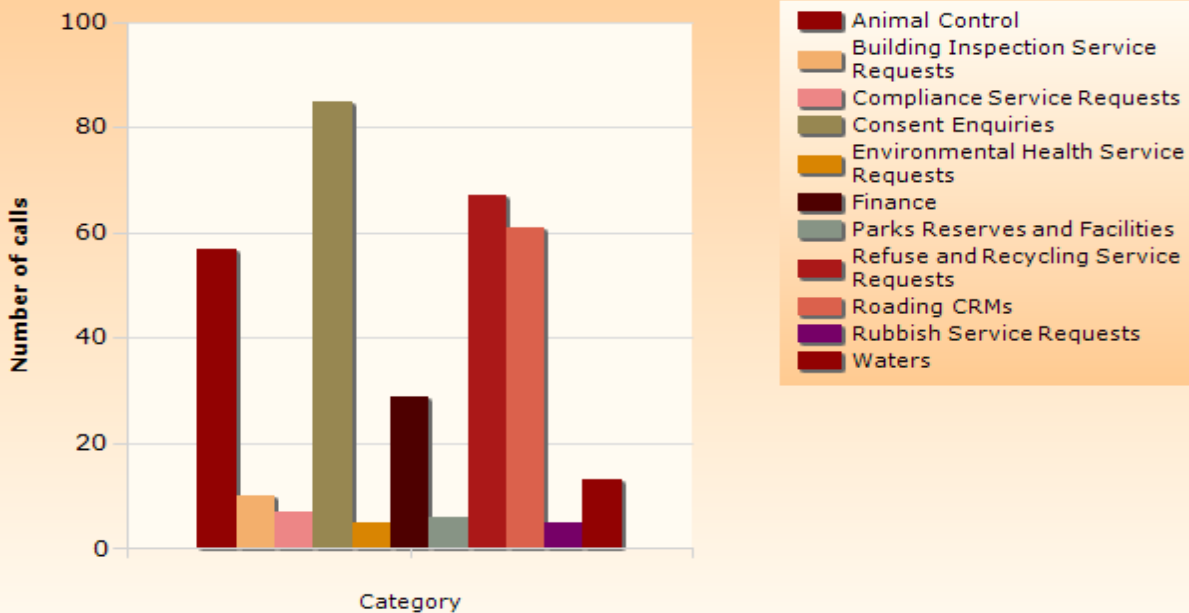
The success rate excludes Open Calls as outcome is not yet known.

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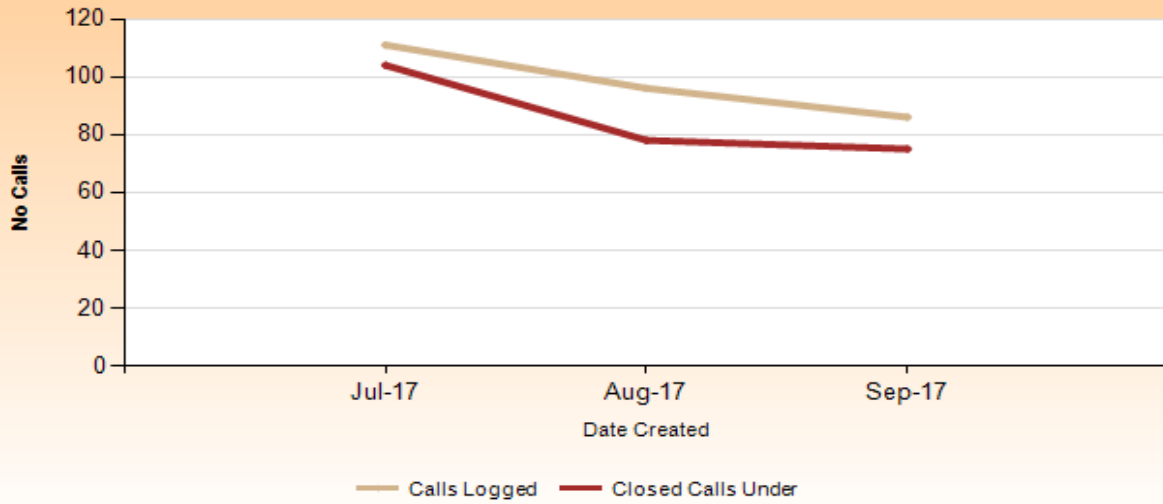
Call Completion % Success by Type



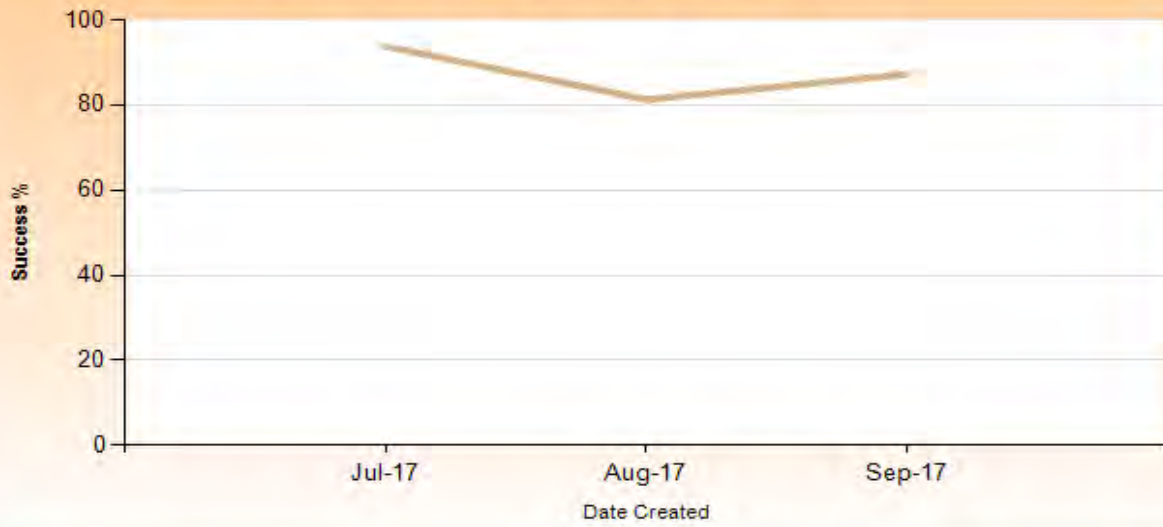
Number of Calls logged by Type



Volume of Calls Closed vs Calls Closed in Time



Completion Success per month



			Open		Closed		
Closed Calls are those calls logged during the time period that are now closed.	Open Calls are all the calls open for the ward and may have been logged at any time.	Number of Calls	Open Calls Over	Open Calls Under	Closed Calls Over	Closed Calls Under	Success Rate
Animal Control							
	Summary	57	3	3	2	49	96.08%
	Animal Charges	10				10	100.00%
	Dog / Cat Trap Required	1		1			NaN
	Dog Property Visit	22	1	1	2	18	90.00%
	Dog Straying - Current	9	1			8	100.00%
	Dog Straying - Historic	2				2	100.00%
	Dog Surrender	1				1	100.00%
	Dog/Animal Missing	3				3	100.00%
	Dogs Aggression - Current	1				1	100.00%
	Dogs Aggression - Historic	1				1	100.00%
	Dogs Barking Nuisance	2		1		1	100.00%
	Livestock Trespassing - Current	3	1			2	100.00%
	Livestock Trespassing - Historic	2				2	100.00%
Building Inspection Service Requests							
	Summary	10		2	2	6	75.00%
	Building Inspection Service Requests	10		2	2	6	75.00%
Compliance Service Requests							
	Summary	7	2	1	2	2	50.00%
	Compliance - Animal By Law	3			1	2	66.67%
	Compliance - Unauthorised Activity	3	2	1			NaN
	Compliance - Urban Fire Hazard (Dry conds only)	1			1		0.00%
Consent Enquiries							
	Summary	85		4	13	68	83.95%
	Onsite Services	3				3	100.00%
	Planning Process	9			2	7	77.78%
	Property Information Request	20				20	100.00%
	Rural Rapid Number assignment & purchase of plates	3			1	2	66.67%
	Zoning and District Plan Enquiries	50		4	10	36	78.26%
Environmental Health Service Requests							
	Summary	5	1		3	1	25.00%
	Environmental Health Complaint	5	1		3	1	25.00%
Finance							
	Summary	29			3	26	89.66%
	Rates query	29			3	26	89.66%
Parks Reserves and Facilities							
	Summary	6		1	1	4	80.00%
	Parks & Reserves - Beach Issues	2				2	100.00%
	Parks & Reserves - Council owned land	1				1	100.00%
	Parks & Reserves - Non-urgent Public Toilet Issues	1				1	100.00%
	Parks & Reserves - Reserve Issues	2		1	1		0.00%

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Refuse and Recycling Service Requests	Summary	67		9	5	53	91.38%	
	Recycling Not Collected	26		5		21	100.00%	
	Refuse - Non-Collection	15		1		14	100.00%	
	Refuse & Recycling Contractor Complaints	4		2		2	100.00%	
	Refuse & Recycling Enquiries	22		1	5	16	76.19%	
Roading CRMs	Summary	61		20	5	36	87.80%	
	New Vehicle Entrance Request	2				2	100.00%	
	Passenger Transport (incl Bus Shelters)	1		1			NaN	
	Request 4 new street light path sign etc	3			1	2	66.67%	
	Road Culvert Maintenance	12		6		6	100.00%	
	Road Safety Issue Enquiries	3				3	100.00%	
	Roading Work Assessment Required - OnSite 5WD	29		11	4	14	77.78%	
	Routine Roding Work Direct to Contractor 5WD Comp	3				3	100.00%	
	Street Light Maintenance	1		1			NaN	
	Urgent Roding Work 4Hr Response	3				3	100.00%	
	Vegetation Maintenance	4		1		3	100.00%	
	Rubbish Service Requests	Summary	5				5	100.00%
Illegal Rubbish Dumping		5				5	100.00%	
Waters	Summary	13	1	5		7	100.00%	
	3 Waters Enquiry	3	1			2	100.00%	
	Fix Water Toby	1		1			NaN	
	No Drinking Water	4				4	100.00%	
	Stormwater Open Drains	3		3			NaN	
	Stormwater Property Flooding	2		1		1	100.00%	
Total		345	7	45	36	257	87.71%	

Open Meeting

To	Onewhero-Tuakau Community Board
From	Sue O’Gorman General Manager Customer Support
Date	18 October 2017
Prepared by	Lynette Wainwright Committee Secretary
Chief Executive Approved	Y
Reference #	GOV0514
Report Title	Change of Public Forum Commencement Time

I. EXECUTIVE SUMMARY

Due to the non attendance of the public at some Board meetings, it is recommended that the Public Forum item be placed as the first item on the agenda to enable an improved flow to the meeting.

The Board is required to pass a resolution to this effect.

2. RECOMMENDATION

THAT the report from the General Manager Customer Support be received;

AND THAT the Public Forum item be considered first on the Onewhero-Tuakau Community Board’s agenda;

AND FURTHER THAT the Onewhero-Tuakau Community Board hold its meetings on the first Monday of the month commencing at _____.

Open Meeting

To	Onewhero-Tuakau Community Board
From	Sue O’Gorman General Manager Customer Support
Date	19 October 2017
Prepared by	Lynette Wainwright Committee Secretary
Chief Executive Approved	Y
Reference #	GOV0514
Report Title	ANZAC Day 2018

1. EXECUTIVE SUMMARY

Organisation of the commemorative service for ANZAC Day 2018 in Tuakau needs to commence. This includes appointing a Master of Ceremonies for the ceremony.

2. RECOMMENDATION

THAT the Onewhero-Tuakau Community Board agrees to continue hosting and organising the Commemoration of ANZAC Day in Tuakau with support from Waikato District Council;

AND THAT _____ be delegated to lead the organisation of the commemorative ANZAC Day service in Tuakau with support from the Waikato District Council.

3. ATTACHMENTS

Nil

Open Meeting

To	Onewhero-Tuakau Community Board
From	Tony Whittaker General Manager Strategy & Support
Date	09 October 2017
Chief Executive Approved	Y
Reference #	GOV0514
Report Title	Joint Community Board and Community Committee December Meeting

I. EXECUTIVE SUMMARY

We have been running joint Community Board and Community Committee sessions with Council now for over a year. The purpose of these sessions was to enable Council to keep the respective community representatives informed of key issues, and to enable a sharing of views and ideas among community representatives. The feedback we have received so far has been positive and that those that do attend are enjoying them.

Although it is appreciated that time is precious leading up to Christmas, Council would like to host all Community Board and Community Committee representatives at one last joint meeting prior to the end of the year. Council will hopefully have completed its detailed Long Term Plan budget deliberations by 15 December and hence would like to share the results of this with you, and to celebrate the end of another challenging year.

In lieu of the above, it is suggested that Community Boards and Community Committees might reconsider whether they have a meeting in December and attend the joint session instead. We appreciate you will need to be cognisant of any key decisions required in December, to enable this to work. This would also provide some relief from preparing December agendas etc.

If Community Boards and Community Committees are in agreement to meet jointly, this meeting could be held in Ngaruawahia on Tuesday, 19 December 2017 at 6.00pm.

It is recommended that unless there are pressing matters for Community Boards and Community Committees to attend to at their December meetings, they agree to not meet as planned, but attend a joint meeting instead.

2. RECOMMENDATION

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

AND THAT the Onewhero-Tuakau Community Board agrees to support the joint meeting of Community Boards and Community Committees on Tuesday, 19 December;

AND FURTHER THAT the Onewhero-Tuakau Community Board supports not having an individual meeting in December.

3. ATTACHMENTS

NIL

Open Meeting

To	Onewhero-Tuakau Community Board
From	Sue O’Gorman General Manager Customer Support
Date	25 October 2017
Chief Executive Approved	Y
Reference/Doc Set #	Gov0514
Report Title	Works & Issues Report - November

1. EXECUTIVE SUMMARY

This report is to update the Community Board and provide information on works and issues raised at previous meetings.

2. RECOMMENDATION

THAT the report from the Chief Executive be received.

3. ATTACHMENTS

OTCB Draft Schedule

Issues Report - Status of Item Raised at Previous Meeting

Date	Issue	Assign to	Response
1.	Positioning of new toilets in Tuakau	Service Delivery	<p><u>August</u> Options for siting of new toilets in Tuakau are being prepared and once completed will be distributed to the Board for discussion.</p> <p><u>September</u> Minor repairs to the George Street toilets will be undertaken within the next few months as staff continue to work through appropriate placement of new toilets for Tuakau. There is a study being undertaken on northern Council facilities, which talks to a possible new library and Council office of which new public toilets could be accommodated - the study is not yet complete with any outcome being included in the LTP. The proposed repairs will extend the life of the current toilet facility.</p> <p><u>October</u> Project is in the initial planning phase with a scope of works currently being developed. Time lines are not yet available. The Community Board will be updated with work schedules as they become available.</p>
2.	<p>Tuakau Town Development</p> <p>Can the broken wooden bollards simply be replaced?</p>	Service Delivery	<p><u>August</u> The bollards will be replaced as soon as like replacements can be sourced. The previous supplier has sold the machine to another company in Rotorua.</p> <p><u>September</u> Staff investigation has found that the company in Rotorua no longer manufactures the same type of bollards that presently exist in George St. To date, no alternative supplier has been found to manufacture these bollards to the same specifications. Grant is intending to remove the damaged and incomplete surrounds.</p> <p><u>October</u> What is intention after removal, will these also be replaced?</p> <ul style="list-style-type: none"> • There is no development plans to upgrade the street scape (need to discuss more with Roading re possible upgrade of the street scape – hard surfaces). Existing garden areas will be maintained.

Date	Issue	Assign to	Response
3.	<p>Anzac Day Commitments Should this money be refunded to the Board as the costs are now to be picked up by Council.</p>	Strategy & Support	<p><u>August</u> At the Discretionary & Funding Committee meeting held on 14 August 2017 it was resolved that the Committee will discuss the ANZAC Day funding issue at a councillor workshop. The workshop will also consider criteria. The status quo remains until this matter has been workshopped and a resolution is considered by Council.</p> <p><u>September:</u> It has been decided by Council that any ANZAC commemorations applications will be considered by the Discretionary & Funding Committee starting 2018. Community organisations intending to apply for ANZAC 2018, will need to ensure that applications are made to Council by either of the following dates. Funding Rounds and dates for closing are as follows: Round 4 2017 – Is now open and closes 06 October 2017 (preferred) Round 1 2018 – Opens 06 November 2017 and closes 02 February 2018 All decisions regarding the fund will be considered by Council's Discretionary & Funding Committee the month following the closing date. Council's Community Development Advisor will be co-ordinating the applications.</p> <p>Closed – Application for Funding submitted</p>
4.	<p>BMX Track at the Onewhero Domain Onewhero Domain Board to contact Grant Sirl.</p>	Service Delivery	<p><u>August</u> A site meeting has been undertake with John Mitchell from the Onewhero Reserves Committee group and James Muir who is a local volunteer and has experience in earthworks construction. James is going to provide a concept plan and relevant specifications of the size and layout of a track. A potential location within the Domain has been identified.</p> <p><u>September:</u> Staff are waiting to receive the concept plan from the Onewhero Domain Board. As soon as staff have received the concept plan, confirmation on timelines can be provided to the Board.</p> <p><u>October:</u> Have their been any updated from the Onewhero Domain Board?</p> <ul style="list-style-type: none"> • Not as yet.

Date	Issue	Assign to	Response
5.	The Onewhero Domain Board as requested whether the most cost effective rubbish and recycling service could be provided by Council providing rubbish stickers for the private contractor in the area. (The Domain is a designated camping area).	Service Delivery	<p><u>August</u> Public rubbish bins are provided in reserves to cater for the disposal of non-domestic waste. If campers are creating a rubbish issue, then Council staff are happy to work with the Domain committee on possible solutions.</p> <p>One rubbish bin will be installed within the Reserve in proximity to the playground area for the purpose of disposing of litter generated by regular local park users.</p> <p><u>September</u> Grant will contact John to advise where the single rubbish bin will be installed and associated works including bollard installation, to exclude vehicles access into the playground area.</p> <p><u>October</u> Can the size of the bin be advised please? A Larger bin is required as there are a high number of freedom campers.</p> <ul style="list-style-type: none"> • 1 x 60 litre bin (standard size) bigger bin is an issue for the person who is emptying them. <p>Can you please provide a timeline as to when the bin will be installed?</p> <ul style="list-style-type: none"> • Ordered waiting for delivery, end of October early November.
6.	<p>Update on Street Lighting Maintenance/repair</p> <p>Tuakau street lights – A number of street lights are not working. A list as at the 7 August has been provided to Council.</p>	Service Delivery	<p><u>August</u> There are two separate issues with street lights:</p> <ol style="list-style-type: none"> 1. Lights that are not connected – these are newly installed lights which are waiting for Counties Power to connect. 2. Lights in need of repair – These are lights waiting for Council to repair. <p>Update as of 25 August:</p> <ul style="list-style-type: none"> • There are 17 lights waiting for Counties Power to connect. • The balance of 19 lights that need repair will be completed by 1 September 2017. <p>A list of the lights and which category they are in, is attached.</p>

Date	Issue	Assign to	Response
			<p><u>September</u> Update as of 20 September:</p> <ul style="list-style-type: none"> ▪ There are now a total 12 lights awaiting connection by Counties Power (four of which on Elizabeth Street are programmed for connection by the 29 September, yet to receive connection dates for the remainder) ▪ Total of nine poles/lights have either been repaired or replaced within the current reporting period <p>The 17 lights were connected, however 7 lights have since failed and are programmed to be repaired.</p> <p><u>October</u> – From the list provided in August only 16 Dominion Road and 100 George Street are still not working. Counties Power have made a concerted effort to help increase their level of service in relation to the street light and power supply faults in the Tuakau and Pokeno areas. The Waikato Alliance will investigate each street light fault, those that require Counties Power attention are reported through to CP fault system.</p>
7.	Welcome to Tuakau sign on Council land at corner of George and Liverpool Streets.	Strategy & Support	<p><u>August</u> Council have received the required paperwork from the Taukau Placemaking group. Council's Placemaking Team are now working through the consent process.</p> <p><u>September</u> Good progress is being made to gain permission for the long term use of the land for carpark usage and installation of new signage. The OTCB Deputy Chair has been kept up to date as the project has progressed by Council's Placemaking Team.</p> <p><u>October</u> Staff are awaiting an indication from Counties Power about connecting lighting to the street lighting network. Staff are also seeking final permissions to proceed with the proposal. Staff will updates Community Board with further information when it is available.</p>

Date	Issue	Assign to	Response
8.	Onewhero Tuakau Society of Performing Arts Discretionary Fund Payment	Strategy & Support (Lianne)	<p><u>August</u> Project Accountability is being sought. This will be provided to the Community Board when received.</p> <p><u>September</u> Project Accountability has been received and is included in the October agenda. CLOSED – submitted to October meeting</p>
9.	Tuakau Youth Hunt Accountability Report required.	Strategy & Support (Lianne)	<p><u>August</u> Request made to applicant to complete accountability requirements. Accountability Report will be included in the next agenda.</p> <p><u>September</u> Project Accountability has been received and is included in the October agenda. CLOSED – submitted to October meeting</p>
10.	Request for safety assessment at Harrisville School by WDC road safety person.	Service Delivery	<p><u>August</u> This request has been passed on to Council’s Road Safety Engineer.</p> <p><u>September</u> The Roading Safety Engineer has met with the School Principal and the issue is under investigation. A site inspection (vehicle observations, speed checks and pedestrian counts) is planned for 19/9/2017, followed by a meeting with the school board.</p> <p><u>October</u> Road Safety Engineer has completed investigation and found speed outside the school to be elevated, ad-hoc parking on the road corridor from parents, lack of “visibile presence” of the school to road users. Road Safety Engineer has made a first stage list of improvements to manage speed near the school and bring awareness of school activity to the road user, these include relocation of school zone signage, reduction in curve advisory speed adjacent to school, improved road marking within the “school zone” including red pavement threshold markings at each end. Further investigation of on-site parking is to be considered at another stage as it will require consultation with the school board for on-site parking improvements and education to parents when collecting children.</p>

Date	Issue	Assign to	Response
11. 04/09/17	Slip on State Highway 22. Update required on funding and programme to fix. NZTA funding promised after the meeting. Got the funding but we don't have the match funding/major to fix	Service Delivery – Mike James	<u>September</u> Local share funding for this project is included within next year's LTP. Until funding is approved, this area will be maintained in its current state. CLOSED
12 04/09/17	Onewhero Recycling Collection – It was understood the monthly recycle collection in the rural areas would continue until a collection point in Tuakau (North Waikato Recycle Centre) was available. Understood that the recycling centre is not available and the collection is ceasing. What are the options for the affected people?	Service Delivery	<u>September</u> The decision to close the monthly recycling drop-off point at Onewhero Rugby Club was made because the majority of residents in the Onewhero area now receive a weekly kerbside refuse and recycling collection following consultation that took place earlier this year. For those that are outside the weekly kerbside collection area and within a 20km radius of the Onewhero Rugby Club or Glen Murray Hall, the monthly recycling drop-off days are continuing at Glen Murray Hall on the first Saturday of each month 8.30am-12 noon. The last recycling drop-off day to be held at Onewhero Rugby Club will be on 14 October 2017. <u>October</u> The October collection was missed by the contractor on October 14 th . However this pick up was re-scheduled for October 21 st and this was posted on Council's website and facebook. That was the last collection as per previous communications. There will be no collection in November.
13 11/10/2017	Highway 22 on the north side of the microwave station there is slip on the north side of the road which has dropped significantly ion the last 2 days. Only 1 cone, no signs, very dangerous as the road is so narrow.	Service Delivery	<u>October</u> Service request RDG01157/18 - Temporary Traffic Management to be installed on October 26 th . The underslip repair will be programmed this week with an anticipated date of completion before mid-December.

4. ATTACHMENTS

October 2017	November 2017	December 2017
<ul style="list-style-type: none"> ▪ MEETING <ul style="list-style-type: none"> • LTP Update ▪ WORKSHOPS <ul style="list-style-type: none"> • Place making processes e.g. signs into Tuakau • Criteria for discretionary funding • Speed bylaw submissions • Dog Run area submissions • Waikato public transport 	<ul style="list-style-type: none"> ▪ MEETING <ul style="list-style-type: none"> • LTP update • Multi-use facility: Appoint Shaun Jackson as CB member on steering group. • Skate Park update: Shaun Jackson ▪ WORKSHOPS 	<ul style="list-style-type: none"> ▪ MEETING <ul style="list-style-type: none"> • LTP Update ▪ WORKSHOPS
January 2018	February 2018	March 2018
<ul style="list-style-type: none"> ▪ MEETING <ul style="list-style-type: none"> • LTP Update ▪ WORKSHOPS 	<ul style="list-style-type: none"> ▪ MEETING <ul style="list-style-type: none"> • LTP Update ▪ WORKSHOPS 	<ul style="list-style-type: none"> ▪ MEETING <ul style="list-style-type: none"> • LTP Update ▪ WORKSHOPS

April 2018	May 2018	June 2018
<ul style="list-style-type: none"> ▪ MEETING <ul style="list-style-type: none"> • LTP Update ▪ WORKSHOPS 	<ul style="list-style-type: none"> ▪ MEETING <ul style="list-style-type: none"> • LTP Update ▪ WORKSHOPS 	<ul style="list-style-type: none"> ▪ MEETING <ul style="list-style-type: none"> • LTP Update ▪ WORKSHOPS
July 2018	August 2018	September 2018
<ul style="list-style-type: none"> ▪ MEETING <ul style="list-style-type: none"> • LTP Update ▪ WORKSHOPS 	<ul style="list-style-type: none"> ▪ MEETING <ul style="list-style-type: none"> • LTP Update ▪ WORKSHOPS 	<ul style="list-style-type: none"> ▪ MEETING <ul style="list-style-type: none"> • LTP Update ▪ WORKSHOPS
October 2018	November 2018	December 2018
<ul style="list-style-type: none"> ▪ MEETING <ul style="list-style-type: none"> • LTP Update ▪ WORKSHOPS 		

Open Meeting

To	Community Boards and Community Committees
From	Gavin Ion Chief Executive
Date	27 October, 2017
Prepared by	Teresa Hancock Communications Advisor
Chief Executive Approved	Y
Report Title	Wastewater Overflow CIP Education Programme update

I. EXECUTIVE SUMMARY

A workshop with Community Board/Committee “champions” was held on 11 October 2017 at Waikato District Council. The workshop discussed the roll out of the Wastewater Overflow CIP Education Programme to the rest of the district.

This report updates each of the Council’s Community Boards and Community Committees with what has been happening in the public education programme and what the next steps are.

At the workshop there was representation from the Onewhero-Tuakau Community Board, Te Kauwhata Community Committee, Huntly Community Board, Taupiri Community Board and the Ngaruawahia Community Board along with Councillors Main and Thomson.

Council staff hope that these champions can now be the point of contact between Council and each of the communities regarding wastewater education.

Speaking at the workshop, Councillor Thomson indicated that the wastewater education programme is one of the biggest ways Council and the community can work together to reduce the number of overflows across the district.

She highlighted that 81% of overflows are caused by blockages – people putting stuff down the loo and kitchen sink that just shouldn’t be there.

The solution is simple - education. Changing behaviour, especially when it comes to people’s toilet behaviour, won’t be easy but preventing what is put down the loo other than the ‘3 Ps’ (pee, poo and paper) will go a long way to reducing the overflows that do happen. The remaining overflows are caused by the network which is being improved under the Continuous Improvement Programme (CIP).

Under the CIP, the wastewater education programme has a budget of \$100,000 per year. This will be spent on collateral (posters, stickers, fridge magnets – the list is endless), education in schools, advertising and some additional staffing to manage these activities.

The campaign is currently active in Raglan and a roll out to the rest of the district will start early 2018. Buy-in from each of the Community Boards and Community Committees is important to ensure the success of the programme.

Those who attended the workshop were happy to have the same ‘look and feel’ as what is being used in Raglan. Examples such as posters and cistern stickers are attached to this report.

The next steps for Community Boards and Committees include completing the “collateral wish list” which is also attached. This will identify what material each board and committee want for their community, for example posters, banners, fliers, or stickers. Help is also needed to identify where material should go i.e. public toilets, plumbing businesses, real estate agents, cafes etc (and how many).

Update on Raglan campaign

Cr Thomson and the Raglan Community Board held a stall over the Labour weekend and shared the wastewater education messaging with visitors and locals.

A “residents pack” will be distributed to all Raglan residents before Christmas which will include a ‘3 P’s’ and a ‘Think at the Sink’ flier, a ‘Think at the Sink’ fridge magnet and a ‘3 P’s’ toilet sticker. A letter will also be included that explains the campaign messaging and the importance of everyone getting on board. If successful, this will be rolled out to the other townships next year, as budget allows.

Posters and poster holders, fliers and brochures will be distributed to public toilets, businesses and accommodation providers before the end of summer.

2. RECOMMENDATION

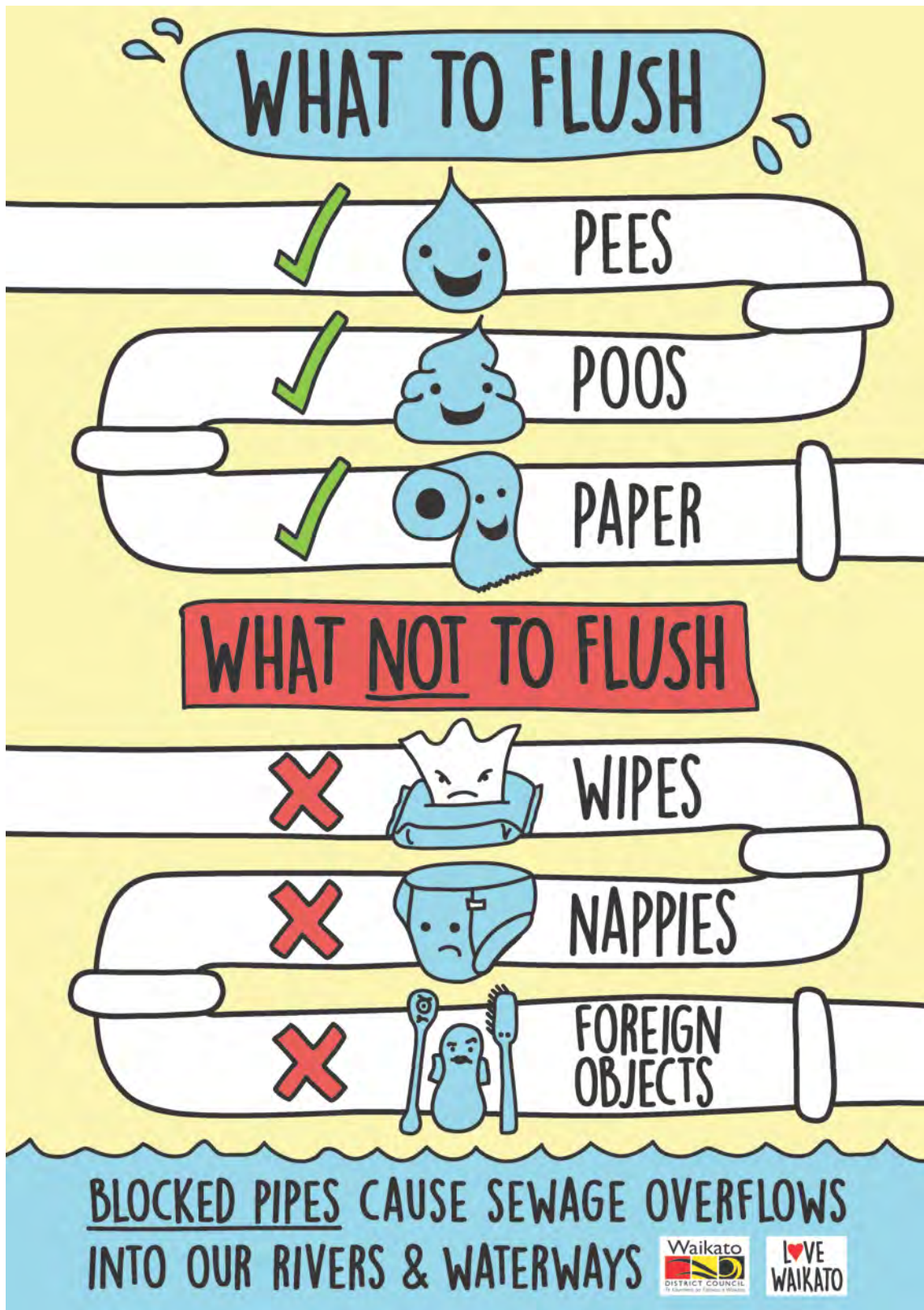
THAT the report on the wastewater education programme be received and the collateral ‘wish list’ be completed by each Community Board and Community Committee and returned to Teresa Hancock in the WDC Communications Team.

3. ATTACHMENTS

- A Examples of collateral
- B Collateral wish list

Examples of collateral

3 P's poster



Think at the Sink poster



3 P's cistern sticker



Ponder on the porcelain and think at the sink

You don't need to engage your brain much to go to the toilet or do the washing up.

But Waikato District Council is asking its residents and ratepayers to do exactly that as it embarks on a public education programme all about wastewater.

Wastewater is the water that is disposed of into sewer pipes from homes and business. It comes from toilets, sinks, showers, washing machines and industrial activities.

Council is currently running its Wastewater Overflow Continual Improvement Programme which is an extensive package of work that involves a series of projects that will improve its wastewater infrastructure.

One of the more surprising statistics that the community may not be aware of is that a staggering 80% of wastewater



Wipes and nappies that are flushed down the toilet contribute towards many blockages in wastewater pipes.

overflows in the Waikato district from 2014 to 2016 were caused by blockages.

There are two main causes of these blockages:

- Foreign objects such as wipes, clothing, sanitary pads and nappies being flushed down toilets.
- And grease, oil and food scraps being poured down the kitchen sink.

Sewer pipes are generally only 15-20cm in diameter and clearly not designed to carry objects like wipes, nappies and sanitary pads.

If cooking oil or grease from cooking meat is poured down the sink, it solidifies as it cools into a disgusting mass of congealed fat, (sometimes referred to as fatbergs).

As this is happening, foreign

objects like wipes get stuck on to the lumps of fat and that causes the lumps of fats to grow, eventually blocking a pipe and causing a spillage of raw sewage on to land or into our waterways.

While Council staff are busy improving the state of our wastewater pipes, the community can play its part in reducing the number of sewage spillages.

And it really is quite simple. Only flush the three P's down the loo – pees, paper (of the toilet variety) and poo.

Dispose of things like wipes, nappies and sanitary pads in the rubbish bin.

And we should also pull the plug on pouring oil, cooking fats or food scraps down the kitchen sink.

You can soak up leftover oil with paper towels or let grease from cooking meat solidify in a container and put them in the bin.

Basically the message in the kitchen is – don't forget you oughta, pour nothing but water down the drain.

Sewage spillages damage our precious environment. They also cost everyone money.

If Council's operational goals of improving our wastewater network can be combined with the community's efforts in the bathrooms and kitchens of their own homes, it's a win-win for the people of Waikato district and the environment that we live in and hold so dear.

WHAT TO FLUSH

- ✓ PEES
- ✓ POOS
- ✓ PAPER

WHAT NOT TO FLUSH

- ✗ WIPES
- ✗ NAPPIES
- ✗ FOREIGN OBJECTS

BLOCKED PIPES CAUSE SEWAGE OVERFLOWS INTO OUR RIVERS & WATERWAYS

Waikato DISTRICT COUNCIL | LOVE WAIKATO

Collateral wish list to be completed and returned:

Collateral	Number required	Available now
A4 What to Flush/What not to Flush poster		Yes
A3 What to Flush/What not to Flush poster		Yes
DLE What to Flush/What Not to Flush		Yes
A4 Think at the Sink poster		
A3 Think at the Sink poster		
A3 poster holder		
A4 poster holder		
DLE Think at the Sink		
What to Flush cistern sticker		
What to Flush/What not to Flush pull up banner		I available
Think at the Sink fridge magnet		
Email signature		
Brochure		
Letterhead		
Anything else?		

Please list events in your area over summer you'd like to have a presence at: