

Agenda for a meeting of the Discretionary & Funding Committee to be held in the Council Chambers, District Office, 15 Galileo Street, Ngaruawahia on **THURSDAY, 18 MARCH 2021** commencing at **9.30am**.

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

- 1. APOLOGIES AND LEAVE OF ABSENCE**
- 2. CONFIRMATION OF STATUS OF AGENDA**
- 3. DISCLOSURES OF INTEREST**
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7.9	Waikato District Council – Ngaruawahia ANZAC Day Civic Service	217

GJ Ion  
**CHIEF EXECUTIVE**

## TERMS OF REFERENCE AND DELEGATION

<b>Reports to:</b>	The Council
<b>Chairperson:</b>	Cr Shelley Lynch
<b>Membership:</b>	Deputy Chairperson: Cr Rob McGuire Cr Stephanie Henderson Cr Lisa Thomson Cr Chris Woolerton
<b>Meeting frequency:</b>	As required
<b>Quorum:</b>	A majority of members (including vacancies)

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### Purpose

1. To consider applications of funding for the Discretionary Grants Fund, and recommendations for funding applications for the Heritage Assistance Fund and Conservation Fund in accordance with Council policy and strategy.

### Terms of Reference:

1. To determine funding applications for the Discretionary Grants Fund in accordance with the Discretionary Grants Policy and Guidelines, in a fair and just manner.
2. To determine recommendations for funding applications for the Heritage Assistance Fund and Conservation Fund in accordance with Council policy.
3. To monitor and review the work of the Creative Communities Scheme Assessment Committee on a regular basis.
4. To prioritise allocation of funding for community activities in accordance with Council policy and strategy.

### The Committee is delegated the following powers to act:

- Approval of funding applications for the Events Fund and Rural Ward Fund within the funds allocated by the Council on an annual basis (other than those applications to be determined by the relevant community board or community committee).
- Approval of funding applications for any other community-based funding as delegated to the committee by the Council.

### Explanatory Note

- The committee may make recommendations to the Council or any other Council committee in relation to decisions that fall outside its terms of reference or delegations.

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### **Open Meeting**

<b>To</b>	Discretionary & Funding Committee
<b>From</b>	Gavin Ion Chief Executive
<b>Date</b>	9 March 2021
<b>Prepared by</b>	Lynette Wainwright Committee Secretary
<b>Chief Executive Approved</b>	Y
<b>Reference #</b>	GOV1301
<b>Report Title</b>	Confirmation of Minutes

### **1. EXECUTIVE SUMMARY**

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To confirm the minutes of the Discretionary & Funding Committee meeting held on Thursday, 19 November 2020.

### **2. RECOMMENDATION**

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**THAT** the minutes of the meeting of the Discretionary & Funding Committee held on Thursday, 19 November 2020 be confirmed as a true and correct record of that meeting.

### **3. ATTACHMENTS**

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D&F Minutes – 19 November 2020

**MINUTES** of a meeting of the Discretionary & Funding Committee held in the Committee Rooms 1 & 2, District Office, 15 Galileo Street, Ngaruawahia on **THURSDAY, 19 NOVEMBER 2020** commencing at **9.31am.**

**Present:**

Cr SD Lynch (Chairperson)  
Cr RC McGuire  
Cr SL Henderson  
Cr LR Thomson

**Attending:**

Ms GJ Beveland (Let's Get Huntly Moving)  
Ms L Dunmall (Ngaruawahia Volunteer Fire Brigade)  
Mr K Lapwood (Ngaruawahia Volunteer Fire Brigade)  
Mr D Johnstone (Pukemokemoke Bush Trust)  
Mr G Booth (Puketaha School)  
Mrs A Nasilasila (Waitetuna School)

Mr N Johnston (Funding and Partnership Manager)  
Mrs L van den Bemd (Community Development Adviser)  
Ms G Brady (Democracy Advisor)  
Ms H Whitman-Bell (Democracy Support Officer)

**APOLOGIES AND LEAVE OF ABSENCE**

**Resolved: (Crs Lynch/Thomson)**

**THAT an apology be received from His Worship the Mayor and Cr Woolerton.**

**CARRIED**

**D&F2011/01**

**CONFIRMATION OF STATUS OF AGENDA ITEMS**

**Resolved: (Crs Lynch/Thomson)**

**THAT the agenda for a meeting of the Discretionary & Funding Committee held on Thursday, 19 November 2020 be confirmed and all items therein be considered in open meeting;**

**AND THAT all reports be received.**

**CARRIED**

**D&F2011/02**

**DISCLOSURES OF INTEREST**

There were no disclosures of interest.

**CONFIRMATION OF MINUTES**

**Resolved: (Crs Lynch/McGuire)**

**THAT the minutes of a meeting of the Discretionary & Funding Committee held on Thursday, 26 August 2020 be confirmed as a true and correct record of that meeting.**

**CARRIED**

**D&F2011/03**

**REPORTS**

Summary of Movements in Discretionary Funds to 31 October 2020  
Agenda Item 5.1

The report was received [D&F2011/02 refers]. No discussion was held.

Summary of Current Grant Requests as at 31 October 2020  
Agenda Item 5.2

The report was received [D&F2011/02 refers]. No discussion was held.

## **APPLICATIONS FOR FUNDING:**

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

- Let's Get Together Huntly - Huntly 2021 Inaugural Classic Car Show.

Ms Beverland summarised the application. An estimate of 100 cars were expected for the event. The applicant confirmed that alternative funding and options had been considered should this application be unsuccessful.

- Ngaruawahia Volunteer Fire Brigade – Certification for Personal Watercraft Training.

Mr Lapwood and Mr Dunmall summarised the application. Kawazaki had donated a jetski to Ngaruawahia Volunteer Fire Brigade following a near drowning rescue at Ngaruawahia bridge in 2017. A thorough health and safety plan, including an operating instructions plan, had been developed in line with maritime rescue regulations. Funding was sought for water rescue training, PPE and a safety kit.

- Pukemokemoke Bush Trust - Extending the existing car park boundary.

Mr Hansen summarised the application. A map of the proposed car park expansion was provided. The current capacity of the car park was twenty vehicles. Congestion was an issue due to the popularity of the site. An educational plan had been developed, which would enable increased traffic from schools. The additional land required for the extension had been donated to the organisation. Funding was sought for the development and expansion of the car park.

- Puketaha School - Cricket batting area upgrade.

Mr Booth summarised the application. Funding from Lion Foundation and WEL Networks Trust had been successfully awarded. 10% of the school's students currently played cricket several times per week. The facility would increase participation and would be multi-purpose for soft ball and other sporting activities. Strong support existed from the school's PTA and local community.

- Waitetuna School – Purchase new set of rugby goal posts.

Ms Nasilasila, Principal of Waitetuna School, summarised the application. The school was the centre of the community. No community hall existed in Waitetuna and the community currently need to travel to access sport facilities. The new goal posts would support the community and school's access to sporting grounds. Several quotes had been sought before submitting the proposal. The purpose of the 3m extension was to facilitate the height requirements of the older students.

The meeting adjourned at 10.13am and resumed at 10.28am.

**APPLICATIONS FOR FUNDING****Let's Get Together Huntly - Huntly 2021 Inaugural Classic Car Show**  
Agenda Item 6.1

The report was received [D&F2011/02 refers].

**Resolved: (Crs McGuire/Thomson)**

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

**AND THAT an allocation of \$2562.23 is made to Let's Get Together Huntly towards the cost of the Huntly 2021 Inaugural Classic Car Show.**

**CARRIED**

**D&F2011/04**

**Ngaruawahia Volunteer Fire Brigade – Certification for Personal Watercraft Training**  
Agenda Item 6.2

The report was received [D&F2011/02 refers] and discussion was held.

- The Funding and Partnership Manager offered to direct the applicant to further funding options as a means of supporting the project.
- It was suggested that the applicant consider funding requirements for the replacement of the current jetski in the future.

**Resolved: (Crs Lynch/McGuire)**

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

**AND THAT the Discretionary & Funding Committee notifies the Council that 100% of the application funding requested is made to the Ngaruawahia Volunteer Fire Brigade towards the cost of Certification Training for Personal Water Craft Training (Jet Skis) enabling Swift Water Rescue (six people), plus multiple clothing and Water Safety Kits;**

**AND FURTHER THAT an allocation of \$9251.80 is made to the Ngaruawahia Volunteer Fire Brigade towards the cost of Certification Training for Personal Water Craft Training (Jet Skis) enabling Swift Water Rescue (six people), plus multiple clothing and Water Safety Kits.**

**CARRIED**

**D&F2011/05**



Pukemokemoke Bush Trust - Extending the existing car park boundary  
Agenda Item 6.3

The report was received [D&F2011/02 refers].

**Resolved: (Crs McGuire/Thomson)**

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

**AND THAT an allocation of \$7187.00 is made to the Pukemokemoke Bush Trust towards the cost of extending the existing car park boundary.**

**CARRIED**

**D&F2011/06**

Puketaha School - Cricket batting area upgrade  
Agenda Item 6.4

The report was received [D&F2011/02 refers].

**Resolved: (Crs Henderson/Thomson)**

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

**AND THAT an allocation of \$5250.00 is made to the Puketaha School towards the cost of a cricket batting area upgrade, that includes new nets and artificial turf.**

**CARRIED**

**D&F2011/07**

Waitetuna School – Purchase new set of rugby goal posts  
Agenda Item 6.5

The report was received [D&F2011/02 refers].

**Resolved: (Crs Lynch/Thomson)**

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

**AND THAT an allocation of \$4074.35 is made to the Waitetuna School towards the cost of purchasing a new set of rugby goal posts.**

**CARRIED**

**D&F2011/08**

There being no further business the meeting was declared closed at 10.50am.

Minutes approved and confirmed this                      day of                      2020.

SD Lynch  
**CHAIRPERSON**

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### **Open Meeting**

<b>To</b>	Discretionary & Funding Committee
<b>From</b>	Alison Diaz Chief Financial Officer
<b>Date</b>	03 March 2021
<b>Prepared by</b>	Julie Kelly Support Accountant
<b>Chief Executive Approved</b>	Y
<b>Reference #</b>	GOV1318
<b>Report Title</b>	Summary of Movements in Discretionary Funds to 03 March 2021

### **1. EXECUTIVE SUMMARY**

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To present to the Discretionary & Funding Committee a summarised report giving balances of all discretionary funds including commitments as at 03 March 2021.

### **2. RECOMMENDATION**

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**THAT the report from the Chief Financial Officer be received.**

### **3. ATTACHMENTS**

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- A Summary of Movements in Discretionary Funds to 03 March 2021
- B Rural Ward Discretionary Fund 2020/21
- C Events Management Fund Discretionary Fund Report

Summary of Movements in Discretionary Funds  
As of 03 March 2021

	Event Funding Code	Carry Forward 2019/20	Annual Plan Budget 2020/21	Plus Income / Grants 2020/21	Less Expenditure 2020/21	Net Funding Remaining 2020/21	Less Commitments 2020/21	Funding Remaining after Commitments
Huntly	GL 1.204.1704	41,384.00	24,026.00	-	19,410.61	45,999.39	18,531.91	27,467.48
Meremere	GL 1.209.1704	15,247.00	1,550.00	-	2,050.00	14,747.00	1,574.31	13,172.69
Ngaruawahia	GL 1.205.1704	63,721.00	20,999.00	-	1,000.00	83,720.00	49,451.51	34,268.49
Onewhero Tuakau	GL 1.215.1704	65,296.00	28,878.00	285.13	30,418.28	64,040.85	30,729.97	33,310.88
Raglan	GL 1.206.1704	8,002.00	14,271.00	-	4,165.00	18,108.00	3,000.00	15,108.00
Tamahere Community Committee	PR 2GD-25600-E-0-1700-0000	7,411.00	4,000.00	-	-	11,411.00	-	11,411.00
Taupiri	GL 1.208.1704	4,740.00	1,624.00	-	693.00	5,671.00	79.09	5,591.91
Te Kauwhata	GL 1.207.1704	42,189.00	4,198.00	-	11,255.45	35,131.55	29,207.57	5,923.98
Heritage Project Fund	PR 5CG5-7000-E0-1700-0000	119,037.00	40,000.00	-	-	159,037.00	4,999.00	154,038.00
Conservation Fund Grant	GL 1-525-1410	117,225.00	33,711.00	-	32,106.22	118,829.78	24,640.15	94,189.63
Heritage Assistance Fund	PR 5CG5-6000-E0-1700-0000	98,525.00	20,051.00	-	36,652.18	81,923.82	-	81,923.82
Events Management	PR 5CG-51000-E-0-1700-0000	18,551.00	38,286.00	-	14,784.00	42,053.00	2,562.23	39,490.77
Rural Ward	GL 1.202.1704	21,320.00	30,963.00	3,271.40	21,370.25	34,184.15	22,693.67	11,490.48
Mayoral Fund	GL 1-202-1705	1,916.00	8,000.00	-	4,136.96	5,779.04	-	5,779.04
Community Administration Funding	GL 1-210-1689	34,152.00	10,000.00	-	-	44,152.00	7,319.48	36,832.52
<b>Totals</b>		<b>658,716.00</b>	<b>280,557.00</b>	<b>3,556.53</b>	<b>178,041.95</b>	<b>764,787.58</b>	<b>194,788.89</b>	<b>569,998.69</b>

<b>RURAL WARD DISCRETIONARY FUND 2020/21 (July 2020 - June 2021)</b>	
<b>As at Date:</b>	<b>03-Mar-2021</b>

		<b>GL</b>	
			<b>1,202,170.4</b>
<b>2020/21 Annual Plan</b>			30,963.00
<b>Carry forward from 2019/20</b>			21,320.00
<b>Total Funding</b>			<b>52,283.00</b>
<b>Income</b>			
31-Jul-20	The Hukanui Golf Club - CTR 4428 - Part Grant refund INV-0530		3,271.40
<b>Total Income</b>			<b>3,271.40</b>
<b>Expenditure</b>			
31-Aug-20	Waikare Golf Club - Refurbishment of Clubhouse Furniture	D&F2003/06	4,434.75
10-Sep-20	Te Akau Waingaro Community Complex - upgrade and extension of the storage shed	D&F2008/07	7,000.00
09-Dec-20	Waitetuna School - purchase of new set of rugby goal posts	D&F2011/08	4,685.50
15-Jan-21	Puketaha School - funding assistance to replace cricket practice nets	D&F2011/07	5,250.00
<b>Total Expenditure</b>			<b>21,370.25</b>
<b>Net Funding Remaining (Excluding commitments)</b>			<b>34,184.15</b>
<b>Commitments</b>			
28-Nov-17	Pokeno Community Committee - annual servicing fee for the AED machine	D&F1711/17	595.00
01-Mar-20	Number 8 Network Group – Home Range Rural Newspaper	D&F2003/06	4,785.87
26-Aug-20	Number 8 Network Group – Cost of one-on-one website training	D&F2008/06	874.00
19-Nov-20	An amount of \$9251.80 is committed to the Ngaruawahia Volunteer Fire Brigade towards the cost of Certification Training for Personal Water Craft Training	D&F2011/05	9,251.80
19-Nov-20	An amount of \$7187.00 is committed to the Pukemokemoke Bush Trust towards the cost of extending the existing car park boundary	D&F2011/06	7,187.00
<b>Total Commitments</b>			<b>22,693.67</b>
<b>Net Funding Remaining (Including commitments)</b>			<b>11,490.48</b>

<b>EVENTS MANAGEMENT FUND DISCRETIONARY FUND REPORT (July 2020 - June 2021)</b>
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<b>As at Date: 03-Mar-2021</b>
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	<b>PR</b>	<b>5CG51000</b>
<b>2020/2021 Annual Plan</b>		38,286.00
<b>Carry forward from 2019/2020</b>		18,551.00
<b>Total Funding</b>		<u><u>56,837.00</u></u>
<b>Income</b>		
<b>Total Income</b>		<u>-</u>
<b>Expenditure</b>		
31-Aug-20 Dynamo Cycling & Sports Club Inc. – 2020 Road Cycling Event	D&F 2008/04	6,000.00
31-Aug-20 Te Kauwhata A&P Association for the 2020 A&P Annual Event	D&F2008/05	8,784.00
<b>Total Expenditure</b>		<u><u>14,784.00</u></u>
<b>Net Funding Remaining (Excluding commitments)</b>		<u><u>42,053.00</u></u>
<b>Commitments</b>		
19-Nov-20 An amount of \$2562.23 is committed to Let's Get Together Huntly towards the cost of the Huntly 2021 Inaugural Classic Car Show	D&F2011/04	2,562.23
<b>Total Commitments</b>		<u><u>2,562.23</u></u>
<b>Net Funding Remaining (Including commitments)</b>		<u><u>39,490.77</u></u>

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**Open Meeting**

<b>To</b>	Discretionary & Funding Committee
<b>From</b>	Alison Diaz Chief Financial Officer
<b>Date</b>	03 March 2021
<b>Prepared by</b>	Julie Kelly Support Accountant
<b>Chief Executive Approved</b>	Y
<b>Reference/Doc Set #</b>	GOV1318
<b>Report Title</b>	Summary of Current Grant Requests as at 03 March 2021

## **1. EXECUTIVE SUMMARY**

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To present to the Discretionary & Funding Committee a Summary of Current Grant Requests as at 03 March 2021.

## **2. RECOMMENDATION**

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**THAT the report from the Chief Financial Officer be received.**

## **3. ATTACHMENTS**

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Summary of Current Grant Requests as at 03 March 2021 as at 03 March 2021 Funding Round 3 March 2021

**Summary of Current Grant Requests**  
**Funding Round 3 March 2021**  
**Discretionary & Funding Committee**

**Events Fund**

Net funding remaining after commitments as of 3 March 2021

**39,490.77**

**Projects Requested**

The project is noted to cost \$2879.40. The Taupiri Community Board is seeking funding of \$2879.40 towards the cost of Anzac Day Service 2021.

2,879.40 2,879.40

The project is noted to cost \$3,396.00. The Huntly Returned Services Association Incorporated is seeking funding of \$3,396.00 towards the cost of ANZAC Day Service 2021.

3,396.00 3,396.00

The project is noted to cost \$3,800.00. The Onewhero Tuakau Community Board is seeking funding of \$3,800.00 towards the cost of ANZAC Day Service 2020.

3,800.00 3,800.00

The project is noted to cost \$3,592.50. The Ngaruawahia RSA and Memorial Club is seeking funding of \$3,592.50 towards the total cost of the ANZAC Day Service.

3,592.50 3,592.50

The project is noted to cost \$29,405.68. Raglan Community Arts Council is seeking funding of \$4,486.00 towards the cost of Raglan Arts Weekend 2021.

4,486.00 29,405.68

The project is noted to cost \$2,610.00. The Raglan Returned and Services Association Incorporated is seeking funding of \$2,610.00 towards the total cost of ANZAC Day Parade and Civil Ceremony Service 2021.

2,610.00 2,610.00

The Te Kauwhata Community Events Incorporated is seeking a grant towards the costs of ANZAC Day Service 2021 of \$840.00 to cover the cost of refreshments and the two wreaths.

840.00 840.00

The project is noted to cost \$5,653.00. The Waikato District Council is seeking funding of \$5,653.00 towards the total cost of the ANZAC Day Civic Service 2021, and the Cenotaph wreaths.

5,653.00 5,653.00

**27,256.90 52,176.58**

**Rural Ward Fund**

Net funding remaining after commitments as of 3 March 2021

**11,490.48**

**Projects Requested**

The project is noted to cost \$4,570.56. the Bush Tramway Club Incorporated is seeking funding of \$4,570.56 towards the cost of replacing the smokebox of a 1903 vintage Heisler steam locomotive.

4,570.56 4,570.56

The project is noted to cost \$9,328.00. Art-in-Nature Arboretum Trust is seeking funding of \$9,328.00 towards the cost of the Seeds of Renewal 30th Anniversary of Rehabilitation (quarry restoration project).

9,328.00 9,328.00

**13,898.56 13,898.56**

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



### **Open Meeting**

<b>To</b>	Discretionary & Funding Committee
<b>From</b>	Clive Morgan General Manager Community Growth
<b>Date</b>	2 March 2021
<b>Prepared by</b>	Lianne van den Bemd Community Development Advisor
<b>Chief Executive Approved</b>	Y
<b>Reference #</b>	GOV0514 / 3009688
<b>Report Title</b>	Maramarua Rugby Football Club Incorporated Society - Recarpet interior and repaint clubroom's exterior

## **1. EXECUTIVE SUMMARY**

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The purpose of this report is to present an application for funding from Maramarua Rugby Football Club Incorporated Society, who are seeking funds toward costs of recarpeting the interior and repainting the clubroom's exterior.

## **2. RECOMMENDATION**

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

**AND THAT** an allocation of \$..... is made to the **Maramarua Rugby Football Club Incorporated Society** toward costs of recarpeting the interior and repainting the clubroom's exterior;

**OR**

**AND THAT** the request from the **Maramarua Rugby Football Club Incorporated Society** toward costs of recarpeting interior and repainting the clubroom's exterior is declined / deferred until ..... for the following reasons:

## **3. BACKGROUND**

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Maramarua Rugby Football Club Incorporated Society is an organisation that essentially takes care of the maintenance and upkeep of the Maramarua Rugby Football Club, the building and grounds. The Society is looking to recarpet the interior and repaint the clubroom's exterior.

The club is the hub of the community that draws members of all ages from across the district and it is important to protect this asset.

Volunteers from the club will remove the old carpet, prepare and sand the interior floor. They will also prepare the exterior surface of the building for the painter.

#### **4. OPTIONS CONSIDERED**

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- 4.1 That the application is approved and an allocation of partial or full funding as requested be made.
- 4.2 That the application is declined.
- 4.3 That the application is deferred.

#### **5. FINANCIAL**

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Funding is available to allocate for the year.

The project is noted to cost \$3,233.39. The Maramarua Rugby Football Club Incorporated Society is seeking funding of \$3,233.39 toward the cost of recarpeting the interior and repainting the clubroom's exterior.

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

#### **6. POLICY**

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

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

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

#### **7. ATTACHMENT**

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Maramarua Rugby Football Club Incorporated Society - Recarpet interior and repaint clubroom's exterior.

## DISCRETIONARY FUNDING APPLICATION FORM

### Important notes for applicant:

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

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

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

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

1. Discretionary and Funding Committee

Project Fund (Rural Ward Areas)

Event Fund

OR

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

Raglan

Taupiri

Onewhero-Tuakau

Ngaruawahia

Huntly

Te Kauwhata

Meremere

### Section I – Your details

#### 1. Name of your organisation and contact person

Maramarua Rugby Football Club Incorporated

Karyn Adams

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

We are a rugby club situated in Maramarua. Our club is the hub of the community drawing members of all ages and from all over the district. The Club has been established now for a long time.

3. **Phone number/s**

Club Treasurer Karyn Adams 0272329669

4. **Email / Address**

karynadams2@gmail.com

5. **If you are a Registered Charity** (we require your registration number & confirmation that your organization registration is current)**Section 2 – Your event / project**1. **What is your event / project, including date and location?** *(please describe in full the project details)*

The project is to recarpet and repaint the exterior of our Clubrooms. It is important to protect our asset so it is there for many years to come and is available for all to make use of.

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

Club volunteers will remove the old carpet & prep/sand the floors and prepare the outside of the building ready to paint

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

Our Clubrooms are used by many in the community. It is important that we look after them so they are appealing and up to standard for many years to come.

Are you GST registered? No  Yes  GST Number

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

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

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

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

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

Please complete all of the following sections	GST Inclusive Costs (use this column if you are NOT GST registered)	GST Exclusive Costs (use this column if you are GST registered)
What is the <b>total</b> cost of your project/event	\$	\$ 3,233.39
Existing funds available for the project. Include any projected income i.e. ticket sales, merchandise etc.		
<b>Total A</b>	\$	\$ 3,233.39

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

Project Breakdown (itemised costs of funding being sought)	GST Inclusive Costs (use this column if you are NOT GST registered)	GST Exclusive Costs (use this column if you are GST registered)
Carpet & Laying	\$	\$ 1,800.00
Paint	\$	\$ 433.39
Painter	\$	\$ 1,000.00
	\$	\$
	\$	\$
	\$	\$
<b>Total Funds being sought from WDC</b>	<b>Total B</b>	\$ 3,233.39

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

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

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

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

Club members volunteer time.  
Guthrie Bowron Pukekohe have been kind enough to offer us the paint at a contractors rate being a not for profit organisation.

**Section 4 – Community wellbeing and outcomes**

**1. Which community wellbeing will your project contribute to?**

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

Social  Economic  Cultural  Environmental

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

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

Accessible  Safe  Sustainable  Healthy  Vibrant

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

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

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

**2. Please confirm that a ‘Funding Project Accountability’ form has been completed and returned to Waikato District Council for the funds listed above.**

**NOTE: This will be checked and confirmed by council staff.**

I confirm that an accountability statement has been completed and returned for previous funding received.

Name: Karyn Adams Date: 5/2/2021

N/A

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

Name: Karyn Adams Date: 5/2/2021

Position in organisation (tick which applies) Chairman  Secretary  Treasurer

Signature:  Date: 5/2/2021

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

# ADAMS PARSONS

149 Caie Road, Mangatawhiri 2471

**Email:** kiwiadamguy@gmail.com

**Phone:** 021 531721

**DATE: 8th February 2021**

---

Quote to prep and paint the outside of the Maramarua Rugby Clubrooms  
and Changing Sheds - 2222 State Highway 2, Maramarua

Paint to be supplied by the Club \$ 1,000.00

Price to include, brushes, rollers etc

---

**TOTAL**

**\$1,000.00**



# QUOTE

Maramarua Rugby Club

**Date** 5 Feb 2021  
**Quote Number** QU-0189  
**Reference** Club rooms upgrade  
**GST Number** 101-463-605

Flooring HQ Limited  
 PO Box 820  
 Pukekohe 2340  
 NEW ZEALAND  
 027 238 0403

Description	Quantity	Unit Price	Amount NZD
Supply and install Jacobsens Medituft Solution Dyed Carpet to Lounge areas	1.00	1,800.00	1,800.00
		Subtotal	1,800.00
		TOTAL GST 15%	270.00
		<b>TOTAL NZD</b>	<b>2,070.00</b>



GB Pukekohe

Phone Number: 09-2384879



## QUOTE



## Customer Details:-

Name: MARAMARUA RUGBY CLUB

Phone: 09 2370021

Quote Date: 5/02/21

Quote No. : 2000007

Valid To: 07/03/21

Operator: 10

Code	Description	Qty	Price	Disc \$	Extn
276008	TIMBACRYL 10L	4	124.60		498.40
FH	PRICE BASED ON A WHITE BASE COLOUR				
FH	X1 = \$124.60 each				

Total (incl GST of \$ 65.01 ) 498.40

**Note:**

Quote is Valid for 30 Days from date of issue.

Payment terms and conditions apply

Stock subject to availability

Account No for internet banking: 06-0401-0200804-00

All promotional specials are only valid for the promotion period and any offers made by Guthrie Bowron will be valid until the last day of the promotion

**SIGN UP TO THE GB INSPIRED CLUB**

Joining our Inspired club gives you access to exclusive offers and discounts all year round.  
It is free to join - ask instore for details

**Thanks for Supporting Local!**



## Incorporated Society Extract

**MARAMARUA RUGBY FOOTBALL CLUB INCORPORATED**  
**NZBN: 9429042763512**

**Incorporation Number:** 213913  
**Status:** Registered  
**Date of Incorporation:** 06-Aug-1951

### Registered Office Address

2222 State Highway 2, Rd 1, Pokeno, 2473, New Zealand

**MARAMARUA RUGBY CLUB****Profit and Loss**

For the year ended 30 September 2020



<b>Account</b>	<b>2020</b>	<b>2019</b>
<b>Trading Income</b>		
Bar & Kitchen	17,688.89	28,938.08
Donations	1,123.89	3,000.00
Fundraising	956.52	695.65
Gym Membership	1,796.78	1,178.26
Hall Hire	217.39	0.00
Sponsorship	20,706.94	7,608.69
Supporters Gear	487.40	565.22
<b>Total Trading Income</b>	<b>42,977.81</b>	<b>41,985.90</b>
<b>Cost of Sales</b>		
Purchases - Bar & Kitchen	16,986.39	20,625.49
<b>Total Cost of Sales</b>	<b>16,986.39</b>	<b>20,625.49</b>
<b>Gross Profit</b>	<b>25,991.42</b>	<b>21,360.41</b>
<b>Other Income</b>		
Interest Income	66.72	21.80
Donation from Junior Club - Share of Insurance	0.00	2,825.00
Grant Funds	3,555.00	0.00
Sport Waikato Grant	1,000.00	0.00
<b>Total Other Income</b>	<b>4,621.72</b>	<b>2,846.80</b>
<b>Operating Expenses</b>		
Advertising	0.00	250.28
Apparel	10,520.00	6,504.53
Bank Fees	90.00	83.50
Cleaning	0.00	64.00
Container Install Costs	0.00	1,479.49
Eftpos Expenses	519.89	782.79
Gas	999.36	195.15
Genesis Energy	2,879.04	3,470.65
Insurance	4,914.97	4,910.45
Licences	285.00	718.55
Medical	977.30	938.66
Photos	0.00	600.00
Repairs and Maintenance	276.78	0.00
Signage	695.65	0.00
Sky TV	1,427.23	3,230.09
Subscriptions	607.70	0.00
Team Fees	187.50	250.00
Telephone & Internet	687.26	697.80
Trophies	0.00	186.09
<b>Total Operating Expenses</b>	<b>25,067.68</b>	<b>24,362.03</b>
<b>Net Profit</b>	<b>5,545.46</b>	<b>(154.82)</b>
Transfer in from Junior Club for Purchase of Capital Assets	20,000.00	11,063.72
Grant Funds received 2019 used 2020 for Capital Project		25,000.00
<b>Income over Expenses</b>	<b>25,545.46</b>	<b>35,908.90</b>

# MARAMARUA RUGBY CLUB

## Balance Sheet

As at 30 September 2020



Account	30 Sep 2020	30 Sep 2019
<b>Assets</b>		
<b>Bank</b>		
Maramarua Rugby Football Club	9,579.73	38,541.09
Speed Shear Account	7,071.91	7,021.00
<b>Total Bank</b>	<b>16,651.64</b>	<b>45,562.09</b>
<b>Current Assets</b>		
Accounts Receivable	800.00	0.00
Float	1,472.26	3,000.00
Inventory	850.00	850.00
<b>Total Current Assets</b>	<b>3,122.26</b>	<b>3,850.00</b>
<b>Fixed Assets</b>		
Plant & Equipment	306,099.90	248,226.63
<b>Total Fixed Assets</b>	<b>306,099.90</b>	<b>248,226.63</b>
<b>Total Assets</b>	<b>325,873.80</b>	<b>297,638.72</b>
<b>Liabilities</b>		
<b>Current Liabilities</b>		
Accounts Payable	215.63	0.00
Creditors	6,115.57	4,510.87
GST	630.24	(239.05)
<b>Total Current Liabilities</b>	<b>6,961.44</b>	<b>4,271.82</b>
<b>Total Liabilities</b>	<b>6,961.44</b>	<b>4,271.82</b>
<b>Net Assets</b>	<b>318,912.36</b>	<b>293,366.90</b>
<b>Equity</b>		
Current Year Earnings	25,545.46	35,908.90
Retained Earnings	293,366.90	257,458.00
<b>Total Equity</b>	<b>318,912.36</b>	<b>293,366.90</b>

### Open Meeting

<b>To</b>	Discretionary & Funding Committee
<b>From</b>	Clive Morgan General Manager Community Growth
<b>Date</b>	3 March 2021
<b>Prepared by</b>	Lianne van den Bemd Community Development Advisor
<b>Chief Executive Approved</b>	Y
<b>Reference #</b>	GOV0514 / 3025146
<b>Report Title</b>	The Bush Tramway Club Incorporated - Replace the smokebox in a 1903 Vintage Heisler Steam Locomotive

## 1. EXECUTIVE SUMMARY

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The purpose of this report is to present an application for funding from the Bush Tramway Club Incorporated, who is seeking funds towards the cost of replacing the smokebox in a 1903 Vintage Heisler Steam Locomotive.

## 2. RECOMMENDATION

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

**AND THAT** an allocation of \$..... is made to the **Bush Tramway Club Incorporated** towards the cost of replacing the smokebox in a **1903 Vintage Heisler Steam Locomotive**;

**OR**

**AND THAT** the request from the **Bush Tramway Club Incorporated** towards the cost of replacing the smokebox in a **1903 Vintage Heisler Steam Locomotive** is declined / deferred until ..... for the following reasons:

## 3. BACKGROUND

---

The purpose for this project is to replace the smokebox in a 1903 Vintage Heisler Steam Locomotive, being the smokebox features on the front of the boiler that supports the chimney.

Six volunteers have donated their time to remove the boiler from the locomotive in preparation of fitting the new smokebox. Essential engineering services will manufacture and fit the smokebox.

The plan is to get this extremely rare locomotive operational so the public can enjoy this iconic 1903 Vintage Heisler Locomotive Classic.

#### **4. OPTIONS CONSIDERED**

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- 4.1 That the application is approved and an allocation of partial or full funding requested by made.
- 4.2 That the application is declined.
- 4.3 That the application is deferred.

#### **5. FINANCIAL**

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Funding is available to allocate for the year.

The project is noted to cost \$4,570.56. The Bush Tramway Club Incorporated is seeking funding of \$4,570.56 towards the cost of replacing the smokebox in a 1903 Vintage Heisler Steam Locomotive.

GST Registered	Yes
Set of Accounts supplied	Yes
Previous funding has been received by this organisation	Yes

#### **6. POLICY**

---

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

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

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

#### **7. CONCLUSION**

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

**8. ATTACHMENT**

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The Bush Tramway Club Incorporated - Replace the smokebox in a 1903 Vintage Heisler Steam Locomotive

## DISCRETIONARY FUNDING APPLICATION FORM

### Important notes for applicant:

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

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

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

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

1. Discretionary and Funding Committee

Project Fund (Rural Ward Areas)

Event Fund

OR

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

Raglan

Taupiri

Onewhero-Tuakau

Ngaruawahia

Huntly

Te Kauwhata

Meremere

### Section I – Your details

#### 1. Name of your organisation and contact person

The Bush Tramway Club Incorporated. Contact: Richard Ellis, email [secretary@bushtramwayclub.com](mailto:secretary@bushtramwayclub.com)

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

Preservation of heritage railway items, principally from the NZ timber, coal and other industries. Operation of a heritage railway on a section of the historic Huntly to Glen Afton branchline.



**3. Phone number/s**

0061 490 806554 (preferred that you send an email to secretary@bushtramwayclub.com)

**4. Email / Address**

secretary@bushtramwayclub.com / 1153a Rotowaro Road, Glen Afton (Box C10, RD1, Glen Afton 3771)

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

Charity No. CC44075. We confirm that our registration is current.

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

Our project is to replace the smokebox on our 1903 vintage "Heisler" steam locomotive. This is the round steel item fastened to the front of the boiler which supports the chimney (see picture).

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

Six volunteers have removed the boiler from the locomotive so that it can receive the new smokebox. Essential Engineering Services will manufacture and fit the smokebox.

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

This extremely rare locomotive worked until 1965 in the Ongarue timber industry. The Bush Tramway Club then acquired it. We wish to get the locomotive operational. This is for the benefit of NZ national heritage, and will form a drawcard to the Waikato District, in particular the Huntly/Glen Afton areas both for local and international visitors, to the benefit of local businesses, tourism, etc.

Are you GST registered? No  Yes  GST Number \_\_\_\_\_ / \_\_\_\_\_

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

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

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

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

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

Please complete all of the following sections	GST Inclusive Costs (use this column if you are NOT GST registered)	GST Exclusive Costs (use this column if you are GST registered)
What is the <b>total</b> cost of your project/event	\$	\$ 4570.56
Existing funds available for the project. Include any projected income i.e. ticket sales, merchandise etc.		
<b>Total A</b>	\$	\$ 0.00

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

Project Breakdown (itemised costs of funding being sought)	GST Inclusive Costs (use this column if you are NOT GST registered)	GST Exclusive Costs (use this column if you are GST registered)
Supply material, prebend & roll new smokebox	\$	\$ 1424.96
Fit up new smokebox, secure to boiler etc	\$	\$ 3145.60
(see quote for more detail)	\$	\$
	\$	\$
	\$	\$
	\$	\$
<b>Total Funds being sought from WDC</b> <span style="float: right;"><b>Total B</b></span>	\$	\$ 4570.56

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

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

a)	\$	\$
b)	\$	\$
c)	\$	\$
d)	\$	\$
<b>Total of other funds being sought</b> <span style="float: right;"><b>Total C</b></span>	\$	\$

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

Volunteers have removed the boiler from the locomotive so that the new smokebox can be fitted to it by Essential Engineering Services. Volunteers will subsequently refit the boiler to the locomotive.

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

Social  Economic  Cultural  Environmental

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

Accessible  Safe  Sustainable  Healthy  Vibrant

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

What Board / Committee	Type of Project / Event	Date received	Amount
Rural Ward Discretionary	Cafe awning/gazebo	Nov. 2019	\$3112
Annual Plan Grant	Toilet maintenance	June 2019	\$1000
Annual Plan Grant	Toilet maintenance	June 2020	\$1000

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

I confirm that an accountability statement has been completed and returned for previous funding received.

Name: Richard Ellis Date: 3 February 2021

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

Name: Richard Ellis Date: 3 February 2021

Position in organisation (tick which applies) Chairman  Secretary  Treasurer

Signature:  Date: 3 February 2021

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



# QUOTE

The Bush Tramway Club Incorporated

**Date**  
3 Feb 2021

**Expiry**  
3 Jul 2021

**Quote Number**  
QU-0113

**GST Number**  
131-761-597

Essential Engineering  
Services Limited  
21 Regent Drive  
Paraparaumu Beach  
Paraparaumu 5032  
NEW ZEALAND  
www.eesl.co.nz

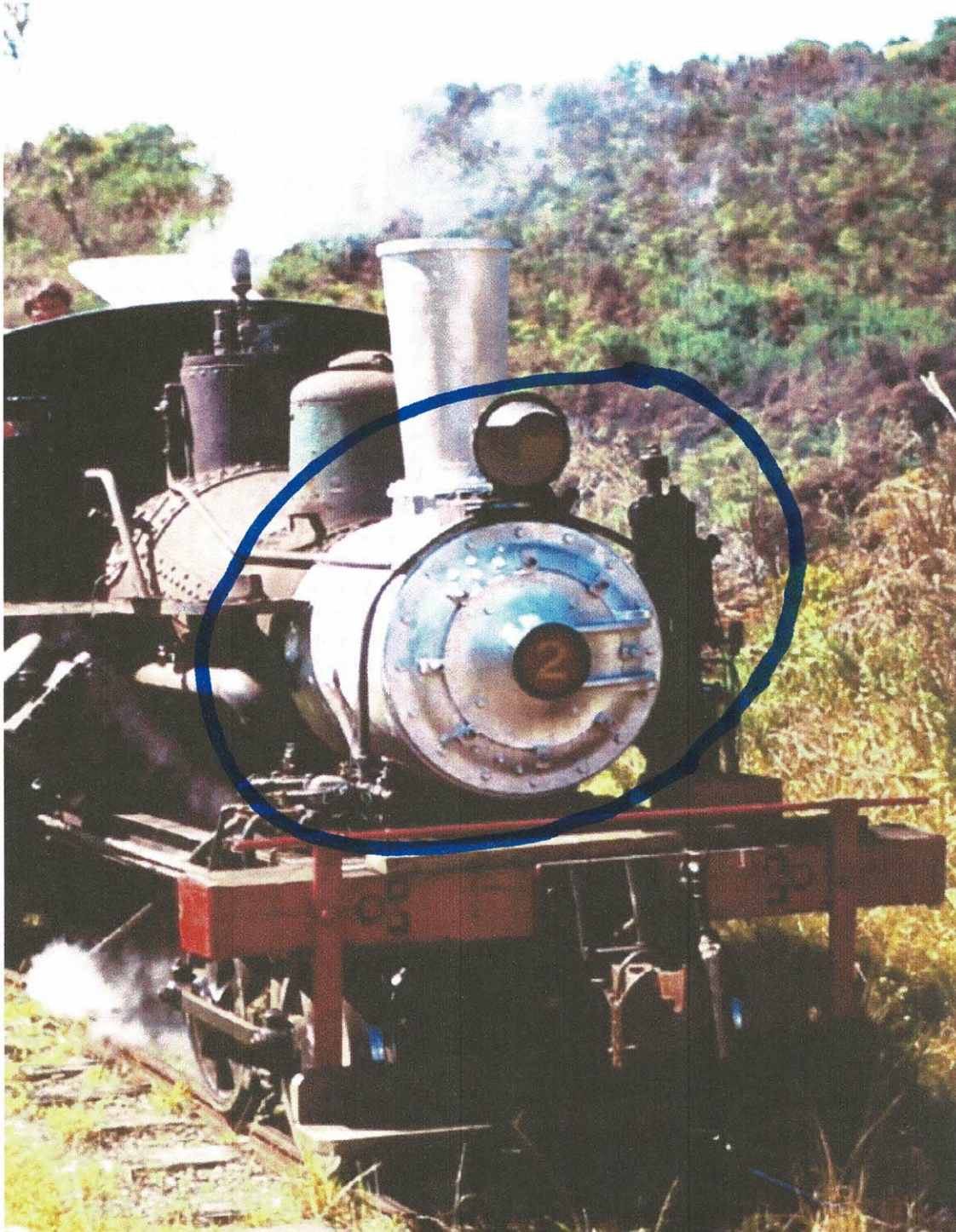
## Heisler 1082 Smokebox

Item	Description	Quantity	Unit Price	Amount NZD
	Supply material prebend and roll new smokebox	1.00	1,424.96	1,424.96
	Fit up new smokebox and bolt to boiler, Cut out, drill and refit the chimney base, ash hopper casting, and poke hole casting.	1.00	3,145.60	3,145.60
			Subtotal	4,570.56
			TOTAL GST 15%	685.58
			<b>TOTAL NZD</b>	<b>5,256.14</b>

### Terms

Quote is valid for 6 Months and subject to any material price increases after 1 Month.  
Payment is by monthly progress due 20th Month following Invoice.

# HEISLER GRANT APPLICATION (BUSH TRAMWAY CLUB 2/21)



O = SMOKEBOX



# CERTIFICATE OF INCORPORATION

THE BUSH TRAMWAY CLUB (INCORPORATED)

222327

This is to certify that BUSH TRAMWAY CLUB (INC) was incorporated under the Incorporated Societies Act 1908 on the 14th day of December 1975 and changed its name to THE BUSH TRAMWAY CLUB (INCORPORATED) on the 12th day of June 1991.

Registrar of Incorporated Societies  
25th day of March 2012



For further details visit [www.societies.govt.nz](http://www.societies.govt.nz)

Certificate printed 25 Mar 2012 16:26:35 NZT



The Bush Tramway Club (Incorporated)

This is to certify that The Bush Tramway Club (Incorporated) was registered as a charitable entity under the Charities Act 2005 on 27 April 2010.

Registration number: CC44075

A handwritten signature in black ink, appearing to read "Sid Ashton".

Sid Ashton  
Chair

A handwritten signature in black ink, appearing to read "Trevor Garrett".

Trevor Garrett  
Chief Executive

**Bush Tramway Club**  
**Financial Statements**  
**For the Year Ended 31st December 2019**



# **Bush Tramway Club**

## **Compilation Report**

### **For the Year Ended 31st December 2019**

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Compilation Report to the Trustees of Bush Tramway Club

#### **Scope**

On the basis of information you provided we have compiled, in accordance with Service Engagement Standard No. 2: Compilation of Financial Information, the financial statements of Bush Tramway Club for the period ended 31 December 2019. As described in Note 1 to the financial statements, these financial statements are a special purpose report, for internal management and taxation purposes only.

#### **Responsibilities**

You are solely responsible for the information contained in the financial statements and have determined that the accounting policies used are appropriate to meet your needs and for the purpose that the financial statements were prepared.

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

#### **No Audit or Review Engagement Undertaken**

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

#### **Departure from Reporting Framework**

The accounting policies adopted are not in conformity with generally accepted accounting practice. Accordingly the financial statements should only be relied on for the expressly stated purpose.

#### **Disclaimer**

As mentioned earlier in our report, we have compiled the financial information based on information provided to us which has not been subject to an audit or review engagement. Accordingly, neither we, nor any of our employees accept any responsibility for the reliability, accuracy or completeness of the compiled financial information nor do we accept any liability of any kind whatsoever, including liability by reason of negligence, to any person for losses incurred as a result of placing reliance on the compiled financial information.

#### **Accounting Concepts Limited**

Accountant  
11 The Crescent  
TAUPIRI

..... / ..... / 2020

# Bush Tramway Club

## Trust Directory

As at 31st December 2019

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Nature of Business                      Operate & maintain bush tramways or railways

Accountants                              Accounting Concepts Limited  
11 The Crescent  
TAUPIRI

Bankers                                      ASB

*The accompanying notes form part of these financial statements.  
These financial statements have not been subject to audit or review, and should be read in  
conjunction with the attached Compilation Report.*

# Bush Tramway Club

## Statement of Financial Performance

### For the Year Ended 31st December 2019

	2019 \$	2018 \$
<b>REVENUE</b>		
Sales	7,072	8,149
<b>Total Sales</b>	<u>7,072</u>	<u>8,149</u>
<b>LESS COST OF SALES</b>		
Opening Stock	850	-
Purchases	4,658	5,454
Closing Stock	(775)	(850)
<b>Total</b>	<u>4,733</u>	<u>4,604</u>
<b>GROSS SURPLUS FROM TRADING</b>	<u>2,339</u>	<u>3,545</u>
<b>SUNDRY INCOME</b>		
Subscriptions	1,604	1,465
Open Day	47,924	28,584
Grants Received	37,847	40,259
Interest Received	3,459	3,656
Charter	1,243	6,991
Donations	19,618	2,368
Track Sale	-	1,239
Sundry Income	2,187	3,071
<b>Total Income</b>	<u>116,222</u>	<u>91,178</u>
<b>Less Expenses</b>		
Accountancy Fees	400	400
Advertising	-	310
Bank Charges	1,008	491
General Expenses	313	-
Insurance	3,988	3,828
Licences & Registrations	44	1,749
Light Power & Heating	5,278	4,201
Fuel, Coal, Oil & Gas	6,528	7,408
Printing, Stamps & Stationery	2,229	2,196
Rates	144	133
Repairs & Maintenance	83,533	40,085
Subscriptions	747	881
Telephone, Tolls & Internet	1,370	1,316
<b>Total Expenses</b>	<u>105,583</u>	<u>62,998</u>
Net Surplus Before Depreciation	<u>10,640</u>	<u>28,180</u>
<b>Less Depreciation</b>		
Depreciation as per Schedule	10,782	12,524
Depreciation - Loss on Sale	360	-
Net Depreciation Adjustment	<u>11,142</u>	<u>12,524</u>
<b>(Deficit)/Surplus Before Beneficiary Distributions</b>	<u>(502)</u>	<u>15,656</u>

*The accompanying notes form part of these financial statements.  
These financial statements have not been subject to audit or review, and should be read in  
conjunction with the attached Compilation Report.*

**Bush Tramway Club**  
**Statement of Financial Performance**  
**For the Year Ended 31st December 2019**

	<i>2019</i>	<i>2018</i>
	\$	\$
NET SURPLUS/(DEFICIT)	<u>(\$502)</u>	<u>\$15,656</u>

*The accompanying notes form part of these financial statements.  
 These financial statements have not been subject to audit or review, and should be read in  
 conjunction with the attached Compilation Report.*

**Bush Tramway Club****Statement of Movements in Equity****For the Year Ended 31st December 2019**

	<i>Note</i>	<b>2019</b> \$	<b>2018</b> \$
<b>TRUST EQUITY AT START OF YEAR</b>		430,251	414,595
<b>REVENUE</b>			
Net Deficit for the Year		(502)	15,656
<b>Total Recognised Revenues and Expenses for the Year</b>		<u>(502)</u>	<u>15,656</u>
<b>TRUST EQUITY AT END OF YEAR</b>		<u><u>\$429,749</u></u>	<u><u>\$430,251</u></u>

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conjunction with the attached Compilation Report.*

**Bush Tramway Club**  
**Statement of Financial Position**  
**As at 31st December 2019**

	<i>Note</i>	<b>2019</b> \$	<b>2018</b> \$
<b>CURRENT ASSETS</b>			
Bank - Cheque Account		3,760	9,943
Bank - Savings account		37,003	13,558
Float		705	665
GST Refund Due		13,252	12,827
Stock on Hand - Finished Goods		775	850
<b>Total Current Assets</b>		55,496	37,843
<b>NON-CURRENT ASSETS</b>			
Fixed Assets as per Schedule		354,497	352,153
<b>Investments</b>			
ASB Term Deposit 84		-	22,000
ASB Term Deposit 85		22,000	22,000
ASB Term Deposit 86		22,000	22,000
		44,000	66,000
<b>Total Non-Current Assets</b>		398,497	418,153
<b>TOTAL ASSETS</b>		453,993	455,995
<b>CURRENT LIABILITIES</b>			
Grants in Advance		4,800	5,353
Income in Advance		245	391
Richard Ellis		19,200	20,000
<b>Total Current Liabilities</b>		24,245	25,744
<b>TOTAL LIABILITIES</b>		24,245	25,744
<b>NET ASSETS</b>		\$429,749	\$430,251
Represented by;			
<b>EQUITY</b>			
Retained Earnings		429,749	430,251
<b>TOTAL EQUITY</b>		\$429,749	\$430,251

The Financial Statements have not been audited. The accompanying notes form part of these Financial Statements and should be read in conjunction with the reports contained herein.

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**Bush Tramway Club**  
**Statement of Financial Position**  
**As at 31st December 2019**

---

	<i>Note</i>	<b>2019</b>	<b>2018</b>
		\$	\$

For and on behalf of the Members:

.....

Chairperson

...../...../.....

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# Bush Tramway Club

## Depreciation Schedule

For the Year Ended 31st December 2019

Asset	Private Use	Cost Price	Book Value 01/01/2019	Additions Disposals	Gain/Loss on Disposal	Capital Profit	---- Depreciation ----		Accum Deprec 31/12/2019	Book Value 31/12/2019	
							Mth	Rate	\$		
<b>LAND</b>											
Land Titles at Cost		15,011	15,011				12	0.0% DV	0	0	15,011
Fences		1,068	1,068				12	0.0% DV	0	0	1,068
Road - Development		4,047	4,047				12	0.0% DV	0	0	4,047
Platform - Jctn		7,754	1,775				12	10.0% DV	178	6,157	1,597
Terminus Development - Rotowaro		12,772	12,772				12	0.0% DV	0	0	12,772
Terminus Development - Glen Afton		32,393	32,393				12	0.0% DV	0	0	32,393
Terminus Development - Glen Afton		3,145	3,145				12	0.0% DV	0	0	3,145
Track - Passenger Carrying		12,305	12,305				12	0.0% DV	0	0	12,305
Terminus Development - Glen Afton		6,838	6,838				12	0.0% DV	0	0	6,838
Track - Passenger Carrying		2,060	2,060				12	0.0% DV	0	0	2,060
Land Development		16,117	16,117				12	0.0% DV	0	0	16,117
Land Development 2007		2,856	2,856				12	0.0% DV	0	0	2,856
Terminus Development - Glen 2008		3,865	3,865				12	0.0% DV	0	0	3,865
Glen Afton Track Extension		38,547	38,547				12	0.0% DV	0	0	38,547
<b>Sub-Total</b>		<b>158,778</b>	<b>152,799</b>						<b>178</b>	<b>6,157</b>	<b>152,621</b>
<b>BUILDINGS</b>											
Buildings - Storage		996	564				12	4.0% DV	23	455	541
Carriage Shelter		2,522	1,424				12	4.0% DV	57	1,155	1,367
Crane		361	204				12	4.0% DV	8	165	196
Engine Shed		7,368	4,160				12	4.0% DV	166	3,374	3,994
Jigger Shed		191	108				12	4.0% DV	4	87	104
Engineering Workshop		15,571	8,792				12	4.0% DV	352	7,131	8,440
Welding Workshop		4,187	2,364				12	4.0% DV	95	1,918	2,269
Pukemiro Jctn Station		38,143	21,538				12	4.0% DV	862	17,467	20,676
Recreation Shop		12,801	7,228				12	4.0% DV	289	5,862	6,939
Shanty & Annex		4,800	2,709				12	4.0% DV	108	2,199	2,601
Toilets		11,283	6,372				12	4.0% DV	255	5,166	6,117

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# Bush Tramway Club

## Depreciation Schedule

For the Year Ended 31st December 2019

Asset	Private Use	Cost Price	Book Value 01/01/2019	Additions Disposals	Gain/Loss on Disposal	Capital Profit	---- Depreciation ----			Accum Deprec 31/12/2019	Book Value 31/12/2019
							Mth	Rate	\$		
Toilets		651	383				12	4.0% DV	15	283	368
Workshop 2006		72,318	42,538				12	4.0% DV	1,702	31,482	40,836
Workshop 2007		21,345	13,078				12	4.0% DV	523	8,790	12,555
Shed		200	117				12	4.0% DV	5	88	112
Mains Switchboard 2008		664	219				12	9.6% DV	21	466	198
Pit Extension 2008		604	431				12	3.0% DV	13	186	418
Loco Lean To		2,739	2,166				12	4.0% DV	87	660	2,079
Carraige Shelter		36,027	36,027				12	0.0% DV	0	0	36,027
Lean To E Loco Shed		963	963				12	0.0% DV	0	0	963
Total Span 11.76m x 3.6m x 4.2m Shed		14,107	14,107				12	0.0% DV	0	0	14,107
Station Shelter				2,940			1	0.0% DV	0	0	2,940
<b>Sub-Total</b>		247,841	165,492	2,940					4,585	86,934	163,847
<b>MOTOR VEHICLES</b>											
Locomotive 401		89	89				12	0.0% DV	0	0	89
Locomotive 402		89	89				12	0.0% DV	0	0	89
Loco - TR 217 & TR33		1,627	1,627				12	0.0% DV	0	0	1,627
Locomotive - Steam F185		203	203				12	0.0% DV	0	0	203
Peckett		2,410	2,410				12	0.0% DV	0	0	2,410
CB		1,525	1,525				12	0.0% DV	0	0	1,525
Tractor		1,067	1,067				12	0.0% DV	0	0	1,067
Low Loader		560	560				12	0.0% DV	0	0	560
Diesel 402 Improvement		26,501	6,674				12	16.0% DV	1,068	20,895	5,606
Coal Wagon Floor		3,629	2,156				12	8.0% DV	172	1,645	1,984
TR436 Stunt Locomotive				3,478			5	0.0% DV	0	0	3,478
<b>Sub-Total</b>		37,700	16,400	3,478					1,240	22,540	18,638
<b>FURNITURE &amp; FITTINGS</b>											

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# Bush Tramway Club

## Depreciation Schedule

For the Year Ended 31st December 2019

Asset	Private Use	Cost Price	Book Value 01/01/2019	Additions Disposals	Gain/Loss on Disposal	Capital Profit	---- Depreciation ---- Mth Rate \$	Accum Deprec 31/12/2019	Book Value 31/12/2019	
Fridge		311	14				12 20.0% DV	3	300	11
Chairs		52	14				12 10.0% DV	1	39	13
<b>Sub-Total</b>		363	28					4	339	24
<b>OFFICE EQUIPMENT</b>										
Filing Cabinet		27	2				12 20.0% DV	0	25	2
Sponsored Postage 2005		90	4				12 20.0% DV	1	87	3
Acer Laptop 2011		503	2	0	(2)					0
<b>Sub-Total</b>		620	8		(2)			1	112	5
<b>PLANT &amp; EQUIPMENT</b>										
Water Tanks 2004		3,418	150				12 20.0% DV	30	3,298	120
Water Tanks 2007		150	11				12 20.0% DV	2	141	9
Signs		2,152	794				12 9.5% DV	75	1,433	719
Waterblaster & Sand Blast Attach		840	37				12 20.0% DV	7	810	30
Tools - Other 2004		1,259	55				12 20.0% DV	11	1,215	44
Tools - Other 2007		514	55				12 20.0% DV	11	470	44
Tools - Other 2009		259	27				12 20.0% DV	5	237	22
RT System		103	5				12 20.0% DV	1	99	4
Pipe Vice		155	7				12 20.0% DV	1	149	6
Ladders x 2		295	14				12 20.0% DV	3	284	11
Compressor 2004		2,000	88				12 20.0% DV	18	1,930	70
Compressor 2004		800	35				12 20.0% DV	7	772	28
Crane		2,273	100				12 20.0% DV	20	2,193	80
Glen Afton Line		2,600	114				12 20.0% DV	23	2,509	91
Plant Sundry 2004		7,777	342				12 20.0% DV	68	7,503	274
Plant Sundry 2006		1,719	94				12 20.0% DV	19	1,644	75
Plant Sundry - 2007		1,594	110				12 20.0% DV	22	1,506	88
Water Tank 2008		889	298				12 9.6% DV	29	620	269

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## Bush Tramway Club

### Depreciation Schedule

For the Year Ended 31st December 2019

Asset	Private Use	Cost Price	Book Value 01/01/2019	Additions Disposals	Gain/Loss on Disposal	Capital Profit	---- Depreciation ---- Mth Rate \$	Accum Deprec 31/12/2019	Book Value 31/12/2019	
Reversible Drill 2009		706	90				12 20.0% DV	18	634	72
Stihl FS85 Bull Bar Brushcutter		814	358	0	(358)					0
Panasonic 342L Fridge		671	277				12 25.0% DV	69	463	208
Devan Water Tank 30 000L		3,043	1,708				12 16.0% DV	273	1,608	1,435
Water Tank Stand		2,065	1,468				12 10.0% DV	147	744	1,321
Devan Water Tank 25 000L		2,695	1,555				12 16.0% DV	249	1,389	1,306
2015 Stiga Tornago 2198H		2,696	1,610				12 20.0% DV	322	1,408	1,288
Stihl KM94RC-EZ Combi Engine		1,565	885				12 20.0% DV	177	857	708
Stumec Track Tamper		2,000	1,525				12 10.0% DV	153	628	1,372
Cut Off Saw		2,078	456				12 67.0% DV	306	1,928	150
Tait Radio Equipment		8,145	5,158				12 40.0% DV	2,063	5,050	3,095
20' General Purpose Container				2,600			12 10.0% DV	260	260	2,340
Railway Sleeper Inserter				1,304			9 15.0% DV	147	147	1,157
Cogent Radio Equipment				2,355			2 40.0% DV	157	157	2,198
Stihl Brushcutter FS131-Z				809			2 60.0% DV	81	81	728
<b>Sub-Total</b>		55,275	17,426	7,068	(358)			4,774	42,167	19,362
<b>TOTAL</b>		500,577	352,153	13,486	(360)			10,782	158,249	354,497

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# Bush Tramway Club

## Notes to the Financial Statements

### For the Year Ended 31st December 2019

2019  
\$

2018  
\$

#### 1. STATEMENT OF ACCOUNTING POLICIES

These financial statements are for Bush Tramway Club. Bush Tramway Club is engaged in the business of Operate & maintain bush tramways or railways.

The accounting policies adopted are not in conformity with generally accepted accounting practice. Accordingly, the financial statements should only be relied on for the expressly stated purpose.

The financial statements of Bush Tramway Club have been prepared in accordance with Special Purpose Framework for use by For-Profit Entities (SPFR for FPEs) published by Chartered Accountants of Australia and New Zealand.

The accounting principles recognised as appropriate for the measurement and reporting of earnings and financial position on an historical cost basis have been used, with the exception of certain items for which specific accounting policies have been identified.

#### Changes in Accounting Policies

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

#### Specific Accounting Policies

In the preparation of these financial statements, the specific accounting policies are as follows:

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

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

Land	0%	DV
Buildings	3 - 9.6%	DV
Motor Vehicles	0 - 16%	DV
Furniture & Fittings	10 - 20%	DV
Office Equipment	20 - 50%	DV
Plant & Equipment	9.5 - 20%	DV

All property, plant & equipment except for land is stated at cost less depreciation.

Depreciation has been calculated in accordance with rates permitted under the Income Tax Act 2007.

##### (b) Goods & Services Tax

These financial statements have been prepared on a GST exclusive basis with the exception of accounts receivable and accounts payable which are shown inclusive of GST.

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# Bush Tramway Club

## Notes to the Financial Statements

### For the Year Ended 31st December 2019

	<i>2019</i>	<i>2018</i>
	\$	\$
(c) <b>Taxation</b>		
No provision for income tax has been made as there is no current or deferred tax payable.		
(d) <b>Inventories</b>		
Inventories are stated at the lower of cost and net realisable value. Cost is determined using the first-in, first-out (FIFO) method.		
(e) <b>Revenue</b>		
Sales of goods are recognised when they have been delivered and accepted by the customer.		
Interest income is recognised using the effective interest method.		
(f) <b>Going Concern</b>		
These financial statements have been prepared on the basis that the trust is a going concern.		
<b>2. CONTINGENT LIABILITIES</b>		
At balance date there are no known contingent liabilities (2018:\$0). Bush Tramway Club has not granted any securities in respect of liabilities payable by any other party whatsoever.		
<b>3. OPERATING REVENUE</b>		
	<i>2019</i>	<i>2018</i>
	\$	\$
Sales	7,072	8,149
Subscriptions	1,604	1,465
Open Day	47,924	28,584
Grants Received	37,847	40,259
Interest Received	3,459	3,656
Charter	1,243	6,991
Donations	19,618	2,368
Track Sale	-	1,239
Sundry Income	2,187	3,071
Total Other Revenue	<u>113,883</u>	<u>87,633</u>
Total Operating Revenue	<u><u>120,955</u></u>	<u><u>95,782</u></u>
<b>4. RELATED PARTIES</b>		
There were no transactions with related parties requiring disclosure.		
<b>5. SECURITIES AND GUARANTEES</b>		
There was no overdraft as at balance date nor was any facility arranged.		

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# Bush Tramway Club

## Notes to the Financial Statements

### For the Year Ended 31st December 2019

#### 6. TAXATION

	<b>2019</b>	<b>2018</b>
	\$	\$
Operating deficit before taxation	(502)	15,656

#### 7. INVENTORY COMMITMENTS

No inventories whatsoever are specifically and separately pledged as security for liabilities. Inventories are generally subject to retention of title clauses.

#### 8. PROPERTY, PLANT & EQUIPMENT

	<b>2019</b>	<b>2018</b>
	\$	\$
<b>Land</b>		
At cost	158,778	158,778
Less accumulated depreciation	(57,785)	(57,607)
	<u>100,993</u>	<u>101,171</u>
Current year depreciation	<u>178</u>	<u>197</u>
	178	197
<b>Buildings</b>		
At cost	250,782	247,841
Less accumulated depreciation	(35,306)	(30,721)
	<u>215,476</u>	<u>217,120</u>
Current year depreciation	<u>4,585</u>	<u>4,773</u>
	4,585	4,773
<b>Motor Vehicles</b>		
At cost	41,178	37,700
Less accumulated depreciation	(22,540)	(21,300)
	<u>18,638</u>	<u>16,400</u>
Current year depreciation	<u>1,240</u>	<u>1,458</u>
	1,240	1,458
<b>Furniture &amp; Fittings</b>		
At cost	363	363
Less accumulated depreciation	(339)	(335)
	<u>24</u>	<u>28</u>
Current year depreciation	<u>4</u>	<u>6</u>
	4	6

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# Bush Tramway Club

## Notes to the Financial Statements

### For the Year Ended 31st December 2019

<b>Office Equipment</b>		
At cost	117	620
Less accumulated depreciation	(112)	(612)
	<u>5</u>	<u>8</u>
Current year depreciation	1	3
	<u>1</u>	<u>3</u>
<b>Plant &amp; Equipment</b>		
At cost	61,529	55,275
Less accumulated depreciation	(42,167)	(37,849)
	<u>19,362</u>	<u>17,426</u>
Current year depreciation	4,774	6,087
	<u>4,774</u>	<u>6,087</u>
<b>Total Property, Plant &amp; Equipment</b>	<u>\$354,497</u>	<u>\$352,153</u>
<b>Total Depreciation for the year</b>	<u>\$10,782</u>	<u>\$12,524</u>

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**Bush Tramway Club**  
**Financial Reports**  
**For the Year Ended 31st December 2019**

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### Open Meeting

<b>To</b>	Discretionary & Funding Committee
<b>From</b>	Clive Morgan General Manager Community Growth
<b>Date</b>	2 March 2021
<b>Prepared by</b>	Lianne van den Bemd Community Development Advisor
<b>Chief Executive Approved</b>	Y
<b>Reference #</b>	GOV0514 / 3022680
<b>Report Title</b>	Art-in-Nature Arboretum Trust - Seeds of Renewal 30th Anniversary of Rehabilitation

## 1. EXECUTIVE SUMMARY

---

The purpose of this report is to present an application for funding from the Art-in-Nature Arboretum Trust, who is seeking funds towards the cost of the Seeds of Renewal 30th Anniversary of Rehabilitation.

## 2. RECOMMENDATION

---

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

**AND THAT an allocation of \$..... is made to the Art-in-Nature Arboretum Trust towards the cost of the Seeds of Renewal 30th Anniversary of Rehabilitation;**

**OR**

**AND THAT the request from the Art-in-Nature Arboretum Trust towards the cost of the Seeds of Renewal 30th Anniversary of Rehabilitation is declined / deferred until ..... for the following reasons:**

## 3. BACKGROUND

---

The Art-in-Nature Arboretum Trust quarry restoration project is about the Seeds of Renewal workshop events which will run throughout the Easter weekend (four days). This event marks the 30<sup>th</sup> anniversary of when the rehabilitation of the former quarry started.

The Sculpture Park at Waitakaruru Arboretum is a regional asset which provides for family-friendly, creative recreation as well as environmental benefits from the more than 20,000 trees planted here.

The event will have a variety of six workshop for visitors, which includes:

- Plant propagation techniques
- Seed collection and storage
- Creating compost
- Celebrating the art of recycling
- Restoring a derelict site
- Soil rehabilitation processes.

The event organisers are planning on having six volunteers at each workshop as well as the workshop demonstrators. The aim is to have partnerships with other organisations.

#### **4. OPTIONS CONSIDERED**

---

- 4.1 That the application is approved and an allocation of partial or full funding requested by made.
- 4.2 That the application is declined.
- 4.3 That the application is deferred.

#### **5. FINANCIAL**

---

Funding is available to allocate for the year.

The project is noted to cost \$9,328.00. Art-in-Nature Arboretum Trust is seeking funding of \$9,328.00 towards the cost of the Seeds of Renewal 30<sup>th</sup> Anniversary of Rehabilitation.

GST Registered	Yes
Set of Accounts supplied (Trust only existed since November 2020)	No
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 of \$5,000.00 can be funded up to 100 percent at the discretion of the relevant community board or committee or Council's Discretionary and Funding Committee.

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

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

**7. CONCLUSION**

---

Consideration by the Discretionary and Funding Committee is required with regards to this funding request.

**8. ATTACHMENT**

---

Art-in-Nature Arboretum Trust - Seeds of Renewal 30<sup>th</sup> Anniversary of Rehabilitation

## DISCRETIONARY FUNDING APPLICATION FORM

### Important notes for applicant:

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

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

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

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

1. Discretionary and Funding Committee                      Project Fund (Rural Ward Areas)                       Event Fund

OR

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

- |                                      |                                  |  |                                   |
|--------------------------------------|----------------------------------|--|-----------------------------------|
| Raglan <input type="checkbox"/>      | Taupiri <input type="checkbox"/> | Onewhero-Tuakau <input type="checkbox"/> |                                   |
| Ngaruawahia <input type="checkbox"/> | Huntly <input type="checkbox"/>  | Te Kauwhata <input type="checkbox"/>     | Meremere <input type="checkbox"/> |

### Section I – Your details

#### 1. Name of your organisation and contact person

Art-in-Nature Arboretum Trust                      Contact: Dorothy Wakeling, Trust Secretary

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

To see the sculpture park and arboretum used to its full potential by the community and recognized as a regional resource of botanical, cultural and recreational significance.

**3. Phone number/s**

078240733

**4. Email / Address**

sculpturepark1@gmail.com

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

The Art-in-Nature Arboretum Trust is a registered charity: CC58616

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

Seeds of Renewal, an event which will run all of Easter weekend (4 days). It will also mark the 30th anniversary of when rehabilitation of the former quarry started. (please see attached description)

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

Minimum of 6 volunteers at this stage but each of the workshop demonstrators will also be a volunteer. We hope to work in partnership with other organisations for this event.

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

The Sculpture Park at Waitakaruru Arboretum is a regional asset which provides for family-friendly, creative recreation as well as environmental benefits from the more than 20,000 trees planted here.

Are you GST registered? No  Yes  GST Number / / \_ \_ \_ \_

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

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

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

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

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

**Seeds of Renewal**  
**30<sup>th</sup> Anniversary of Rehabilitation**  
**Easter Weekend 2021**

The Easter message of hope and renewal is especially welcome as the world tries to emerge from the pandemic. It is timely to think how best we humans can best look after and renew our world.

This event draws from and celebrates the 30-year restoration project of a former quarry; it recognises the processes for renewing, renovating, and restoring the land, the soil and the vegetation. It also highlights the values of reusing materials for creative ideas and refurbishment of sculptures and installations that tell NZ stories.

The event enables more visitors to the park to simply enjoy the present landscape of trees and sculptures.

It also draws attention to the park's story and intends to inspire ideas and hope of how each person can make a difference.

For this event, visitors can learn from a variety of workshops held within the park including:

- Plant propagation techniques
- Seed collection and storage
- Creating compost
- Celebrating the art of recycling
- Restoring a derelict site
- Soil rehabilitation processes

---

**Art-in-Nature Arboretum Trust**  
The Sculpture Park at Waitakaruru Arboretum  
207 Scotsman Valley Road  
Tauwhare, Hamilton 3287  
Ph. 078240733  
[www.sculpturepark.co.nz](http://www.sculpturepark.co.nz)

Please complete all of the following sections	GST Inclusive Costs (use this column if you are NOT GST registered)	GST Exclusive Costs (use this column if you are GST registered)
What is the <b>total</b> cost of your project/event	\$	\$ 9,328.00
Existing funds available for the project. Include any projected income i.e. ticket sales, merchandise etc.		
<b>Total A</b>	\$	\$ 7,310.00

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

Project Breakdown (itemised costs of funding being sought)	GST Inclusive Costs (use this column if you are NOT GST registered)	GST Exclusive Costs (use this column if you are GST registered)
Marquee (30 March - 7 April)	\$	\$ 1,964.00 +
Advertising in online stuff	\$	\$ 880.00 +
Two portaloos	\$	\$ 500.00 +
Catering for 50 people-- 31st March celebration	\$	\$ 1,075.00 +
Graphics and Printing of timetable for workshops	\$	\$ 467.00 +
Advertising costs -- local papers	\$	\$ 4,442.00 +
<b>Total Funds being sought from WDC</b>	<b>Total B</b>	\$ 9,328.00 +

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

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

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

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

Apart from the expectation of voluntary help. There is no donated material at this stage.

Please note that the estimated revenue of \$7310.00 from this event is optimistic. If the weather is poor, and there are other factors which reduce the number of visitors, it could be considerably less.

NOTE: The Trust is new and only exists since November 2020, so there is no audited accounts.

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

What Board / Committee	Type of Project / Event	Date received	Amount
			0

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

I confirm that an accountability statement has been completed and returned for previous funding received.

 **Name:** Dorothy Wakeling **Date:** 4th February 2021

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

 **Name:** Rob Graham **Date:** 4th February**Position in organisation** (tick which applies)Chairman Secretary Treasurer **Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_***\*Incomplete applications will not be accepted and will be returned***





Thursday, 4 February 2021

**To the Discretionary and Funding Committee:**

Dear Councillors

Some of you will recall the 'Share the Park campaign' when presentations were made to Council during the 2018 long-term plan hearings. You may also have accepted the invitation to come out to the park then and on some other occasions.

The reason the park sought funding assistance through the long-term plan hearings was to get help to continue to maintain this community and regional asset. The park was not successful in getting help at this stage.

Instead, a Charitable Trust has been formed to run the park: the Art-in-Nature Arboretum Trust (the Trust) started November 2020.

The Trust is seeking funding is to raise the profile of the park and get more visitors. The purpose behind this major event, **Seeds of Renewal / 30<sup>th</sup> Anniversary**, is both to celebrate the progress to date and to convey the ideas and philosophy behind this long-term project.

The Trust will be inviting mayors and councillors in the region to the 30<sup>th</sup> Anniversary celebration. There is also an intention to invite local members of parliament, the Ministers of Tourism, Climate Change, Culture, Environment, etc.

The Trust concluded that the most effective way of keeping the park going is to get more visitors paying for entry to cover the costs of maintenance; the Trust wants to keep the entry fees at a low and reasonable rate but do everything possible to increase the visitor numbers.

Under the guidance of the Trust, the park is open daily and has begun to raise its profile. It is now a popular destination for local visitors and increasingly from Auckland, Taupo, Bay of Plenty and further afield. The park is increasingly an important draw for visitors outside the region. Visitor numbers have not yet reached the levels needed to cover the costs of maintenance. The Trust is looking for ways to enhance its value for the creative inspiration the park provides.

Through this application to the Discretionary Fund, we are seeking funds to make this event a success and in so doing, enhance the profile of the park so that it continues to provide for region's community and a sought-after destination for visitors to the region.

Yours sincerely

Rob Graham  
Co-chair, Art-in-Nature Arboretum Trust

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**Art-in-Nature Arboretum Trust**  
207 Scotsman Valley Road  
Tauwhare, Hamilton 3287  
Ph. 078240733  
[www.sculpturepark.co.nz](http://www.sculpturepark.co.nz)

## Mrs Cook -

Lunches ~ Catering ~ Baking  
 mrscooknz@gmail.com  
 Ph: 022-507-3969



# Quote

The Sculpture Park at Waitakaruru Arboretum

Quote date (valid 21 days)

03/02/2021

ATTN: Dorothy Wakeling

Description	Qty	Unit price	Total price
30th Anniversary Event for the 31 March 2021	50	\$20.00	\$1,000.00
Labour per hour Sherry Cook	3	\$25.00	\$75.00
Delivery	0	\$0.00	\$0.00
Not registered for GST			
Thank you.			Subtotal <b>\$1,075.00</b>

## STUFF LTD



**Account:** Art-in-Nature Arboretum Trust

**Created Date:** 02/02/2021

**Account Number:**

**Quote Number:** 00345076

**Phone:** 078240733

**Prepared By:** Michelle Shailer

**Subject:** AIN-AKL-30Years-March-2021

**Email:** michelle.shailer@stuff.co.nz

**Phone:** 09 8862928

Print						
Publication	Size	Classification	Colour	Dates	Per Insertion Cost	Total Cost
Hamilton Press 2018	Origami	Origami Added,Origami Added	Full Colour	24Mar2021 31Mar2021	50.00	100.00
Piako Post 2018	Origami	Origami Added,Origami Added	Full Colour	24Mar2021 31Mar2021	50.00	100.00
Cambridge Edition 2018	Origami	Origami Added,Origami Added	Full Colour	24Mar2021 31Mar2021	50.00	100.00
Cambridge Edition 2018	M4x4	Run of Press	Full Colour	24Mar2021 31Mar2021	353.20	706.40
Piako Post 2018	M4x4	Run of Press	Full Colour	24Mar2021 31Mar2021	353.20	706.40
Hamilton Press 2018	M4x4	Run of Press	Full Colour	24Mar2021 31Mar2021	498.80	997.60
Waikato Times 2018	M6x6	Run of Press	Full Colour	27Mar2021	1731.60	1731.60

**Total exc. GST: \$4442.00**

The advertising costings outlined above are exclusive of GST. All bookings are subject to space and colour availability at the time of booking confirmation. Acceptance of your booking is subject to our normal advertising terms and conditions which can be found at <https://www.advertise.stuff.co.nz>. Any advertising material supplied must adhere to our technical specification requirements. This information can be provided on your request. Thank you

STUFF LTD



Account: Art-in-Nature Arboretum Trust

Created Date: 02/02/2021

Account Number:

Quote Number: 00345082

Phone: 078240733

Prepared By: Michelle Shailer

Subject: AIN-AKL-30Years-OnlinePost-March-2021

Email: michelle.shailer@stuff.co.nz

Phone: 09 8862928

Print						
Publication	Size	Classification	Colour	Dates	Per Insertion Cost	Total Cost
Waikato Times 2018	Wrap FP-C	On Line	Full Colour	24Mar2021	880.00	880.00

**Total exc. GST: \$880.00**

The advertising costings outlined above are exclusive of GST. All bookings are subject to space and colour availability at the time of booking confirmation. Acceptance of your booking is subject to our normal advertising terms and conditions which can be found at <https://www.advertise.stuff.co.nz>. Any advertising material supplied must adhere to our technical specification requirements. This information can be provided on your request. Thank you

# QUOTE

The Art & Nature Aboretum Trust  
 207 Scotsman Valley Road  
 Tauwhare  
 Hamilton 3287  
 NEW ZEALAND

**Date**  
 2 Feb 2021

**Expiry**  
 9 Feb 2021

**Quote Number**  
 QU-0136

**GST Number**  
 97-841-152

XS SERVICES LTD  
 PO Box 183  
 Ngaruawahia 3742  
 NEW ZEALAND  
 PH: 0800 822 826  
 PH: 07 824 5537  
 FAX: 07 824 5536  
 admin@xsservices.co.nz

Description	Quantity	Unit Price	GST	Amount NZD
Quote to hire 2 x portable flushing toilets for 1 week 31st March to 6 April 2021	2.00	170.00	15%	340.00
Delivery and Pickup	2.00	30.00	15%	60.00
Quote to provide a service if needed during the week	2.00	50.00	15%	100.00
			INCLUDES GST 15%	65.22
			<b>TOTAL NZD</b>	<b>500.00</b>

Ph 07 846 0380 Fx 07 846 2144  
Em speedy@24zoom.co.nz  
33 King Street, Frankton, Hamilton  
PO Box 5627, Frankton, Hamilton 3242  
Freephone 0800 24 ZOOM

70



Dorothy Wakeling  
The Sculpture Park  
@Waitakaruru Arboretum  
Cash Sale

Date: February 3, 2021

Quotation No: 40081

Dear Dorothy

Thank you for your valued enquiry. I have pleasure in submitting this quotation for your consideration.

Description: **A5 Flyers Plus Design**

**Stock:** 350 gsm New Silk Art Board  
**Size:** 148 x 210mm  
**Colours:** Printed Full Colour both sides  
**The design cost is based on 4 hours @ \$80 per hour plus GST**

Quantity	300
Artwork/Design	\$320.00
Printing	\$147.00
GST	\$70.05
<b>Total</b>	<b>\$537.05</b>

All prices are quoted exclusive of GST and freight. Quotes are valid for 30 days.

I trust this quotation meets with your approval. If you require any further information please do not hesitate to contact us.

**Account Representative:**

Raewyn Holcroft  
Account Manager

**Entered By:**

Debbie Gibbs

Accepted .....

Quantity .....

# carltonpartyhire

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HAMILTON 120 LTD  
 TRADING AS CARLTON PARTY HIRE HAMILTON  
 6 KING ST, HAMILTON. 07-847-4747  
 PO BOX 1541, HAMILTON 3240. GST#90-213-695  
 hamilton@carltonpartyhire.co.nz BNZ 02-0278-0120090-00

**RENTAL QUOTATION: 3406668**

**BILL TO:**  
 THE SCULPTURE PARK  
 207 SCOTSMAN VALLEY RD  
 RD7  
 TAUWHARE

**SHIP TO:**  
 THE SCULPTURE PARK  
 207 SCOTSMAN VALLEY RD  
 RD7  
 TAUWHARE

**CUSTOMER #:** 21461  
**BILLING TEL:** 07-824-0733  
**SITE TEL:** 07-824-0733  
**SALESMAN:** STEPHANIE HILL

**QUOTE PERIOD:** FROM: MAR 30/21 TO APR 07/21 **DELIVERY AND PICKUP** **GST #: 90-213-695**

**RENTAL QUOTATION NOTES:**

MARQUEE PRICING SUBJECT TO SITE INSPECTION, & PEGGED ON GRASS  
 AGREEMENTS SUBJECT TO CARLTON'S STANDARD TERMS & CONDITIONS  
 CONDITIONS AVAILABLE AT [www.carltonpartyhire.co.nz](http://www.carltonpartyhire.co.nz)  
 THIS IS A QUOTE ONLY PRICES & AVAILABILITY TO BE CONFIRMED

**TERMS:** CASH

RENTAL#	QTY	DESCRIPTION	EXTENDED AMT
H-6M	1.00	MARQUEE 6M X 12M SERIES	\$1,304.00
DAILY: \$1,304.00			\$1,304.00
DATE OUT: MAR 30/21 8:00AM DATE DUE: APR 07/21 8:00AM RENTAL PERIOD: 1 DAY(S)			
H-WEIGHT120	12.00	MARQUEE CONCRETE WEIGHT	\$300.00
DAILY: \$25.00			\$300.00
DATE OUT: MAR 30/21 8:00AM DATE DUE: APR 07/21 8:00AM RENTAL PERIOD: 1 DAY(S)			
H-C1000	1.00	PORTABLE PA C1000	\$100.00
DAILY: \$100.00			\$100.00
DATE OUT: MAR 30/21 8:00AM DATE DUE: APR 07/21 8:00AM RENTAL PERIOD: 1 DAY(S)			
H-C1000M	1.00	PORTABLE PA MICROPHONE	\$15.00
DAILY: \$15.00			\$15.00
DATE OUT: MAR 30/21 8:00AM DATE DUE: APR 07/21 8:00AM RENTAL PERIOD: 1 DAY(S)			
H-SS	1.00	SPEAKER STAND	\$5.00
DAILY: \$5.00			\$5.00
DATE OUT: MAR 30/21 8:00AM DATE DUE: APR 07/21 8:00AM RENTAL PERIOD: 1 DAY(S)			
H-C1000C	1.00	PORTABLE PA COVER WEATHERPROOF	\$0.00
DATE OUT: MAR 30/21 8:00AM DATE DUE: APR 07/21 8:00AM RENTAL PERIOD: 1 DAY(S)			
H-PC	1.00	POWER CORDS (MIXER & SPEAKERS)	\$0.00
DATE OUT: MAR 30/21 8:00AM DATE DUE: APR 07/21 8:00AM RENTAL PERIOD: 1 DAY(S)			

**SUBTOTAL RENTALS: \$1,724.00**

SERVICES#	QTY	DESCRIPTION	UNIT PRICE	AMOUNT
D		DELIVERY	\$120.00	\$120.00
P		PICKUP	\$120.00	\$120.00
<b>SUBTOTAL SERVICES:</b>				<b>\$240.00</b>
<b>TAXES</b>			<b>TAXABLE</b>	<b>AMOUNT</b>

# carltonpartyhire

where all successful functions begin

**HAMILTON 120 LTD**  
 TRADING AS CARLTON PARTY HIRE HAMILTON  
 6 KING ST, HAMILTON. 07-847-4747  
 PO BOX 1541, HAMILTON 3240. GST#90-213-695  
 hamilton@carltonpartyhire.co.nz BNZ 02-0278-0120090-00

**RENTAL QUOTATION: 3406668**

**BILL TO:**  
 THE SCULPTURE PARK  
 207 SCOTSMAN VALLEY RD  
 RD7  
 TAUWHARE

**SHIP TO:**  
 THE SCULPTURE PARK  
 207 SCOTSMAN VALLEY RD  
 RD7  
 TAUWHARE

**CUSTOMER #:** 21461  
**BILLING TEL:** 07-824-0733  
**SITE TEL:** 07-824-0733  
**SALESMAN:** STEPHANIE HILL

TAXES	TAXABLE	AMOUNT
GST	\$1,964.00	\$294.60
<b>SUBTOTAL TAXES:</b>		<b>\$294.60</b>
<b>GRAND TOTAL:</b>		<b><u>\$2,258.60</u></b>

**CONDITIONS OF HIRE:** I agree to hire the equipment listed above subject to the terms and conditions of Carlton Party Hire. The hirer is responsible for the goods hired. Any breakages, damage or loss between receipt and return must be paid for by the hirer. To avoid penalty charges all goods must be returned clean and undamaged by 10am on the due date.

X

\_\_\_\_\_  
 SIGNATURE

\_\_\_\_\_  
 PRINT NAME



## Charitable Trust Deed

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This deed is made on the 13<sup>th</sup> day of November 2020

### PARTIES

**ROBERT JOHN GRAHAM** (Representing Wintec), **IAN ROBERT MCKIM**, **SIMON REYNOLDS**, **JOHN STALLIBRASS WAKELING** (Representing Wakeling Family), **DOROTHY FLORENCE WAKELING** (Representing Wakeling Family) and **FELICITY JANET CAMPBELL** (Trustees)

**JOHN STALLIBRASS WAKELING** and **DOROTHY FLORENCE WAKELING** (Settlor)

### BACKGROUND

- A. The parties to this deed wish to establish a charitable trust in New Zealand (**Trust**) for the purposes described in clause 3 of this deed and to give effect to such desire are, at the same time, giving to the trust the sum of \$10.00 to form the basis of a fund (**Fund**) to be held for the purposes and on the terms set out in this deed.
- B. The parties to this deed have agreed to enter into this deed specifying the purposes of the Trust and providing for its control and government.
- C. The parties wish to see the Waitakaruru Arboretum and Sculpture Park ("**Park**") used to its full potential by the community and recognised as a regional resource of botanical cultural and recreational significance. The art-in-nature experience invites generations in a family to come out together, groups of friends to share a walk, and children to be outdoors on a creative adventure.
- D. The aim of the Trust is to raise awareness of the diversity of trees, shrubs and herbaceous plants from around the world, raise awareness of sculptural art as an element within the landscape, demonstrate the use of trees in rehabilitation of derelict industrial sites, provide a destination for education, recreation and spiritual renewal and to continue as a Permanent Forest Sink under the ETS.

### OPERATIVE PROVISIONS

#### 1 Name

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The name of the Trust shall be the "**Art in Nature Arboretum Trust**".

#### 2 Office

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The office of the Trust shall be such place as the Board of Trustees may determine.

#### 3 Purposes

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The purposes of the Trust are as follows:

- (a) Management of the tree collection for carbon sequestration and global biodiversity.
- (b) Curation of the sculpture collection
- (c) Ongoing rehabilitation and management of the formerly derelict quarry site
- (d) Accessible, safe, and welcoming recreational space

- (e) Provision of creative resources and space for art-in-nature education.
- (f) Recognition that the park's long-term protection ultimately relies on a sound business proposition.
- (g) To continue to enrich the collection with trees and shrubs of geographical and botanical interest, with specific reference to endangerment and rarity.
- (h) To continue to forge links with tangata whenua (Ngati Haua)
- (i) To continue to foster relationships with local authorities, as well as education providers.
- (j) To source ongoing funding from a multitude of sources.

#### 4 The Board

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##### 4.1 Numbers

The Board of Trustees (**Board**) shall consist of no fewer than 5 nor more than 8 trustees (**Trustees**). The parties listed as Trustees shall be the first Trustees.

##### 4.2 Trustee term in office

Unless otherwise specified in this deed each Trustee shall hold office until:

- (a) she or he dies;
- (b) she or he is declared bankrupt;
- (c) she or he has his or her property affairs managed under the Protection of Personal and Property Rights Act 1988 upon the grounds of lack of competency to manage those affairs;
- (d) she or he is a "patient" as defined in s 2 of the Mental Health (Compulsory Assessment and Treatment) Act 1992;
- (e) a certificate is provided by a suitably qualified and independent medical practitioner appointed by the Trustees stating:
  - (i) that the person lacks wholly or partly the competence to manage his or her own affairs or the competence to exercise the powers held by that person under this deed; or
  - (ii) that the person lacks wholly or partly the competence to discharge the duties of the office or position held by that person under this deed,

provided that where the certificate is sought in respect of a Trustee, the suitably qualified and independent medical practitioner shall be appointed by the other Trustees; or
- (f) the person refuses to submit to an assessment of capacity when required by the Trustees (or where a Trustee is the subject of the proposed assessment, the other Trustees) or is unable by reason of physical disability to submit to an assessment of capacity in a timely manner.
- (g) she or he indicates in writing that she or he wishes to resign from the Board; or

- (h) except in the case of John Stallibrass Wakeling and Dorothy Florence Wakeling, she or he is removed as a Trustee by the other Trustees acting unanimously.

#### 4.3 Appointment of new Trustees

The filling of vacancies on the Board shall be carried out as follows:

- (a) The following parties have the power to appoint 1 Trustee each, and to remove each Trustee they appoint:
- (i) John Stallibrass Wakeling; and
  - (ii) Dorothy Florence Wakeling;
- For the purposes of this clause John Stallibrass Wakeling shall be deemed to have appointed himself and Dorothy Florence Wakeling shall be deemed to have appointed herself.
- (b) John Stallibrass Wakeling and Dorothy Florence Wakeling may each transfer the powers of appointment and removal of trustees held by them to such person or persons as they may nominate by deed of will.
- (c) in the case of retirement or replacement of other Trustees without there being any obligation to make any appointment, by appointment by the Board.
- (d) In making such appointment the Board shall use its best endeavours to ensure that at all times at least one representative of WINTEC and at least one local authority representative are on the Board; and
- (e) the appointment of a Trustee and the cessation of the appointment of any Trustee shall not be effective until recorded by resolution recorded in the Board's meeting minutes, or by deed.

#### 4.4 Name of the Board

The name of the Board shall be the Art in Nature Arboretum Trust Board.

### 5 Powers

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#### 5.1 General powers

The Board may exercise the following powers in order to carry out its charitable purposes:

- (a) all the powers necessary to manage the Fund and the Trust including, in relation to the Fund, all the powers of an absolute owner of the Fund;
- (b) all the powers necessary to carry out the purposes of the Trust, including powers incidental to those in paragraph 5.1(a) and the powers contained in the Trusts Act 2019 (Act).

#### 5.2 Specific powers

In addition to the general powers referred to in clause 5.1 and those implied by the general law of New Zealand or contained in the Act, the Board shall have the following specific powers:

- (a) to use the Fund as the Board thinks necessary or proper in payment of the costs and expenses of the Trust, including the employment of professional advisers, agents, officers and employees as appears necessary or expedient; and
- (b) to purchase, take on lease or licence to occupy or in exchange or hire or otherwise acquire any land or personal property and any rights or privileges which the Board thinks necessary or expedient for the purpose of attaining the objects of the Trust and to sell, exchange, bail or lease, with or without option of purchase, or in any manner dispose of any such property, rights or privileges as aforesaid; and
- (c) to carry on any business; and
- (d) to invest surplus funds in any way permitted by law for the investment of trust funds and upon such terms as the Board thinks fit; and
- (e) to borrow or raise money from time to time, with or without security, and upon such terms as to priority and otherwise as the Board thinks fit; and
- (f) to do all things as may from time to time be necessary or desirable to enable the Board to give effect to and to attain the charitable purposes of the Trust.

### 5.3 Incorporation

The Board is empowered to seek incorporation in accordance with the provisions of the Charitable Trusts Act 1957.

### 5.4 Employment

Under clause 5.1(a) but subject to clause 8 the Board may employ Trustees as agents, officers, and employees.

## 6 Trustee Duties

Each Trustee and the Board, as the case may be, must:

- (a) know the terms of the Trust;
- (b) act in accordance with the terms of the Trust;
- (c) act honestly and in good faith;
- (d) hold or deal with the assets of the Trust and otherwise act to further the purpose of the Trust specified in clause 3;
- (e) exercise their powers for a proper purpose;
- (f) when administering the Trust, exercise the care and skill that is reasonable in the circumstances and, in the case of each Trustee, having regard, in particular, to:
  - (i) any special knowledge or experience that the Trustee has or that the Trustee holds out as having; and
  - (ii) if the person acts as a Trustee in the course of a business or profession, to any special knowledge or experience that it is reasonable to expect of a person acting in the course of that kind of business or profession;

- (g) when exercising any power to invest the Fund, exercise the care and skill that a prudent person of business would exercise in managing the affairs of others and, in the case of each Trustee, having regard, in particular:
- (i) to any special knowledge or experience that the Trustee has or that the Trustee holds out as having; and
  - (ii) if the Trustee acts as a Trustee in the course of a business or profession, to any special knowledge or experience that it is reasonable to expect of a person acting in the course of that kind of business or profession;
- (h) not exercise a power of the Board directly or indirectly for the Trustee's own benefit except as authorised by clause 8;
- (i) consider actively and regularly whether the Board should be exercising one or more of the Board's powers;
- (j) not bind or commit the Board to a future exercise or non-exercise of a discretion;
- (k) avoid a conflict between the interests of any Trustee and the interests of the Board or the purposes specified in clause 3;
- (l) act impartially when considering potential beneficiaries;
- (m) not make a profit from their trusteeship except as authorised by clause 8;
- (n) not take any reward for acting as a Trustee, except as authorized by clause 8; and
- (o) act unanimously.

## **7 Trustee liability and indemnity**

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### **7.1 Board liability**

The Board is liable for any expense or liability incurred by the Trust.

### **7.2 Trustee indemnity**

A Trustee who incurs an expense or liability when acting with the authority of the Board is entitled:

- (a) if the Trustee has paid the expense or discharged the liability out of the Trustee's own funds, to reimbursement from the Fund; or
- (b) in any other case, the Board must pay the expense or discharge the liability directly from the Fund;

unless the expense or liability arose from the Trustee's dishonesty, wilful misconduct or gross negligence or was incurred without authority from the Board.

## **8 Income benefit or advantage to be applied to charitable purposes**

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### **8.1 Application**

Any income, benefit or advantage held by the Board shall be applied to the charitable purposes of the Trust.

**8.2 Influence**

No Trustee or person associated with a Trustee shall participate in, or materially influence, any decision made by the Board in respect of the payment to or on behalf of that Trustee or associated person of any income, benefit or advantage whatsoever.

**8.3 Reasonableness required**

Any such income paid shall be reasonable and relative to that which would be paid in an arm's length transaction (being open market value).

**8.4 Payments to Trustees**

Subject to clauses 8.2 and 8.3 Trustees may be paid for their services as Trustees, notwithstanding any rule of law to the contrary.

**8.5 Entrenchment**

The provisions and effect of this clause 8 shall not be removed from this document and shall be included and implied into any document replacing this document.

**9 Proceedings of the Board**

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**9.1 Meetings**

The Board shall meet at such times and places as it determines including by audio and/or audio-visual means and shall elect a chairperson from amongst the Trustees at its first meeting and at every subsequent annual general meeting.

**9.2 Officers**

The Board shall appoint the officers of secretary and treasurer. These offices may be combined. The secretary and treasurer need not be Trustees.

**9.3 Chairperson**

The chairperson shall preside at all meetings of the Board at which they are present. In the absence of the chairperson from any meeting, the Trustees present shall appoint one of their number to preside at that meeting.

**9.4 Quorum**

At any meeting of the Board a majority of Trustees shall form a quorum and no business shall be transacted unless a quorum is present. The attendees shall include those attending by audio or audio-visual means.

**9.5 Voting**

All questions before the Board shall be decided by consensus. However, where a consensus decision cannot be reached on a question, it shall, unless otherwise specified in this deed, be put as a motion to be decided by a majority of votes such majority to include both Trustees appointed by the Wakeling family.

**9.6 Minutes**

The secretary shall keep minutes of all Board meetings which shall be available for inspection by Board members at reasonable times.

**9.7 Written Resolution**

A written resolution signed by all Trustees shall be as valid and have the same effect as a resolution validly passed at a meeting of the Board.

**10 Accounts**

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**10.1 True and fair accounts**

The Board shall keep true and fair accounts of all money received and expended.

**10.2 Audit or review**

The Board may at its own option, as soon as practicable after the end of every financial year of the Trust, cause the accounts of the Trust for that financial year to be audited or reviewed by an accountant appointed for that purpose.

**11 Power to delegate**

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**11.1 Power to delegate**

The Board may, from time to time, appoint any committee and may delegate any of its powers and duties except those listed in clause 11.5, to any such committee or to any person, and the committee or person, as the case may be, may without confirmation by the Board exercise or perform the delegated powers or duties in like manner and with the same effect as the Board could itself have exercised or performed them.

**11.2 Delegate bound**

Any committee or person to whom the Board has delegated powers or duties shall be bound by the terms of this trust deed.

**11.3 Delegation revocable**

Every such delegation shall be revocable at will, and no such delegation shall prevent the exercise of any power or the performance of any duty by the Board.

**11.4 Delegate need not be Trustee**

It shall not be necessary that any person who is appointed to be a member of any such committee, or to whom any such delegation is made, be a Trustee.

**11.5 Limits on delegation**

The Board may not delegate:

- (a) any of its powers related to the determination of whether, when, or in what way any part of the Fund shall be distributed, used, possessed or applied for the Trust's purposes;
- (b) any of its powers of appointment and removal of Trustees under clause 4;
- (c) any power to set or change the distribution date for any trust property;
- (d) any of its powers under clause 12 (alteration of deed) or clause 16 (winding up);
- (e) any right to apply to the court;
- (f) the Board's powers of delegation under clause 11.1; or

Handwritten signatures and initials at the bottom right of the page, including a large signature, a smaller signature, and several initials.

- (g) any other powers held by the Board that cannot be delegated under the Act.

### 11.6 Duty to review delegations

If the Board exercises its powers to delegate under this clause 11, the Board must:

- (a) keep under review the arrangements under which the committee or person acts and how those arrangements are being put into effect; and
- (b) if the circumstances make it appropriate to do so, consider whether the Board should exercise any power to intervene (for example, a power to give directions to the committee or person, or to amend, revoke, or replace the appointment).

### 11.7 Delegation by Trustee

A Trustee cannot delegate all or any of their powers or functions under this deed.

## 12 Alteration of deed

The Board may, by consensus or pursuant to a motion decided by a two thirds majority of votes, by supplemental deed, make alterations or additions to the terms and provisions of this deed provided that no such alteration or addition shall:

- (a) be binding without the consent in writing of John Stallibrass Wakeling and Dorothy Florence Wakeling or such other person or persons as may have been appointed in their place under clause 4.3(a) of this deed;
- (b) detract from the exclusively charitable nature of the Trust or result in the distribution of its assets on winding up or dissolution for any purpose that is not exclusively charitable; or
- (c) be effective until registered with and accepted under the Charities Act 2005 by Charities Services.

## 13 Trust contracts

Contracts on behalf of the Trust may be made as follows:

- (a) A contract which if made by private persons would be by law required to be by deed may be made on behalf of the Trust in writing signed by two trustees acting under the Board's Authority, express or implied.
- (b) A contract which if made between private persons would be by law required to be in writing, signed by the parties to be charged, may be made on behalf of the Trust in writing signed by any person acting under the Board's authority, express or implied.
- (c) A contract which if made between private persons would by law be valid although made verbally only, and not reduced into writing, may be made verbally on behalf of the Trust by any person acting under the Board's authority, express or implied.

PROVIDED, HOWEVER, that no such contract shall be entered into by any person on behalf of the Trust except with the authority of a resolution passed by the Board at a properly constituted Board meeting or in accordance with clause 9.7.

8



## 14 Winding up and dissolution of assets

### 14.1 Winding up

The Board may, by consensus or pursuant to a motion decided by a two thirds majority of votes, resolve to wind up the Trust.

### 14.2 Distribution of assets

If, either on the winding up, failure or dissolution of the Trust, or in the case of the Board having incorporated in accordance with the provisions of the Charitable Trusts Act 1957 on the liquidation of the Board or on its dissolution by the Registrar, there remains, after payment of all of the Trust's debts and liabilities, any property or assets whatsoever, they shall be given or transferred to trustees for carrying out charitable purposes within New Zealand similar to those set out in this deed, or be applied for such charitable purposes within New Zealand as the Board may, by resolution, determine at, before, or during the winding up, failure, dissolution or liquidation. If the Board is unable to make such decision, such property shall be disposed of in accordance with the directions of a Judge of the High Court pursuant to s 27 of the Charitable Trusts Act 1957 on the application of any member of the Board.

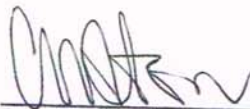
## 15 Interpretation

In this deed:

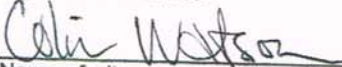
- (a) Headings are for guidance only and shall not affect the interpretation of this trust deed.
- (b) Words importing the singular also include the plural or vice versa.
- (c) Any reference to any legislation shall be deemed to be a reference to any legislation passed in substitution.

EXECUTED as a deed on the \_\_\_\_\_ day of \_\_\_\_\_ 2020.

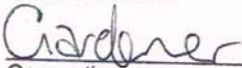
SIGNED by **ROBERT JOHN GRAHAM** as a Trustee in the presence of:



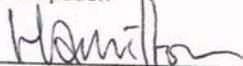
Signature of witness




Name of witness



Occupation


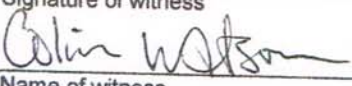
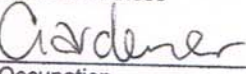
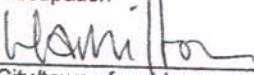


City/town of residence

  
Robert John Graham

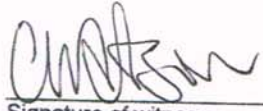
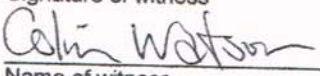
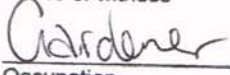
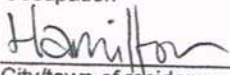
SIGNED by **IAN ROBERT MCKIM** as a Trustee in the presence of:

  
\_\_\_\_\_  
Ian Robert McKim

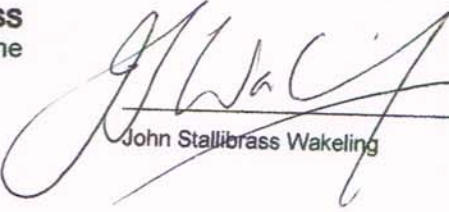
  
\_\_\_\_\_  
Signature of witness  
  
\_\_\_\_\_  
Name of witness  
  
\_\_\_\_\_  
Occupation  
  
\_\_\_\_\_  
City/town of residence

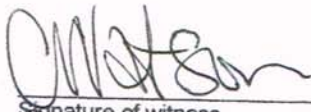
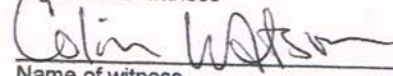
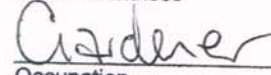
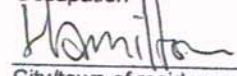
SIGNED by **SIMON REYNOLDS** as a Trustee in the presence of:

  
\_\_\_\_\_  
Simon Reynolds


  
\_\_\_\_\_  
Signature of witness  
  
\_\_\_\_\_  
Name of witness  
  
\_\_\_\_\_  
Occupation  
  
\_\_\_\_\_  
City/town of residence

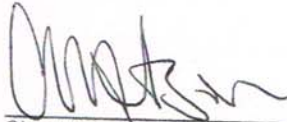
SIGNED by **JOHN STALLIBRASS WAKELING** as a Trustee and a Settlor in the presence of:

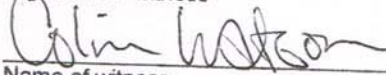
  
\_\_\_\_\_  
John Stallibrass Wakeling

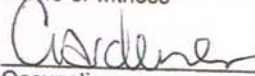
  
\_\_\_\_\_  
Signature of witness  
  
\_\_\_\_\_  
Name of witness  
  
\_\_\_\_\_  
Occupation  
  
\_\_\_\_\_  
City/town of residence

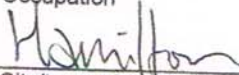
SIGNED by **DOROTHY FLORENCE WAKELING** as a Trustee and a Settlor in the presence of:

  
Dorothy Florence Wakeling

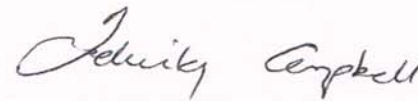
  
Signature of witness

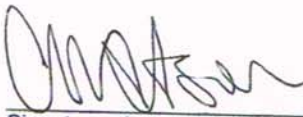
  
Name of witness

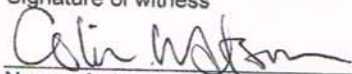
  
Occupation

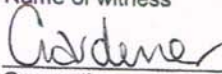
  
City/town of residence

SIGNED by **FELICITY JANET CAMPBELL** as a Trustee in the presence of:

  
Felicity Janet Campbell

  
Signature of witness

  
Name of witness

  
Occupation

  
City/town of residence

### **Open Meeting**

<b>To</b>	Discretionary & Funding Committee
<b>From</b>	Clive Morgan General Manager Community Growth
<b>Date</b>	2 March 2021
<b>Prepared by</b>	Lianne van den Bemd Community Development Advisor
<b>Chief Executive Approved</b>	Y
<b>Reference #</b>	GOV0514 / 3013306
<b>Report Title</b>	Raglan Community Arts Council - Raglan Arts Weekend

## **1. EXECUTIVE SUMMARY**

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The purpose of this report is to present an application for funding from Raglan Community Arts Council, who is seeking funds towards the cost of the Raglan Arts Weekend.

## **2. RECOMMENDATION**

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

**AND THAT** an allocation of \$..... is made to the **Raglan Community Arts Council** towards the cost of the **Raglan Arts Weekend**;

**OR**

**AND THAT** the request from the **Raglan Community Arts Council** towards the cost of the **Raglan Arts Weekend** is declined / deferred until ..... for the following reasons:

## **3. BACKGROUND**

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Raglan Community Arts Council nurture and encourage development of the arts in the Whaingaroa area. They operate and maintain the Raglan Old School Arts Centre, support and prompt arts-based activities, support events for the community and give financial support.

An expected 40-60 volunteers will help to cover roles across planning, funding, accounting, meetings, staffing the exhibition, web development, marketing support and promotion, all managed by the Raglan Community Arts Council. The aim this year is to get 42 artists to participate, with local businesses and schools supporting the event too.

The Raglan Arts Weekend (RAW) 2021 is a three-day event and will be held over Labour Weekend from the 23 – 25 October 2021. RAW uses visual art to promote Raglan and the Waikato District as a visitor’s destination.

#### **4. OPTIONS CONSIDERED**

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- 4.1 That the application is approved and an allocation of partial or full funding requested by made.
- 4.2 That the application is declined.
- 4.3 That the application is deferred.

#### **5. FINANCIAL**

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Funding is available to allocate for the year.

The project is noted to cost \$29,405.68. Raglan Community Arts Council is seeking funding of \$4,486.00 towards the cost of the Raglan Arts Weekend.

GST Registered	Yes
Set of Accounts supplied	Yes
Previous funding has been received by this organisation	Yes

#### **6. POLICY**

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

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

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

#### **7. CONCLUSION**

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Consideration by the Raglan Community Board is required with regards to this funding request.

#### **8. ATTACHMENT**

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Raglan Community Arts Council – Raglan Arts Weekend

## DISCRETIONARY FUNDING APPLICATION FORM

### Important notes for applicant:

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

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

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

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

1. Discretionary and Funding Committee                      Project Fund (Rural Ward Areas)                       Event Fund

OR

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

- |                                      |                                  |  |                                   |
|--------------------------------------|----------------------------------|--|-----------------------------------|
| Raglan <input type="checkbox"/>      | Taupiri <input type="checkbox"/> | Onewhero-Tuakau <input type="checkbox"/> |                                   |
| Ngaruawahia <input type="checkbox"/> | Huntly <input type="checkbox"/>  | Te Kauwhata <input type="checkbox"/>     | Meremere <input type="checkbox"/> |

### Section I – Your details

#### 1. Name of your organisation and contact person

Raglan Community Arts Council: Rodger Gallagher

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

We are the arts and creative organisation for the Raglan Whaingaroa area. We have been operating since 1982.

Our aim is to nurture and encourage development of the arts in this area.

We do this by operating the Raglan Old School Arts Centre for the community, supporting and prompting arts activities and events, encouraging & promoting resident artists and by providing a financial umbrella for arts projects.

**3. Phone number/s**

Rodger Gallagher Arts Centre 07 825 0023

**4. Email / Address**

accounts@raglanartscentre.co.nz

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

CC - 24379. Registration is current: <https://www.register.charities.govt.nz/Charity/CC24379>

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

The 3 day Raglan Arts Weekend (RAW) 2021 will be held over Labour Weekend in October from 23 – 25 October 2021. The event, now in its twelfth year, has been held every year since 2008 and continues to draw art aficionados from across the country to the seaside town of Raglan.

RAW uses visual art to promote Raglan and the Waikato District as a visitor destination. It puts local arts and creativity on display through artist open studios over the Labour Weekend. The event is also preceded by a Preview Exhibition, held at the Raglan Old School Arts Centre in the weeks leading up to Labour Weekend. Over the years, a community has been built around the Raglan Arts Weekend: cafes, accommodation providers, businesses, and the i-Site all support RAW as a key community arts event for the Waikato.

A guide is published which directs visitors to over 50 local art and key business destinations. Copies of the guide are available for the year as a resource @ Raglan I-Site and also the Raglan Old School Arts Centre. We have also been working with i-sites and art galleries around North Island, educating them that the brochure is a 'Guide to Art in Raglan' and not just for a one-off event.

There are four components to our project:

1. Event: Raglan Arts Weekend open studio event - 23-25 October 2021
2. Preview Exhibition: Preview Exhibition for 3 weeks prior to the event– Thursday 30 September – 25 October 2021
3. Raglan Art Guide: 5000 copies of the guide are distributed throughout the North Island to key art galleries and locations. It is also a valuable resource post the event and all year for visitors to Raglan. This year, we would like to expand the arts weekend to accommodate 42 artists, as well as the 4 new galleries that have opened in Raglan since Covid to truly reflect the diversity of art available in Whaingaroa
4. Website: Artist and Art Trail Website – in 2021, we would like to focus on enhancing the usability and appeal of our web site, with a view to enabling e-commerce and art sales further across New Zealand, and abroad. This is particularly important in the current Covid environment.

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

There are 40-60 volunteer roles covering planning, funding, accounting, meetings, staffing the exhibition, web development, marketing support and promotion, and these are managed by the Raglan Community Arts Council. We had 37 participating artists in 2020 and are aiming for 42 this year as demand increases and new artists emerge. We have a number of local businesses, shops, sign companies, printers, and art studios/galleries who help support our event every year to make it possible, as well as Raglan Area School/ Te Mata students/teacher support where appropriate.

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

There is an opportunity for the wider community to visit artist studios which are not usually open. Several thousand visitors are drawn to Raglan and the Waikato District by the event providing economic benefits to both the business and tourism community. The guide is used by visitors all year round as a valuable resource to art in the community, as well as good shops and galleries to visit. Our web site revision will help extend this even further.

Are you GST registered? No  Yes  GST Number

**Section 3 – Funding requirements**

Please complete all of the following sections	GST Inclusive Costs (use this column if you are NOT GST registered)	GST Exclusive Costs (use this column if you are GST registered)
What is the <b>total</b> cost of your project/event	\$	\$ 29,405.68
Existing funds available for the project. Include any projected income i.e. ticket sales, merchandise etc.		
<b>Total A</b>	\$	\$ 18,239.11 <span style="float: right;">+</span>

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

Project Breakdown (itemised costs of funding being sought)	GST Inclusive Costs (use this column if you are NOT GST registered)	GST Exclusive Costs (use this column if you are GST registered)
Mafia Design:graphic for brochure 28 hours @\$75	\$	\$ 2100.00
Printhouse: print colour A3 6 panel book, 5000	\$	\$ 2386.00
	\$	\$
	\$	\$
	\$	\$
	\$	\$
<b>Total Funds being sought from <u>WDC</u></b>	<b>Total B</b>	\$ 4486.00

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

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

a) Chartwell Trust	\$	\$ 4,309.18
b) Creative Communities Waikato	\$	\$ 2371.39
c)	\$	\$
d)	\$	\$
<b>Total of other funds being sought</b>	<b>Total C</b>	\$ 6,680.57

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

Artists each donate 1 piece of art for the 300x300 exhibition. Real estate agents donate corflute for waterproof signs. Raglan Community Arts Council members donate baking for exhibition openings. Artists donate their time to wo/man the exhibition, make and put up large signage around Raglan. Artists donate time to stuff envelopes with marketing material and brochures to be distributed around North Island. Volunteers donate time to update art gallery and studio postal information around North Island.



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

What Board / Committee	Type of Project / Event	Date received	Amount
WDC DGF 2019	Raglan Arts Weekend 2020	Dec 2019	3000
Raglan Community Bd	Building renovations	26/8/20	3500

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

I confirm that an accountability statement has been completed and returned for previous funding received.

 Name: Rodger Gallagher Date: 29 January 2021

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

 Name: Rodger Gallagher Date: 29 January 2021Position in organisation (tick which applies) Chairman  Secretary  Treasurer Signature:  Date: 1st February 2021**\*Incomplete applications will not be accepted and will be returned**



Free phone 0800 747 746 (07 847 8102) Free fax 0800 329 774 (07 847 8103)  
 PO Box 5544, Hamilton 3242 142 Kent St, Hamilton 3204  
 Email admin@phprint.co.nz Website www.phprint.co.nz

27th January 2021

Attention **NICKY BRZESKA**

**Raglan Community Arts Council**

5 Stewart Street

Raglan 3225  
 Phone (07) 825-0023

E-Mail nicky@raglanartscentre.co.nz

**QUOTE : 295273**

**Client No : 25593**

**From : Jo Payne**  
**Estimator : Craig Wilson**

**Thank you for the opportunity to quote the following, we trust it meets your requirements.**

Job Title RAGLAN ARTS WEEKEND BROCHURE 2021  
 Job Description 24PP SADDLE STITCHED, PRINTED 4X PROCESS  
 TO BE COLLECTED.

Stock IMPRESS SATIN 113GSM (FSC-Mix Credit.)  
 Ink Info 4xPROCESS  
 Size Open/Flat 210 X 198  
 Size Bound DLE Portrait

Material supplied by client: Print Ready PDF file

Proofs required: Colour Lazer Proof

<b>Quantities</b>	<b>4,000</b>	<b>4,500</b>	<b>5,000</b>
<b>To Supply</b>	<b>\$ 2,055.00</b>	<b>\$ 2,219.00</b>	<b>\$ 2,386.00</b>
Plus GST: (@ 15%)	308.25	332.85	357.90
<b>Total Price:</b>	<b>\$ 2,363.25</b>	<b>\$ 2,551.85</b>	<b>\$ 2,743.90</b>
<i>Unit Price (Ex GST):</i>	<i>\$ 0.514</i>	<i>\$ 0.493</i>	<i>\$ 0.477</i>

This quote is submitted in good faith based on information you have supplied to us. Terms of business are as stated in our 'Terms of Trade' and payment is strictly 20th of the month following delivery, unless pre-arranged. A copy of our 'Terms of Trade' can be downloaded and viewed from our website at www.phprint.co.nz. Prices are based on 70% image coverage and are for delivery to one Raglan address unless otherwise stated. Any origination costs are subject to sighting the material and the brief supplied by the client. Unless stated prices are based on 'print ready' PDF files being supplied by the client. Any changes or corrections to files will incur additional charges at our standard rates. While every endeavour will be made to provide commercially acceptable products, there is no guarantee that production prints will exactly match the colour proofs supplied due to variation in proof preparations and the substrates used. This quote is valid for 3 months (until 27/04/2021) and is subject to availability of stock. We look forward to working with you and providing you with a quality product.

Regards

Jo Payne

## ESTIMATE


**MAFIA<sup>®</sup>**  
**DESIGN**

MAFIA DESIGN LIMITED

N° 3075385

GST: 105 359 497

**Date:** 01 Feb 2021

**To:** Raglan Old School Arts Centre

**Attention:** Nicole Brzeska

**Address:** 5 Stewart Street, Raglan 3225

**Description**

Design/ layout of RAW brochure to include 42 artists	2100.00
Refresh imagery for RAW 2021 brand	37.50
Design 2 adverts – update What's On listings adverts	37.50
Design 3 posters for RAW and Preview Exhibition	75.00

**Total Hours:** 30 Hrs @ \$75.00 per hour

**Note:** Price may vary depending on the amount of changes done to the graphics above.

**Subtotal** 2,250.00

**GST** 337.50

**Total** 2,587.50

**Due Date: 15 FEB 2021**

A deposit of 50% may be required at the discretion of Mafia Design Ltd prior to start of job including any artwork, proofing, sampling. Balance due on collection or prior shipping unless by prior arrangement. This is to the discretion of Mafia design Ltd. All products remain the property of Mafia Design Ltd until paid in full.

**Bank Details: ANZ, MAFIA DESIGN LIMITED, Current Account N° 060185 0450031-00**

MAFIA DESIGN APPRECIATES YOUR BUSINESS

696C Te Hutewai Road, Raglan 3296, New Zealand +64 21 113 0747 • miguel@mafia-design.co.nz

**PUBLIC BENEFIT ENTITY SIMPLE FORMAT REPORTING – ACCRUAL (NOT-FOR-PROFIT)****STEP ONE - BASIC INFORMATION**

Please complete the following information for your entity, this will then flow into the Performance Report.

Full name of organisation

For the year ended

*This workbook contains a number of formulae and other features designed to make it's completion as easy as possible. To avoid inadvertent overwriting of this functionality, the workbooks have been password protected. The password is noted below , so that entities that wish to modify the workbook can do so. However, it is recommended that extreme care be taken if any modification is undertaken.*

**PASSWORD : xrb (Note password is case-sensitive)**

**Raglan Community Arts Council****Performance Report**

For the year ended  
31 March 2020

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Statement of Financial Performance	5
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Statement of Accounting Policies	8
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*[If the entity has an Independent Auditors Report or Independent Review Report - add this to your contents and attach to the Performance Report]*

## Raglan Community Arts Council

### Entity Information

"Who are we?", "Why do we exist?"

For the year ended  
31 March 2020

Legal Name of Entity:*	Raglan Community Arts Council
Other Name of Entity (if any):	Raglan Old School Arts Centre
Type of Entity and Legal Basis (if any):*	Community Arts Council operating under the Arts Council of NZ Act
Registration Number:	CC24379
Entity's Purpose or Mission:	Our aim is to nurture and encourage development of the arts in Whaingaroa. Operating the Raglan Old School Arts Centre, Providing a financial umbrella for arts projects, Fund raising for operations & projects, Supporting & prompting arts activities & events, Encouraging & promoting resident artists.
Entity Structure: *	RCAC has a management committee with a Chairperson, Deputy Chairperson, Secretary and Treasurer. The committee meets monthly. All payments are approved by two members of the committee who have been authorised by a committee meeting.
Main Sources of the Entity's Cash and Resources:*	Main funding sources are self funding, grants and donations from community funders, government agencies, individuals and businesses.
Main Methods Used by the Entity to Raise Funds:*	RCAC holds a monthly creative market to raise funds. It also raises funds from facility and equipment hire.
Entity's Reliance on Volunteers and Donated Goods or Services: *	Volunteers run most activities including movie screenings, event coordination and management.
Additional Information:*	
<b>Contact details</b>	
Physical Address:	5 Stewart St, Raglan 3225
Postal Address:	5 Stewart St, Raglan 3225
Phone/Fax:	07 825 0023
Email:	<a href="mailto:info@raglanartscentre.co.nz">info@raglanartscentre.co.nz</a>
Website:	<a href="https://raglanschoolartscentre.co.nz">https://raglanschoolartscentre.co.nz</a>
	<a href="https://www.facebook.com/raglanoldschoolartscentre/">https://www.facebook.com/raglanoldschoolartscentre/</a>
	

Raglan Community Arts Council  
Statement of Service Performance  
"What did we do?", When did we do it?"  
For the year ended  
31 March 2020

Description of the Entity's Outcomes\*:

RCAC aims to achieve a high level of community involvement and participation in the wider arts and culture at the Old School Arts Centre.

Description and Quantification (to the extent practicable) of the Entity's Outputs:*	Actual*	Budget	Actual*
	This Year	This Year	Last Year
10 exhibitions - number of weeks running	34		13
Monthly Movies			
96 movie sessions - people attending	1400		1300
Film Festival			
10 sessions - number of people attending	250		270
Red Carpet Awards Evening - number of people attending	121		114
Raglan Art to Wear 2018 - Biennial event not held in 1919/20			
Active participants	0		100
Audience	0		600
22 concerts, music or drama events, book launches - people attending	500		500
Raglan Arts Weekend - Arts Weekend took place at April 2019	2270		0
Raglan Arts Weekend - Preview exhibition - 4 weeks prior to Weekend	1650		0
Raglan Creative Market - held monthly, bi-monthly in summer months			
People attending over the year	10,000		10,000
Pre-school to Youth Clay Art workshops			
4 sessions per term - people attending	130		110

Additional Output Measures:

What's On newsletter published each month with 250 print and 834 electronic copies.

Additional Information:

Clayshed members' nights and ClayShedPlus sessions are held throughout the year along with other groups such as children's drama, children's art based holiday programmes, Raglan Art Group and Karioi Quilting. The Arts Centre is used by a large number of community groups throughout the year, including parenting sessions and Plunket messy play groups.

Raglan Community Arts Council  
Statement of Financial Performance  
"How was it funded?" and "What did it cost?"  
For the year ended  
31 March 2020

	Note	Actual* This Year \$	Budget This Year \$	Actual* Last Year \$
<b>Revenue</b>				
Rents received and income from equipment hire		39266		34,670
Classes, participation fees, stallholders fees, ticket sales		52353		69,196
Subscriptions		1774		1,887
Items sold on behalf of Artists		27536		27,181
Interest		388		3,330
Sponsorship and advertising		12058		9,113
Grants, donations and subsidies		224067		228,490
Other revenue		74492		66,733
<b>Total Revenue*</b>		<b>431,934</b>	<b>-</b>	<b>440,600</b>
<b>Expenses</b>				
Workshops and Events		51222		52,094
Volunteer and employee related costs*		104469		79,925
Overheads and consumables		31539		33,137
Payments to Artists for items sold		27536		27,181
Repairs and maintenance		15346		12,285
Other expenses		35556		29,031
Depreciation expense		3909		3,467
<b>Total Expenses*</b>		<b>269,577</b>	<b>-</b>	<b>237,120</b>
<b>Surplus/(Deficit) for the Year*</b>		<b>162,357</b>	<b>-</b>	<b>203,480</b>



**Raglan Community Arts Council**  
**Statement of Financial Position**  
 "What the entity owns?" and "What the entity owes?"

As at  
 31 March 2020

	Note	Actual* This Year \$	Budget This Year \$	Actual* Last Year \$
<b>Assets</b>				
<b>Current Assets</b>				
Bank accounts and cash*		26,747		172,119
GST Accrued		-		5,768
Inventory*				
Other current assets				
<b>Total Current Assets</b>		<b>26,747</b>	<b>-</b>	<b>177,887</b>
<b>Non-Current Assets</b>				
Property, plant and equipment*		625,240		410,021
KiwiBank Notice Saver account		-		1,225
Historical Adjustment		334		
<b>Total Non-Current Assets</b>		<b>625,574</b>	<b>-</b>	<b>411,246</b>
<b>Total Assets*</b>		<b>652,321</b>	<b>-</b>	<b>589,133</b>
<b>Liabilities</b>				
<b>Current Liabilities</b>				
Refundable key deposits		908		908
Creditors and accrued expenses*		-		4,465
GST owing		86		-
Unused donations and grants with conditions*		10,359		112,842
Income received in advance		7,693		
<b>Total Current Liabilities</b>		<b>19,046</b>	<b>-</b>	<b>118,215</b>
<b>Non-Current Liabilities</b>				
Loans*				
Other non-current liabilities		-		-
<b>Total Non-Current liabilities</b>		<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Liabilities*</b>		<b>19,046</b>	<b>-</b>	<b>118,215</b>
<b>Total Assets less Total Liabilities (Net Assets)*</b>		<b>633,275</b>	<b>-</b>	<b>470,918</b>
<b>Accumulated Funds</b>				
Capital contributed by owners or members*		213,271		213,271
Accumulated surpluses or (deficits)*		420,004		257,647
Reserves*		-		-
<b>Total Accumulated Funds*</b>		<b>633,275</b>	<b>-</b>	<b>470,918</b>

## Raglan Community Arts Council

## Statement of Cash Flows

"How the entity has received and used cash"

For the year ended

31 March 2020

	Actual*	Budget	Actual*
	This Year	This Year	Last Year
	\$	\$	\$
<b>Cash Flows from Operating Activities*</b>			
<b>Cash was received from:</b>			
Donations, fundraising and other similar receipts*	259,839		147,064
Fees, subscriptions and other receipts from members*	1,774		1,887
Receipts from providing goods or services*	169,913		151,908
Interest, dividends and other investment receipts*	388		3,330
Net GST	5,553		6,015
<b>Cash was applied to:</b>			
Payments to suppliers and employees*	363,589		209,768
Donations or grants paid*	5,257		360
Payments to acquire property plant and equipment	215,219		182,818
<b>Net Cash Flows from Operating Activities*</b>	<b>(146,598)</b>	<b>-</b>	<b>(82,742)</b>
<b>Cash flows from Investing and Financing Activities*</b>			
<b>Cash was received from:</b>			
Receipts from the sale of property, plant and equipment*			
Receipts from the sale of investments*			
Proceeds from loans borrowed from other parties*			
Capital contributed from owners or members*			
<b>Cash was applied to:</b>			
Payments to acquire property, plant and equipment*			
Payments to purchase investments*	-		-
Repayments of loans borrowed from other parties*			
Capital repaid to owners or members*			
<b>Net Cash Flows from Investing and Financing Activities*</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Net Increase / (Decrease) in Cash*</b>	<b>(146,598)</b>	<b>-</b>	<b>(82,742)</b>
<b>Opening Cash*</b>	<b>166,055</b>		<b>248,797</b>
<b>Closing Cash*</b>	<b>19,457</b>		<b>166,055</b>
<b>This is represented by:</b>			
Bank Accounts and Cash*	26,747	-	172,119

## Raglan Community Arts Council

### Statement of Accounting Policies

#### "How did we do our accounting?"

For the year ended  
31 March 2020

#### **Basis of Preparation\***

Raglan Community Arts Council has elected to apply PBE SFR-A (NFP) Public Benefit Entity Simple Format Reporting - Accrual (Not-For-Profit) on the basis that it does not have public accountability and has total annual expenses of equal to or less than \$2,000,000. All transactions in the Performance Report are reported using the accrual basis of accounting. The Performance Report is prepared under the assumption that the entity will continue to operate in the foreseeable future.

#### **Goods and Services Tax (GST)\***

All amounts are recorded exclusive of GST, except for Debtors and Creditors which are stated inclusive of GST.

#### **Income Tax**

Raglan Community Arts Council is wholly exempt from New Zealand income tax having fully complied with all statutory conditions for these exemptions.

#### **Bank Accounts and Cash**

Bank accounts and cash in the Statement of Cash Flows comprise cash balances and bank balances (including short term deposits) with original maturities of 90 days or less.

#### **[Name of Specific Accounting Policy]\***

RCAC Financial Procedures were reviewed on 14th November 2017. Petty Cash amounts were increased.

#### **Changes in Accounting Policies\***

There have been no changes in accounting policies during the financial year.

Raglan Community Arts Council  
Notes to the Performance Report  
For the year ended  
31 March 2020

Note 1 : Analysis of Revenue

Revenue Item	Analysis	This Year	Last Year
		\$	\$
Rents received and income from equipment hire	Old School	25084	21,691
	St Lazarus Kitchen	12519	11,030
	Movie equipment hire	1663	1,949
	<b>Total</b>	<b>39,266</b>	<b>34,670</b>
		\$	\$
Classes and course fees, participation fees, ticket sales and entry fees, Market stallholders fees	Classes and course fees	13017	7,995
	Participation fees	738	4,177
	Ticket sales and entry fees	20385	33,647
	Market Stallholders fees	18213	23,377
	<b>Total</b>	<b>52,353</b>	<b>69,196</b>
		\$	\$
Fees, subscriptions and other revenue from members	Subscriptions received	1,774	1,887
	<b>Total</b>	<b>1,774</b>	<b>1,887</b>
		\$	\$
Items sold on behalf of customers	RCAC events	14899	22,464
	Non RCAC events	12637	4,717
	<b>Total</b>	<b>27,536</b>	<b>27,181</b>
		\$	\$
Interest, dividends and other investment revenue	Interest	388	3,330
	<b>Total</b>	<b>388</b>	<b>3,330</b>
		\$	\$
Sponsorship and Advertising		12058	9,113
	<b>Total</b>	<b>12,058</b>	<b>9,113</b>
		\$	\$
Grants, donations and subsidies		224067	228,490
	<b>Total</b>	<b>224,067</b>	<b>228,490</b>
		\$	\$
Other revenue	Sundry income	20648	15,806
	Koha and donations received	44508	40,947
	Refreshment sales	6483	5,774
	Commission on Artists' sales	2358	4,206
	Handling fee on Agents' sales	495	-
	<b>Total</b>	<b>74,492</b>	<b>66,733</b>

**Raglan Community Arts Council**  
**Notes to the Performance Report**  
For the year ended  
31 March 2020

**Note 1a : Detailed Analysis of Revenue for Grants, Donations and Subsidies**

Revenue Item	Analysis	This Year \$	Last Year \$
Grants, Donations and Subsidies - Details of Note 1	Unspent grants forward from last year	112842	207260
	Bluesky Community Trust	4261	0
	Creative Communities NZ - Waikato	0	4439
	Waikato District Council - Events fund	13297	12079
	Chartwell Charitable Trust	4200	0
	Raglan Town Hall Committee	8082	4054
	COGS	14000	10000
	Trust Waikato	15000	50000
	Waikato District Council - Wellbeing Trust	20000	0
	Southern Trust		10000
	Raglan Lions Club	6515	8000
	WEL Energy Trust	10000	5000
	Sir John Logan Campbell Residuary Trust	0	20000
	SuperValue Raglan	600	200
	St Lazarus Trust	0	10000
	Anonymous donor	0	300
	Southern Trust	20000	0
	Norah Howell Trust	2500	0
	Meridian Energy	2,240	-
	Less Unspent grants forward to next year	(9,470)	-112842
	<b>Total</b>	<b>224,067</b>	<b>228,490</b>

## Raglan Community Arts Council

## Notes to the Performance Report

For the year ended  
31 March 2020

## Note 2 : Analysis of Expenses

Expense Item	Analysis	This Year	Last Year
		\$	\$
Workshop and events	Workshops and Events	51,222	52,094
	<b>Total</b>	<b>51,222</b>	<b>52,094</b>
Expense Item	Analysis	This Year	Last Year
		\$	\$
Volunteer and employee related costs	Wages and salaries	98729	75,011
	Kiwi Saver - employer contribution	1339	1,494
	ACC Premiums	419	363
	Social events, gifts	548	127
	Staff training and expenses	3434	2,930
	<b>Total</b>	<b>104,469</b>	<b>79,925</b>
Expense Item	Analysis	This Year	Last Year
		\$	\$
Overheads and consumables	Venue hire	11057	12,203
	Power	4180	2,306
	Rent and rates	1735	1,404
	Telephone and internet	1791	2,660
	Printing and stationery	7323	6,825
	Freight and postage	256	668
	Bank fees	419	290
	Charities Services fee, Legal and Licence expenses	594	44
	Accounting and audit fees	1720	2,830
	Insurance	2464	3,907
	<b>Total</b>	<b>31,539</b>	<b>33,137</b>
Expense Item	Analysis	This Year	Last Year
		\$	\$
Payment to Artists for items sold	Customers reimbursed for items sold RCAC events	14899	22,464
	Customers reimbursed for items sold Non RCAC events	12637	4,717
	<b>Total</b>	<b>27,536</b>	<b>27,181</b>
Expense Item	Analysis	This Year	Last Year
		\$	\$
Repairs and maintenance	Equipment Repairs and Maintenance	1359	2,511
	Buildings Repairs and Maintenance	9071	3,888
	Grounds Repairs and Maintenance	1972	1,397
	Cleaning Buildings - Labour and Supplies	1812	2,278
	Replacements	1132	2,211
	<b>Total</b>	<b>15,346</b>	<b>12,285</b>
Expense Item	Analysis	This Year	Last Year
		\$	\$
Other expenses	Advertising and Marketing	10185	6,530
	Refreshment purchases	3479	4,057
	Xero Cloud Accounting Services	1154	45
	General expenses	3680	680
	Koha/Donations paid	5257	360
	Subscriptions paid	25	81
	Kitchen expenses	6058	5,847
	Equipment lease and hire	1968	1,761
	Event Prizes - Film Festival and Art2Wear (biennial)	3750	9,670
	Grants and Scholarships paid		0
	<b>Total</b>	<b>35,556</b>	<b>29,031</b>
Expense Item	Analysis	This Year	Last Year
		\$	\$
Depreciation expenses	Depreciation expense	3909	3,467
	<b>Total</b>	<b>3,909</b>	<b>3,467</b>

**Raglan Community Arts Council**  
**Notes to the Performance Report**  
 For the year ended  
 31 March 2020

**Note 3 : Analysis of Assets and Liabilities**

Asset Item	Analysis	This Year	Last Year
		\$	\$
Bank accounts and cash	Cheque account	2830	7,759
	Business On Call Account	23317	163,761
	Petty Cash	600	600
	Accounts receivable	3367	5,768
	<b>Total</b>	<b>30,114</b>	<b>177,888</b>

Asset Item	Analysis	This Year	Last Year
		\$	\$
Debtors and prepayments			
	<b>Total</b>	-	-

Asset Item	Analysis	This Year	Last Year
		\$	\$
Inventory			
	<b>Total</b>	-	-

Asset Item	Analysis	This Year	Last Year
		\$	\$
Other current assets			
	<b>Total</b>	-	-

Asset Item	Analysis	This Year	Last Year
		\$	\$
Investments			
	KiwiBank Notice Saver account	-	1,226
	<b>Total</b>	-	1,226

Asset Item	Analysis	This Year	Last Year
		\$	\$
Other non-current assets	Term Deposit		
	<b>Total</b>	-	-

Liability Item	Analysis	This Year	Last Year
		\$	\$
Creditors and accrued expenses	Refundable key deposits	908	870
	Income received in advance	7693	4,305
	Accounts payable	3517	160
	<b>Total</b>	<b>12,118</b>	<b>5,335</b>

Liability Item	Analysis	This Year	Last Year
		\$	\$
Employee costs payable			
	<b>Total</b>	-	-

Liability Item	Analysis	This Year	Last Year
		\$	\$
Unspent donations and grants with		10359	112,842
	<b>Total</b>	<b>10,359</b>	<b>112,842</b>

Liability Item	Analysis	This Year	Last Year
		\$	\$
Other current liabilities			
	<b>Total</b>	-	-

Liability Item	Analysis	This Year	Last Year
		\$	\$
Loans			
	<b>Total</b>	-	-

Liability Item	Analysis	This Year	Last Year
		\$	\$
Other non-current liabilities		-	-
	<b>Total</b>	-	-

Raglan Community Arts Council

Notes to the Performance Report

For the year ended  
31 March 2020

Note 4 : Property, Plant and Equipment

This Year					
Asset Class*	Opening Carrying Amount*	Purchases	Sales/Disposals	Current Year Depreciation and Impairment*	Closing Carrying Amount*
Land*	-			-	-
Buildings*	394,339	217,947			612,286
Motor Vehicles*	-				-
Furniture and fixtures*	469			107	362
Kitchen Equipment	4,234	308		578	3,964
Computers (including software)*	1,942	873		805	2,010
Arts Equipment	9,037			2,419	6,618
Heritage assets	-				-
<b>Total</b>	<b>410,021</b>	<b>219,128</b>	<b>-</b>	<b>3,909</b>	<b>625,240</b>

PPE7 - PPE8	
Current Valuation*	Source and Date of Valuation*

Last Year					
Asset Class*	Opening Carrying Amount*	Purchases	Sales/Disposals	Current Year Depreciation and Impairment*	Closing Carrying Amount*
Land*	-			-	-
Buildings*	216,954	177,385			394,339
Motor Vehicles*	-				-
Furniture and fixtures*	865			396	469
Kitchen Equipment	-	4,315		81	4,234
Computers (including software)*	1,395	1,118		571	1,942
Arts Equipment	11,456			2,419	9,037
Heritage assets	-				-
<b>Total</b>	<b>230,670</b>	<b>182,818</b>	<b>-</b>	<b>3,467</b>	<b>410,021</b>

Significant Donated Assets Recorded - Source and Date of Valuation*	

Significant Donated Assets - Not Recorded*	



**Raglan Community Arts Council**  
**Notes to the Performance Report**  
 For the year ended  
 31 March 2020

**Note 5: Accumulated Funds**

This Year				
Description*	Capital Contributed by Owners or Members*	Accumulated Surpluses or Deficits*	Reserves*	Total*
<b>Opening Balance</b>	213,271	257,647	-	470,918
Capital contributed by owners or members*				-
Capital returned to owners or members*				-
Surplus/(Deficit)*		162,357		162,357
Distributions paid to owners or members*		-		-
Transfer to Reserves*				
Transfer from Reserves*				
<b>Closing Balance</b>	213,271	420,004	-	633,275

Last Year				
Description*	Capital Contributed by Owners or Members*	Accumulated Surpluses or Deficits*	Reserves*	Total*
<b>Opening Balance</b>	236,771	30,667	23,500	290,938
Capital contributed by owners or members*				-
Capital returned to owners or members*	(23,500)			(23,500)
Surplus/(Deficit)*		203,480		203,480
Distributions paid to owners or members*		-		-
Transfer to Reserves*				
Transfer from Reserves*		23,500	(23,500)	
<b>Closing Balance</b>	213,271	257,647	-	470,918

Breakdown of Reserves		Actual*	Actual*
Name*	Nature and Purpose*	This Year	Last Year
		\$	\$
	<b>Total</b>	-	-

**Raglan Community Arts Council**

**Notes to the Performance Report**

For the year ended  
31 March 2020

**Note 6 : Commitments and Contingencies**

**Commitments**

There are no commitments as at balance date (Last Year - nil )

**Contingent Liabilities and Guarantees**

There are no contingent liabilities or guarantees as at balance date (Last Year - nil )

**Notes 7-7**

**Note 7**

**Related Party Disclosures:**

There were no transactions involving related parties during the financial year. (Last Year - Nil)

**Events After the Balance Date:**

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

**INDEPENDENT AUDITOR'S REPORT**

To the Trustees of Raglan Community Arts Council

**Report on the Financial Statements**

I have audited the financial statements of Raglan Community Arts Council on pages 5 to 16, which comprise the balance sheet as at 31 March 2020, the income statement, and statement of changes in equity for the year then ended, and a summary of significant accounting policies and other explanatory information.

**Trustees' Responsibility for the Financial Statements**

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

**Auditor's Responsibility**

My responsibility is to express an opinion on these financial statements based on my audit. I conducted my audit in accordance with International Standards on Auditing (New Zealand). Those standards require that I comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgement, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation of financial statements that give a true and fair view of the matters to which they relate in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control.

An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates, as well as evaluating the presentation of the financial statements. I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my audit opinion. Other than in my capacity as auditor I have no relationship with, or interests in, Raglan Community Arts Council.

**Opinion**

In my opinion, the financial statements on pages 5 to 16 comply with generally accepted accounting practice in New Zealand; give a true and fair view of the financial position of Raglan Community Arts Council as at 31 March 2020 and its financial performance for the year ended on that date.

Richard Thomson  
28 July 2020

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- Raglan Community Arts Council is a non profit organisation established in 1982 as the Raglan Community Arts Centre. In April 1984 it was designated in the New Zealand Government Gazette, as a Community Arts Council, a statutory body, under the provisions of the Queen Elizabeth II Arts Council Act of 1974.
- In May 1985, the Raglan County Council was designated as the administrative local authority for the Raglan Community Arts Council. With the restructuring of local authorities, this responsibility now lies with the Waikato District Council.
- Arts Council of NZ Act of 1994 restructured existing Community Arts Councils
- Under clause 26 of the new act, each CAC under the old act was deemed to be a CAC under the new act operating under the provisions of clause 22- the RCAC is an established Community Arts Council operating under clause 22 of Arts Council of NZ Act of 1994.
- The Raglan Community Arts Council receives no direct government funding.
- The Raglan Community Arts Council was registered as a charitable entity (CC24379) on 14 May 2008 under the Charities Act 2005.

New Zealand Gazette 1984 issue 83 p1703-4 New Zealand Gazette 1985, issue 130 page 2992

*Designation of Raglan Community Arts Council*

PURSUANT to section 32 (i) of the Queen Elizabeth II Arts Council of New Zealand Act 1974, on the recommendation of the Northern Regional Arts Council and on the application of the Raglan Community Arts Council, the Queen Elizabeth II Arts Council of

New Zealand hereby designates the Raglan Community Arts Council for the following duly defined area:

The Raglan County area, less than part of Raglan County included in the Franklin-Papakura Community Arts Council area being the Rural Delivery area of Tuakau.

Dated at Wellington this 12th day of April 1984.

The Seal of the Queen Elizabeth II Arts Council of New Zealand affixed in the presence of:

Sir MICHAEL FOWLER, Chairman.  
R. WALKER, Deputy Chairman.  
WENDY J. BAYLEY, Witness.

[L.S.]

(I.A. Cul. 10/6/8)

6

*Designation of Administrative Local Authority for Community Arts Council*

PURSUANT to section 36 of the Queen Elizabeth The Second Arts Council of New Zealand Act 1974 as subsequently amended under section 3 in 1977, I hereby designate the Raglan County Council to be the administrative local authority for the Raglan Community Arts Council.

Dated at Wellington this 6th day of May 1985.

PETER TAPSELL, Minister for the Arts.

(I.A. Cul. 10/6/8)

6

**From:** Kate Gallagher [mailto:KateG@CREATIVENZ.GOV.T.NZ]

**Sent:** Wednesday, 24 May 2006 5:39 p.m.

**To:** rwg@cvm.co.nz

**Cc:** Nicola Robb; Ruth Delaney

**Subject:** [raglan-arts] Administrative Local Authorities

Hi Rodger

Yes it is Waikato District Council who is the designated Administrative Local Authority for the Raglan Community Arts Council.

### **Open Meeting**

<b>To</b>	Discretionary & Funding Committee
<b>From</b>	Clive Morgan General Manager Community Growth
<b>Date</b>	2 March 2021
<b>Prepared by</b>	Lianne van den Bemd Community Development Advisor
<b>Chief Executive Approved</b>	Y
<b>Reference</b>	GOV0514 / 3011776
<b>Report Title</b>	Raglan Returned and Services Association Incorporated – ANZAC Day Parade and Civil Ceremony Service

## **1. EXECUTIVE SUMMARY**

---

The purpose of this report is to present an application for funding from the Raglan Returned and Services Association Incorporated (Raglan RSA) towards the cost of an ANZAC Day Parade and Civil Ceremony Service.

## **2. RECOMMENDATION**

---

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

**AND THAT an allocation of \$..... is made to the Raglan Returned and Services Association Incorporated (Raglan RSA) towards the cost of an ANZAC Day Parade and Civil Ceremony Service;**

**OR**

**AND THAT the request from the Raglan Returned and Services Association Incorporated (Raglan RSA) towards the cost of an ANZAC Day Parade and Civil Ceremony Service is declined / deferred until ..... for the following reasons:**

## **3. BACKGROUND**

---

The Raglan RSA is hosting an ANZAC Day Parade and Civil Ceremony Service.

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

The annual ANZAC Day Parade and Civil Ceremony Service event is to be held at the Cenotaph, Bow Street Raglan, Sunday 25 April 2021.

Local Maori Wardens will traffic manage the entire event.

#### 4. OPTIONS CONSIDERED

---

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

#### 5. FINANCIAL

---

Funding is available to allocate for the year.

The project is noted to cost \$2,610.00. The Raglan RSA is seeking funding of \$2,610.00 towards the total cost of an ANZAC Day Parade and Civil Ceremony Service.

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

#### 6. POLICY

---

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

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

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

**7. CONCLUSION**

---

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

**8. ATTACHMENT**

---

Raglan Returned and Services Association Incorporated (Raglan RSA) – ANZAC Day Parade and Civil Ceremony Service

## DISCRETIONARY FUNDING APPLICATION FORM

### Important notes for applicant:

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

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

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

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

1. Discretionary and Funding Committee                      Project Fund (Rural Ward Areas)                       Event Fund

OR

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

- |                                      |                                  |  |                                   |
|--------------------------------------|----------------------------------|--|-----------------------------------|
| Raglan <input type="checkbox"/>      | Taupiri <input type="checkbox"/> | Onewhero-Tuakau <input type="checkbox"/> |                                   |
| Ngaruawahia <input type="checkbox"/> | Huntly <input type="checkbox"/>  | Te Kauwhata <input type="checkbox"/>     | Meremere <input type="checkbox"/> |

### Section I – Your details

#### 1. Name of your organisation and contact person

Raglan Returned & Services Assn Inc. - Noleen MacCarthy (Secretary/Treasurer)

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

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



**3. Phone number/s**

07 825 8521

**4. Email / Address**

nmccathie@xtra.co.nz

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

N/A

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

ANZAC Day Parade and Civil Ceremony Service at the Cenotaph, Bow Street, Raglan on Sunday 25 April 2021.

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

Approximately 50 volunteers, plus representation from the 161 Battery, Fire Brigade Police, St John, Pipe Band and schools

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

An occasion for all to pay their respects to the personnel who have served in WW1, WW2, Korean, Vietnam wars and other places around the world where any of the NZ Defence Force is stationed.

Are you GST registered? No  Yes  GST Number / / \_ \_ \_ \_

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

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

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

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

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

Please complete all of the following sections	GST Inclusive Costs (use this column if you are NOT GST registered)	GST Exclusive Costs (use this column if you are GST registered)
What is the <b>total</b> cost of your project/event	\$ 2610.00	\$
Existing funds available for the project. Include any projected income i.e. ticket sales, merchandise etc.		
<b>Total A</b>	\$	\$

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

Project Breakdown (itemised costs of funding being sought)	GST Inclusive Costs (use this column if you are NOT GST registered)	GST Exclusive Costs (use this column if you are GST registered)
Catering and assistance from Te Mata School	\$ 1000.00	\$
Raglan Maori Wardens - Traffic Control	\$ 610.00	\$
Wreath Competition for Schools	\$ 400.00	\$
Parade Expenses and Sound System (donations)	\$ 400.00	\$
Donation to Raglan Club	\$ 100.00	\$
Printing of Service Sheet	\$ 100.00	\$
<b>Total Funds being sought from <u>WDC</u></b> <span style="float: right;"><b>Total B</b></span>	\$ 2610.00	\$

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

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

a)	\$	\$
b)	\$	\$
c)	\$	\$
d)	\$	\$
<b>Total of other funds being sought</b> <span style="float: right;"><b>Total C</b></span>	\$	\$

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

<p>Verification of expenses in application:</p> <ul style="list-style-type: none"> <li>- Catering: \$800.00 9 (estimate) - Do not know how much the supplies will cost until they are purchased the day before. \$200.00 - Te Mata School assistance with catering - this is a donation to the school for their help.</li> <li>- Wreath Competition for schools to design wreaths: \$400.00 (1st Prize is \$300.00, Runner up is \$100.00).</li> <li>- Parade Expenses: Jan Mitchell brings her donkey for the parade - we donate \$100.00 to her. Raglan Pipe Band - leads the parade - we donate \$150.00 to them.</li> <li>- Sound System: Surfside Church loans their sound system for the ceremony - we donate \$150.00 to them.</li> </ul>
--

**Section 4 – Community wellbeing and outcomes**

**1. Which community wellbeing will your project contribute to?**

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

Social  Economic  Cultural  Environmental

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

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

Accessible  Safe  Sustainable  Healthy  Vibrant

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

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

What Board / Committee	Type of Project / Event	Date received	Amount
WDC Discretionary Funding	2018 ANZAC Day Parade	27 April 2018	\$2150.00
WDC Discretionary Funding	2019 ANZAC Day Parade	23 April 2019	\$2185.00

**2. Please confirm that a ‘Funding Project Accountability’ form has been completed and returned to Waikato District Council for the funds listed above.**

**NOTE: This will be checked and confirmed by council staff.**

I confirm that an accountability statement has been completed and returned for previous funding received.

**Name:** Noleen Mccathie **Date:** 3/2/2021

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

**Name:** Noleen Mccathie **Date:** 3/2/2021

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

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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

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

What Board / Committee	Type of Project / Event	Date received	Amount
WDC Discretionary Fund	2018 ANZAC Day Parade	27/4/18	\$ 2150
WDC Discretionary Fund	2019 ANZAC Day Parade	23/4/19	\$ 2185
	2020 ANZAC Day Parade cancelled		

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

I confirm that an accountability statement has been completed and returned for previous funding received.

 Name: Noleen McCathie Date: 3/2/2021

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

 Name: Noleen E McCathie Date: 3/2/2021Position in organisation (tick which applies) Chairman  Secretary  Treasurer Signature: Noleen McCathie Date: 3/2/2021*\*Incomplete applications will not be accepted and will be returned*

Te Mata School PTA  
 778 Te Mata Road  
 RD 2 Raglan 3296  
 P 07 825 6870  
 E jacquie@temataraglan.school.nz  
[www.temataraglan.school.nz](http://www.temataraglan.school.nz)



**Te Mata School PTA**

23/2/2021

Bill to: Raglan RSA  
 Raglan

~~Invoice number: 004~~

Quote for Catering supplies for Anzac day

\$800.00

Total

\$800.00

Te Mata School PTA  
 Account number 03 1563 0408071-00



QUOTE

~~Tax Invoice/Statement~~

**Date** 25th April 2021 **Page No.1**  
**Customer No.** 017  
**Current Period** 01/04/21 to 31/03/22

Raglan Maori Wardens  
 John Kemara  
 45 Bow Street  
 Raglan

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

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

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

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

Thank You  
 John Kemara  
 Chairperson Raglan Maori Wardens

~~INVOICE~~

QUOTE

Raglan, 2 February 2021

Invoice nr : 54

To: RSA

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

400	Flyers black and white (Rememberance Service Sheet)	\$100.00
-----	--	----------

**Total : \$100.00**

Westpac 03-1563-0057910-00

Thank you for your business

Dirk  
Cyclery Raglan  
GST 93-985-818

RAGLAN RETURNED & SERVICES ASSN INC**Financial Statement for the Year 1 January 2020 to 31 December 2020**WESTPAC ASSOCIATION ACCOUNT :

<b>Opening Balance as at 1 January 2020</b>		<b>\$ 3,109.91</b>
<b>Income :</b>		
Subscriptions 2020	1060.00	
Donations	60.00	
Raffle	78.00	
Helping Hands Grant – Memorabilia Project	1500.00	
Bank Interest	<u>.91</u>	+ 2,698.91
<b>Expenditure :</b>		
AGM Expenses	280.85	
Stationery/Member Cards	228.34	
New Member Cards Set Up	40.25	
Postage	129.00	
Capitation Fees	590.00	
Audit Fee	30.00	
Armistice Day Expenses	151.50	
Memorabilia Project	995.64	
Mileage Expenses	<u>57.60</u>	- 2,503.18
<b>Closing Balance as at 31 December 2020</b>		<b><u>\$ 3,305.64</u></b>

(Excess Income over Expenditure = \$195.73)



RAGLAN RETURNED & SERVICES ASSN INC**Financial Statement for the Year 1 January 2020 to 31 December 2020**WESTPAC WELFARE TRUST ACCOUNT :

<b>Opening Balance as at 1 January 2020</b>		<b>\$ 6,423.71</b>
<b>Income :</b>		
Donations	302.00	
Interest from Term Deposits	888.50	
Bank Interest	<u>3.31</u>	+ 1,193.81
<b>Expenditure :</b>		
Welfare Expenses	900.13	
Firewood	175.00	
Grant – Feed The Kids	300.00	
Grant – R & R Lorigan	<u>300.00</u>	- 1,675.13
		<hr/>
<b>Closing Balance as at 31 December 2020</b>		<b><u>\$ 5,942.39</u></b>

(Excess Expenditure over Income = \$481.32)

**Term Deposits as at 31 December 2020 :-**

Long Term Deposit, Maturity 5 March 2021	\$ 16,000.00
Short Term Deposit, Maturity 22 March 2021	\$ 16,500.00

**I have examined the records of the Raglan District RSA and I am on the opinion that the above Financial Statements reflects the position of the Association for the period 1 January to 31 December 2020.**

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

**Paul Masters**..... **Dated**..... 10 January 2021.....

---

**Open Meeting**

<b>To</b>	Discretionary & Funding Committee
<b>From</b>	Clive Morgan General Manager Community Growth
<b>Date</b>	2 March 2021
<b>Prepared by</b>	Lianne van den Bemd Community Development Advisor
<b>Chief Executive Approved</b>	Y
<b>Reference#</b>	GOV0514 / 3010510
<b>Report Title</b>	Taupiri Community Board - ANZAC Day Service

## **1. EXECUTIVE SUMMARY**

---

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

## **2. RECOMMENDATION**

---

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

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

**OR**

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

## **3. BACKGROUND**

---

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

The organisers envisage that a cross section of the community, including the school, early childhood centre, Police and Fire Brigade will be in attendance. Local volunteers will provide their services for the day from within these groups.

The parade will be led by the Hamilton Caledonian Band and ending outside the War Memorial Hall. Refreshments will be provided for all of those who attend.

The event will take place on Sunday 25 April 2021 at the Taupiri War Memorial Hall, 16 Greenlane Road, Taupiri.

#### 4. OPTIONS CONSIDERED

---

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

#### 5. FINANCIAL

---

Funding is available to allocate for the year.

The project is noted to cost \$2879.40. The Taupiri Community Board is seeking funding of \$2879.40 towards the cost of an Anzac Day Service.

GST Registered			No
Set of Accounts supplied			N/A
Previous funding has been accounted for by this organisation			Yes
Discretionary & Funding Committee	ANZAC 2018	November 2018	\$1,000.00
Discretionary & Funding Committee	ANZAC 2019	March 2019	\$2,900.82

#### 6. POLICY

---

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

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

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

**7. CONCLUSION**

---

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

**8. ATTACHMENT**

---

Taupiri Community Board - ANZAC Day Service

## DISCRETIONARY FUNDING APPLICATION FORM

### Important notes for applicant:

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

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

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

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

1. Discretionary and Funding Committee                      Project Fund (Rural Ward Areas)                       Event Fund

OR

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

- |                                      |   |  |                                   |
|--------------------------------------|---|--|-----------------------------------|
| Raglan <input type="checkbox"/>      | Taupiri <input checked="" type="checkbox"/> | Onewhero-Tuakau <input type="checkbox"/> |                                   |
| Ngaruawahia <input type="checkbox"/> | Huntly <input type="checkbox"/>             | Te Kauwhata <input type="checkbox"/>     | Meremere <input type="checkbox"/> |

### Section I – Your details

#### 1. Name of your organisation and contact person

Taupiri Community Board - Dorothy Lovell

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

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

3. Phone number/s

4. Email / Address

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

No

**Section 2 – Your event / project**

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

To host ANZAC Day, Sunday, 25th April 2021. Parade is to be lead by the Hamilton Caledonian Band and finishing outside the War Memorial Hall. Last year was cancelled due to Covid-19.

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

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

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

Brings the community together to remember those that have fallen before us and enjoy and chat and cuppa after the parade. Its always great to see the community come together, helping one another, being kind and generally catching up with one another. 2020 was challenging for all of us, lets make 2021 a bigger & better year.

Are you GST registered? No  Yes  GST Number / / \_ \_ \_ \_

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

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

**Section 3 – Funding requirements**

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

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

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

Please complete all of the following sections	GST Inclusive Costs (use this column if you are NOT GST registered)	GST Exclusive Costs (use this column if you are GST registered)
What is the <b>total</b> cost of your project/event	\$	\$ 2,879.40
Existing funds available for the project. Include any projected income i.e. ticket sales, merchandise etc.		
<b>Total A</b>	\$	\$

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

Project Breakdown (itemised costs of funding being sought)	GST Inclusive Costs (use this column if you are NOT GST registered)	GST Exclusive Costs (use this column if you are GST registered)
Sound System (Donation) Peter & Janice Martin	\$	\$ 120.00 <input type="checkbox"/>
Hamilton Caledonian Band (Donation)	\$	\$ 300.00 <input type="checkbox"/>
Tracy Fuller Catering	\$	\$ 500.00 <input type="checkbox"/>
Traffic Management	\$	\$ 1,959.40 <input type="checkbox"/>
	\$	\$
	\$	\$
<b>Total Funds being sought from <u>WDC</u></b> <span style="float: right;"><b>Total B</b></span>	\$	\$ 2,879.40 <input type="checkbox"/>

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

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

a)	\$	\$
b)	\$	\$
c)	\$	\$
d)	\$	\$
<b>Total of other funds being sought</b> <span style="float: right;"><b>Total C</b></span>	\$	\$

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

Taupiri School ad community knitted poppies, which were put onto a net onto a window wall, at The Taupiri Christ Church, we also place ANZAC crosses on the corner of the Church lawn for all to look and walk around. Volunteers are place where needd on the day eg; kitchen, placing chairs, general setup and health and safety check with the parade.

Taupir School & Taupiri Educare donated all the artwork present on the day. Rural Women donated the poppy cross. Volunteers bring along extra food, which is always appreciated.

TCB with other local volunteers help assemble/direct to get ANZAC day under way.

Local men who donate their time; MC for the day, Ross Baker and Peter Smith Bugle player. Peter & Janice donate their time with rehearsal with Tpi School children doing speeches.

**Section 4 – Community wellbeing and outcomes**

**1. Which community wellbeing will your project contribute to?**

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

Social  Economic  Cultural  Environmental

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

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

Accessible  Safe  Sustainable  Healthy  Vibrant

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

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

What Board / Committee	Type of Project / Event	Date received	Amount
Discretionary Funding Comm	ANZAC DAY	2018	1000.00
Discretionary Funding Comm	ANZAC Day	2019	2900.82
Discretionary Funding Comm	ANZAC Day - Cancelled	2020	2953.77

**2. Please confirm that a ‘Funding Project Accountability’ form has been completed and returned to Waikato District Council for the funds listed above.**

**NOTE: This will be checked and confirmed by council staff.**

I confirm that an accountability statement has been completed and returned for previous funding received.

Name: Dorothy Lovell Date: 29 January 2021

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

Name: Dorothy Lovell Date: 29 January 2021

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

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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



29 JAN 2021

Time 12pm Initials EW  
NGARUAWAHIA**Section 4 – Community wellbeing and outcomes****1. Which community wellbeing will your project contribute to?***(See the guidelines sheet for more information on this section).*Social  Economic  Cultural  Environmental **2. Which of the five community outcomes for the Waikato district does this project contribute to?***(See the guidelines sheet for more information on this section).*Accessible  Safe  Sustainable  Healthy  Vibrant **Section 5 – Previous Funding Received from Waikato District Council****1. If you have received funding from or through the Waikato District Council for any project/event in the past two years, please list below:**

What Board / Committee	Type of Project / Event	Date received	Amount
Discretionary Funding Comm	ANZAC DAY	2018	1000.00
Discretionary Funding Comm	ANZAC Day	2019	2900.82
Discretionary Funding Comm	ANZAC Day - Cancelled	2020	2953.77

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

I confirm that an accountability statement has been completed and returned for previous funding received.

 Name: Dorothy Lovell Date: \_\_\_\_\_

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

 Name: Dorothy Lovell Date: \_\_\_\_\_Position in organisation (tick which applies) Chairman  Secretary  Treasurer Signature: Dorothy Lovell Date: 29 Jan 2021*\*Incomplete applications will not be accepted and will be returned*

28/01/2021

Hi Dorothy, please see below a quote for your event the Taupiri Anzac Parade being held on April 25<sup>th</sup> 2021.

**Estimate:**

- One (001) Traffic Management Plan Developed and Submitted to the Client.
- One (001) Level 1 STMS's to supervise the installation, activation and removal of the Approved Traffic Management Plan.
- Three (003) Traffic Controllers.
- One (001) Level One Trucks and all Equipment Required for the Installation, Activation and Removal of the Approved Traffic Management Plan.

**Total Cost: \$1,609.75 + GST**

- The above estimate is GST exclusive.
- Staff hours are based on yard to yard and are subject to change according to actual hours.
- This estimate is subject to change according to change in requirements and or stipulations from Road Controlling Authority.
- Work not included in the 'scope of work' shall be dealt with as a variation.
- Public holiday rates will be charged where applicable.
- The event organiser shall be responsible for any equipment damaged or stolen from the site.
- A minimum charge of 4 hours based on the schedule rates is applicable at all times.
- Evolution's cancellation clause is a 4-hour minimum charge at the schedule rate for the job if the work has not been cancelled;
  - Day shift - cancelled before 6pm, the day prior to works
  - Night shift cancelled before 6am day of works
- Evolution Road Services Terms and Conditions document must be sign and returned before the job can be booked.

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

Should you have any queries regarding this, please contact me via phone on 022 679 6312 or email me at [rhys.satherley@evoroadservices.co.nz](mailto:rhys.satherley@evoroadservices.co.nz).

Kind regards,  
Rhys Satherley  
Regional Event Manager  
Evolution Road Services  
<http://www.evoroadservices.co.nz>

QUOTE FROM TRACY FULLER

418 Rutherford Road  
RD 2  
Taupiri 3792  
Ph: 07-8246747  
Mobile: 0273029517

TO: Dorothy Lovell  
dlynlovell@gmail.com

**ANZAC DAY AT TAUPIRI**  
**25<sup>TH</sup> April 2021**

**MORNING TEA**

A selection of fresh Sandwiches

Home made Savouries and Quiches

A selection of Sweet treats

\$5.00 per person

Price includes delivery

2021

Civil Traffic Management

Event Traffic Management

Equipment Hire

NZTA Approved Training

Over fourteen Years Experience

Branches New Zealand Wide

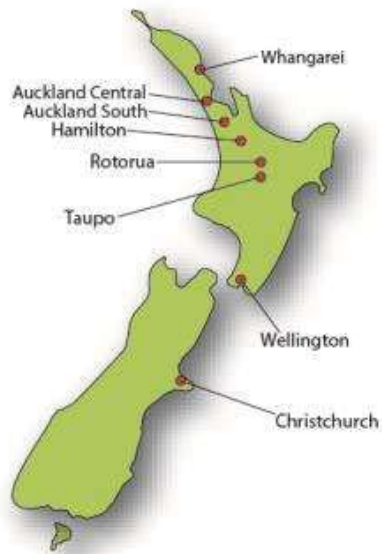
# Taupiri ANZAC Parade 25<sup>th</sup> April 2021

## Traffic Management NZ

Traffic Management Quotation and breakdown of services

John Leonhardt  
Traffic Management NZ  
3/02/2021





# Traffic Management NZ

Whangarei Auckland Hamilton Rotorua Taupo Wellington Christchurch

This Quotation is supplied in confidence to:

## Waikato District Council

(Dorothy Lovell)

### **For the supply of temporary traffic management for the Taupiri ANZAC Parade 2021**

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

#### **The following pages consist of:**

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

## **Introduction:**

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

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

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

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

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

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

Dear WDC,

Thank you for the opportunity to supply you with a price for the traffic management portion of your upcoming ANZAC Parade 2021

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

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

Traffic Management NZ      \$1,959.40 plus GST

Total      \$1,959.40 plus GST

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

John Leonhardt

**Events Co-Ordinator**  
**Traffic Management NZ**  
**Hamilton**



**DESCRIPTION OF ACTIVITY:**

**DAY ONE:**

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

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

**PRIOR TO EVENT:**

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

**PRICE:**

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

\$ 1,959.40 plus GST payable by the 20<sup>th</sup> of the following month.

**Total = \$1959.40 +GST**

**Possible Variations:**

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

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

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

Signed \_\_\_\_\_

Dorothy Lovell

---

**Open Meeting**

<b>To</b>	Discretionary & Funding Committee
<b>From</b>	Clive Morgan General Manager Community Growth
<b>Date</b>	2 March 2021
<b>Prepared by</b>	Lianne van den Bemd Community Development Advisor
<b>Chief Executive Approved</b>	Y
<b>Document Set</b>	GOV0514 / 3010018
<b>Report Title</b>	Huntly Returned Services Association Incorporated (Huntly RSA) - ANZAC Day Service

## **1. EXECUTIVE SUMMARY**

---

The purpose of this report is to present an application for funding from the Huntly RSA towards the cost of an ANZAC Day Service.

## **2. RECOMMENDATION**

---

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

**AND THAT an allocation of \$..... is made to the Huntly RSA towards the cost of an ANZAC Day Service ;**

**OR**

**AND THAT the request from the Huntly RSA towards the cost of an ANZAC Day Service is declined / deferred until ..... for the following reasons:**

## **3. BACKGROUND**

---

The Huntly RSA is hosting an ANZAC Day Service this year. The event is to be held at the Huntly RSA Club, followed by breakfast on Sunday 25 April 2021.

Those involved include 10 volunteers from the Huntly Maori Wardens, RSA members, Defence Services ie military personal and the Huntly Police.

#### 4. OPTIONS CONSIDERED

---

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

#### 5. FINANCIAL

---

Funding is available to allocate for the year.

The project is noted to cost \$3,396.00. The Huntly RSA is seeking funding of \$3,396.00 towards the cost of an ANZAC Day Service.

GST Registered			Yes
Set of Accounts supplied			Yes
Previous funding has been received by this organisation			Yes
Huntly Community Board	Anzac Day	July 2018	\$1,500.00

#### 6. POLICY

---

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

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

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

#### 7. CONCLUSION

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

#### 8. ATTACHMENT

---

Huntly Returned Services Association Incorporated (Huntly RSA) - ANZAC Day Service

## DISCRETIONARY FUNDING APPLICATION FORM

### Important notes for applicant:

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

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

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

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

1. Discretionary and Funding Committee                      Project Fund (Rural Ward Areas)                       Event Fund

OR

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

- |                                      |  |  |                                   |
|--------------------------------------|--|--|-----------------------------------|
| Raglan <input type="checkbox"/>      | Taupiri <input type="checkbox"/>           | Onewhero-Tuakau <input type="checkbox"/> |                                   |
| Ngaruawahia <input type="checkbox"/> | Huntly <input checked="" type="checkbox"/> | Te Kauwhata <input type="checkbox"/>     | Meremere <input type="checkbox"/> |

### Section 1 – Your details

#### 1. Name of your organisation and contact person

Huntly Returned Services Association (Inc)

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

We are a RSA with over 600-700 Members  
We provide a safe place for our members to meet.  
We support our Veterans

**3. Phone number/s**

07 828 9732

**4. Email / Address**

huntlyrsa@xtra.co.nz

**5. If you are a Registered Charity** (we require your registration number & confirmation that your organization registration is current)**Section 2 – Your event / project****1. What is your event / project, including date and location?** (please describe in full the project details)

We organise Huntly's ANZAC day event and host members of the public and our members and guest. The Event will be held at the Huntly RSA on 25 April 2021

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

10 Volunteers

The Moari Wardens, Defence Services, Members of the public

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

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

Are you GST registered?

No Yes 

GST Number

/

/

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

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

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

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

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

Please complete all of the following sections	GST Inclusive Costs (use this column if you are NOT GST registered)	GST Exclusive Costs (use this column if you are GST registered)
What is the <b>total</b> cost of your project/event	\$	\$ 3,396.00
Existing funds available for the project. Include any projected income i.e. ticket sales, merchandise etc.		
<b>Total A</b>	\$	\$

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

Project Breakdown (itemised costs of funding being sought)	GST Inclusive Costs (use this column if you are NOT GST registered)	GST Exclusive Costs (use this column if you are GST registered)
CATERING	\$	\$ 2250.00 <input type="checkbox"/>
TRANSPORT GO BUS	\$	\$ 364.00 <input type="checkbox"/>
WREATHS & PROGRAMS	\$	\$ 400.00 <input type="checkbox"/>
PIPERS/BUGLERS	\$	\$ 400.00 <input type="checkbox"/>
	\$	\$
	\$	\$
<b>Total Funds being sought from <u>WDC</u></b> <span style="float: right;"><b>Total B</b></span>	\$	\$ 3,396.00 <input type="checkbox"/>

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

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

a)	\$	\$
b)	\$	\$
c)	\$	\$
d)	\$	\$
<b>Total of other funds being sought</b> <span style="float: right;"><b>Total C</b></span>	\$	\$

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

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

What Board / Committee	Type of Project / Event	Date received	Amount
HUNTLY	ANZAC DAY	JULY2018	1500

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

I confirm that an accountability statement has been completed and returned for previous funding received.

 Name: \_\_\_\_\_ Date: \_\_\_\_\_

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

 Name: ASHISH SHARMA Date: 21/01/21

Position in organisation (tick which applies)

Chairman Secretary Treasurer Signature:  Date: 21/01/21**\*Incomplete applications will not be accepted and will be returned**





I45

Phone: 07 847 5718  
admin@floristilene.co.nz  
www.floristilene.co.nz  
GST No.: 111-339-996

Quote: 139

Quote

Quote date: 17/02/2021

Huntly RSA

Expiry:  
19/03/2021

ITEM	DESCRIPTION		UNITS	UNIT PRICE (inc GST)	TAX TYPE	AMOUNT (inc GST)
	ANZAC wreath in your choice of colours to be collected from our Frankton store	Qty	4	100.00	GST	400.00

GST: \$52.17  
TOTAL (inc GST): \$452.17

Quote 177974

Date 14/01/2021

Attn Huntly RSA  
42 William Street

Huntly

Your contact details for this quote

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

Postal address (for invoicing) if different from above

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

Departure Date	25/04/2021	Departure Time	05:45 a.m.
Departure Point	Huntly RSA		
Destination	War Memorial, Wright Street, Hunt		
Finish/Return Date	25/04/2021	Finish/Return Time	08:15 a.m.
Passengers	Adult	52	
	Primary	0	

**Special Instructions**

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

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

Quoted Price \$364.00 incl GST

Order No

**Please confirm your acceptance by Fax or Email**

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

Signed by

Date

**Thank you for the opportunity to receive your business**

## Donation Receipt from Huntly RSA

Questions? Contact the Huntly RSA at 07 828 9732.

<b>Donor name</b>	Huntly RSA
<b>Address</b>	42 william Street , huntly
<b>City</b>	Huntly
<b>State/Province</b>	Waikato
<b>Postal code</b>	3700
<b>Phone</b>	07 828 9732

<b>Type of donation</b>	Pipers/ Buglers service
<b>Description</b>	Pipers and buglers ANZAC Day Dawn service at the RSA and Kimihia Cemetery
<b>Value</b>	\$400.00

*Thank you for your generous support!*

**KARATH CATERING LTD**

**Postal Address**  
 30 Riverview Road  
 Huntly

**GST No 132 - 192 - 766**

Ph 0226211630

Email karathcatering@gmail.com  
 Web

<b>Quote No</b>	<b>10022</b>
<b>Date</b>	<b>18 January 2021</b>

**Customer**  
 Huntly RSA  
 32 William Street  
 Huntly 3700

**Quote**

DESCRIPTION	PRICE
To provide catering for 300 members at Huntly RSA on Anzac Day 25th April 2021	
300 members @ \$7.50 per member	\$ 2,250.00

Menu  
 Bacon - Eggs - Sausages - Toast - etc

Tea & Coffee provided

**Bank Account 01 - 0286 - 0892584 - 00**

Please do not hesitate to call us for further information.

<b>SUB TOTAL</b>	
<b>GST Inclusive</b>	
<b>TOTAL</b>	\$ 2,250.00
<b>Already Paid</b>	\$ -
<b>Balance Owing</b>	\$ 2,250.00

**Terms of Trade**

- The price quoted will stand for 30 days from the above date.
- All products & materials remain the property of Karath Catering until paid in full.
- Karath Catering Ltd endeavours to ensure Products & Services are provided to a Quality & Standard in accordance with best industry practice. All queries & disputes in regards to defective labour or workmanship must be informed in writing 7 days of invoice. All worked is deemed complete and final after this period.
- Variations to this Quotation will be accepted ONLY in Writing followed by written confirmation which may result in an adjustment to the price.

Client:..... Date .....

**Huntly RSA Inc.**

**Financial Statements**

**FOR THE YEAR ENDED 31 DECEMBER, 2019**



## Huntly RSA Inc.

**Contents of Financial Statements****For the Year Ended 31 December 2019**

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Huntly RSA Inc.

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

**For the Year Ended 31 December 2019**

**COMPILATION REPORT TO THE MEMBERS OF THE COMMITTEE**

**Reporting Scope**

On the basis of information that you provided we have compiled, in accordance with "Service Engagement Standard Number 2: Compilation of Financial Information", the Financial Statements of Huntly RSA Inc. for the year ended 31 December 2019 as set out on the following pages.

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

**Responsibilities**

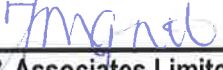
You are solely responsible for the information contained in the financial statements and have determined that the financial reporting basis stated above is appropriate to meet your needs and for the purpose that the financial statements were prepared. The financial statements were prepared exclusively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

**Ownership of Work papers**

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

**Disclaimer**

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

---

**Hart & Associates Limited**  
**Chartered Accountants**  
**HUNTLY**  
**6 March 2020**

Huntly RSA Inc.

Directory

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As at 31 December 2019

<b>Nature of Business</b>	Hospitality
<b>Accountants</b>	Hart & Associates Limited Chartered Accountants 168 Main Street HUNTLY
<b>Auditor</b>	Mark Campbell





## Huntly RSA Inc.

## Divisional Statement of Financial Performance

For the Year Ended 31 December 2019

	Note	2019 \$	2018 \$
<b>BAR TAKINGS</b>			
<b>Operating Revenue</b>			
Bar Takings		292,511	273,388
<b>Less Cost of Sales</b>			
Opening Stock		9,816	10,631
Purchases		112,654	109,464
Bar Running Expenses		3,382	3,568
		<b>116,036</b>	<b>113,032</b>
		<b>125,852</b>	<b>123,663</b>
Closing Stock		(13,648)	(9,816)
<b>Total Cost of Sales</b>		<b>112,204</b>	<b>113,847</b>
<b>Gross Profit from Trading</b>		<b>180,307</b>	<b>159,541</b>

## Huntly RSA Inc.

## Divisional Statement of Financial Performance (continued)

For the Year Ended 31 December 2019

	Note	2019	2018
		\$	\$
<b>GAMING</b>			
<b>Operating Revenue</b>			
Gaming		159,082	165,025
<b>Less Cost of Sales</b>			
Gaming Duty		35,006	35,288
Problem Gambling Levy		2,328	2,328
Electricity		1,300	1,300
Insurance		2,900	2,900
Accounting Fees		1,000	1,000
Audit Fees		1,000	1,000
Depreciation		2,212	15,135
Gaming Licence		7,786	8,004
R & M Gaming Machine		7,705	10,535
Line Rental, Programming and Administration Charges		4,424	3,854
Wages - Gaming		12,381	12,542
<b>Total Cost of Sales</b>		<b>78,042</b>	<b>93,886</b>
<b>Gross Profit from Trading</b>		<b>81,040</b>	<b>71,139</b>

## Huntly RSA Inc.

## Divisional Statement of Financial Performance (continued)

For the Year Ended 31 December 2019

Note	2019 \$	2018 \$
<b>WELFARE</b>		
<b>Operating Revenue</b>		
Anzac Day Sales	6,703	4,108
Raffle Sales	-	278
<b>Total Sales</b>	<b>6,703</b>	<b>4,386</b>
<b>Less Cost of Sales</b>		
Anzac Day Expenses	790	2,638
Welfare Expenses	982	2,107
Donations	-	300
<b>Total Cost of Sales</b>	<b>1,772</b>	<b>5,045</b>
<b>Gross Profit (Loss) from Trading</b>	<b>4,931</b>	<b>(659)</b>

## Huntly RSA Inc.

## Divisional Statement of Financial Performance (continued)

For the Year Ended 31 December 2019

	Note	2019	2018
		\$	\$
<b>BATONS UP</b>			
<b>Operating Revenue</b>			
Baton Up		27,475	32,400
<b>Less Cost of Sales</b>			
Batons Up Purchases		20,268	17,536
<b>Gross Profit from Trading</b>		<b>7,207</b>	<b>14,864</b>

## Huntly RSA Inc.

## Divisional Statement of Financial Performance (continued)

For the Year Ended 31 December 2019

Note	2019 \$	2018 \$
<b>MERCHANDISE</b>		
<b>Operating Revenue</b>		
<b>Less Cost of Sales</b>		
Opening Stock Merchandise	290	591
Merchandise Purchases	136	290
	<b>426</b>	<b>881</b>
Closing Stock	(244)	(290)
<b>Gross Loss from Trading</b>	<b>(182)</b>	<b>(591)</b>

## Huntly RSA Inc.

## Combined Statement of Financial Performance

For the Year Ended 31 December 2019

Note	2019 \$	2018 \$
<b>Divisional Revenue</b>		
Profit from Bar Takings	180,307	159,541
Profit from Gaming	81,040	71,139
Profit (Loss) from Welfare	4,931	(658)
Profit from Batons Up	7,207	14,864
Loss from Merchandise	(182)	(591)
<b>Total Divisional Revenue</b>	<b>273,303</b>	<b>244,295</b>
<b>Operating Revenue</b>		
Donations	6,375	1,596
Raffle & Pool Table Takings	22,811	16,798
Subscriptions	10,735	10,261
Interest Received	411	481
Flip The Joker	249	1,227
Sundry Income	321	591
Catering Income	5,374	-
Profit on Sale of Fixed Assets	-	172
Loss on Sale of Fixed Assets	-	(205)
<b>Total Operating Revenue</b>	<b>46,276</b>	<b>30,921</b>
<b>Net Revenue</b>	<b>319,579</b>	<b>275,216</b>
<b>Less Expenses</b>		
<b>Administration Expenses</b>		
Accountancy Fees	2,000	2,000
Advertising and Promotion	1,201	2,562
Audit Fee	2,867	1,975
Computer Expenses	1,064	968
Donations	3,361	765
Entertainment Expenses	12,620	15,295
Licences and Fees	6,260	3,583
Postage & Office Expenses	2,342	3,722
Security Expenses	3,018	1,684
Seminars & Conferences	5,082	1,937
Telephone & Tolls	3,613	3,862
Travel Expenses	61	466
	<b>43,489</b>	<b>38,819</b>

## Huntly RSA Inc.

## Combined Statement of Financial Performance (continued)

For the Year Ended 31 December 2019

	Note	2019 \$	2018 \$
<b>Overhead Expenses</b>			
ACC Levies		929	757
Xero Costs		660	733
Cleaning and Waste Disposal		8,515	5,057
Electricity		14,774	12,928
Eftpos Expenses		824	1,298
Jukebox Hire		-	2,000
Catering Expenses		3,652	2,521
Building Repairs & Maintenance		12,535	2,031
Staff Expenses		-	2,849
General Expenses		4,450	3,595
Insurance		6,961	5,645
Capitation - NZ Clubs, NZRSA		9,501	8,389
Hire Purchase Interest		420	584
Sky TV		6,388	6,874
Members Draw and Expenses		11,200	9,809
Motor Vehicle Expenses		6,573	7,300
Gas Supplies		1,839	1,331
Plant Repairs & Maintenance		11,858	11,121
Rates		4,733	4,534
Uniforms		508	670
Wages		131,932	119,356
		<b>238,252</b>	<b>209,382</b>
<b>Finance Expenses</b>			
Bank Fees & Charges		3,534	2,680
<b>Non Cash Expenses</b>			
Depreciation		8,281	8,725
<b>Total Expenses</b>		<b>293,556</b>	<b>259,606</b>
<b>Net Profit</b>		<b>26,023</b>	<b>15,610</b>

## Huntly RSA Inc.

## Statement of Movements in General Funds

For the Year Ended 31 December 2019

	2019	2018
	\$	\$
<b>Revenues and Expenses</b>		
Net Profit	26,023	15,610
<b>Total Recognised Revenues and Expenses</b>	<b>26,023</b>	<b>15,610</b>
General Funds at the Beginning of the Year	253,282	237,672
<b>General Funds at the End of the Year</b>	<b>279,305</b>	<b>253,282</b>



## Huntly RSA Inc.

## Statement of Financial Position

As at 31 December 2019

	Note	2019 \$	2018 \$
<b>Current Assets</b>			
Floats	2	12,763	12,799
Cash on Hand	2	13,227	8,743
Bar Bank Account	2	15,285	11,641
Gaming Bank Account	2	29,924	39,161
Welfare Bank Account	2	3,537	2,853
Flip Bank Account	2	5,278	4,381
Poppy Account	2	7,361	-
Trade Receivables	3	180	-
GST Receivable		1,586	-
Inventories	4	13,891	10,106
Current Investments	5	-	13,903
<b>Total Current Assets</b>		<b>103,032</b>	<b>103,587</b>
<b>Non-Current Assets</b>			
Property, Plant & Equipment	6	248,535	210,260
<b>Total Assets</b>		<b>351,567</b>	<b>313,847</b>
<b>Current Liabilities</b>			
Sundry Creditors	8	39,660	21,009
Holiday Pay Accrual	8	2,261	2,618
Loan - Huntly RSA Trust	8	24,496	25,096
Current Portion of Lease & Hire Purchase Liabilities	9	3,413	1,780
GST Payable		-	7,700
<b>Total Current Liabilities</b>		<b>69,830</b>	<b>58,203</b>
<b>Non-Current Liabilities</b>			
Mascot Finance Hire Purchase	9	776	2,362
Flexirent Finance	9	1,656	-
<b>Total Non-Current Liabilities</b>		<b>2,432</b>	<b>2,362</b>
<b>Total Liabilities</b>		<b>72,262</b>	<b>60,565</b>
<b>Net Assets</b>		<b>279,305</b>	<b>253,282</b>
<b>General Funds</b>			
Gaming Equity	14	5,184	666
General Equity		274,121	252,616
<b>Total General Funds</b>		<b>279,305</b>	<b>253,282</b>

For and on Behalf of Huntly RSA Inc

\_\_\_\_\_  
President\_\_\_\_\_  
Date

**Huntly RSA Inc.****Notes to and forming part of the Financial Statements****For the Year Ended 31 December 2019****1 Statement of Accounting Policies****Reporting Entity**

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

**Statement of Compliance and Basis of Preparation**

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

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

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

**Specific Accounting Policies**

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

**(a) Income Tax**

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

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

**(b) Goods and Services Taxation (GST)**

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

**(c) Changes in Accounting Policies**

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

## Huntly RSA Inc.

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

For the Year Ended 31 December 2019

2	<b>2019</b>		<b>2018</b>	
<b>Cash &amp; Bank Balances</b>	\$		\$	
<b>Cash Balances</b>				
Floats	12,763		12,799	
Cash on Hand	13,227		8,744	
	<b>25,990</b>		<b>21,543</b>	
<b>Bank Account Balances</b>				
Bar Bank Account	15,285		11,641	
Gaming Bank Account	29,924		39,161	
Welfare Bank Account	3,537		2,852	
Flip Bank Account	5,278		4,381	
Poppy Account	7,361		-	
	<b>61,385</b>		<b>58,035</b>	
<b>Total Cash &amp; Bank Balances</b>	<b>87,375</b>		<b>79,578</b>	
<b>3</b>	<b>2019</b>		<b>2018</b>	
<b>Trade Receivable</b>	\$		\$	
Trade Debtors	180		-	
<b>Total Trade Receivable</b>	<b>180</b>		<b>-</b>	
All amounts are short-term and have been reviewed for indicators of impairment. The carrying value of trade receivables is considered a reasonable approximation of fair value.				
<b>4</b>	<b>2019</b>		<b>2018</b>	
<b>Inventories</b>	\$		\$	
<b>Stock on Hand</b>				
Stock on Hand	13,891		10,106	
<b>Total Inventories</b>	<b>13,891</b>		<b>10,106</b>	
<b>5</b>	<b>2019</b>		<b>2018</b>	
<b>Current Investments</b>	\$		\$	
Westpac Term Deposit	-		13,903	
<b>Total Current Investments</b>	<b>-</b>		<b>13,903</b>	
<b>6</b>	<b>Property, Plant &amp; Equipment</b>			
	<b>Cost</b>	<b>Depreciation Charged</b>	<b>Accumulated Depreciation</b>	<b>Closing Book Value</b>
<b>Property, Plant &amp; Equipment 2019</b>	\$	\$	\$	\$
Land & Buildings	327,403	2,972	114,563	212,841
Plant & Equipment	192,208	6,837	158,108	34,100
Motor Vehicles	3,043	684	1,449	1,594
<b>Total Property, Plant &amp; Equipment</b>	<b>522,655</b>	<b>10,493</b>	<b>274,120</b>	<b>248,535</b>

## Huntly RSA Inc.

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

For the Year Ended 31 December 2019

	Cost	Depreciation Charged	Accumulated Depreciation	Closing Book Value
<b>Property, Plant &amp; Equipment 2018</b>	\$	\$	\$	\$
Land & Buildings	300,782	2,744	111,591	189,191
Plant & Equipment	170,062	20,351	151,271	18,791
Motor Vehicles	3,043	765	765	2,278
<b>Total Property, Plant &amp; Equipment</b>	<b>473,888</b>	<b>23,860</b>	<b>263,627</b>	<b>210,260</b>

The rateable capital value of the club is \$880,000 (Land Value \$450,000, Improvements Value \$430,000)

## 7 Financial Assets and Financial Liabilities

Significant Accounting Policies provides a description of each category of financial assets and financial liabilities and the related accounting policy. The carrying amounts in financial assets and financial liabilities in each category are as follows:

Financial Assets 2019	Amortised Cost	Cost	Fair Value	Total
	\$	\$	\$	\$
Cash and Short-Term Deposits	87,377	-	-	87,377
Trade and Other Receivables	180	-	-	180
<b>Total Financial Assets 2019</b>	<b>87,557</b>	<b>-</b>	<b>-</b>	<b>87,557</b>

Financial Assets 2018	Amortised Cost	Cost	Fair Value	Total
	\$	\$	\$	\$
Cash and Short-Term Deposits	79,577	-	-	79,577
Trade and Other Receivables	13,904	-	-	13,904
<b>Total Financial Assets 2018</b>	<b>93,481</b>	<b>-</b>	<b>-</b>	<b>93,481</b>

## 8 Payables & Accruals

	2019	2018
	\$	\$
<b>Accounts Payable</b>		
Sundry Creditors	39,660	21,009
Holiday Pay Accrual	2,261	2,618
<b>Total Accounts Payable</b>	<b>41,921</b>	<b>23,627</b>
<b>Other Payables &amp; Accruals</b>		
Loan - Huntly RSA Trust	24,496	25,096
<b>Total Payables &amp; Accruals</b>	<b>66,417</b>	<b>48,723</b>

## Huntly RSA Inc.

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

## For the Year Ended 31 December 2019

**9 Lease & Hire Purchase Liabilities**

	2019	2018
	\$	\$
<b>Mascot Finance Hire Purchase</b>		
Non-Current Portion - Mascot Finance Hire Purchase	776	2,362
Mascot Finance - Current Portion	1,780	1,780
	<u>2,556</u>	<u>4,142</u>
<b>Flexirent Finance</b>		
Non-Current Portion - Flexirent Finance	1,656	-
Current Portion - Equipment Finance	1,633	-
	<u>3,289</u>	<u>-</u>
<b>Total Current Portion of Lease &amp; Hire Purchase Liabilities</b>	<u><b>3,413</b></u>	<u><b>1,780</b></u>
<b>Total Non-Current Lease &amp; Hire Purchase Liabilities</b>	<u><b>2,432</b></u>	<u><b>2,362</b></u>

**10 Related Parties**

The club has a loan with Huntly RSA Trust Fund at 31 December 2019 of \$24,496(2018:\$25,096). The club has received a donation of \$4,000 from Huntly RSA Trust Fund during the year (2018:nil)

**11 Capital Commitments**

The club has no capital commitments as at 31 December 2019, (2018 Nil).

**12 Contingent Liabilities**

The club has no contingent liabilities and no guarantees as at 31 December 2019. (2018: Contingent Liabilities Nil. Guarantees Nil.)

**13 Events Occurring After Balance Date**

No significant events have occurred subsequent to balance date.

**14 Gaming Equity**

Opening Gaming Equity	\$666
+ Net Proceeds from Gaming Operations	\$81,040
- Authorised Purpose Payments	\$76,522
Closing Gaming Equity	<u>\$5,184</u>

# Independent Auditor's Report

## Huntly RSA Inc.

### For the year ending 31 December 2019

---

To the members of Huntly RSA Inc.

#### **Opinion**

I have audited the financial statements. The financial statements provides information about the past financial performance of Huntly RSA Inc. and its financial position as at 31 December 2019.

#### **In my opinion, the accompanying financial statements**

- complies with generally accepted accounting practice in New Zealand.
- gives a true and fair view of the financial position of Huntly RSA Inc. as at 31 December 2019 and its financial performance for the year ended on that date.

#### **The financial statements in the above opinion includes:**

- the statement of financial position as at 31 December 2019.
- the statement of financial performance, statement of changes in equity, and notes to the financial statements including significant accounting policies for the year ending 31 December 2019.

#### **Basis of Opinion**

I conducted my audit in accordance with International Standards on Auditing (New Zealand). My responsibilities under those standards are further described in the Auditor's Responsibility section of this audit report.

Those standards require that I comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material mis-statement.

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

I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my audit opinion.

#### **Responsibilities of the Committee**

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

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

### **Auditor's Responsibility**

My objective is to obtain reasonable assurance about whether the financial statements as a whole is free from material misstatement whether due to fraud or error, and to issue an auditor's report that includes my opinion.

Reasonable assurance is a high level of assurance, but not a guarantee that an audit conducted in accordance with International Standard on Auditing (New Zealand) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the decision of users taken on the basis of the financial statements.

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

In making those risk assessments, the auditor considers internal control relevant to the entity's preparation of the financial statements that give a true and fair view of the matters to which they relate in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control.

An audit includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates, as well as evaluating the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

I conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, determine whether a material uncertainty exists related to events or conditions that may cast significant doubt on the entity's ability to continue as a going concern.

I communicate with management and the governing body regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that I identify during the audit.



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

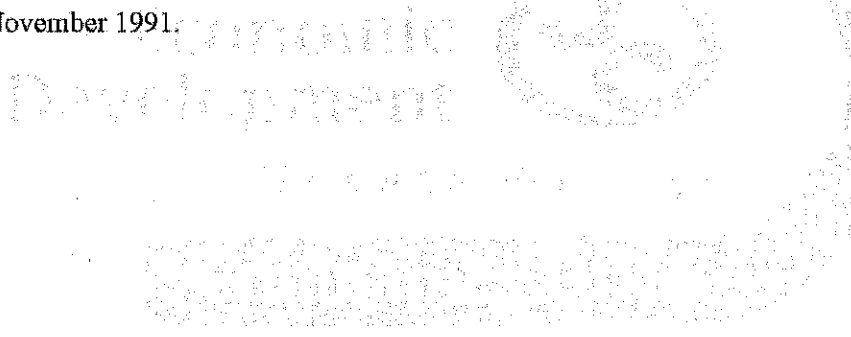
6 March 2020



# CERTIFICATE OF INCORPORATION

## HUNTLY RETURNED SERVICES ASSOCIATION INCORPORATED 214198

This is to certify that HUNTLY RETURNED SERVICES ASSOCIATION was incorporated under the Incorporated Societies Act 1908 on the 29th day of July 1932 and changed its name to HUNTLY RETURNED SERVICES ASSOCIATION INCORPORATED on the 13th day of November 1991.



*Mandy McDonald*

Registrar of Incorporated Societies  
13th day of March 2013



For further details visit [www.societies.govt.nz](http://www.societies.govt.nz)

Certificate printed 13 Mar 2013 10:15:25 NZT



**Minutes of the  
Huntly RSA Committee  
Held 9<sup>th</sup> September 2013**

**Present:** Grant Wishnoski, Allan Downing, Shirley Wilkinson, Peter Jones, , Corey Rees. Colin Skinner. Claire Cormack. Samantha Wishnoski

We have invited John Rackels and Phil Ludwig to the meeting to discuss erecting a centennial wall in the front of the club.

A quote from united gaming was discussed and accepted to upgrade the gaming. The quote was for \$30,000.00. We will use part of the funds invested to pay for and the gaming will pay this back in monthly installments. All agreed/ Carried

As these matters took more time than expected the remainder of the meeting was postponed.

**Huntly RSA Committee  
Held 24th September 2013**

**Present:** Grant Wishnoski, Allan Downing, Shirley Wilkinson, Peter Jones, , Corey Rees. Colin Skinner. Claire Cormack. Samantha Wishnoski

After the last meeting on the 9<sup>th</sup> September Claire/Manager and Shirley/Treasurer thought that spending 30,000. on gaming was to much at this time.

Peter Zellman from Gaming Inc asked if he could put a proposal to the committee regarding a gaming upgrade .

The committee agreed not to proceed with the previous quote from United gaming and all agreed to the quote from Gaming Inc. Claire was given permission to proceed. The quote is attached.

**Shirley Moved, Seconded Allan**

To fund this upgrade \$18,000. will be taken from the RSA Term investment, which is to mature on the 1<sup>st</sup> Nov 2013.

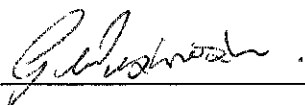
A new account will be opened (**Gaming No2**) this will be used for monthly deposits from the main gaming account to repay the term deposit

**Carried**

Meeting closed 8pm

Signed

President

  
\_\_\_\_\_

### Open Meeting

<b>To</b>	Discretionary and Funding Committee
<b>From</b>	Clive Morgan General Manager Community Growth
<b>Date</b>	2 March 2021
<b>Prepared by</b>	Lianne van den Bemd Community Development Advisor
<b>Chief Executive Approved</b>	Y
<b>Reference</b>	GOV0514 / 3011100
<b>Report Title</b>	Te Kauwhata Community Events Incorporated – ANZAC Day Service

## 1. EXECUTIVE SUMMARY

---

Attached is a letter requesting funding under \$1,000 from the Te Kauwhata Community Events Incorporated for the Discretionary and Funding Committee's consideration:

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

The Te Kauwhata Community Events Incorporated is seeking a grant towards the costs of an ANZAC Day Service being \$840.00 to cover the cost of refreshments and two wreaths.

## 2. RECOMMENDATION

---

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

**OR**

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

## 3. POLICY

---

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

**4. CONCLUSION**

---

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

**5. ATTACHMENTS**

---

Te Kauwhata Community Events Incorporated – ANZAC Day Service

1a Waerenga Rd

Te Kauwhata

3710

estherpilbrow@gmail.com

05/02/2021

To the Funding team Waikato District Council.

The Te Kauwhata ANZAC Day Celebrations are to be held on April 25<sup>th</sup> 2021 at the Te Kauwhata Soldiers Memorial. There will be a dawn service and an 11am service. Both services will have a wreath laying ceremony and light refreshments.

The Community Events Committee is seeking funds of \$840.00 to cover the cost of the refreshments and the two wreaths.

Kind regards,

Michelle Croucher

ANZ bank, Huntly  
Te Kauwhata Community Events Inc



# **Love of Stems**

## **Floral Design by**

Alison O'Callaghan

1107 Waikere rd, Te Kauwhata 3781

Tell: 07 826 4154 Mob: 021 02311710

Email: [loveofstems@gmail.com](mailto:loveofstems@gmail.com)

**Quote:** Te Kauwhata Community Events Committee.

**Date:** 15-2-2021

Thank you for your enquiry for floral tributes for Anzac Day .  
We are able to provide you with 2 as requested for \$95.00 each.

Thank you for the opportunity.  
Kind regards

Alison O'Callaghan.

---

### **Open Meeting**

<b>To</b>	Discretionary & Funding Committee
<b>From</b>	Clive Morgan General Manager Community Growth
<b>Date</b>	2 March 2021
<b>Prepared by</b>	Lianne van den Bemd Community Development Advisor
<b>Chief Executive Approved</b>	Y
<b>Reference#</b>	GOV0514 / 3016783
<b>Report Title</b>	Onewhero-Tuakau Community Board – ANZAC Day Service

## **1. EXECUTIVE SUMMARY**

---

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

## **2. RECOMMENDATION**

---

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

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

**OR**

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

## **3. BACKGROUND**

---

The Onewhero-Tuakau Community Board (on behalf of Tuakau and surrounding Communities) are organising an ANZAC Day Service.

The organisers envisage that a cross section of the community (around 30 volunteers) will be in attendance, including schools, local businesses, St John, Tuakau Police, Tuakau Fire Service and the Royal New Zealand Navy.

There will be an opportunity for those who attend to lay wreaths and pay their respects to the soldiers who lost their lives during World War I and World War 2.

The event will take place on Sunday 25 April 2021 at the Tuakau Hall. Refreshments will be provided for all of those who attend.

Traffic Management New Zealand will control the traffic.

#### 4. OPTIONS CONSIDERED

---

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

#### 5. FINANCIAL

---

Funding is available to allocate for the year.

The project is noted to cost \$3,800.00. The Onewhero-Tuakau Community Board is seeking funding of \$3,800.00 towards the cost of an ANZAC Day Service.

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

#### 6. POLICY

---

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

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

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



**7. CONCLUSION**

---

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

**8. ATTACHMENT**

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Onewhero-Tuakau Community Board - ANZAC Day Service

## DISCRETIONARY FUNDING APPLICATION FORM

### Important notes for applicant:

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

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

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

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

1. Discretionary and Funding Committee                      Project Fund (Rural Ward Areas)                       Event Fund

OR

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

- |                                      |                                  |   |                                   |
|--------------------------------------|----------------------------------|---|-----------------------------------|
| Raglan <input type="checkbox"/>      | Taupiri <input type="checkbox"/> | Onewhero-Tuakau <input checked="" type="checkbox"/> |                                   |
| Ngaruawahia <input type="checkbox"/> | Huntly <input type="checkbox"/>  | Te Kauwhata <input type="checkbox"/>                | Meremere <input type="checkbox"/> |

### Section I – Your details

#### 1. Name of your organisation and contact person

Onewhero-Tuakau Community Board - Bronwyn Watson

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

Community Board Member (Food preparer for many years around 200 people)

## 3. Phone number/s

## 4. Email / Address

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

**Section 2 – Your event / project**

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

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

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

Are you GST registered? No  Yes  GST Number / / \_ \_ \_ \_

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

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

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

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

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

Please complete all of the following sections	GST Inclusive Costs (use this column if you are NOT GST registered)	GST Exclusive Costs (use this column if you are GST registered)
What is the <b>total</b> cost of your project/event	\$	\$ 3,800.00
Existing funds available for the project. Include any projected income i.e. ticket sales, merchandise etc.		
<b>Total A</b>	\$	\$

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

Project Breakdown (itemised costs of funding being sought)	GST Inclusive Costs (use this column if you are NOT GST registered)	GST Exclusive Costs (use this column if you are GST registered)
Wreath (WDC)	\$	\$ N/A <input type="checkbox"/>
Catering OTCB (extras)	\$	\$ 900.00 <input type="checkbox"/>
STMS	\$	\$ 2,900.00 <input type="checkbox"/>
	\$	\$
	\$	\$
	\$	\$
<b>Total Funds being sought from <u>WDC</u></b> <span style="float: right;"><b>Total B</b></span>	\$	\$ 3,800.00 <input type="checkbox"/>

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

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

a)	\$	\$
b)	\$	\$
c)	\$	\$
d)	\$	\$
<b>Total of other funds being sought</b> <span style="float: right;"><b>Total C</b></span>	\$	\$

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

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

What Board / Committee	Type of Project / Event	Date received	Amount
D&F Committee	ANZAC Parade Service 2018	Nov 2018	\$1,605.00
D&F Committee	ANZAC Parade Service 2019	March 2019	\$2080.00

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

I confirm that an accountability statement has been completed and returned for previous funding received.

 **Name:** Bronwyn I. Watson **Date:** 15/2/2021

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

 **Name:** Shaun Jackson **Date:** 15/2/2021**Position in organisation** (tick which applies) Chairman  Secretary  Treasurer **Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_***\*Incomplete applications will not be accepted and will be returned***

Onewhero Tuakau Community Board  
Dominion road Tuakau 2121

17-02-2021

Re. Anzac Parade Tuakau

OTCB requests funds of \$900 to cater for Tea Coffee and Sandwiches immediately following the ANZAC Ceremony.

Catering is for approx. 200 people as per previous years

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

Bank Account for Deposit B Watson. 06-0469-0041353-018 You can confirm her bank account from your employee details

Regards

Shaun Jackson

A handwritten signature in black ink, appearing to be 'SJ', with a long horizontal flourish extending to the right.

Onewhero Tuakau Community Board Chair

# SAFE TRAFFIC MANAGEMENT SERVICES LIMITED

*PROUD TO BE PROVIDING A SAFE WORKING ENVIRONMENT*

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



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

Payment claim made under the Construction Contracts Act 2002

## Quote

Invoice To:

Invoice No: 00005806

J P Group  
 PO Box 586  
 Pukekohe

Customer PO No: Tuakau Anzac

Date: 18/02/2021

QTY	UNIT	DESCRIPTION	RATE	AMOUNT
		RE: Traffic Management Quotation		
	each	Traffic Management Plan	\$250.00	\$250.00
		Corridor Access Request	\$250.00	\$250.00
	each	Road Closed Level 1 per day rate	\$2,900.00	\$2,900.00

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

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

Thanking you for your clientele,

### Open Meeting

<b>To</b>	Discretionary & Funding Committee
<b>From</b>	Clive Morgan General Manager Community Growth
<b>Date</b>	1 March 2021
<b>Prepared by</b>	Lianne van den Bemd Community Development Advisor
<b>Chief Executive Approved</b>	Y
<b>Reference#</b>	GOV0514 / 3016716
<b>Report Title</b>	Ngaruawahia Returned Services Associated Incorporated (Ngaruawahia RSA) and Memorial Club – ANZAC Dawn Service and Field of Remembrance

## 1. EXECUTIVE SUMMARY

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

## 2. RECOMMENDATION

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

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

**OR**

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

## 3. BACKGROUND

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

The Dawn parade will assemble at Ngaruawahia Fire Station to march to the white crosses field of remembrance, followed by catering of a light breakfast at the RSA for veterans. Veterans will gather at the RSA prior to the Civic Service and parade afterwards followed by a lunch at the RSA. School children will lay wreaths on behalf of their schools at the Cenotaph.



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

The event will take place Sunday 25 April 2021.

#### **4. OPTIONS CONSIDERED**

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

#### **5. FINANCIAL**

---

Funding is available to allocate for the year.

The project is noted to cost \$3,592.50. The Ngaruawahia RSA and Memorial Club is seeking funding of \$3,592.50 towards the total cost of the ANZAC Day Service.

GST Registered			Yes
Set of Accounts supplied			Yes
Previous funding has been accounted for by this organisation			Yes
Discretionary & Funding Committee	ANZAC Day Service	March 2019	\$3,600.00

#### **6. POLICY**

---

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

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

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

#### **7. CONCLUSION**

---

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

**8. ATTACHMENT**

---

Ngaruawahia Returned Services Associated Incorporated (Ngaruawahia RSA) and Memorial Club – ANZAC Dawn Service and Field of Remembrance

## DISCRETIONARY FUNDING APPLICATION FORM

### Important notes for applicant:

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

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

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

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

1. Discretionary and Funding Committee

Project Fund (Rural Ward Areas)

Event Fund

OR

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

Raglan

Taupiri

Onewhero-Tuakau

Ngaruawahia

Huntly

Te Kauwhata

Meremere

### Section I – Your details

#### 1. Name of your organisation and contact person

Ngaruawahia RSA & Memorial Club Inc

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

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

3. **Phone number/s**

07 824 8905

4. **Email / Address**

ngaruawahiaarsa@gmail.com

5. **If you are a Registered Charity** (we require your registration number & confirmation that your organization registration is current)**Section 2 – Your event / project**1. **What is your event / project, including date and location?** (please describe in full the project details)

25th April ANZAC Day. To hold Dawn parade and march to remembrance field. Host light breakfast for veterans. Veterans gather at the RSA prior to civic service followed by lunch at RSA.

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

RSA Welfare Section, RSA Committee, RSA Volunteers (35 in total)

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

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

Are you GST registered? No  Yes  GST Number

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

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

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

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

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

Please complete all of the following sections	GST Inclusive Costs (use this column if you are NOT GST registered)	GST Exclusive Costs (use this column if you are GST registered)
What is the <u>total</u> cost of your project/event	\$	\$ 3592.50
Existing funds available for the project. Include any projected income i.e. ticket sales, merchandise etc.		
<b>Total A</b>	\$	\$ 0.00

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

Project Breakdown (itemised costs of funding being sought)	GST Inclusive Costs (use this column if you are NOT GST registered)	GST Exclusive Costs (use this column if you are GST registered)
Market St Eatery Breakfast	\$	\$ 500.00 <input type="checkbox"/>
Market St Eatery Lunch	\$	\$ 2,717.50 <input type="checkbox"/>
Flour + Bloom (Wreaths)	\$	\$ 375.00 <input type="checkbox"/>
	\$	\$
	\$	\$
	\$	\$
<b>Total Funds being sought from WDC</b> <span style="float: right;"><b>Total B</b></span>	\$	\$ 3592.50 <input type="checkbox"/>

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

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

a)	\$	\$
b)	\$	\$
c)	\$	\$
d)	\$	\$
<b>Total of other funds being sought</b> <span style="float: right;"><b>Total C</b></span>	\$	\$

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

White crosses and flags are owned by the Ngaruawahia RSA & Memorial Club and used every year.

**Section 4 – Community wellbeing and outcomes**

**1. Which community wellbeing will your project contribute to?**

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

Social  Economic  Cultural  Environmental

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

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

Accessible  Safe  Sustainable  Healthy  Vibrant

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

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

What Board / Committee	Type of Project / Event	Date received	Amount
WDC	ANZAC	2019	3600.00

**2. Please confirm that a ‘Funding Project Accountability’ form has been completed and returned to Waikato District Council for the funds listed above.**

**NOTE: This will be checked and confirmed by council staff.**

I confirm that an accountability statement has been completed and returned for previous funding received.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

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

Name: Vikki Barton Date: 04/02/2021

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

Signature:  Date: 4/2/2021

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

## FLOUR + BLOOM

146C Clark RD, R.D.1, Ngaruawahia

[hello@flourandbloom.co.nz](mailto:hello@flourandbloom.co.nz)

0272022113


**QUOTE FOR ANZAC  
WREATHS**

Ngaruawahia RSA

DESCRIPTION	QTY	UNIT PRICE	TOTAL
Anzac Wreath's	6	75.00	375.00

SUBTOTAL 375.00

TRAVEL FEE N/A

**Balance Due \$375.00**
**Terms & Instructions**


---

 Payment by direct credit: Westpac: 03-1570-0083818-00

Thank you for supporting FLOUR + BLOOM.

# QUOTE

WAIKATO DISTRICT COU  
Private Bag 544  
Ngaruawahia  
Ngaruawahia 3742  
NEW ZEALAND

**Date**  
4 Feb 2021

**Quote Number**  
QU-0002

**Reference**  
Anzac Day

**GST Number**  
11-286-062

Ngaruawahia RSA  
Memorial Club Inc  
PO Box 74  
Ngaruawahia 3742  
NEW ZEALAND

Description	Quantity	Unit Price	Amount NZD
Anzac Day Breakfast	100.00	5.00	500.00
Anzac Day lunch	250.00	10.87	2,717.50
		Subtotal	3,217.50
		TOTAL GST 15%	482.63
		<b>TOTAL NZD</b>	<b>3,700.13</b>





4<sup>th</sup> February 2021

Waikato District Council Discretionary Grants Fund

Ref: Supporting documentation for funding

The Ngaruawahia RSA & Memorial Club is an integral part of the Ngaruawahia social community. With our rich history, links to Hopuhopu Army Base coupled with the cultural significance of the local contribution to the Maori Battalion, the Ngaruawahia RSA & Memorial Club is a truly valued community entity.

Going hand in hand with this is our flagship proposition – ANZAC Day. Ngaruawahia looks absolutely fantastic as you come into town and the vibrant street flags herald our very special link with the men and women who contribute to our military service.

The white crosses are a solemn reminder of the sacrifice that was made and our recognition of that sacrifice.

The Ngaruawahia RSA & Memorial Club stage the Dawn Parade, and then host attendees for breakfast afterwards. We then in turn host the attendees of the Civic ceremony at 11am for a light luncheon at the conclusion of the ceremony.

I will attach a sample of the programme for the Dawn Service held in 2019 as 2020 was hit with Covid-19. which we will replicate this year.

These commemorations are taken extremely seriously by the Ngaruawahia RSA & Memorial Club. It is part of our core purpose and we look for support in our endeavours to host these commemorations again in 2021.



**25th April 2021**

**ANZAC DAWN SERVICE  
FIELD OF REMEMBRANCE**

**0545—ASSEMBLE** at Ngaruawahia RSA to march to site

**0600—FLAG**

**WELCOME/SERVICE-**

**READING—FLANDERS FIELD-**

**WREATH—**

**LAST POST -**

**ODE—**

**REVEILLE-**

**FLAG—**

**FINAL PRAYER**

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



**INDEPENDENT AUDITOR'S REPORT**

To the members of Ngaruawahia RSA Memorial Club Inc

**Report on the Performance Report**
**Opinions**

We have audited the performance report of Ngaruawahia RSA Memorial Club Inc on pages 2 to 18, which comprises the entity information, the statement of service performance, the statement of financial performance and statement of cash flows for the year ended 31 March 2020, the statement of financial position as at 31 March 2020, the statement of accounting policies and other explanatory information.

**Opinion on financial position, entity information and service performance**

In our opinion:

- the reported outcomes and outputs, and quantification of the outputs to the extent practicable, in the statement of service performance are suitable;
- the performance report on pages 2 to 18 presents fairly, in all material respects:
  - the financial position of Ngaruawahia RSA Memorial Club Inc as at 31 March 2020;
  - the entity information for the year then ended; and
  - the service performance for the year then ended

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

**Qualified opinion on financial performance and cash flows**

In our opinion, except for the possible effects of the matters described in the *Basis for Qualified Opinion* paragraph, the performance report on pages 2 to 18 presents fairly, in all material respects the financial performance and cash flows of Ngaruawahia RSA Memorial Club Inc for the year ended 31 March 2020, in accordance with the requirements of Public Benefit Entity Simple Format Reporting Standard – Accrual (Not-For-Profit).

**Basis for Qualified Opinion**

In common with similar organisations control over cash revenues such as over donations, fundraising, raffles and fees prior to being recorded is limited and there are no practical audit procedures to determine the effect of that limited control. Consequently, we were unable to determine whether any adjustments to these amounts were necessary.

We conducted our audit of the statement of financial performance, statement of financial position, statement of cash flows, statement of accounting policies and notes to the performance report in accordance with International Standards on Auditing (New Zealand), and the audit of the entity information and statement of service performance in accordance with the International Standard on Assurance Engagements (New Zealand) ISAE (NZ) 3000 (Revised). Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Performance Report* section of our report. We are independent of Ngaruawahia RSA Memorial Club Inc in accordance with Professional and Ethical Standard 1 (Revised) *Code of Ethics for Assurance Practitioners* issued by the New Zealand Auditing and Assurance Standards Board, and we have fulfilled our other ethical responsibilities in accordance with these requirements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Other than in our capacity as auditor we have no relationship with, or interests in, Ngaruawahia RSA Memorial Club Inc.

**Restriction on responsibility**

This report is made solely to the members, as a body. Our audit work has been undertaken so that we might state to the members those matters we are required to state to them in an auditor's report and for no other purpose. To the

91 Clarence Street Hamilton 3204  
PO Box 389 Hamilton 3240

Telephone 07 839 1235  
Facsimile 07 839 1237

Freephone 0800 269 139

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



fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the members as a body, for our audit work, for this report, or for the opinions we have formed.

#### **Other Information**

There is no other information reported.

#### **Emphasis of Matter - Covid-19**

Without modifying our opinion, we draw attention to the disclosures in note 14 on page 18 which outline the possible effects of the Alter Level 4 Lockdown as a result of the COVID-19 pandemic.

#### **Emphasis of Matter - Going Concern**

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

The financial statements have been prepared on a going concern basis, the validity of which depends on future cash flows meeting budgeted levels. The financial report does not include any adjustments that would result from a failure to achieve budgeted income. Details of the circumstances relating to this matter are described in Note 15.

#### **Committee's Responsibility for the Performance Report**

The Committee is responsible for:

- (a) identifying outcomes and outputs, and quantifying the outputs to the extent practicable, that are relevant, reliable, comparable and understandable, to report in the statement of service performance;
- (b) the preparation and fair presentation of the performance report which comprises:
  - the entity information;
  - the statement of service performance; and
  - the statement of financial performance, statement of financial position, statement of cash flows, statement of accounting policies and notes to the performance report
 in accordance with Public Benefit Entity Simple Format Reporting – Accrual (Not-For-Profit) issued in New Zealand by the New Zealand Accounting Standards Board, and
- (c) for such internal control as the Committee determines is necessary to enable the preparation of a performance report that is free from material misstatement, whether due to fraud or error.

In preparing the performance report, the Committee is responsible for assessing the Club's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the Committee either intends to liquidate the Club or to cease operations, or have no realistic alternative but to do so.

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

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

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

- Identify and assess the risks of material misstatement of the performance report, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are

appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control.

- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of the use of the going concern basis of accounting by the Committee and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Club's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the performance report or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Club to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the performance report, including the disclosures, and whether the performance report represents the underlying transactions and events in a manner that achieves fair presentation.
- Perform procedures to obtain evidence about and evaluate whether the reported outcomes and outputs, and quantification of the outputs to the extent practicable, are relevant, reliable, comparable and understandable.

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



R Owen  
**Owen McLeod & Co**  
Chartered Accountants  
Hamilton, New Zealand  
14 August 2020

Please sign and return the attached copy of this letter to indicate your acknowledgement of, and agreement with, the arrangements for our audit of the performance report including our respective responsibilities.

Yours Sincerely,



Owen McLeod & Co Ltd

Acknowledged and agreed on behalf of the Ngaruawahia RSA Memorial Club Inc by

  
.....  
President  
Date

**The Ngaruawahia RSA  
Memorial Club Inc**

**Performance Report  
FOR THE YEAR ENDED 31 MARCH, 2020**

## The Ngaruawahia RSA Memorial Club Inc

### Entity Information

For the Year Ended 31 March 2020

**Legal Name of Entity:** The Ngaruawahia RSA Memorial Club Inc

**Type of Entity and Legal Basis:** Incorporated Society

**Registration Number:** 213716

#### Entity's Purpose:

##### 1. Mission Statement

We are here to support our current and future members in keeping the Ngaruawahia RSA as a dynamic, engaging and relevant community club in the heart of the Waikato.

##### 2. Entity's Purpose

The purpose of the Ngaruawahia RSA is to provide a sociable and friendly atmosphere for club members, their guests and associate like minded community groups.

The club does this by providing to our members club facilities such as:

- \* Bar
- \* Kitchen
- \* Adjuncts (darts, pool, indoor bowls, cards etc)
- \* Welfare
- \* Remembrance (Anzac Day etc)
- \* Support for older members in our community
- \* School Scholarships and competitions

To support and promote the values of the NZRSA and its associated activities.

#### Entity's Structure:

The club is administered by a committee of members, as noted below:

- C Jew - President
- Anne Saunders - Vice President
- Lenore Aitken - Secretary
- Phil Gisby - Committee
- Sylvia Pauro - Committee
- Shalayne Wellington - Committee
- Vikki Barton - Committee

#### Main Sources of the Entity's Cash and Resources:

The main sources of funding are bar sales, gaming, restaurant, raffles etc.

#### Main methods used by the Entity to Raise Funds:

The main method to raise funds is by grants, donations and events.

#### Entity's reliance on volunteers and donated goods or services:

There is minimal reliance on donated goods and services. The committee members are volunteers.

#### Contact Details:

Physical address: 4 Market Street, Ngaruawahia  
 Postal address: PO Box 74, Ngaruawahia 3742  
 Phone: 07-8248905  
 Email: [ngaruawahia@ngaruawahia.co.nz](mailto:ngaruawahia@ngaruawahia.co.nz)



The Ngaruawahia RSA Memorial Club Inc

Statement of Service Performance

For the Year Ended 31 March 2020

**Description of Entity's Outcomes:**

Provided facilities throughout the year to members and groups in a friendly, sociable atmosphere.

**Description and Quantification (to the extent practicable) of the Entity's Outputs:**

The Club was open 246 days during the year.

## The Ngaruawahia RSA Memorial Club Inc

## Divisional Statement of Financial Performance

For the Year Ended 31 March 2020

	Note	2020	2019
		\$	\$
<b>BAR</b>			
<b>Operating Revenue</b>			
Bar Sales		283,211	305,025
<b>Less Cost of Sales</b>			
Opening Stock		8,387	5,826
Bar Purchases		98,113	116,549
		<b>106,500</b>	<b>122,375</b>
Closing Stock		(4,987)	(8,387)
<b>Total Cost of Sales</b>		<b>101,513</b>	<b>113,988</b>
<b>Gross Surplus from Trading</b>		<b>181,698</b>	<b>191,037</b>

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

## The Ngaruawahia RSA Memorial Club Inc

**Divisional Statement of Financial Performance (continued)**

For the Year Ended 31 March 2020

Note	2020	2019
	\$	\$
<b>GAMING</b>		
<b>Operating Revenue</b>		
Gaming Machine Sales	63,486	87,778
<b>Less Cost of Sales</b>		
IRD Duty	14,617	20,764
Problem Gaming Levy	745	1,318
Gaming Licence Fees	565	7,939
Repairs & Maintenance	1,702	6,628
Electronic Monitoring Services	4,247	5,707
<b>Total Cost of Sales</b>	<b>21,876</b>	<b>42,356</b>
<b>Gross Surplus from Trading</b>	<b>41,610</b>	<b>45,422</b>

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

## The Ngaruawahia RSA Memorial Club Inc

## Divisional Statement of Financial Performance (continued)

For the Year Ended 31 March 2020

	Note	2020 \$	2019 \$
<b>FUNDRAISING</b>			
<b>Operating Revenue</b>			
Battens Up & Raffles		57,044	70,705
Housie		5,021	7,116
Merchandise		67	1,057
Special Events Income		26,226	1,762
Rouse the Rascal Sales		20,904	14,067
<b>Total Revenue</b>		<b>109,262</b>	<b>94,707</b>
<b>Less Cost of Sales</b>			
Opening Stock		-	300
Battens Up & Raffles		29,244	52,398
Housie		715	921
Merchandise		291	1,395
Special Events		17,774	2,333
Rouse the Rascal Costs		14,841	8,499
		<b>62,865</b>	<b>65,546</b>
<b>Total Cost of Sales</b>		<b>62,865</b>	<b>65,846</b>
<b>Gross Surplus from Trading</b>		<b>46,397</b>	<b>28,861</b>

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

## The Ngaruawahia RSA Memorial Club Inc

**Divisional Statement of Financial Performance (continued)**

For the Year Ended 31 March 2020

	Note	2020	2019
		\$	\$
<b>KITCHEN</b>			
<b>Operating Revenue</b>			
Restaurant Sales		142,008	165,397
Restaurant Bar Sales		13,522	-
<b>Total Revenue</b>		<b>155,530</b>	<b>165,397</b>
<b>Less Cost of Sales</b>			
Opening Stock		2,846	893
Purchases		74,128	75,224
Kitchen Wages		137,765	120,790
Kitchen Share of Expenses		30,468	11,489
		<b>242,361</b>	<b>207,503</b>
		<b>245,207</b>	<b>208,396</b>
Closing Stock		(2,070)	(2,845)
<b>Total Cost of Sales</b>		<b>243,137</b>	<b>205,551</b>
<b>Gross Deficit from Trading</b>		<b>(87,607)</b>	<b>(40,154)</b>

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

## The Ngaruawahia RSA Memorial Club Inc

**Combined Statement of Financial Performance**

For the Year Ended 31 March 2020

Note	2020	2019
	\$	\$
<b>Divisional Revenue</b>		
Surplus from Bar	181,698	191,037
Surplus from Gaming	41,610	45,422
Surplus from Fundraising	46,397	28,860
Deficit from Kitchen	(87,607)	(40,154)
<b>Total Divisional Revenue</b>	<b>182,098</b>	<b>225,165</b>
<b>Operating Revenue</b>		
Expense Write Off	8,994	-
Donations - Courtesy Van	7,645	9,758
Donations - General	23,939	17,140
Grants Received - WDC	3,600	19,391
Grants Received - WEL Energy	-	8,696
Other Income	909	1,712
Rent Received	16,433	29,350
Subscriptions	24,643	18,054
Interest Received	3	12
Wage Subsidy	-	1,400
Covid 19 Subsidy	6,540	-
<b>Total Operating Revenue</b>	<b>92,706</b>	<b>105,513</b>
<b>Net Revenue</b>	<b>274,804</b>	<b>330,678</b>
<b>Less Expenses</b>		
<b>Administration Expenses</b>		
Accountancy and Xero Fees	1,718	4,081
Advertising	492	1,207
Audit Fee	3,000	3,346
Computer Expenses	4,300	3,348
Donations	-	218
Entertainment - Deductible	10,770	12,712
Licences & Registrations	3,159	5,323
Membership Draw	5,950	4,870
Printing, Stamps & Stationery	1,054	1,410
Security Expenses	659	554
Telephone, Tolls & Internet	1,810	2,204
Management Contract/Salary	29,336	78,035
	<b>62,248</b>	<b>117,308</b>

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

## The Ngaruawahia RSA Memorial Club Inc

**Combined Statement of Financial Performance (continued)**

For the Year Ended 31 March 2020

	Note	2020	2019
		\$	\$
<b>Overhead Expenses</b>			
ACC Levies		1,988	1,614
Birthday Club		-	1,931
Cleaning & Laundry		3,261	3,147
Club Hospitality		638	493
Light, Power & Heating		23,497	13,545
Eftpos & Till Expenses		267	1,360
Equipment Hire		792	-
General Expenses		3,900	2,842
Insurance		6,424	12,285
Capitations		2,539	4,183
IRD Penalties		19,210	210
Sky TV		7,310	7,809
Membership Cards		1,403	248
Motor Vehicle Expenses		3,843	4,713
Repairs & Maintenance		8,178	44,691
Professional Development		695	538
Rates		3,880	2,900
Rent - Plant & Equipment		-	2,094
Rubbish		2,920	976
Uniforms		46	-
Wages & Salaries		101,948	117,598
		<b>192,739</b>	<b>223,177</b>
<b>Finance Expenses</b>			
Bank Fees & Charges		2,237	2,720
Interest - Bank Loans		20,957	24,819
Overdraft Interest		407	464
Interest Paid - IRD		-	80
		<b>23,601</b>	<b>28,083</b>
<b>Non Cash Expenses</b>			
Depreciation		22,182	26,643
<b>Total Expenses</b>		<b>300,770</b>	<b>395,211</b>
<b>Net Deficit</b>		<b>(25,966)</b>	<b>(64,533)</b>

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

## The Ngaruawahia RSA Memorial Club Inc

**Statement of Movements in Equity**

For the Year Ended 31 March 2020

	<b>2020</b>	<b>2019</b>
	\$	\$
<b>Revenues and Expenses</b>		
Net Deficit	(25,966)	(64,533)
<b>Total Recognised Revenues and Expenses</b>	<b>(25,966)</b>	<b>(64,533)</b>
Equity at the Beginning of the Year	574,052	638,585
<b>Equity at the End of the Year</b>	<b>548,086</b>	<b>574,052</b>

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



The Ngaruawahia RSA Memorial Club Inc

**Statement of Financial Position (continued)**

As at 31 March 2020

\_\_\_\_\_  
C Jew - President

For and on behalf of the club

\_\_\_\_\_  
Date

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

## The Ngaruawahia RSA Memorial Club Inc

## Statement of Financial Position

As at 31 March 2020

	Note	2020 \$	2019 \$
<b>Current Assets</b>			
Floats and Cash on Hand	2	500	11,298
BNZ Club Account	2	40	40
ANZ Membership Account	2	-	2,057
ANZ RSA Gaming Account	2	6,347	31
ANZ RSA General	2	12,076	-
ANZ Rouse the Rascal	2	3,981	-
ANZ Slotto	2	261	-
Trade Receivables	3	3,635	30,531
Other Receivables	3	-	10,200
Income Tax Receivable		12	11
Stock on Hand	4	4,987	8,387
Stock on Hand	4	2,070	2,845
Other Current Assets	5	2,485	3,167
<b>Total Current Assets</b>		<b>36,394</b>	<b>68,567</b>
<b>Non-Current Assets</b>			
Property, Plant & Equipment	6	1,099,592	1,121,075
<b>Total Assets</b>		<b>1,135,986</b>	<b>1,189,642</b>
<b>Current Liabilities</b>			
ANZ Credit Card	7	979	804
ANZ RSA General	7	-	4,595
Members Cards	8	1,780	2,386
Accounts Payable	8	117,290	157,149
Subscriptions in Advance	8	5,451	7,171
Bonds Held	8	450	500
Holiday Pay Provision	8	12,987	14,307
Short Term Loan	8	-	5,000
Private Short Term Loans	8	20,001	-
Covid 19 Subsidy Accrued	8	20,119	-
Current Portion of Term Liabilities	8	24,360	41,369
GST Payable		18,104	13,465
<b>Total Current Liabilities</b>		<b>221,521</b>	<b>246,746</b>
<b>Non-Current Liabilities</b>			
ANZ Loan	9	366,379	368,844
<b>Total Liabilities</b>		<b>587,900</b>	<b>615,590</b>
<b>Net Assets</b>		<b>548,086</b>	<b>574,052</b>
<b>Equity</b>			
<b>Total Equity</b>		<b>548,086</b>	<b>574,052</b>

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

## The Ngaruawahia RSA Memorial Club Inc

**Statement of Cash Flows**

For the Year Ended 31 March 2020

Note	<b>2020</b>	<b>2019</b>
	\$	\$
<b>Cash Flows from Operating Activities</b>		
<b>Cash was received from:</b>		
Donations, Fundraising and other similar receipts	36,093	58,109
Fees, Subscriptions and other revenue from members	22,923	20,248
Receipts from providing goods or services	685,180	659,313
Interest	3	12
	<u>744,199</u>	<u>737,682</u>
Net GST	4,639	(16)
<b>Cash was Applied to</b>		
Payments to suppliers and employees	(734,291)	(674,013)
<b>Net Cash Flows from Operating Activities</b>	<u>14,547</u>	<u>63,653</u>
<b>Cash Flows from Investing &amp; Financing Activities</b>		
<b>Cash was Applied to:</b>		
Payment to acquire property, plant and equipment	(700)	(11,217)
Loans Raised	20,001	5,000
Loans Repaid	(19,474)	(39,062)
<b>Net Cash Flow from Investing &amp; Financing Activities</b>	<u>(173)</u>	<u>(45,279)</u>
Net Increase in Cash Held	14,374	18,374
Cash at the Beginning of the Year	8,831	(9,543)
<b>Cash at the End of the Year</b>	<u><u>23,205</u></u>	<u><u>8,831</u></u>

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

**The Ngaruawahia RSA Memorial Club Inc****Notes to and forming part of the Financial Statements****For the Year Ended 31 March 2020****1 Statement of Accounting Policies****Reporting Entity**

The Ngaruawahia RSA Memorial Club Inc is a chartered club under the Incorporated Societies Act 1908. The club provides recreational facilities as a fellowship and social club for the use and welfare of its members.

**Statement of Compliance and Basis of Preparation**

The financial statements have been prepared in accordance with Generally Accepted Accounting Practice in New Zealand (GAAP). The club has elected to apply PBE SFR-A(NFP) Public Benefit Entity Simple Format Reporting - Accrual (Not-for-Profit) on the basis that it does not have public accountability and has total annual expenses equal to or less than \$2,000,000. All transactions in the Performance Report are reported using the accrual basis of accounting.

The accounting principles recognised as appropriate for the measurement and reporting of the Statements on a historical cost basis are followed unless otherwise stated in the Specific Accounting Policies.

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

**Specific Accounting Policies**

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

**(a) Inventories**

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

The cost of work in progress and finished goods includes the cost of direct materials, direct labour and a proportion of the manufacturing overhead, based on the normal capacity of the facilities, expended in putting the inventories in their present location and condition.

**(b) Trade Receivables**

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

## The Ngaruawahia RSA Memorial Club Inc

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

For the Year Ended 31 March 2020

## (c) Property, Plant &amp; Equipment

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

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

## (d) Income Tax

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

## (e) Financial instruments

Receivables

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

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

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

## (g) Changes in Accounting Policies

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

**2 Cash & Bank Balances**

	2020	2019
	\$	\$
<b>Cash Balance</b>		
Floats and Cash on Hand	500	11,298
<b>Bank Account Balances</b>		
BNZ Club Account	40	40
ANZ Membership Account	-	2,057
ANZ RSA Gaming Account	6,347	31
ANZ RSA General	12,076	-
ANZ Rouse the Rascal	3,981	-
ANZ Slotto	261	-
	22,705	2,128
<b>Total Cash &amp; Bank Balances</b>	<b>23,205</b>	<b>13,426</b>

## The Ngaruawahia RSA Memorial Club Inc

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

For the Year Ended 31 March 2020

	2020	2019
<b>3 Trade and Other Receivables</b>	\$	\$
Trade Receivable		
Accounts Receivable	3,635	30,531
Other Receivables		
Eftpos	-	10,200
<b>Total Trade and Other Receivables</b>	<b>3,635</b>	<b>40,731</b>

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

	2020	2019
<b>4 Inventories</b>	\$	\$
Stock on Hand		
Stock on Hand	4,987	8,387
Stock on Hand	2,070	2,845
<b>Total Inventories</b>	<b>7,057</b>	<b>11,232</b>

	2020	2019
<b>5 Other Current Assets</b>	\$	\$
Theft Recovery	2,485	3,167
<b>Total Other Current Assets</b>	<b>2,485</b>	<b>3,167</b>

	Cost	Depreciation Charged	Accumulated Depreciation	Closing Book Value
<b>6 Property, Plant &amp; Equipment</b>	\$	\$	\$	\$
Property, Plant & Equipment 2020				
Freehold Land - At cost	234,000	-	-	234,000
Buildings - At cost	1,514,261	2,419	751,336	762,925
Plant & Equipment	279,070	5,917	232,992	46,078
Motor Vehicles	23,055	1,605	16,633	6,422
Furniture & Fittings	192,056	3,313	169,683	22,373
Fixed Assets	185,395	8,928	157,601	27,794
<b>Total Property, Plant &amp; Equipment</b>	<b>2,427,838</b>	<b>22,182</b>	<b>1,328,245</b>	<b>1,099,592</b>

## The Ngaruawahia RSA Memorial Club Inc

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

For the Year Ended 31 March 2020

	Cost	Depreciation Charged	Accumulated Depreciation	Closing Book Value
	\$	\$	\$	\$
<b>Property, Plant &amp; Equipment 2019</b>				
Freehold Land - At cost	234,000	-	-	234,000
Buildings - At cost	1,514,261	2,797	748,917	765,345
Plant & Equipment	278,370	6,838	227,075	51,295
Motor Vehicles	23,055	2,007	15,028	8,027
Furniture & Fittings	192,056	2,519	166,370	25,686
Fixed Assets	185,395	12,482	148,673	36,722
<b>Total Property, Plant &amp; Equipment</b>	<b>2,427,138</b>	<b>26,643</b>	<b>1,306,063</b>	<b>1,121,075</b>
<b>7 Bank Overdrafts</b>			<b>2020</b>	<b>2019</b>
			\$	\$
<b>Bank Account Balances</b>				
ANZ Credit Card			979	804
ANZ RSA General			-	4,595
<b>Total Bank Overdrafts</b>			<b>979</b>	<b>5,399</b>
<b>8 Payables &amp; Accruals</b>			<b>2020</b>	<b>2019</b>
			\$	\$
<b>Accounts Payable</b>				
Members Cards			1,780	2,386
Accounts Payable			117,290	157,149
<b>Total Accounts Payable</b>			<b>119,070</b>	<b>159,535</b>
<b>Other Payables &amp; Accruals</b>				
Subscriptions in Advance			5,451	7,171
Bonds Held			450	500
Holiday Pay Provision			12,987	14,307
Short Term Loan			-	5,000
Private Short Term Loans			20,001	-
Covid 19 Subsidy Accrued			20,119	-
<b>Total Other Payables &amp; Accruals</b>			<b>59,008</b>	<b>26,978</b>
<b>Current portion of Term Liabilities</b>				
Current Portion of Term Liabilities			24,360	41,369
<b>Total Payables &amp; Accruals</b>			<b>202,438</b>	<b>227,882</b>
<b>9 Term Loans - Secured</b>			<b>2020</b>	<b>2019</b>
			\$	\$
<b>ANZ Loan</b>				
Total Outstanding			390,739	410,213
<b>Less:</b>				
Current Portion			24,360	41,369
<b>Term Portion</b>			<b>366,379</b>	<b>368,844</b>
<b>Total Term Loans - Secured</b>			<b>366,379</b>	<b>368,844</b>

## The Ngaruawahia RSA Memorial Club Inc

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

For the Year Ended 31 March 2020

10 Gaming Information for Gaming Licence Purposes	2020	2019
	\$	\$
<b>Gaming Proceeds</b>		
Proceeds	63,486	87,778
<b>Less</b>		
Accounting Fees	300	408
Audit Fees	300	335
Depreciation on Gaming Machines	8,928	12,482
Electricity	1,500	1,355
Gaming Machine Duty	14,617	20,764
Problem Gambling Levy	745	1,318
Electronic Monitoring	4,247	5,707
Licence Fee	4,174	7,939
Service and repairs of Gaming Machines	1,702	6,628
Insurance	700	1,229
Till Software	-	335
Eftpos	-	136
Rates	-	290
Security	-	55
Rubbish Disposal	-	98
Salaries & Wages	5,266	10,500
Interest	-	2,482
<b>Total Gaming Proceeds</b>	<b>21,007</b>	<b>15,717</b>

**11 Related Parties**

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

**12 Capital Commitments**

The Ngaruawahia RSA Memorial Club Inc has no capital commitments as at 31 March 2020, (2019 Nil).

**13 Contingent Liabilities**

The Ngaruawahia RSA Memorial Club Inc has no contingent liabilities and no guarantees as at 31 March 2020. (2019: Contingent Liabilities Nil. Guarantees Nil.)

**14 Events Occurring After Balance Date**

On 11 March 2020, the World Health Organisation declared the outbreak of Covid-19 (a novel Coronavirus) a pandemic. Two weeks later on 26 March 2020, New Zealand increased its Covid-19 alert level to level 4 and a nationwide lockdown commenced. The alert level has now reduced to level 1. At this time the full financial impact of the Covid-19 pandemic is not able to be determined.

**15 Going Concern**

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

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

**16 Audit**

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



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### Open Meeting

<b>To</b>	Discretionary & Funding Committee
<b>From</b>	Clive Morgan General Manager Community Growth
<b>Date</b>	2 March 2021
<b>Prepared by</b>	Lianne van den Bemd Community Development Advisor
<b>Chief Executive Approved</b>	Y
<b>Reference#</b>	GOV0514 / 3016244
<b>Report Title</b>	Waikato District Council – Ngaruawahia ANZAC Day Civic Service

## 1. EXECUTIVE SUMMARY

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

## 2. RECOMMENDATION

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

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

**OR**

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

## 3. BACKGROUND

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

This event will be held on Sunday 25 April 2021 at the Ngaruawahia War Memorial Hall in Galileo Street. This commemoration service is for the community and families involved.

Volunteers will include the Lions Club, Musician and Official Party. Traffic Management New Zealand will control the traffic management.

#### 4. OPTIONS CONSIDERED

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- 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

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Funding is available to allocate for the year.

The project is noted to cost \$5,653.00. The Waikato District Council is seeking funding of \$5,653.00 towards the total cost of the Ngaruawahia ANZAC Day Civic Service.

GST Registered			Yes
Set of Accounts supplied			No
Previous funding has been accounted for by this organisation			Yes
Discretionary & Funding Committee – Events Fund	ANZAC Day Civic Service, WDC	March 2019	\$1,927.56

#### 6. POLICY

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

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

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

#### 7. CONCLUSION

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

#### 8. ATTACHMENTS

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Waikato District Council – Ngaruawahia ANZAC Day Civic Service

## DISCRETIONARY FUNDING APPLICATION FORM

### Important notes for applicant:

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

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

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

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

1. Discretionary and Funding Committee                      Project Fund (Rural Ward Areas)                       Event Fund

OR

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

- |   |                                  |  |                                   |
|---|----------------------------------|--|-----------------------------------|
| Raglan <input type="checkbox"/>                 | Taupiri <input type="checkbox"/> | Onewhero-Tuakau <input type="checkbox"/> |                                   |
| Ngaruawahia <input checked="" type="checkbox"/> | Huntly <input type="checkbox"/>  | Te Kauwhata <input type="checkbox"/>     | Meremere <input type="checkbox"/> |

### Section I – Your details

#### 1. Name of your organisation and contact person

Waikato District Council – I-Jay Huirama

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

The Ngaruawahia ANZAC Civic Day Service is being held on Sunday, 25 April 2021 at the Ngaruawahia War Memorial Hall, Galileo Street in Ngaruawahia.

## 3. Phone number/s

## 4. Email / Address

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

**Section 2 – Your event / project**

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

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

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

Are you GST registered? No  Yes  GST Number / / \_ \_ \_ \_

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

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

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

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

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

Please complete all of the following sections	GST Inclusive Costs (use this column if you are NOT GST registered)	GST Exclusive Costs (use this column if you are GST registered)
What is the <b>total</b> cost of your project/event	\$	\$ 5,653.00
Existing funds available for the project. Include any projected income i.e. ticket sales, merchandise etc.		
<b>Total A</b>	\$	\$

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

Project Breakdown (itemised costs of funding being sought)	GST Inclusive Costs (use this column if you are NOT GST registered)	GST Exclusive Costs (use this column if you are GST registered)
Traffic Management plan	\$	\$ 3,203.00 <input type="checkbox"/>
Lions Club(hall services and PA system - donation)	\$	\$ 400.00 <input type="checkbox"/>
Vintage Flowers wreath(Stage flowers - donation)	\$	\$ 1,500.00 <input type="checkbox"/>
Member of the public - keyboard player	\$	\$ 150.00 <input type="checkbox"/>
Hamilton Caledonian Pipe Band bagpipes (donation)	\$	\$ 400.00 <input type="checkbox"/>
	\$	\$
<b>Total Funds being sought from <u>WDC</u></b> <span style="float: right;"><b>Total B</b></span>	\$	\$ 5,653.00 <input type="checkbox"/>

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

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

a)	\$	\$
b)	\$	\$
c)	\$	\$
d)	\$	\$
<b>Total of other funds being sought</b> <span style="float: right;"><b>Total C</b></span>	\$	\$

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

n/a
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**Section 4 – Community wellbeing and outcomes**

**1. Which community wellbeing will your project contribute to?**

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

Social  Economic  Cultural  Environmental

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

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

Accessible  Safe  Sustainable  Healthy  Vibrant

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

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

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

**2. Please confirm that a ‘Funding Project Accountability’ form has been completed and returned to Waikato District Council for the funds listed above.**

**NOTE: This will be checked and confirmed by council staff.**

I confirm that an accountability statement has been completed and returned for previous funding received.

Name: I-Jay Huirama Date: 05.02.21

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

Name: I-Jay Huirama Date: 05.02.21

Position in organisation (tick which applies) Chairman  Secretary  Treasurer

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

24/02/21 From:

Carly Anderson

Love Vintage Flowers

17 Gully Road

Glen Afton.

Ph: 021 02784907

To:

Waikato District Council Ngaruawahia.

Re:

Order for the Waikato District Council Anzac Flowers 25/04/2021.

10x Anzac Wreaths @ \$150.00 each

Total: \$1500

To be paid to:

C J Anderson

03 1571 0077698 000

Arrangements made with Ingrid 24/02/21

2021

Civil Traffic Management

Event Traffic Management

Equipment Hire

NZTA Approved Training

Over fourteen Years Experience

Branches New Zealand Wide

# Ngaruawahia ANZAC Parade 25<sup>th</sup> April 2021

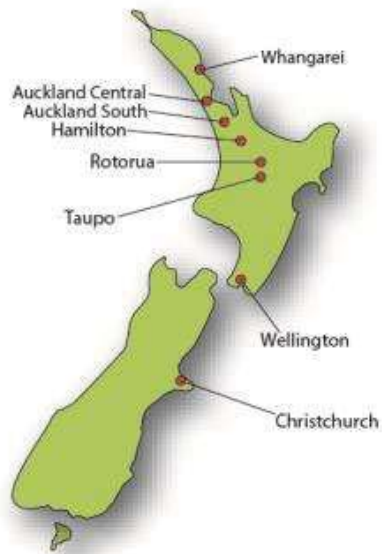
## Traffic Management NZ

Traffic Management Estimation and breakdown of services

John Leonhardt  
Traffic Management NZ  
19/02/2020







# Traffic Management NZ

Whangarei Auckland Hamilton Rotorua Taupo Wellington Christchurch

This estimation is supplied in confidence to:

## Waikato District Council

**For the supply of temporary traffic management for the Ngaruawahia ANZAC Parade 2021**

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

**The following pages consist of:**

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

## **Introduction:**

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

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

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

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

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

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

Dear WDC,

Thank you for the opportunity to supply you with a price for the traffic management portion of your upcoming ANZAC Parade 2021

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

- Preparation and submission of fully compliant temporary traffic management plan to Waikato District Council. If there is a processing fee it does not form part of this Estimate.
- Supply all necessary equipment to fully comply and safely execute Temporary Traffic Management of the event.
- Full set out of the site required throughout the entire Day within agreed time frames.
- Manage all relevant sites.
- Supply 1 x fully qualified Site Traffic Management Supervisor (STMS) and 6 x Traffic Controllers (TCS) and all necessary vehicles to manage all traffic management site for the duration of the event.
- Break down of sites and restoration of roads at completion of the event.

Traffic Management NZ      \$2431.60 plus GST

Total      \$2431.60 plus GST

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

John Leonhardt

**Civil & Events designer & Co-Ordinator**  
**Traffic Management NZ**  
**Hamilton**

**DESCRIPTION OF ACTIVITY:****DAY PRIOR**

No Parker Galileo Street near New World

**EVENT ONE:**

9.00am 6 x TC and 1x STMS leave TMNZ depot and head to site, arrive at approximately 9.30am and have a staff toolbox meeting (job brief by STMS) then begin to set up sites to be in place and functional by start time.

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

**PRIOR TO EVENT:**

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

**PRICE:**

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

\$ 2,431.60 plus GST payable by the 20<sup>th</sup> of the following month.

**Total = \$2,431.60 +GST**

**Possible Variations:**

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

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

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

Signed \_\_\_\_\_