Hastings District Council

Civic Administration Building
Lyndon Road East, Hastings
Phone: (06) 871 5000
Fax: (06) 871 5100

OPEN

VOL 1 OF 4

COMMUNITY GRANTS SUBCOMMITTEE MEETING

Meeting Date: **Monday, 20 May 2019**

Time: **9.00am**

Venue: **Council Chamber**
Ground Floor
Civic Administration Building
Lyndon Road East
Hastings

ITEM	SUBJECT	PAGE
4.	**2019 ANNUAL CONTESTABLE FUNDING ROUND**	
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HASTINGS DISTRICT COUNCIL
207 Lyndon Road East
Hastings 4122
Private Bag 9002
Phone 06 871 5000
www.hastingsdc.govt.nz
TE KAUNIHERA O HERETAUNGA

RECEIVED
- 3 APR 2019
HASTINGS DISTRICT COUNCIL

Hastings District Council

Annual Contestable Grants - Application Form

1.0 Background Context

Hastings District Council invites local community groups and organisations to work with Council as a contributor to meeting the needs of our community.

Our current and future needs are identified as*:

1. **Assisting youth into training, skill development, and jobs**
2. **Supporting and attracting businesses to provide jobs and revenue into the local economy**
3. **Assistance and advice for people in need due to older age, adverse circumstances**
4. **Creating an appealing district identity and visitor/student/business destination**
5. **Creating safe and sustainable communities free of waste and crime**
6. **Promoting participation in recreation, arts, and cultural activities**

**Adapted from the 2015-2025 Long Term Plan (p.7)*

2.0 Open and Closing Dates

Applications open 1 Marchand close 30 April each year.

Grants are available from 1 July each year.

Apply online:

http://www.hastingsdc.govt.nz/contestable-grants-fund

Or send to:

Community Grants Advisor
Hastings District Council
Private Bag 9002
Hastings 4156

vi. Activities which are outside the scope of Council's current and future needs

vii. Activities where there is no demonstrated need due to existing similar services

PART TWO – APPLICATION FORM

Section A - Tell us about your organisation

i. Organisation details

Organisation Name: RADIO KIDNAPPERS CHARITABLE TRUST

Postal Address: P.O. BOX 680

City and Postcode: HASTINGS 4156

Phone: (06) 878-8710 Mobile Phone:

Email: lara@radiokidnappers.org.nz Website: www.radiokidnappers.org.nz

ii. Organisation legal status

Is your organisation a legally constituted trust or incorporated society and registered with the Companies Office and/or Charities Commission? ☑ Yes** ☐ No

**If yes, please enclose a copy of the certificate/s

iii. Key people in your organisation are:

List your organisation's key contact people (governance group):

Name	Position	Email	Phone (day)
GRAEME RICHARDSON	CHAIRMAN	lrichardson@xtra.co.nz	02724491001
MEGAN WILLIAMS	TRUSTEE	megan@disputesdutions.co.nz	02747 39255
KEN MORRISON	MANAGER	ken@radiokidnappers.org.nz	878-8710

iv. Please indicate if you would like to present a brief summary of your application to the Community Grants Subcommittee.

These hearings will be held in May each year

YES ✓ I /we wish to present to the Community Grants Subcommittee

MEGAN WILLIAMS WOULD LIKE TO PRESENT - HER CONTACT IS ABOVE. THANK YOU.

NO ___ I /we do not wish to present to the Community Grants Subcommittee

v. Please indicate if you are applying for Seed Funding* or an Establishment Grant*:

Circle One: Seed Funding (Establishment Grant) * Some new projects are included this time as well.

*Seed funding is for grants up to $10,000 and is for new projects which have not applied previously to the Contestable Grants Fund

*Establishment Grant is for services who have previously applied to the Contestable Grants Fund and are able to demonstrate the achievement of satisfactory outcomes. The Establishment Grant can be awarded for 1 or 2 years.

Section B - Tell us about your project or service for which you are seeking funding:

i. **Which of the Current and Future Needs of our community are you addressing?**

1 ☑ Assisting youth into training, skill development, and jobs

☐ Supporting and attracting businesses to provide jobs and revenue into the local economy

2 ☑ Assistance and advice for people in need due to older age, adverse circumstances

☐ Creating an appealing district identity and visitor/student/business destination

3 ☑ Creating safe and sustainable communities free of waste and crime

4 ☑ Promoting participation in recreation, arts, and cultural activities

ii. **Describe how your project/service deliverables will contribute to meeting the need/s identified in i. above:**

a. What **activity/s** are within the scope of your project/service?

1) Our Intermediate School Debate Challenge is run twice a week over the entire course of Term 3 (end July till early Oct) encouraging confidence and honing debating skills of Intermediate school age kids. We're lucky to have Lynne Trafford adjudicating for us again this year.

2) The Women's Refuge show, hosted by Julie Hart manager of the Hastings Women's Refuge on behalf of all Refuges in H.B. Highlights the impact of domestic violence in our community. (weekly throughout the year)

2) Age Concern show, hosted by Carol Winters, manager of Havelock North Age Concern. Weekly broadcast throughout the year, this show provides great comfort to so many elderly in our community especially due to the isolation of so many elderly that might not otherwise be reached except by radio.

3) On the beat - hosted by Hastings Community Constable Deb Potter is a weekly round up of criminal activity in Hastings and what the public can do to help fight crime.

4) Planet Women hosted by Jacqui Hartley Smith - this show focuses on self-help opportunities for women in recreation, arts and cultural activities.

Continued on back - 2 more NEW shows

Item 4

Application No. 1

4) Chinese Times, hosted by Ming Chang. This weekly broadcast promotes participation among ethnic communities - Chinese culture.

4) Hindi music show, hosted by Dhruv Dhar in Hindu language is another weekly broadcast which promotes participation among our Indian community in Hawkes Bay.

b. How will your project or service be **measured** to identify the benefit to the community, i.e. what are the anticipated outcomes and measures of success?

1) This challenge upskills our youngsters to be able to debate with other students live on air (a very public forum) It will be measured by phone survey to the schools for direct feedback from teachers and headmaster.

2) We intend to provide ~~both~~ Women's refuge ~~and~~ Age Concern with a questionaire to ask their clients about the programmes and gage their response.

3) Deb Potter will be able to give us response to her programme by the feedback she obtains from Community

4) Benefits of Planet women, Chinese Times and Hindi shows can be measured by number of podcast downloads from our online platform as well as Itunes but also we will be surveying those communities as well.

c. **The process** – how will you carry out your project or service, and where will it be delivered?

All of these broadcasts will be produced and delivered at/from our studios on First Floor Taikura House, 304 Fitzroy Ave in Hastings. Ken Morrison and Lara Shah will be involved with the hosts in production then Ken will edit the broadcasts to a professional level ready to deliver on our two frequencies - 104.7 FM and 1431 AM as per the programme schedule

d. **The people** – who is involved? (include brief information about key individuals or organisations who you are working **collaboratively** with)

1) Debates are organised by Lara Shah, produced by Ken Morrison, ~~station~~ station manager with Lynne Trafford as the adjudicator. Teachers of the participating schools bring the students to the studio along with the parents. Big team effort!

2.) Hosts Julie Hart and Carol Winters collaborate with Ken Morrison, Station Manager, to produce on behalf of the Women's Refuge and Age Concern respectively.

3) Host Deb Potter collaborates with Ken Morrison to produce ~~this~~ broadcast on behalf of the Hastings Police.

4) Jacqui Hartley Smith co-ordinates with Ken Morrison for Planet women, Ming Chang collaborates with both Ken Morrison and Lara Shah to produce and broadcast Chinese Times and Dhruv Dhol collaborates with Lara Shah, community liaison and production assistant for Radio Kidnappers to produce his Hindi language show.

iii. **Identify the anticipated budget for the year 1 July to 30 June** - where appropriate please include copies of quotes.

Ken edits

Project/Service Costs e.g. materials, venue hire/office rental, advertising/promotion, equipment hire, personnel costs, etc.

	Item		Amount
	1) $90 a week for 10 weeks	$	900
	(1 hour broadcast costs $45/hr	$	
	Debates broadcast twice weekly = 2 hrs)	$	
W.R.	2) $30 a week for 52 weeks	$	1560
A.C.	$30 a week for 52 weeks	$	1560
O.T.B.	3) $30 a week for 52 weeks	$	1560
		$	
P.W.	4) $30 a week for 52 weeks	$	1560
C.T.	$30 a week for 52 weeks	$	1560
H.M.	$30 a week for 52 weeks	$	1560
		$	
	(A) Total Cost	$	10,260

all half-hour broadcasts @ $30/½ hr

Project/Service Income e.g. ticket sales, membership fees, other grants, donations, in-kind support, own contribution, existing funds, expected fundraising etc.

Income Source		Amount
we have requested	$	
assistance for all these	$	
broadcasts from NZ on AIR,	$	
rest we have to fund	$	
raise for. $1000 of	$	
NZ on AIR funding has	$	
been allocated for these	$	
7 programmes	$	1000
	$	
(B)Total Income	$	1000

Please work out below the amount of funding being requested.

The total cost of the project/service (A) minus total funds available for the project/service (B) will usually equal the maximum amount requested from the Hastings District Council Contestable Fund.

Income Source		Amount
A. Total cost of project / service	$	10,260
B. Less total funds available	$	1000
Difference	$	9,260
Amount requested	$	9,260

iv. **Tell us about all other grants you have received through the Hastings District Council in the current and previous financial year:**

Date/s: 2017, 2018

Project/Service name/s: Community Programmes

Amount/s of funding received? $ 4480 and $4,025 respectively

v. **Please include a copy of your organisation's latest financial accounts with your application.**

Declaration

I/we declare that the information supplied here is correct.

If the application is successful, I/we agree to:

- Enter into a Contract for Service with Hastings District Council which will identify agreed deliverables for the funding awarded
- Complete and return six monthly and annual reports, and a set of financial accounts (audited accounts are required for grants of $15,000 or more)
- Participate in any funding audit of your organisation or project conducted by Hastings District Council, or an appointed contractor, if required
- Inform the Hastings District Council of any public event or issue arising out of your project or service
- Participate in Child Protection Training or provide an active Child Protection Policy for your organisation
- Provide a Health and Safety Plan which shall be submitted to Hastings District Council within one month of acceptance of the contract. The Health and Safety Plan shall include:
    i. A hazard register for the services undertaken. The hazard register will identify the hazards and their associated risks and document the measures to eliminate or minimise the risks;
    ii. A procedure for dealing with accidents & incidents;
    iii. A procedure for dealing with potential emergencies;
    iv. A procedure or instruction for communicating the hazard register, and procedures with employees/ volunteer workers.
- Acknowledge the assistance of Hastings District Council at events, and use the Hastings District Council logo in all publicity/communications for this project

We understand that the Hastings District Council is bound by the Local Government Official Information and Meetings Act 1987. In this regard, we consent to it recording the personal contact details provided in this application, retaining and using these details.

We understand that our name and brief details about the project or service may be released to the media or appear in public material.

We undertake that we have obtained the consent of all people involved to provide these details. We understand that we have the right to have access to this information.

This consent is given in accordance with the Privacy Act 1993.

Name..... Lara A. Shah .....Position in organisation:..... Community Liaison .....

Lara A. Shah

Signature: ..... Date: 26/03/19

charities commission

Certificate of Registration

Radio Kidnappers Charitable Trust

Registration number: CC20134

This is to certify that Radio Kidnappers Charitable Trust was registered as a charitable entity under the Charities Act 2005 on 29 November 2007.

Chair
Charities Commission

Chief Executive
Charities Commission

Radio Kidnappers Charitable Trust

Performance Report

For the year ended
30 June 2018

Contents

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Radio Kidnappers Charitable Trust

Entity Information

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

For the year ended
30 June 2018

Legal Name of Entity:	Radio Kidnappers Charitable Trust
Other Name of Entity (if any):	
Type of Entity and Legal Basis (if any):*	Charitable Trust
Registration Number:	CC20134

Entity's Purpose or Mission: *
To provide broadcasting facilities in Hawkes Bay through operating a Community Radio Station.

Entity Structure: *
The Trust is governed by its Deed of Trust. Appointed Trustees govern the Tust through its Board structure.

Main Sources of the Entity's Cash and Resources:*
The Trust receives an annual grant from N Z on Air. The Trust sells advertising space and use of radio facilities to broadcasters.
Main Methods Used by the Entity to Raise Funds:*
As above.

Entity's Reliance on Volunteers and Donated Goods or Services: *
Volunteers are appointed to the Board of Trustees.

Contact details

Physical Address:	First Floor, Tallura House, 304 Fitzroy Avenue, Hastings
Postal Address:	P O Box 680, Hastings 4156
Phone/Fax:	06 8738037
Email/Website:	www.radiokidnappers.org.nz

Radio Kidnappers Charitable Trust

Statement of Service Performance

"What did we do?", When did we do it?"

For the year ended
30 June 2018

Description of the Entity's Outcomes*:
The Trust continued to broadcast community programmes throughout the year. The Trust maintained its level of output in accordance with its contract with N Z on Air.

Description and Quantification (to the extent practicable) of the Entity's Outputs:*	Actual* This Year	Budget This Year	Actual* Last Year
Achieve specified level of Section 36C broadcast hours	Achieved		Achieved
Maintain a surplus for the year and surplus of Working Capital	Achieved		Achieved

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Radio Kidnappers Charitable Trust

Statement of Financial Performance

"How was it funded?" and "What did it cost?"
For the year ended
30 June 2018

	Note	Actual* This Year $	Budget This Year $	Actual* Last Year $
Revenue				
Donations, fundraising and other similar revenue*		21,994	6,000	7,771
Fees, subscriptions and other revenue from members*		-		-
Revenue from providing goods or services*		209,644	209,500	208,616
Interest, dividends and other investment revenue*		246	1,000	861
Other revenue		-		
Total Revenue*		**231,884**	**216,500**	**217,248**
Expenses				
Expenses related to public fundraising*		-	-	-
Volunteer and employee related costs*		140,837	116,400	118,017
Costs related to providing goods or services*		64,220	73,700	72,831
Grants and donations made*		-	-	-
Other expenses		24,268	29,460	23,188
Depreciation		9,112	8,000	9,927
Total Expenses*		**238,437**	**227,560**	**223,963**
Surplus/(Deficit) for the Year*		(6,553)	(11,060)	(6,715)

Radio Kidnappers Charitable Trust

Statement of Financial Position

"What the entity owns?" and "What the entity owes?"

As at
30 June 2018

	Note	Actual* This Year $	Budget This Year $	Actual* Last Year $
Assets				
Current Assets				
Bank accounts and cash*		57,906	19,990	62,938
Debtors and prepayments*		11,850	4,500	14,605
Inventory*		-		-
Other current assets		-		-
Total Current Assets		**69,756**	**24,490**	**77,543**
Non-Current Assets				
Property, plant and equipment*		16,103	47,900	24,185
Investments*		-		-
Other non-current assets		-		-
Total Non-Current Assets		**16,103**	**47,900**	**24,185**
Total Assets*		**85,859**	**72,390**	**101,728**
Liabilities				
Current Liabilities				
Bank overdraft*				
Creditors and accrued expenses*		13,124	23,100	19,065
Employee costs payable*		19,063		17,958
Unused donations and grants with conditions*		-		4,480
Other current liabilities		-		-
Total Current Liabilities		**32,187**	**23,100**	**41,503**
Non-Current Liabilities				
Loans*				
Other non-current liabilities				
Total Non-Current liabilities		-	-	-
Total Liabilities*		**32,187**	**23,100**	**41,503**
Total Assets less Total Liabilities (Net Assets)*		**53,672**	**49,290**	**60,225**
Accumulated Funds				
Capital contributed by owners or members*		-	-	-
Accumulated surpluses or (deficits)*		53,672	49,290	60,225
Reserves*		-	-	-
Total Accumulated Funds*		**53,672**	**49,290**	**60,225**

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Radio Kidnappers Charitable Trust

Statement of Cash Flows

"How the entity has received and used cash"

For the year ended
30 June 2018

	Actual* This Year $	Budget This Year $	Actual* Last Year $
Cash Flows from Operating Activities*			
Cash was received from:			
Donations, fundraising and other similar receipts*	17,514	6,000	8,501
Fees, subscriptions and other receipts from members*			
Receipts from providing goods or services*	212,591	216,000	203,831
Interest, dividends and other investment receipts*	246	500	803
Net GST	(802)		1,117
Cash was applied to:			
Payments to suppliers and employees*	234,051	205,960	204,440
Donations or grants paid*			
Net Cash Flows from Operating Activities*	**(4,002)**	**16,540**	**9,902**
Cash flows from Investing and Financing Activities*			
Cash was received from:			
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*			
Cash was applied to:			
Payments to acquire property, plant and equipment*	1,030	15,000	1,550
Payments to purchase investments*			
Repayments of loans borrowed from other parties*			
Capital repaid to owners or members*			
Net Cash Flows from Investing and Financing Activities*	**(1,030)**	**(15,000)**	**(1,550)**
Net increase / (Decrease) in Cash*	**(5,032)**	**1,540**	**8,352**
Opening Cash*	62,938	18,450	54,586
Closing Cash*	57,906	19,990	62,938
This is represented by:			
Bank Accounts and Cash*	57,906	19,990	62,938

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Radio Kidnappers Charitable Trust

Statement of Accounting Policies

"How did we do our accounting?"

For the year ended
30 June 2018

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

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
Radio Kidnappers Charitable Trust 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.

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

Grants and Donations
Recorded in income gross in the year received and any unspent portions are carried forward and separately disclosed.

Changes in Accounting Policies*
There have been no changes in accounting policies during the financial year (last year - nil)

Radio Kidnappers Charitable Trust

Notes to the Performance Report

For the year ended
30 June 2018

Note 1 : Analysis of Revenue

Revenue Item	Analysis	This Year $	Last Year $
Fundraising revenue			
	Total	-	-

Revenue Item	Analysis	This Year $	Last Year $
Donations and other similar revenue	Grant - CDGS	-	4,000
	Eastern and Central Community Trust	3,000	3,750
	Grant - Hastings District Council	4,480	-
	First Light Foundation	5,500	
	Other Donations	9,014	21
	Total	21,994	7,771

Revenue Item	Analysis	This Year $	Last Year $
Fees, subscriptions and other revenue from members			
	Total	-	-

Revenue Item	Analysis	This Year $	Last Year $
Revenue from providing goods or services	Advertising Income	983	652
	Air Time Sponsors	33,661	32,964
	N Z on Air	175,000	175,000
	Total	209,644	208,616

Revenue Item	Analysis	This Year $	Last Year $
Interest, dividends and other investment revenue	Interest Received	246	861
	Total	246	861

Radio Kidnappers Charitable Trust

Notes to the Performance Report

For the year ended
30 June 2018

Note 1 : Analysis of Revenue

Revenue Item	Analysis	This Year $	Last Year $
Other revenue	Miscellaneous Income	21	487
	Total	21	487

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Radio Kidnappers Charitable Trust

Notes to the Performance Report

For the year ended
30 June 2018

Note 2 : Analysis of Expenses

Expense Item	Analysis	This Year $	Last Year $
Expenses related to public fundraising			
	Total	-	-

Expense Item	Analysis	This Year $	Last Year $
Volunteer and employee related costs	Accident Compensation Levies	225	195
	Wages	140,612	117,822
	Total	140,837	118,017

Expense Item	Analysis	This Year $	Last Year $
Costs related to providing goods or services	Advertising	-	2,050
	Bad and Doubtful Debts	-	857
	Computer Setup and Support	1,491	536
	Copyright Fees	-	-
	Education Project - Intermediate Schools	-	-
	Electricity	7,154	8,948
	Internet Streaming	525	365
	News Purchase	6,000	6,500
	Radio Licences	4,697	5,704
	Rent Station Buildings	17,516	22,485
	Rent Transmitter Site	25,455	21,520
	Repairs and Maintenance	1,382	3,886
	Total	64,220	72,831

Expense Item	Analysis	This Year $	Last Year $
Grants and donations made			
	Total	-	-

Expense Item	Analysis	This Year $	Last Year $
Other expenses	Accountancy and Administration Expenses	6,000	6,000
	Audit Fees	1,800	1,930
	Entertainment	370	238
	General Expenses	3,882	3,359
	Insurance	5,867	5,661
	Legal Expenses	-	741
	Conference	529	-
	Printing and Stationery	2,557	1,300
	Subscriptions	60	197
	Telephone, Tolls and Internet	3,203	3,762
	Total	24,268	23,188

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Radio Kidnappers Charitable Trust

Notes to the Performance Report

For the year ended
30 June 2018

Note 3 : Analysis of Assets and Liabilities

Asset Item	Analysis	This Year $	Last Year $
Bank accounts and cash	Westpac Bank Cheque Account	814	814
	SBS Bank Cheque Account	15,353	2,610
	SBS Bank Savings Account	41,739	59,514
	Total	57,906	62,938

Asset Item	Analysis	This Year $	Last Year $
Debtors and prepayments	Accounts Receivable	10,141	14,421
	Less Provision for Doubtful Debts	(1,749)	(3,082)
	Interest Accrued	-	-
	Payments in Advance	3,458	3,266
	Total	11,850	14,605

Asset Item	Analysis	This Year $	Last Year $
Inventory	Total	-	-

Asset Item	Analysis	This Year $	Last Year $
Other current assets	Total	-	-

Asset Item	Analysis	This Year $	Last Year $
Investments	Total	-	-

Asset Item	Analysis	This Year $	Last Year $
Other non-current assets	Total	-	-

Radio Kidnappers Charitable Trust

Notes to the Performance Report

For the year ended
30 June 2018

Note 3 : Analysis of Assets and Liabilities

Liability Item	Analysis	This Year $	Last Year $
Creditors and accrued expenses	GST Due	3,886	4,188
	Accounts Payable	7,438	13,077
	Accrued Expenses	1,800	1,800
	Total	13,124	19,065

Liability Item	Analysis	This Year $	Last Year $
Employee costs payable		19,063	17,958
	Total	19,063	17,958

Liability Item	Analysis	This Year $	Last Year $
Unused donations and grants with conditions	Unspent Grant	-	4,480
	Total	-	4,480

Liability Item	Analysis	This Year $	Last Year $
Other current liabilities			
	Total	-	-

Liability Item	Analysis	This Year $	Last Year $
Loans			
	Total	-	-

Liability Item	Analysis	This Year $	Last Year $
Other non-current liabilities			
	Total	-	-

Radio Kidnappers Charitable Trust

Notes to the Performance Report

For the year ended
30 June 2018

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*	-				-
Motor Vehicles*	-				-
Furniture and fixtures*	-				-
Office equipment*	24,185	1,030		9,112	16,103
Computers (including software)*	-				-
Machinery*	-				-
Heritage assets	-				-
Total	24,185	1,030	-	9,112	16,103

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*					-
Motor Vehicles*					-
Furniture and fixtures*					-
Office equipment*	32,561	1,551		9,927	24,185
Computers (including software)*					-
Machinery*					-
Heritage assets					-
Total	32,561	1,551	-	9,927	24,185

Significant Donated Assets Recorded - Source and Date of Valuation*

Significant Donated Assets - Not Recorded*

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Radio Kidnappers Charitable Trust

Notes to the Performance Report

For the year ended
30 June 2018

Note 5: Accumulated Funds

This Year

Description*	Capital Contributed by Owners or Members*	Accumulated Surpluses or Deficits*	Reserves*	Total*
Opening Balance	-	60,225	-	60,225
Capital contributed by owners or members*	-			-
Capital returned to owners or members*	-			-
Surplus/(Deficit)*		(6,553)		(6,553)
Distributions paid to owners or members*		-		-
Transfer to Reserves*		-	-	
Transfer from Reserves*		-	-	
Closing Balance	-	53,672	-	53,672

Last Year

Description*	Capital Contributed by Owners or Members*	Accumulated Surpluses or Deficits*	Reserves*	Total*
Opening Balance	-	66,940	-	66,940
Capital contributed by owners or members*				-
Capital returned to owners or members*				-
Surplus/(Deficit)*		(6,715)		(6,715)
Distributions paid to owners or members*		-		-
Transfer to Reserves*		-	-	
Transfer from Reserves*		-	-	
Closing Balance	-	60,225	-	60,225

Radio Kidnappers Charitable Trust

Notes to the Performance Report

For the year ended
30 June 2018

Note 6 : Commitments and Contingencies

Commitment*	Explanation and Timing*	At balance date This Year* $	At balance date Last Year* $
Commitments to lease or rent assets*	Operating Lease Commitments	63,694	63,694
Commitment to purchase property, plant and equipment*			
Commitments to provide loans or grants*			

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

Notes 7-13

Note 7: Other

Significant Grants and Donations with Conditions which have not been Recorded as a Liability*

Description*	Original Amt*	Nature and Purpose of the Condition(s)*
None		

Goods or Services Provided to the Entity in Kind*

Description*	Amount*
None	

Assets Used as Security for Liabilities*

Nature and Amount of Borrowing*	Nature and Amount of Asset Used as Security*
None	

Note 8: Assets Held on Behalf of Others*

Description of the Assets Held*	Name of Entity of Whose Behalf Assets are Held*
None	

Note 9: Related Party Transactions*

Description of Related Party Relationship*	Description of the Transaction (whether in cash or amount in kind)*	This Year $	Last Year $	This Year $ Amount Outstanding*	Last Year $ Amount Outstanding*
			Value of Transactions*		
R P Sinclair - Trustee	Brown Webb Richardson Ltd provides accounting and administration services for the Trust.	6,000	6,000	500	500
	R P Sinclair is a Director of the Company.				

Note 10: Events After the Balance Date*

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)

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Radio Kidnappers Charitable Trust

Notes to the Performance Report

For the year ended
30 June 2018

Notes 7-12

Note 7: Other

Significant Grants and Donations with Conditions which have not been Recorded as a Liability*

Description*	Original Amt*	Not Fulfilled Amt*	Purpose and Nature of the Condition(s)*

Goods or Services Provided to the Entity in Kind*

Description*	Amount*

Assets Used as Security for Liabilities*

Nature and Amount of Borrowing*	Nature and Amount of Asset Used as Security*

Note 8: Assets Held on Behalf of Others*

Description of the Assets Held*	Name of Entity of Whose Behalf Assets are Held*

Note 9: Related Party Transactions*

Description of Related Party Relationship*	Description of the Transaction (whether in cash or amount in kind)*	This Year $ Value of Transactions*	Last Year $ Value of Transactions*	This Year $ Amount Outstanding*	Last Year $ Amount Outstanding*
R P Sinclair - Trustee	Brown Webb Richardson Ltd provides accounting and administrative services for the Trust. R P Sinclair is a director of the company.	6,000	6,000	500	500

Radio Kidnappers Charitable Trust

Notes to the Performance Report

For the year ended
30 June 2018

Notes 7-12

Note 10: Events After the Balance Date*

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)

Application No. 1

NZ On Air
Irirangi Te Motu

Radio Kidnappers
104.7 FM
1431 AM

The Voice of Hawke's Bay

Radio Kidnappers
1st Floor, Taikura House
304 Fitzroy Ave
P.O. Box 680
Hastings 4156
Phone (06) 878 8710
info@radiokidnappers.org.nz



Putting YOU On Air

www.radiokidnappers.org.nz

Radio Kidnappers has been the official Community Access Radio Station in Hawkes Bay since 1995. Our two frequencies – 104.7 FM and 1431 AM – reach from Wairoa to Waipukurau.

Radio Kidnappers recognises that communication is the thread that connects all of us together and believes that cultural diversity is a treasure to be nourished. Therefore our mission is to engender a community which values tolerance, respect and appreciation for all members of the human family.

We do this by offering ALL those in our community – women, children, minority groups, the disabled, etc. – an opportunity to present their unique message on air.

We have about a hundred different programs on air and there is something for absolutely everyone. See our programme schedule at **www.radiokidnappers.org.nz**

Some of our supporters :

BIRDWOODS

john's

BAY PANEL & Paint

Specsavers

THE STRAWBERRY PATCH

DAVID JONES MOTORS

CLIVE AUTOS

MotorDrome Tyre & Auto Services

Napier Glass

Contact Lara on 022 083 8636 about becoming a supporter of Community Radio in Hawkes Bay



From a few of our broadcasters:



"Radio Kidnappers is at the heart of its community and I love having a show where I can connect with local people and also showcase the best of the Bay. I have had a number of people tell me that they listen to radio Kidnappers and my show and I firmly believe it is an asset to the Hawkes Bay community."

Andrew Austin

Host of "Austin On Air"



"We are a group who support each other with raising our kids in a different country than our own. Radio Kidnappers has given us a voice and a platform where we can connect to the larger Hawkes Bay community and showcase our beliefs and values. What a great way to foster compassion and understanding for our situation as Migrants."

Sonam, Madhu and Simmi of Indian Mums Group

Hosts of "Indian Mums On Air"



"STAROS supports people who have lost a loved one or someone they know to suicide. Our monthly slot on Radio Kidnappers has given us another valuable avenue to talk about what we do and inform the community about how to contact us. People have commented that they enjoy the show and how good it is that the issue of suicide can be openly talked about on such a public forum."

Warren Brown

Host of "Suicide: Supporting The Aftermath"

Item 4

Application No. 1

From: "Customer Service \(External\)" <customerservice@hdc.govt.nz>
Sent: Tue, 26 Feb 2019 12:58:42 +1300
To: "Dennise Elers" <dennisee@hdc.govt.nz>
Subject: FW: HDC - Annual Contestable Grants - Application Form [#103]
Attachments: ~WRD072.jpg; image001.jpg; image005.jpg; image006.jpg; image007.jpg

Hello Dennise

Please review and advise you are managing Contestable Grants fund in Vicki's absence.

Kind Regards

HASTINGS DISTRICT COUNCIL

JANET MCCORMACK
CUSTOMER SERVICE
Phone 06 8715000
Email Web hastingsdc.govt.nz
Hastings District Council, Private Bag 9002, Hastings 4156, New Zealand

From: HDC Website Form - Annual Contestable Grants - Application Form [mailto:no-reply@wufoo.com]
Sent: Tuesday, 26 February 2019 12:50 PM
To: Council (External)
Subject: HDC - Annual Contestable Grants - Application Form [#103]

Name of organisation	Manawatu PARS
Postal address for organisation	*Hancock Community House* *Palmerston North, Manawatu-Wanganui 4410*
Daytime Contact Phone Number	0273258795
Email	management@manawatupars.org.nz
Is your organisation a legally constituted trust or incorporated society and registered with the Companies Office and/or Charities Commission?	• Yes
If yes, please attach a copy of the certificate/s	12_certificate_of_incorporation.pdf 23.09 KB - pdf
Name	Adie Transom
Position	Service Manager
Email	management@manawatupars.org.nz
Daytime Contact Phone Number	027 325 8795
Name	Syd Easton
Position	Chairperson
Email	eastonps@inspire.net.nz

Daytime Contact Phone Number	027 362 8857
Name	Carol Irvine
Position	Treasurer
Email	irvinecg@gmail.com
Daytime Contact Phone Number	021 541 853
Please indicate if you would like to present a brief summary of your application to the Community Grants Subcommittee.	• Yes, I/we wish to present to the Community Grants Subcommittee
a. What activity/s are within the scope of your project/service?	Manawatu Prisoners Aid set up and outreach service in Hawkes Bay as a result of a growing number of requests for support from that region. Last last year the service was established when premises were secured in the Tower Building in Hastings and the appointment of a Field Worker. PARS works to reduce criminal activity by supporting offenders to establish lives free of crime. It works with offenders whilst incarcerated and upon release. Working with family/whanau is a key component of this work.
b. How will your project or service be MEASURED to identify the benefit for the community i.e what are the anticipated outcomes and measures of success?	PARS maintains a comprehensive database of its work to measure outcomes. The benefits of its work are to the offender, through being supported to develop a life free of crime. Their family benefits through support tow work through the reintegration process to increase the opportunity for positive outcomes. The community benefits through increased pro-social behaviour and reduced anti-social behaviour, and also through reduced criminal activity contributing to a healthier, crime-free community.
c. The process – how will you carry out your project or service, and where will it be delivered? *	PARS supports offenders to develop stable conditions to pursue positive life goals. It assist with securing ID, setting up bank accounts accessing financial support and/or employment, assists with a long term, sustainable housing plan, access to health services and social interaction and support.
d. The people – who is involved? (include brief information about key individuals or organisations who you are working collaboratively with) *	Our Field Worker works closely with aligned agencies such as courts, community probation and prison. It also works collaboratively with other social service agencies such as budgeting services, advocacy services and housing agencies.
Is your organisation GST registered?	• Yes
If yes, what is your GST number	45074668
Alternatively, upload a document with this information	hawkes_bay_outreach__budget_20192020.pdf 115.68 KB - pdf

Item *	Nil
Amount *	$0.00
Item *	Department of Corrections
Amount *	$55,000.00
Item	North and South Trust
Amount	$1,546.00
Item	Existing funds
Amount	$19,000.00
(B2) Total	$75,546.00
Total funds available (B1 + B2) = (B)	$75,546.00
A. Total cost of project / service	$80,792.00
B. Total funds available	$75,546.00
C. Difference between total cost and total funds available	$5,246.00
D. Amount requested annually	$5,246.00
Date applied *	Monday 30 April 2018
Source of funding *	Department of Corrections
Type of funding, eg a loan, a grant *	Grant
What will it be used for? *	Personnel Costs
Amount requested *	19000.00
Is it confirmed? *	Yes
If yes, how much will/did you receive?	$19,000.00
Have you completed an annual report and financial accounts for this project or service?	• No
Tick this box to confirm the above is true and correct. *	• I agree

Kev Carter

From: HDC Website Form - Annual Contestable Grants - Application Form <no-reply@wufoo.com>
Sent: Wednesday, 3 April 2019 3:44 PM
To: Community Grants
Subject: HDC - Annual Contestable Grants - Application Form [#174]

Name of organisation	Robotics and Computer Science in Schools Educational Trust (CS4S Trust)
Postal address for organisation	503 Queen Street West Hastings, Hawke's Bay 4122 New Zealand
Daytime Contact Phone Number	02102480844
Email	nicola.kenny@cs4strust.org.nz
Name	Nicola Kenny
Position	Trustee
Email	nicola.kenny@cs4strust.org.nz
Daytime Contact Phone Number	02102480844
Please indicate if you would like to present a brief summary of your application to the Community Grants Subcommittee.	Yes, I/we wish to present to the Community Grants Subcommittee
Please indicate if you are applying for *Seed Funding or an **Establishment Grant:	Seed Funding
i. Which of the current and future needs of	Assisting youth into training, skill development, and jobs Promoting participation in recreation, arts and cultural activites

1

our community are you addressing?

a. What activity/s are within the scope of your project/service?

As the world grows more technologically complex, computer science and computational thinking are becoming even more crucial fundamentals for students to learn. Since you can physically see the results of your coding exercises, robots offer a uniquely engaging format for learning these concepts.

VEX Robotics Tournaments bring science, technology, engineering and mathematics (STEM) skills to life by tasking teams of students with designing and building a robot to play against other teams in a game-based engineering challenge.

VEX is a robotics platform designed to transform STEM learning for young students and their teachers. VEX runs worldwide competitions, with over 10,000 student teams participating annually. New Zealand performs strongly in this competition, with Auckland and Palmerston North fielding strong teams at the New Zealand National competition every year. New Zealand went on to win the World title in 2016 at the world championship competition held in the USA.

Our project to form a Hawke's Bay robotics extra-curricular club will allow the students and teachers to expand their knowledge of robotics, software coding and computer/systems engineering. This will also provide a collaborative learning experience as they will be able to learn, not only from the robot, but also learn from the other teams' robots at the scrimmages. VEX will allow our students to refine and adapt their robot to make it improvements, while also learning about the theory and coding behind them. A wonderful and worthwhile experience for them.
Beyond robotics, students learn lifelong skills in teamwork, leadership, communications, and more. Experiencing STEM in a competitive context increases student engagement and makes learning feel more "real".

Building a Brighter Future for Hawke's Bay Students
"There are an endless number of things to discover about robotics. A lot of it is just too fantastic for people to believe."
Daniel H. Wilson

b. How will your project or service be MEASURED to identify the benefit for the community i.e what are the anticipated outcomes and measures of success?

Primary and intermediate school is the most formative time in a young student's life. The best way to instil a lifelong interest in the areas of Science, Technology, Engineering, and Math (STEM) is to provide a fun, engaging, and hands-on opportunity to explore and experience it for themselves. Creating an opportunity for Hawke's Bay students to engage with this discipline will be a crucial move forward.

The desired outcome for this initiative is to create a self-sustainable robotics community run by volunteer educators and parents. We would consider this venture a success if teams from Hawke's Bay were able to develop the STEM skills required to compete successfully in VEX tournaments. Once set up the club will continue to run every year, thus also allowing all future students interested in technology to take part and compete.

- Feedback from the schools, teachers and students and parents
- Increasing numbers of participants at the weekly build evenings and monthly tournaments
- Hawke's Bay school's robotics teams increase in the number of students participating in the future
- The number of schools participating increased

c. The process – how will you carry out your project or service, and where will it be delivered? *

Currently, Hawke's Bay schools wishing to take part VEX Robotics Tournaments have to travel to Palmerston North in order to participate, which is limiting the exposure of many Hawke's Bay children from gaining valuable opportunities.

Working closely with the Hastings Library and EIT we are aiming to increase robotics in schools by running the VEX Robotics tournaments in Hawke's Bay. EIT, will host the monthly tournaments. Tournaments are held year-round at regional level. The nationals qualify teams to represent New Zealand at the VEX Robotics World Championships each April.
Working with Hastings Library, CS4S Trust will be running a robotics build evening at their premises in Hastings every Thursday during term time. At these sessions our volunteers will provide free expert help to children and schools taking part. These build evenings will be a great opportunity to create a community and informally share skills and ideas. They will allow students to familiarise themselves with their robots before the VEX 2019 competition challenge is announced. To ensure participation is equitable, there is no cost for children or schools to be involved in this opportunity.

d. The people – who is involved? (include brief information about key individuals or organisations who you are working collaboratively with) *

CS4S Trust
Nicola Kenny
Ian Kenny
Robotics and Computer Science in Schools Educational Trust (CS4S Trust) was founded to promote computer science and robotics opportunities for schools and children in Hawke's Bay by introducing VEX Robotics Competitions.

Hastings Library
Kate Peterson, Learning and Discovery Team Leader
Carla A. Crosbie
The weekly build sessions will be hosted by the Hastings library as they are really keen to be involved with STEAM events

EIT
Istvan Lengyel
Programme Coordinator for NZCTE L4 and Senior Lecturer
EIT and their students will host and run the monthly tournaments.

Is your organisation GST registered?	Yes
If yes, what is your GST number	122-528-847
Item *	NA
Amount *	$0.00
Item *	NA
Amount *	$0.00
Date applied *	Tuesday 2 April 2019
Source of funding *	NA

Type of funding, eg a loan, a grant *	NA
What will it be used for? *	NA
Amount requested *	NA
Is it confirmed? *	NA
Tick this box to confirm the above is true and correct. *	I agree

Kev Carter

From: HDC Website Form - Annual Contestable Grants - Application Form <no-reply@wufoo.com>
Sent: Thursday, 4 April 2019 10:10 AM
To: Community Grants
Subject: HDC - Annual Contestable Grants - Application Form [#177]

Name of organisation	Age Concern Havelock North
Postal address for organisation	PO Box 8733 Havelock North 4157 41 Middle road Havelock North, Hawkes Bay 4130 New Zealand
Daytime Contact Phone Number	06 8776488
Email	info@ageconcernhb.org.nz
Website	www.ageconcern.org.nz
Is your organisation a legally constituted trust or incorporated society and registered with the Companies Office and/or Charities Commission?	Yes
If yes, please attach a copy of the certificate/s	certificate_of_incorporation.pdf 28.55 KB - PDF
Name	Carol Winters
Position	Manager
Email	carol@ageconcernhb.org.nz
Daytime Contact Phone Number	06 8776488
Name	Wayne Bradshaw

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Position	Chair Person Age Concern Havelock North
Email	bradshawestate@xtra.co.nz
Daytime Contact Phone Number	0274877579
Name	Les McIver
Position	Board Member
Email	mciver4719@gmail.com
Daytime Contact Phone Number	0211436900
Please indicate if you would like to present a brief summary of your application to the Community Grants Subcommittee.	Yes, I/we wish to present to the Community Grants Subcommittee
i. Which of the current and future needs of our community are you addressing?	Assistance and advice for people in need due to older age or adverse circumstances

a. What activity/s are within the scope of your project/service?

Annually we present the largest seniors only (and families) Expo in the wider Hawkes Bay. The free to attend community event brings together a range of businesses, community groups and agencies to help Hawkes Bay residents to plan for their future. The expo provides essential advice on budgeting, financial security, travel, health, safety, supportive services and much more. The "Next Steps" Lifestyle Expo brings together the latest products and services for the senior market in one convenient location.
Attendees will be able to speak to the experts and get the latest information from the exhibitors. There are seminars throughout the day on a range of topics relevant to the target group.

b. How will your project or service be MEASURED to identify the benefit for the community i.e what are the anticipated	• Numbers of people attending the event • Numbers of people attending the seminars • Feedback from the public regarding suitability of exhibitors, seminar subjects etc • Feedback from exhibitors that it was a successful event • Ongoing feedback from community in the form of regular enquiries

outcomes and measures of success?	

c. The process – how will you carry out your project or service, and where will it be delivered? *

The event will be delivered at the Havelock North function centre.

We form a project team with specific deliverables.

1. June 2019 Prepare list of exhibitors to invite to participate in Expo To be completed 3rd week of July.
2. Meet with Venue providers to discuss requirements. To be completed last week of July.
3. Meet with caterers to discuss requirements To be completed 3rd week of July.
4. Commence discussions with printer and newspapers re all printing and advertising needs. To be completed 1st week August.
5. End July 2019 Send out registration forms to exhibitors
6. Book advertising slots. To be completed 2nd week August.
7. Start collating registration details.
8. Establish entertainment requirements and make plans to be completed 3rd week August by Project Manager.
9. Decision on seminar presenters To be completed 2nd week of August by Project Manager. Commence floor plan of exhibitor location establishing each exhibitors space requirements. To be completed 2nd week September.

d. The people – who is involved? (include brief information about key individuals or organisations who you are working collaboratively with) *	Carol Winters Age Concern HN Project Leader Caroline Brabin Age Concern HN Community worker Board Members - Support event organisers Volunteers - Support event organisers (normally around 12 volunteers) Entertainers - We try and secure entertainment from a local primary school. Havelock North function centre. Pure catering 45 community agencies and businesses; Details can be provided upon request.
Is your organisation GST registered?	Yes
If yes, what is your GST number	056-974-229
Item	Venue hire
Amount	$895.00
Item	Catering
Amount	$2,475.00
Item	Promo material printing costs

Amount	$1,580.00
Item	Letterbox distribution
Amount	$1,550.00
Item	Advertising
Amount	$1,650.00
Item	Project co-ordination fees
Amount	$2,750.00
(A) Total cost	$10,900.00
Item *	Registration
Amount *	$830.00
Item *	Sponsor
Amount *	$345.00
(B2) Total	$345.00
Total funds available (B1 + B2) = (B)	$1,175.00
A. Total cost of project / service	$10,900.00
B. Total funds available	$1,175.00
C. Difference between total cost and total funds available	$9,725.00
D. Amount requested annually	$9,725.00
Date applied *	Monday 1 April 2019
Source of funding *	None at this stage
Type of funding, eg a loan, a grant *	not applicable
What will it be used for? *	not applicable

Amount requested *	0
Is it confirmed? *	not applicable
Date applied	Monday 26 March 2018
Product/service name	Next Steps Expo and Christmas Day
Amount of funding received?	$18,300.00
Have you completed an annual report and financial accounts for this project or service?	No
Please include a copy of your latest annual report and financial accounts with your application.	signed_accounts.pdf 248.92 KB - PDF
Tick this box to confirm the above is true and correct. *	I agree

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Kev Carter

From: HDC Website Form - Annual Contestable Grants - Application Form <no-reply@wufoo.com>
Sent: Thursday, 4 April 2019 11:20 AM
To: Community Grants
Subject: HDC - Annual Contestable Grants - Application Form [#178]

Name of organisation	Age Concern Havelock North
Postal address for organisation	PO Box 8733 Havelock North 4157 41 Middle road Havelock North, Hawkes Bay 4130 New Zealand
Daytime Contact Phone Number	06 8776488
Email	info@ageconcernhb.org.nz
Website	www.ageconcernhb.org.nz
Is your organisation a legally constituted trust or incorporated society and registered with the Companies Office and/or Charities Commission?	Yes
If yes, please attach a copy of the certificate/s	certificate_of_incorporation.pdf 28.55 KB - PDF
Name	Carol Winters
Position	Manager
Email	carol@ageconcernhb.org.nz
Daytime Contact Phone Number	06 8776488
Name	Wayne Bradshaw

1

Position	Chair Person
Email	bradshawestate@xtra.co.nz
Daytime Contact Phone Number	0274877579
Name	Les Mciver
Position	Board member
Email	mciver4719@gmail.com
Daytime Contact Phone Number	0211436900
Please indicate if you would like to present a brief summary of your application to the Community Grants Subcommittee.	Yes, I/we wish to present to the Community Grants Subcommittee
i. Which of the current and future needs of our community are you addressing?	Assistance and advice for people in need due to older age or adverse circumstances

a. What activity/s are within the scope of your project/service?

There are people in every community who are alone at Christmas time. Age Concern Havelock North has hosted and project managed Community Christmas Day lunches since 2011, for people in need, and we are planning to do so again this year. The lunch is for those in need or who are on their own at Christmas and looking for some company. We will provide a wonderful meal and companionship to those who could benefit from a little assistance at this special time of year. People from the Hastings district who fit the criteria such as, separated from their families, living on a very low income or suffering from illness or social isolation will all be able to come along. This lunch is not just for older people but is to be for anyone who needs it. This project. Provides an opportunity for people who would otherwise be alone to enjoy a meal together. Provides the opportunity for other organisations to collaborate and show support for the local community. Enables people of all cultures, religion, class or social to enjoy Christmas and build positive relationships with each other. Enables people within the community to volunteer.

b. How will your project or service be MEASURED to identify the benefit for the community i.e what are the anticipated outcomes and measures of success?

Every year we conduct surveys with the key people involved in the project. We take all feedback seriously and commit to continuous improvements if anything is raised.

We are committed to the successful delivery of this event and always welcome any areas highlighted for improvement to enable a smoothly run event.

Most importantly is measuring the success of the day from the volunteers and guest perspective. We often get written feedback and always get verbal feedback from the guests on the day.

In all previous years the feedback from everyone has been extremely positive. The 56 volunteers last year all thoroughly enjoy helping and many have requested to assist again. The guests are effusive in how much they loved the day.

c. The process – how will you carry out your project or service, and where will it be delivered? *

The event will be delivered at the Havelock North Function Centre.

This year we formed a project team in February. This team comprises of: a Volunteer manager - recruitment, operational procedures etc, Purchasing manager - ensuring the best price is secured for everything required. Driver team – provision of 7 vans/mini buses, rostering, managing all of the vans and drivers. Over all project leadership - Age Concern Havelock North.

All project management and coordination of services and purchasing to be carried out by Age Concern Havelock North.

Advance notice is sent out to Churches, Retirement Villages, HDC, WINZ, Red Cross and community groups to advise well in advance of the event.

Food and other necessities to be negotiated and purchased from local businesses.

The event will be promoted via radio, newspaper, posters and word of mouth.

Team of 56 volunteers needed to assist in all areas of the day.

Volunteers to help transport people who do not have transport.

d. The people – who is involved? (include brief information about key individuals or organisations who you are working collaboratively with) *

1. Stu Wilkins – Chef and owner of Mama cafe
2. Lorna and Murray Cowan. - Semi retired couple
3. Les Mciver - representing Age Concern board
4. Rennie Woolf – Driver co-ordinator
5. Pure Catering - Kitchen and Magdalinos room
6. Havelock North Function Centre - Tables/chairs.
7. Multiple referring agencies
8. The Warehouse – assisting with the gift purchasing process/ wrapping. They offer the opportunity to their staff to get involved.
9. Other private individuals who are involved in gift purchasing/wrapping for late registrations.
10. Salvation Army for VERY last minute help with gifts.

Is your organisation Yes

GST registered?	
If yes, what is your GST number	056-974-229
(A) Total cost	$10,629.00
Alternatively, upload a document with this information	christmas_2019_expenses.pdf 16.91 KB · PDF
Item *	No ticket sales - free to all attendees
Amount *	$0.00
(B1) Total	$0.00
Item *	Public donations
Amount *	$1,000.00
(B2) Total	$1,000.00
Total funds available (B1 + B2) = (B)	$1,000.00
A. Total cost of project / service	$10,630.00
B. Total funds available	$1,000.00
C. Difference between total cost and total funds available	$9,630.00
D. Amount requested annually	$9,630.00
Date applied *	Monday 1 April 2019
Source of funding *	Not at this stage
Type of funding, eg a loan, a grant *	Not applicable

What will it be used for? *	Not applicable
Amount requested *	0
Is it confirmed? *	Not applicable
Date applied	Monday 26 March 2018
Product/service name	Expo and Christmas
Amount of funding received?	$18,300.00
Have you completed an annual report and financial accounts for this project or service?	No
Please include a copy of your latest annual report and financial accounts with your application.	signed_accounts.pdf 248.92 KB - PDF
Tick this box to confirm the above is true and correct. *	I agree

5

Kev Carter

From: HDC Website Form - Annual Contestable Grants - Application Form <no-reply@wufoo.com>
Sent: Monday, 11 March 2019 12:22 PM
To: Community Grants
Subject: HDC - Annual Contestable Grants - Application Form [#122]

Name of organisation	Muscular Dystrophy Association (Tuaatara | Central Region) Incorporated
Postal address for organisation	PO Box 2626 Stortford Lodge Hastings, Hawke's Bay 4153 New Zealand
Daytime Contact Phone Number	0800 886 626
Email	manager.central@mda.nz
Website	www.mda.org.nz
Is your organisation a legally constituted trust or incorporated society and registered with the Companies Office and/or Charities Commission?	Yes
If yes, please attach a copy of the certificate/s	certificate_of_incorporation_2019.pdf 257.36 KB • PDF
Name	Tristram Ingham

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Position	Chairperson
Email	chair.central@mda.nz
Daytime Contact Phone Number	021 212 5336
Name	Bernadette Ingham
Position	Secretary
Email	secretary.central@mda.nz
Daytime Contact Phone Number	027 600 3868
Name	John Hawkins
Position	Vice-Chair
Email	john.hawkins@mda.nz
Daytime Contact Phone Number	027 434 3643
Name	Urmit Patel
Position	Treasurer
Email	urmit.patel@mda.nz
Daytime Contact Phone Number	021 296 4100
Please indicate if you would like to present a brief summary of your application to	Yes, I/we wish to present to the Community Grants Subcommittee

the Community Grants Subcommittee.	
Please indicate if you are applying for *Seed Funding or an **Establishment Grant:	Seed Funding
i. Which of the current and future needs of our community are you addressing?	Assistance and advice for people in need due to older age or adverse circumstances

a. What activity/s are within the scope of your project/service?

We are seeking funding to continue to maintain a community-based fieldwork service providing support for people and their families/whānau in the Hastings District affected by one of over 70 rare neuromuscular conditions.

The term "neuromuscular condition" encompasses many genetic or acquired conditions/diseases that impair the functioning of the muscles and/or their direct nervous system control. These conditions primarily result in muscle wasting and living with the progressive decline in strength is a constant challenge for our members and their loved ones. The conditions we cover are incurable, with limited treatments available.

The fieldworker service provides people with neuromuscular condition and their whānau with vital support, advocacy and resources they need to be able to manage their conditions, pursue a good life, and navigate the often complex and frustrating health and disability system. In particular, our fieldworkers are able to journey alongside our members, building trusted relationships and providing member with valuable tools to cope, seek support, set personal goals and access the resources they require as well as outreach in the community to gain awareness and information of neuromuscular conditions.

The fieldworker does vital work in communities throughout New Zealand to gain awareness for neuromuscular conditions and 'fill in gaps' in the health system so people to navigate members to opportunities to receive the supports they require.

We are the only organisation that provides a specialist fieldworker service free to those, their families and whānau, living with neuromuscular conditions. Our fieldworker service also involves:

- Working in a person-centred, solution focused way with individuals, families and whānau, identifying goals and needs and providing 1-1 support, information and advice.
- Facilitating referrals to health, disability and social services to ensure access to care, support, services and resources - advocating for equity of access and breaking down barriers as required.
- Providing local community education for health professionals and teachers about neuromuscular conditions.
- Facilitating member support networks and coordinating local social events for our members, to increase opportunities for connection, information sharing and reducing the sense of isolation often experienced in rare condition communities.
- Fostering relationships with local businesses, schools and community organisations and contributing positively to the development of accessible communities for people with physical disabilities

Our fieldworkers are an essential service for our members and their whānau to support them in achieving their goals while building a resilient community. An important part of the service is providing opportunities to socialise, obtain peer-support overcome the pervasive social isolation our members face. By working with the communities our members are part of as well as the individuals and their family, we aim to create a cooperative, integrated environment for everyone to be part of.

b. How will your project or service be MEASURED to identify the benefit for the community i.e what are the anticipated outcomes and measures of success?

Our fieldwork service is outcomes focused and as such, the statement of intent is that as a result of receiving the fieldworker service, people with lived experience of a neuromuscular condition and their families and whānau experience improvements in the following 7 areas:

1. Health literacy
2. Freedom of choice (i.e. what 'freedom' looks like for each individual)
3. Mana enhancement
4. Service access
5. Social & emotional health and wellbeing
6. Community participation
7. Resourcing for independent living and/or quality of life

Through your funding support, we will achieve the following outcomes:

- We will provide regular personal contact with each member.
- We will support all members so they receive the best-practice health care for their condition.
- For members who choose to actively participate in their community we will provide opportunities for support and

assistance in connecting them with community activities.

– We will inform and support our members so they can receive their entitled benefits, grants and equipment to improve their lives.

– Through various communication methods (e.g. face-to-face, phone/internet and email contact delivered via our branch newsletter and social media), we will aim to continually improve our service and measure this by receiving positive feedback from members.

We anticipate the fieldworker service will continue to deliver positive outcomes for our members living in Hastings with neuromuscular conditions. This has historically been shown by qualitative feedback and quantitative survey data demonstrating improved confidence, knowledge, and quality of life of our members as well as their increasing engagement with their community. As a member-led organisation we will support our members to decide what events and activities they want to participate in and work with local community group leaders to ensure that all members are able to fully participate in these events. We facilitate member support networks and coordinating local social events for our members, to increase opportunities for connection, information sharing and reducing the sense of isolation often experienced in rare condition communities. For example, we arrange a coffee morning for members to facilitate peer-support with those who are in a similar situation as themselves.

As an organisation we are member-led, meaning we are managed by and are accountable to governance groups who are comprised of members with lived experience of neuromuscular conditions. Our branch's results are monitored on a monthly basis – financial information is reported to the local branch committee and national governance group's finance sub-committee and monthly branch/fieldwork operational activity to the branch Executive Committee.

An independent evaluation conducted by Point Research in 2015, showed our fieldworker service had a positive impact on members who received this service. This finding was shown to be statistically significant, when compared with members who had not accessed the fieldwork service.

We remain committed to the maintenance of results based accountability. In the 2019 year our regional fieldwork service accountability measures are as follows:

1. Increase Fieldwork Service Client (FSC) [i.e. members with neuromuscular conditions who have chosen to receive fieldwork services] caseload by 10% year-on-year.
2. Hold at least one member event in each provincial district for FSCs
3. Ensure all FSCs have been provided information on the NMD Registry, have been offered support to register, and document client intent (Yes/No) in the database.
4. Have contact with all FSCs bi-annually, including one face-to-face meeting
5. All FSCs have documented screening for eligibility for Community Services Card, Disability Allowance/Benefits, Total Mobility Scheme, and Mobility Parking Permit

6. All fieldwork service FSCs personally invited to participate in at least one member event (in their district)

7. Conduct at least one standard audit of care with all FSCs

8. Document the internet, email, and videoconference access/capability of all FSCs

9. Establish and/or maintain regular contact with Neurology services at each regional DHB

10. At least two FSCs per COGS district identified and approached to engage in disability leadership development programme

c. The process – how will you carry out your project or service, and where will it be delivered? *

Fieldworker service is a professional community outreach service providing person-centred support at home and in the community. This is a quality service, managed under a professional practice framework in line with health and disability sector standards and delivered in partnership with our national office. The fieldworker is a qualified allied health professional, specialised in neuromuscular conditions. They have personal contact with each member and support them to engage with their community and ensure our members receive their entitled benefits, grants and equipment.

There are currently 46 members and their families in the Hastings area who currently receive our service. However, based on national prevalence estimates we believe that approximately 35% of the people with neuromuscular conditions in the Hastings community are yet to be informed about or referred to our free services. Therefore, an ongoing important role of the fieldworker is building networks with other health professionals, health and disability service providers, and members of the disabled community to raise awareness and ensuring that all people with neuromuscular conditions are offered the opportunity to avail themselves of our support.

Another focus is the engagement of the community using educational methods. The fieldworker delivers information to community leaders like teachers and health professionals to educate them about neuromuscular conditions which people in our community live with.

Our relationships, through the fieldworker service, are vital and enable us to raise the awareness of what our organisation does within the community. The community in which we work is vitality important to us. One way that we continually work in collaboration with other community groups is to create better outcomes for our members, including independence, to live a life with Freedom beyond limits. This assists our members to integrate into the community, in which they live, reducing isolation and offering and a quality of life that they may not currently receive.

We recently celebrated our thirty year anniversary of delivering high-quality support and advocacy to our members

at the end of last year. We are very proud of the huge difference we are able to make in the lives of our members and their families who are all affected by these rare yet debilitating progressive conditions. However, as a community-based charitable organisation who receive no government funding, we and our members, are heavily dependent on grant applications to maintain our core service to members.

d. The people - who is involved? (include brief information about key individuals or organisations who you are working collaboratively with) *

The Central Region of the Muscular Dystrophy Association is a 'by members, for members' organisation that is affiliated to a national body (Muscular Dystrophy Association of New Zealand Inc.) that supports our regionally specific aims.

The MDA fieldwork service in the Hastings District is delivered by a fieldworker with a professional counselling background, who is based in Hastings. Her role, which is 0.75FTE overall, though it does also cover other areas including Napier, Tairawhiti and Central Hawkes Bay etc.), is heavily focused in the Hastings area.

The fieldwork role is a generalist role, yet requiring specialist knowledge and skill. It is important to note that MDANZ fieldworkers are employed from diverse professional backgrounds and practice according to the professional code of ethics of their affiliated profession. Practice consistency is achieved through adherence to the components of the fieldwork practice framework, integrated professional development activities, a Practice Leadership role and MDANZ Human Resource Guidelines.

The MDA Central Region is, as mentioned, an independently constituted member-led charitable organisation. It is governed by an elected Executive Committee of members, all of whom (except our pro bono chartered accountant Treasurer) have lived experience of neuromuscular conditions.

The Executive Committee is a dual governance-management committee. We have robust governance procedures and extensive policies in place to ensure the smooth running of our organisation, and adequate identification and management of risks.

Although long-term financial sustainability is a never-ending challenge for almost all not-for-profits, we have been very proud of the measures we have taken as an Executive Committee to ensure our focus, and resourcing, has been firmly on delivering benefit to members. As such, we only employ staff for the fieldworker service, to ensure the quality and professionalism we require for members, but all back-office functions, fundraising, grant writing and accountability, communications, member engagement activities etc. are performed by our dedicated team of regional volunteers. This results in over 90% of all funding going to direct member benefit services.

In part we are able to achieve this because our fieldwork service is supported logistically (but not funded) by our National Association office in Auckland who provide HR, payroll, professional supervision, peer support, a robust policy framework and regular training in place to maintain safe, quality services.

We collaborate with the NZ Neuromuscular Disease Patient Registry and Neuromuscular Research Foundation, to facilitate access to research and treatment opportunities for our members.

External to our organisation, we also maintain a number of collaborations and joint initiatives that support the work we do. We connect with local businesses and corporate sponsors for fundraising efforts and are hugely reliant on volunteers who assist at the annual appeal which fosters our community participation and raises awareness and profile of neuromuscular conditions in our community.

Regionally we are also collaborating with the Disabled Persons' Assembly (DPA). Together we two of only seven Disabled Persons Organisations (DPOs) officially recognised by the United Nations and NZ Government. As the two DPOs as representing the voices of people primarily with physical disability in New Zealand, we both work hard to advocate at a national level with government and state agencies to ensure that our respective members' human rights are being adequately upheld through the UN Convention on the Rights of Persons' with Disabilities (UNCRPD). A critical element of this national advocacy work we do depends heavily on the unfunded grass-roots support services we offer to members, as these engagement opportunities with our member communities form a vital link between us forming a comprehensive view of the issues our members face and our ability to provide high-level policy advice to government.

Is your organisation GST registered?	Yes
If yes, what is your GST number	102-965-337
Item	Fieldworker Salary - Hastings District
Amount	$3,900.00
Item	Information Resources and Materials
Amount	$500.00
Item	Member Communications, Events and Activities
Amount	$2,300.00
Item	Motor Vehicle Expenses
Amount	$5,000.00

Item	Telecommunications
Amount	$200.00
Item	Branch overhead costs (subscriptions, depreciation etc)
Amount	$1,040.00
(A) Total cost	$13,540.00
Item *	NIL
Amount *	$0.00
(B1) Total	$0.00
Item *	Existing Grant Funding (Hastings District)
Amount *	$4,640.00
Item	Donations (based on 2018)
Amount	$1,000.00
Item	Fundraising (based on 2018)
Amount	$500.00
(B2) Total	$6,140.00
Total funds available (B1 + B2) = (B)	$6,140.00
A. Total cost of project / service	$13,540.00
B. Total funds available	$6,140.00
C. Difference between total cost and total funds available	$7,400.00

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D. Amount requested annually	$7,400.00
Date applied *	Wednesday 23 May 2018
Source of funding *	Community Organisation Grants Scheme (COGS) Kahungunu ki Heretaunga
Type of funding, eg a loan, a grant *	Grant
What will it be used for? *	Service delivery (as listed in budget B2)
Amount requested *	$5969
Is it confirmed? *	Confirmed
If yes, how much will/did you receive?	$3,000.00
Please include a copy of your latest annual report and financial accounts with your application.	accounts_fy2018_ytd_unaudited.pdf 803.30 KB · PDF
If you are a registered group or organisation (such as a charitable trust or incorporated society), please	accounts_central_region_fy2017.pdf 1.51 MB · PDF

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provide a copy of your latest set of audited annual accounts.

Tick this box to confirm the above is true and correct. * I agree

Kev Carter

From: HDC Website Form - Annual Contestable Grants - Application Form <no-reply@wufoo.com>
Sent: Wednesday, 13 March 2019 4:43 PM
To: Community Grants
Subject: HPRM: HDC - Annual Contestable Grants - Application Form [#130]

Record Number: COP-01-3-7-19-11

Name of organisation	CCS Disability Action Tairawhiti Hawkes Bay Incorporated
Postal address for organisation	PO Box 507 Napier, . 4140
Daytime Contact Phone Number	0272019793
Email	lyle.palmer@ccsdisabilityaction.org.nz
Website	https://www.ccsdisabilityaction.org.nz/
Is your organisation a legally constituted trust or incorporated society and registered with the Companies Office and/or Charities Commission?	Yes
If yes, please attach a copy of the certificate/s	certificate_of_incorporation_tairawhiti_hawkes_bay.pdf 29.50 KB · PDF
Name	Katie Mackey

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Position	Service Manager
Email	katie.mackey@ccsdisabilityaction.org.nz
Daytime Contact Phone Number	027 562 2706
Name	Lyle Palmer
Position	National Funding Coordinator
Email	lyle.palmer@ccsdisabilityaction.org.nz
Daytime Contact Phone Number	0272019793
Name	Colene Herbert
Position	General Manager
Email	colene.herbert@ccsdisabilityaction.org.nz
Daytime Contact Phone Number	0275614341
Please indicate if you would like to present a brief summary of your application to the Community Grants Subcommittee.	No, I/we do not wish to present to the Community Grants Subcommittee
i. Which of the current and future needs of our community	Assisting youth into training, skill development, and jobs

are you addressing?

a. What activity/s are within the scope of your project/service?

Our role in the community is to work alongside people with disabilities and their whanau helping them to develop and gain practical experience and skills. As a result, disabled people will make informed choices of their own and achieve successful inclusion and integration into their whanau and wider community.

We support people to achieve independence and mental health wellbeing. They are also empowered to gain confidence and achieve milestones like starting school, having employment or being self-employed, having friendships and relationships and accommodation of their own choosing.

Disabled people can expect to have belonging in a family or whanau, learning, friends and relationships and choices about where they live work and play just as other New Zealanders do.

A core service here is to support young people in the school environment as they make the key transitional move from secondary education to further education, training, work or other activities in the community. This grant, if approved, will help us to continue this local and accessible support for around ten young people at a key point in their life.

b. How will your project or service be MEASURED to identify the benefit for the community i.e what are the anticipated outcomes and measures of success?

As part of measuring outputs and 'getting it right' for the people we support, our organisation has robust question and planning sessions which focus on achieving outcomes like obtaining a paid employment role, developing opportunities for self-employment , work experience placement or other community engagement.

Our 'How's it Going?' tool helps each person to identify their goals and aspirations. From that identification stage, a personal plan is developed, setting out steps and milestones required to reach each goal. Plans are not set; they are changed and adapted as required to meet new and changing goals or circumstances. Plans are also reviewed and audited regularly to ensure progress to achieving outcomes is maintained and goals achieved.

Complaints and Compliments registers, Satisfaction Surveys by service users as well as funder audits (e.g. Ministry of Health, Education or ACC) identify delay or progress toward achieving outcomes.

c. The process - how will you carry out your project or service, and where will it be delivered? *

Our organisation, based in Napier with support staff in Hastings, is meeting the identified need of the Hastings community to have a sustainable and accessible core transition support service for young people with disabilities

living in the area.

We believe all New Zealanders have an intrinsic right to live lives of their choosing and this underpins all areas of our work. Established in 1935, our organisation is at the forefront of service provision, advocacy and information sharing in the disability sector here and New Zealand-wide.

Our team are professional, innovative, dedicated and knowledgeable. We hold ourselves to the highest possible ethical and professional standards and are known for our partnership approach to support.

Staff members are readily available and are easily able to access the people and whanau they support. We work in an innovative 'can do' way with and alongside each person and their whanau, helping them achieve the goals they have set.

Quality improvement and training programmes ensure that all staff members are aware of our service contracts and their work is monitored regularly. Each staff member is also appropriately trained and has access to on-going training so they are competent and suitable for the role they undertake.

Additional reviews with people we support are providing more chances for them to have a say in how they are supported. Where appropriate, training is also offered to disabled people as well. A strong advocacy role is played by our organisation that ensures the rights of disabled people are respected.

d. The people - who is involved? (include brief information about key individuals or organisations who you are working collaboratively with) *

Collaboration is central to our approach for people we support as it informs all that we do and enables us to advocate for and engage people we support in other organisations' programmes and deliverables. On a regular basis we work with the Needs Assessment and Service Coordination service (NASC) and other key departments at the Hawke's Bay District Health Board.

Our organisation's staff members are widely connected across the community and work with EIT / Schools, Business Partners e.g. Firth Industries, Budget Rental Cars, Residential Homes, Mosaics and other art providers. They also work with local gyms and activity providers e.g. Shake, Rattle and Roll. In addition, our staff members sit as members of disability advisory groups for the Hastings District Council and interact with Government agencies including Housing New Zealand, WINZ, Ministry of Health and Ministry of Social Development etc.

Is your organisation GST registered?	Yes

If yes, what is your GST number	10-076-021
Item	Service Coordinator proportion of salary for this service
Amount	$12,000.00
Item	Support Worker proportion of wages for this service
Amount	$4,560.00
Item	Training and development PC sum
Amount	$100.00
Item	Computer \ telecoms PC sum
Amount	$50.00
Item	Furniture fittings PC sum
Amount	$25.00
Item	Property expenses $100 \ transport $200 \ post\power $50
Amount	$350.00
(A) Total cost	$17,085.00
Alternatively, upload a document with this information	hastings_district_council_budget_2019_p.pdf 274.17 KB • PDF
Item *	Contract allocation PC
Amount *	$7,000.00
Item	Other grant allocation e.g. COGS, Lottery PC
Amount	$3,000.00
Item	General operating income – donations, donor mail any bequest allocation
Amount	$4,085.00

(B1) Total	$14,085.00
Alternatively, upload a document with this information	hastings_district_council_budget_2019_p.pdf 274.17 KB · PDF
Item *	.
Amount *	$0.00
Amount	$4,085.00
Total funds available (B1 + B2) = (B)	$14,085.00
A. Total cost of project / service	$17,085.00
B. Total funds available	$14,085.00
C. Difference between total cost and total funds available	$3,000.00
D. Amount requested annually	$3,000.00
Date applied *	Thursday 12 April 2018
Source of funding *	COGS
Type of funding, eg a loan, a grant *	COGS grant
What will it be used for? *	an allocation from this will be used to assist students to transition

Amount requested *	3500
Is it confirmed? *	3500
If yes, how much will/did you receive?	$3,500.00
Date applied	Monday 23 July 2018
Product/service name	Contestable Grant
Amount of funding received?	$3,000.00
Have you completed an annual report and financial accounts for this project or service?	Yes
Please include a copy of your latest annual report and financial accounts with your application.	ccs_da_thb_annual_report_2018_web_version.pdf 4.53 MB • PDF
If you are a registered group or organisation (such as a charitable trust or incorporated	ccs_disability_thb_2018_audit_report.pdf 2.71 MB • PDF

society), please provide a copy of your latest set of audited annual accounts.	
Tick this box to confirm the above is true and correct. *	I agree

Kev Carter

From: HDC Website Form - Annual Contestable Grants - Application Form <no-reply@wufoo.com>
Sent: Thursday, 14 March 2019 12:34 PM
To: Community Grants
Subject: HPRM: HDC - Annual Contestable Grants - Application Form [#131]

Record Number: COP-01-3-7-19-13

Name of organisation	Hawke's Bay Rescue Helicopter Trust
Postal address for organisation	Po Box 402 Hastings, Hawke's Bay 4120 New Zealand
Daytime Contact Phone Number	06 878 1630
Email	mfm@hbhrt.org.nz
Website	www.hbhrt.org.nz
Is your organisation a legally constituted trust or incorporated society and registered with the Companies Office and/or Charities Commission?	Yes
If yes, please attach a copy of the certificate/s	certificate_of_inc.pdf 257.32 KB · PDF
Name	Beth O'Reilly
Position	Marketing and Fundraising Manager
Email	mfm@hbhrt.org.nz
Daytime Contact Phone Number	068781630
Name	Ian Wilmot
Position	General Manager
Email	ian@hbhrt.org.nz
Daytime Contact Phone Number	068781630

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Please indicate if you would like to present a brief summary of your application to the Community Grants Subcommittee.	Yes, I/we wish to present to the Community Grants Subcommittee
Please indicate if you are applying for *Seed Funding or an **Establishment Grant:	Establishment Grant
i. Which of the current and future needs of our community are you addressing?	Creating safe and sustainable communities free of waste and crime Promoting participation in recreation, arts and cultural activites
a. What activity/s are within the scope of your project/service?	The main activity involved in this project is our Spring Newsletter print and distribution. This goes out twice a year and is delivered to approximately 8-10,000 of our donors, supporters and potential supporters. It is an extremely important part of our communications and strategy by reaching those who don't use our online platforms. It not only promotes our message and cause but raises a considerable amount for our lifesaving service. This keeps our rescue service free of charge and available 24/7 for the Hawke's Bay Community.
b. How will your project or service be MEASURED to identify the benefit for the community i.e what are the anticipated outcomes and measures of success?	The project is measured in two ways. Firstly, engagement with the community and building that "community spirit". We actively measure it by the responses and notes we get from the community. Secondly, we check the financial reward to our service. Last Septembers newsletter made just over $100,000 for our lifesaving service.
c. The process - how will you carry out your project or service, and where will it be delivered? *	The Newsletter is written in house between myself and other staff. We compile all of this up and it is sent to our local graphic designer Little Red Robot. They do this work at a charity rate for us. They make it into a print ready file and then we send this to Brebner Print who print it for us and sends it to the mail house in Christchurch who do the best possible rate for us. It is then sent to residential, rural and corporate addresses in Hawke's Bay.
d. The people - who is involved? (include brief information about key individuals or organisations who you are working collaboratively with) *	Writing of the newsletter is - HBRHT staff Design - Little Red Robot Distribution - Roe Print Mailing - NZ Post

Is your organisation GST registered?	Yes
If yes, what is your GST number	55-114-757
Item	Design of Newsletter by Little Red Robot
Amount	$287.50
Item	Print of newsletter by Brebner Print
Amount	$3,788.10
Item	Print of Letter and distribution
Amount	$2,761.15
Item	Mailing with NZ Post
Amount	$4,544.00
Item *	Newsletter Donations
Amount *	$0.00
Item *	Donations
Amount *	$0.00
A. Total cost of project / service	$11,380.00
B. Total funds available	$0.00
C. Difference between total cost and total funds available	$11,380.00
D. Amount requested annually	$6,000.00
Date applied *	Tuesday 1 January 1901
Source of funding *	0
Type of funding, eg a loan, a grant *	N/A
What will it be used for? *	N/A
Amount requested *	0
Is it confirmed? *	N/A

Date applied	Wednesday 28 March 2018
Product/service name	Newsletter
Amount of funding received?	$5,000.00
Have you completed an annual report and financial accounts for this project or service?	No
Please include a copy of your latest annual report and financial accounts with your application.	accounts.pdf 765.58 KB · PDF
Tick this box to confirm the above is true and correct. *	I agree

Kev Carter

From: HDC Website Form - Annual Contestable Grants - Application Form <no-reply@wufoo.com>
Sent: Monday, 18 March 2019 3:37 PM
To: Community Grants
Subject: HPRM: HDC - Annual Contestable Grants - Application Form [#138]

Record Number: COP-01-3-7-19-14

Name of organisation	Pursuit Limited
Postal address for organisation	3/510 Charles Street Hastings, St Leonards 4120 New Zealand
Daytime Contact Phone Number	0210347352
Email	pursuiteme@gmail.com
Website	pursuitnz.co.nz
Is your organisation a legally constituted trust or incorporated society and registered with the Companies Office and/or Charities Commission?	Yes
If yes, please attach a copy of the certificate/s	company_certificate.pdf 433.26 KB · PDF
Name	Moira McGarva-Ratapu
Position	Founder/Director
Email	pursuiteme@gmail.com
Daytime Contact Phone Number	0210347352
Name	Airini Gillies
Position	Administrator
Email	airini.pursuitnz@gmail.com
Daytime Contact Phone Number	021785290

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Please indicate if you would like to present a brief summary of your application to the Community Grants Subcommittee.	Yes, I/we wish to present to the Community Grants Subcommittee
Please indicate if you are applying for *Seed Funding or an **Establishment Grant:	Establishment Grant
i. Which of the current and future needs of our community are you addressing?	Assisting youth into training, skill development, and jobs Assistance and advice for people in need due to older age or adverse circumstances
a. What activity/s are within the scope of your project/service?	We can complete professional CVs and dress each youth for a job interview. We will also work with the youth connector team at the HDC to refer our youth to receive pastoral care to help look for work.
b. How will your project or service be MEASURED to identify the benefit for the community i.e what are the anticipated outcomes and measures of success?	To date we have a success rate of 71% of our clients who had a job interview are employed. We have engaged with 152 clients and 52 have had job interviews and 37 are now employed. We wish to maintain this level of standard.
c. The process – how will you carry out your project or service, and where will it be delivered? *	We wish to apply for funding to start a mobile service, so that transport would no longer be an issue for our youth throughout the Hastings community. We are wanting to set up a caravan and transform it into a movable wardrobe. We are hoping to breakdown barriers for our youth by bringing our service to them.
d. The people – who is involved? (include brief information about key individuals or organisations who you are working collaboratively with) *	Director – Moira McGarva-Ratapu Administrator – Airini Gillies Employment Relations – Paige Barnes-Bond Volunteers – Katie Atkins/Michelle Lyers We are looking at setting up a Youth Advisory Board which consists of 3 Youth Workers from the community and 3 Youth aged 18-24 yrs old. And also set up a Cadetship for our youth to get some experience before they head off to work. We also work alongside MSD, Hikoi for Life, Te Taiwhenua O Heretaunga, HDC and LIFT who also help youth get into employment on different scales.
Is your organisation GST registered?	No
Item	Caravan

Amount	$10,000.00
Item	Clothing and accessories
Amount	$5,000.00
(A) Total cost	$15,000.00
Item *	MSD referrals
Amount *	$3,000.00
Item	TTH referrals
Amount	$2,500.00
(B1) Total	$5,500.00
Item *	TTH lease contribution
Amount *	$15,000.00
(B2) Total	$0.00
Total funds available (B1 + B2) = (B)	$5,500.00
A. Total cost of project / service	$15,000.00
B. Total funds available	$5,500.00
C. Difference between total cost and total funds available	$9,500.00
D. Amount requested annually	$5,000.00
Date applied *	Monday 1 October 2018
Source of funding *	MSD
Type of funding, eg a loan, a grant *	Contract - fee for service
What will it be used for? *	Job seekers to get work ready
Amount requested *	$20,000
Is it confirmed? *	$20,000
If yes, how much will/did you receive?	$20,000.00

Date applied	Friday 1 February 2019
Product/service name	Counselling and Supervision for Flaxmere
Amount of funding received?	$2,000.00
Have you completed an annual report and financial accounts for this project or service?	No
Tick this box to confirm the above is true and correct. *	I agree

Kev Carter

From: HDC Website Form - Annual Contestable Grants - Application Form <no-reply@wufoo.com>
Sent: Tuesday, 26 March 2019 11:26 AM
To: Community Grants
Subject: HDC - Annual Contestable Grants - Application Form [#152]

Name of organisation	English Language Partners – Hawke's Bay
Postal address for organisation	45A Hastings Street Napier 4110 New Zealand
Daytime Contact Phone Number	06 835 7155
Email	angela.botha@englishlanguage.org.nz
Website	www.englishlanguage.org.nz
Is your organisation a legally constituted trust or incorporated society and registered with the Companies Office and/or Charities Commission?	Yes
If yes, please attach a copy of the certificate/s	certificate_of_incorporation.pdf 29.14 KB · PDF
Name	Angela Botha

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Position	Centre Manager
Email	angela.botha@englishlanguage.org.nz
Daytime Contact Phone Number	06 835 7155
Name	Deidre Stallinger
Position	Finance Manager
Email	deidre.stallinger@englishlanguage.org.nz
Daytime Contact Phone Number	04 471 7802
Please indicate if you would like to present a brief summary of your application to the Community Grants Subcommittee.	No, I/we do not wish to present to the Community Grants Subcommittee
Please indicate if you are applying for *Seed Funding or an **Establishment Grant:	Seed Funding
i. Which of the current and future needs of our community are you addressing?	Assistance and advice for people in need due to older age or adverse circumstances

a. What activity/s are within the scope of your project/service?	We provide 2 community English classes at the Hastings Library. This is a vital community link for newcomers to Hawke's Bay and helps them in their settlement by improving their English and by providing a support network among other new migrants. We consider new migrants to Hastings with low levels of English to be "people in need due to adverse circumstances". We have applied elsewhere for funding for the salary of our Tuesday Grammar class and we are applying to Hastings District Council for a grant to cover the salary costs of our Thursday morning General English class at the Hastings Public Library.
b. How will your project or service be MEASURED to identify the benefit for the community i.e what are the anticipated outcomes and measures of success?	At the end of terms 2 and 4 we conduct LPS (Learner Progress Summary) reports with every learner to track their progress from when they registered with us. At the end of each term, the teacher also writes an Outcomes Report which tracks anecdotal improvements to their English that the learner has noticed since they joined the class.
c. The process – how will you carry out your project or service, and where will it be delivered? *	We work out of the Hastings Public Library and have two teachers who provide contrasting classes on Tuesday and Thursday mornings. This grant will allow us to pay the salary of our Thursday morning teacher and guarantee the class's existence for terms 2-4 for 2019. Administration for the class is carried out from our Hawke's Bay regional Centre which is based in Napier.
d. The people – who is involved? (include brief information about key individuals or organisations	Janka McBeth is our teacher for the General English class at Hastings Public Library on Thursday mornings. Carla Crosbie is our contact at Hastings Public Library and has been very helpful in securing us a lovely teaching space in the library at no cost.

who you are working collaboratively with) *	
Is your organisation GST registered?	Yes
If yes, what is your GST number	115-248-006
Item	Teachers' salary for Hastings classes
Amount	$3,552.00
(A) Total cost	$3,552.00
Alternatively, upload a document with this information	janka_mcbeth_variation.pdf 484.02 KB · PDF
Item *	Class fees for 3 terms, based on term 1 income
Amount *	$180.00
(B1) Total	$180.00
Item *	Teacher's salary for Tuesday class
Amount *	$1,776.00
(B2) Total	$1,776.00
Total funds available (B1 + B2) = (B)	$1,956.00
A. Total cost of project / service	$3,552.00

B. Total funds available	$1,956.00
C. Difference between total cost and total funds available	$1,596.00
D. Amount requested annually	$1,596.00
Date applied *	Thursday 21 March 2019
Source of funding *	Firstlight Foundation
Type of funding, eg a loan, a grant *	Grant
What will it be used for? *	The salary of our Tuesday class's teacher
Amount requested *	$1776.00
Is it confirmed? *	No
If you are still waiting for a response, when will you know the outcome?	Monday 22 April 2019
Please include a copy of your latest annual report and financial accounts with	2018_financial_summary__hawkes_bay_.pdf 670.62 KB • PDF

your application.

If you are a registered group or organisation (such as a charitable trust or incorporated society), please provide a copy of your latest set of audited annual accounts.

final_2018_elpnz_trust_audited_financial_statements.pdf 4.24 MB · PDF

Tick this box to confirm the above is true and correct. *

I agree

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Kev Carter

From: HDC Website Form - Annual Contestable Grants - Application Form <no-reply@wufoo.com>
Sent: Thursday, 28 March 2019 12:23 PM
To: Community Grants
Subject: HDC - Annual Contestable Grants - Application Form [#160]

Name of organisation	Brain Injury Association (Hawke's Bay) Incorporated
Postal address for organisation	P O Box 82 Hastings 4156 405 C King Street North, Hawkes Bay Hastings 4122
Daytime Contact Phone Number	06 878 6875
Email	liaison@braininjuryhb.co.nz
Website	www.braininjuryhb.co.nz
Is your organisation a legally constituted trust or incorporated society and registered with the Companies Office and/or Charities Commission?	Yes
If yes, please attach a copy of the certificate/s	certificate_of_incorporation.pdf 52.67 KB · PDF
Name	Brett Morris
Position	Chairperson

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Email	chairperson@braininjuryhb.co.nz
Daytime Contact Phone Number	022 327 2698
Name	Stephen Brown
Position	Vice Chairperson
Email	hudson-brown@outlook.com
Daytime Contact Phone Number	021 735 760
Name	Herora Brown
Position	Secretary
Email	hosfordwhanau@gmail.com
Daytime Contact Phone Number	027 600 1611
Name	Peter Reed
Position	Treasurer
Email	reedpj.emc@gmail.com
Daytime Contact Phone Number	027 224 2297
Please indicate if you would like to present a brief summary of your application to the Community	Yes, I/we wish to present to the Community Grants Subcommittee

Grants Subcommittee.	
Please indicate if you are applying for *Seed Funding or an **Establishment Grant:	Establishment Grant
i. Which of the current and future needs of our community are you addressing?	Assistance and advice for people in need due to older age or adverse circumstances

a. What activity/s are within the scope of your project/service?

Our service is designed to meet the needs of those who find themselves in need due to the adverse circumstances that can arise following a Brain Injury.

We provide:

Advice and assistance to access entitlements and rehabilitation supports.

Information and education on Brain Injury.

A registered Social Worker.

Provide educational and awareness activities so the community has a greater awareness of Brain Injury and the impacts of this on the individual family/whanau and the wider community.

Support to organisations to work with those with Brain Injury so they so they have an inclusive and positive experience with providers and agencies.

To provide advocacy where required.

b. How will your project or service be MEASURED to identify the benefit for the community i.e what are the anticipated	The anticipated outcomes for our services are: Service users feel better informed about their injury and their entitlements. Service users will be supported to access their entitlements and chosen services. Service users will be connected with supports in the community. The Community will have an understanding of Brain Injury and the impacts this may have on the individual, family/whanau and the wider community.

outcomes and measures of success?	
c. The process – how will you carry out your project or service, and where will it be delivered? *	Our service will be provided across Hawkes Bay and Central Hawkes Bay, the office is based in Hastings. The service delivery methods we use are listed below, we utilise the method that our service users feel best suits their needs: Face to Face; Telephone & Text; Email; Group Support; Individual support; Workshops. We will provide three staff, one being a registered Social Worker. The service is provided over the five day working week and we accept referrals from all outside agencies and providers, also self and family referrals.
d. The people – who is involved? (include brief information about key individuals or organisations who you are working collaboratively with) *	The core staff for the Liaison Service are: Debbie Sullivan – Registered Social Worker Brad Buckingham – Part time Liaison Officer (15 hours per week) Dairne Withers – Manager/Liaison Officer
Is your organisation GST registered?	Yes
If yes, what is your GST number	70-027-682
Item	Wages – Liaison Services
Amount	$52,692.00
(A) Total cost	$52,692.00
Item *	Fundraising
Amount *	$3,000.00

(B1) Total	$3,000.00
Item *	Grants
Amount *	$28,707.00
(B2) Total	$28,707.00
Total funds available (B1 + B2) = (B)	$31,707.00
A. Total cost of project / service	$52,692.00
B. Total funds available	$28,707.00
C. Difference between total cost and total funds available	$23,985.00
D. Amount requested annually	$20,000.00
Date applied *	Thursday 20 December 2018
Source of funding *	Pub Charity Ltd
Type of funding, eg a loan, a grant *	Grant
What will it be used for? *	Wages for Part time Liaison Officer Brad Buckingham
Amount requested *	9030.00
Is it confirmed? *	yes

If yes, how much will/did you receive?	$7,000.00
Date applied	Friday 24 March 2017
Product/service name	Liaison Services Wages
Amount of funding received?	$0.00
Tick this box to confirm the above is true and correct. *	I agree

Kev Carter

From: HDC Website Form - Annual Contestable Grants - Application Form <no-reply@wufoo.com>
Sent: Thursday, 28 March 2019 11:46 AM
To: Community Grants
Subject: HDC - Annual Contestable Grants - Application Form [#161]

Name of organisation	Epilepsy Association of New Zealand Incorporated
Postal address for organisation	PO Box 1074 Hamilton, Waikato 3240 New Zealand
Daytime Contact Phone Number	078343556
Email	info@epilepsy.org.nz
Website	epilepsy.org.nz
Is your organisation a legally constituted trust or incorporated society and registered with the Companies Office and/or Charities Commission?	Yes
If yes, please attach a copy of the certificate/s	epilepsy_nz__charities_commission_certificate.pdf 310.49 KB · PDF
Name	Ross MacLeod

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Position	Grant Writer
Email	ross@epilepsy.org.nz
Daytime Contact Phone Number	078343556
Name	Graeme Ambler
Position	CEO / Secretary
Email	ceo@epilepsy.org.nz
Daytime Contact Phone Number	078343556
Please indicate if you would like to present a brief summary of your application to the Community Grants Subcommittee.	Yes, I/we wish to present to the Community Grants Subcommittee
Please indicate if you are applying for *Seed Funding or an **Establishment Grant:	Seed Funding
i. Which of the current and future needs of our community are you addressing?	Assistance and advice for people in need due to older age or adverse circumstances

a. What activity/s are within the scope of your project/service?

Our Field Service Program offers support to people living with epilepsy and their families. This can range from providing information and contacts, through to facilitating support group meeting and directly helping clients with transport, medical appointments and legal advocacy. We offer support for getting people into education and employment, addressing concerns and creating management plans for schools and businesses. This support improves the quality of life for those living with the condition and can often help them work towards productivity, independence and self management.

Our staff offers educational services for professionals who work with epilepsy. Absent and Focal seizures are not always obvious and can be mistaken for other behaviours. A teacher might label absent seizures as inattention or a police officer might mistake a focal seizure for being drunk or on drugs. By equipping professionals with the tools for identifying and managing seizures we make life better both for them and for people with epilepsy

Our educators also promote community awareness through speaking engagements in community groups including workplaces, schools and recreational clubs.
Increased awareness and education about epilepsy makes life easier for people with the condition and also better equips people to cope when seizures occur.
Reduced ambulance calls and ED admissions can also reduce demands on health services.

In 2018 our educator, Jenny Herbison, helped an average of 22 clients per month in the Hawke's Bay area (excluding Gisborne), and logged 153 client representations to health professionals, social services and educators. Her awareness talks addressed 640 people in the Hawke's Bay. She estimates 45% of her work is done in Hastings, 45% in Napier and the remaining 10% in the surrounding rural areas.
Population statistics suggest over 800 people with epilepsy in Hastings, indicating a need for support and engagement.

b. How will your project or service be MEASURED to identify the benefit for the community i.e what are the anticipated outcomes and measures of success?

Educators record statistics and information of the work they do, compiled monthly as a reports, delivered to the Ministry of Health in relation to contracted services.

This includes number of client contacts, client ages and ethnicities, advocacies, public meetings, attendees and feedback.

While it can be difficult to quantify outcomes such as quality of life or public awareness, the ongoing demand for our support, both from people with epilepsy and from schools and employers, demonstrates a need for the services

we offer.

Recently we have worked with the Ministry of health to start a register of all ED admissions regarding epilepsy, giving us a statistic we can track and work from over coming years.

c. The process – how will you carry out your project or service, and where will it be delivered? *

Location is highly dependent on the needs of the client and of the venues where we give talks.

Most referrals are made from PHO's and specialists in cases where people with epilepsy can benefit from additional community support. While medication can control 70% of epilepsy cases, finding the right treatment can be a long and challenging process. For the 30% of cases that cannot be controlled through medication, ongoing management plans and awareness of seizure triggers can be vital to living a productive life.
We are also contactable via 0800 numbers, website and social media, letting people know about our services.
Contact is most often made with schools and workplaces when students and employees are living with epilepsy and a better understanding of the condition and how to manage it are of benefit to people with epilepsy and their peers.
Our educator also link in to events such as health expos to raise awareness around epilepsy and the services we offer.

d. The people – who is involved? (include brief information about key individuals or organisations who you are working collaboratively with) *	Jenny Herbison comes from a background in nursing and has been our Hawke's Bay educator since 2001. Collaboration often depends on the varied needs of our clients. Epilepsy can overlap with other conditions leading to collaborative work with groups such as Autism New Zealand and the Stroke Foundation. As part of our awareness work, we collaborate with schools and workplaces where people with epilepsy study or work, offering education and creating management plans if seizures occur.
Is your organisation GST registered?	Yes
If yes, what is your GST number	42-467-924

Alternatively, upload a document with this information	budget_20192020_enz_hawkes_bay.pdf 193.91 KB - PDF
Item *	MOH Contract (Regional portion of national funding)
Amount *	$19,034.00
Item *	Grants
Amount *	$30,000.00
Item	COGS
Amount	$8,000.00
Item	Lotteries community grant (Portion of National)
Amount	$8,000.00
Item	Sponsorship, donations, events
Amount	$5,400.00
(B2) Total	$51,400.00
Total funds available (B1 + B2) = (B)	$70,434.00
A. Total cost of project / service	$74,744.00
B. Total funds available	$70,434.00
C. Difference between total cost and total funds available	$4,310.00

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D. Amount requested annually	$4,000.00
Date applied *	Tuesday 12 February 2019
Source of funding *	JN Wiliams / Harold Holt Trust / Eastland community Trust
Type of funding, eg a loan, a grant *	Grants
What will it be used for? *	Operational and Salary
Amount requested *	$10,000 / $10,000 / $5000
Is it confirmed? *	No
If yes, how much will/did you receive?	$25,000.00
If you are still waiting for a response, when will you know the outcome?	Tuesday 30 April 2019
Please include a copy of your latest annual report and financial accounts with your application.	annual_report_2018_sm.pdf 7.61 MB • PDF
If you are a registered	accounts.pdf 1.43 MB • PDF

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group or organisation (such as a charitable trust or incorporated society), please provide a copy of your latest set of audited annual accounts.	
Tick this box to confirm the above is true and correct. *	I agree

Kev Carter

From: HDC Website Form - Annual Contestable Grants - Application Form <no-reply@wufoo.com>
Sent: Thursday, 28 March 2019 12:42 PM
To: Community Grants
Subject: HDC - Annual Contestable Grants - Application Form [#162]

Name of organisation	Hawkes Bay Youth Trust
Postal address for organisation	PO Box 756, 108 Eastbourne Street Hastings, Hawkes Bay 4156 New Zealand
Daytime Contact Phone Number	0274194946
Email	admin@giantsboxing.co.nz
Website	www.giantsboxing.co.nz
Is your organisation a legally constituted trust or incorporated society and registered with the Companies Office and/or Charities Commission?	Yes
If yes, please attach a copy of the certificate/s	charities_commission_regn_number.pdf 108.59 KB · PDF
Name	Susan Kitson
Position	Head of Female Boxing
Email	admin@giantsboxing.co.nz
Daytime Contact Phone Number	0274194946
Name	Peter Hensman
Position	Trustee
Email	Peter.Hensman@shca.co.nz
Daytime Contact Phone Number	0272936199
Name	Andrew Sloan

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Position	Trustee
Email	Andrew.Sloan@police.govt.nz
Daytime Contact Phone Number	0211913196
Name	Quentin Varcoe
Position	Chairman
Email	Quentin@qube.nz
Daytime Contact Phone Number	0212739476
Please indicate if you would like to present a brief summary of your application to the Community Grants Subcommittee.	Yes, I/we wish to present to the Community Grants Subcommittee
Please indicate if you are applying for *Seed Funding or an **Establishment Grant:	Seed Funding
i. Which of the current and future needs of our community are you addressing?	Assisting youth into training, skill development, and jobs Creating safe and sustainable communities free of waste and crime Promoting participation in recreation, arts and cultural activites
a. What activity/s are within the scope of your project/service?	Providing part time employment for a young person at Hastings Giants Boxing Academy. Offering them training as a couch, and work managing our gym. This includes upskilling on computer use, and assistance through our mentoring programme. We are suggesting 10 hours a week at minimum wage, which roughly equates to $10,000 a year. We have not applied for or received any other funding for this purpose.
b. How will your project or service be MEASURED to identify the benefit for the community i.e what are the anticipated outcomes and measures of success?	Anticipated outcomes are an 'at risk' youth being taken off the streets and offered employment and a place of belonging. Their role will have identified objectives and measurable outcomes. We are also able to survey our members on the state of the gym and the improvements that having a person in charge of day to day functions will provide.
c. The process – how will you carry out your project or service, and where will it be delivered? *	It will be delivered in Hastings at Giants Boxing Academy. Craig McDougall will liase with community groups, the police, family violence unit, the council, and key businesses within HB to identify an appropriate person to offer this role to.

d. The people – who is involved? (include brief information about key individuals or organisations who you are working collaboratively with) *	We work collaboratively with the police, family violence unit, the council, and key businesses within HB such as Tumu Timbers, Strata engineering, and Unison.
Is your organisation GST registered?	Yes
If yes, what is your GST number	117047105
Item	Personnel Costs
Amount	$10,000.00
(A) Total cost	$10,000.00
Item *	n/a
Amount *	$0.00
Item *	n/a
Amount *	$0.00
A. Total cost of project / service	$10,000.00
D. Amount requested annually	$10,000.00
Date applied *	Friday 29 March 2019
Source of funding *	n/a
Type of funding, eg a loan, a grant *	n/a
What will it be used for? *	n/a
Amount requested *	n/a
Is it confirmed? *	n/a
Have you completed an annual report and financial accounts for this project or service?	No
Please include a copy of your latest annual report and financial accounts with your application.	accounts.pdf 811.80 KB - PDF

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If you are a registered group or organisation (such as a charitable trust or incorporated society), please provide a copy of your latest set of audited annual accounts.	accounts.pdf 811.80 KB · PDF
Tick this box to confirm the above is true and correct. *	I agree

Flaxmere Baptist Church

26 March 2019

Community Grants Advisor,
Hastings District Council,
Private Bag 9002, Hastings, 4156.

Dear Sir/Madam,

HDC Annual Contestable Grants Fund Application – Christmas Cheer Appeal 2019

Attached please find our funding application together with supporting documents for the 2019 Christmas Cheer Appeal.

We are seeking a grant of $8000 to continue providing this worthy initiative for those families and individuals in the Hastings District who experience hardship or poverty at a very stressful time of the year. The benefits of this initiative are clearly endorsed by the feedback received last year.

Due to the long association Christmas Cheer has with the Hastings District Council, if you feel it would be beneficial to the success of our application, we would be happy to present this initiative to the Community Grants Sub-committee.

In closing, we would like to express our appreciation for your consideration of our application and look forward to receiving your decision in due course.

Yours sincerely,
J K M Graham
J.K.M. Graham,
Secretary/Treasurer & Trustee,
Flaxmere Baptist Church Community Trust.

Encl: Contestable Grants application form
Appendix 1 - 2018 Christmas Cheer Appeal Report
Appendix 2 – 2018 Christmas Cheer feedback (x 16 agencies)
Appendix 3 – Projected 2019 Christmas Cheer Budget
Appendix 4 – Actual 2018 Christmas Cheer expenditure vs budget report
Appendix 5 – Flaxmere Baptist Church Community Trust financial reports to 31 August 2018
Appendix 6 – Charities Commission Certificate of Registration & Certificate of Incorporation

60 Caernarvon Drive,
Flaxmere,
Hastings, 4120.

Phone (06)8764889
email: Pastor@flaxmere.org.nz
www.flaxmere.org.nz

HASTINGS DISTRICT COUNCIL

HASTINGS DISTRICT COUNCIL
207 Lyndon Road East
Hastings 4122
Private Bag 9002
Phone 06 871 5000
www.hastingsdc.govt.nz
TE KAUNIHERA O HERETAUNGA

Hastings District Council

Annual Contestable Grants - Application Form

1.0 Background Context

Hastings District Council invites local community groups and organisations to work with Council as a contributor to meeting the needs of our community.

Our current and future needs are identified as*:

1. **Assisting youth into training, skill development, and jobs**
2. **Supporting and attracting businesses to provide jobs and revenue into the local economy**
3. **Assistance and advice for people in need due to older age, adverse circumstances**
4. **Creating an appealing district identity and visitor/student/business destination**
5. **Creating safe and sustainable communities free of waste and crime**
6. **Promoting participation in recreation, arts, and cultural activities**

**Adapted from the 2015-2025 Long Term Plan (p.7)*

2.0 Open and Closing Dates

Applications open 1 March and close 30 April each year.

Grants are available from 1 July each year.

Apply online:

http://www.hastingsdc.govt.nz/contestable-grants-fund

Or send to:

Community Grants Advisor
Hastings District Council
Private Bag 9002
Hastings 4156

3.0 Important information

- Please read the eligibility criteria before completing this form.
- Complete all parts of the application form or refer to clearly marked attachments where applicable for specific questions.
- For clarity please type or print in black ink as applications will be copied.
- If you have questions please contact the Community Grants Advisor, at Hastings District Council (871-5048.
- Applications will not be acknowledged until after the Community Grants Subcommittee meeting in May.
- You will be formally advised of the result of this application in writing.

PART ONE - Eligibility Criteria

A. Your organisation must be a legal entity, either:

i. An Incorporated Society, or
ii. Registered Charitable Trust, or
iii. Formal not-for-profit organisation

B. Your organisation/group:

i. Must be able to demonstrate they have applied to additional sources of funding to support this project/activity or service.

ii. Must address one or more of the current and future needs in 1.0

iii. Must have a current Health & Safety Policy and plan

iv. Must have a current Child Protection Policy where applicable
v.

C. Exclusions for funding include:

i. Building or renovation costs

ii. Purchase of a motor vehicle or other capital items

iii. Activities that promote religious or political goals

iv. Sponsorship of individuals

v. Limited liability companies

vi. Activities which are outside the scope of Council's current and future needs
vii. Activities where there is no demonstrated need due to existing similar services

PART TWO – APPLICATION FORM

Section A - Tell us about your organisation

i. Organisation details

Organisation Name: Flaxmere Baptist Church Community Trust.....

Postal Address: 60 Caernarvon Drive, Flaxmere.....

City and Postcode: Hastings, 4120. .....

Phone: 06 8798108..... Mobile Phone: .....

Email: jandb.graham@xtra.co.nz (Joy) ..... Website: www.flaxmere.org.nz .....

ii. Organisation legal status

Is your organisation a legally constituted trust or incorporated society and registered with the Companies Office and/or Charities Commission? ☑ Yes** ☐ No

**If yes, please enclose a copy of the certificate/s (appendix 6)

iii. Key people in your organisation are:

List your organisation's key contact people (governance group):

Name	Position	Email	Phone (day)
Andrew Reyngoud	Pastor	reyngoud@xtra.co.nz	06 8798108
Jo Reyngoud	Elder/Christmas Cheer Co-ordinator	reyngoud@xtra.co.nz	06 8796410 or 027 6898944
Joy Graham	Trustee of Flaxmere Baptist Church Community Trust	jandb.graham@xtra.co.nz	06 8764889 027 2124131

iv. Please indicate if you would like to present a brief summary of your application to the Community Grants Subcommittee.

These hearings will be held in May each year

YES _☑__ I /we wish to present to the Community Grants Subcommittee

NO ___ I /we do not wish to present to the Community Grants Subcommittee

v. Please indicate if you are applying for Seed Funding* or an Establishment Grant*:

Circle One: Seed Funding Establishment Grant

*Seed funding is for grants up to $10,000 and is for new projects which have not applied previously to the Contestable Grants Fund

*Establishment Grant is for services who have previously applied to the Contestable Grants Fund and are able to demonstrate the achievement of satisfactory outcomes. The Establishment Grant can be awarded for 1 or 2 years.

Section B - Tell us about your project or service for which you are seeking funding:

i. **Which of the Current and Future Needs of our community are you addressing?**

- ☐ Assisting youth into training, skill development, and jobs
- ☐ Supporting and attracting businesses to provide jobs and revenue into the local economy
- ☑ ☐ Assistance and advice for people in need due to older age, adverse circumstances
- ☐ Creating an appealing district identity and visitor/student/business destination
- ☐ Creating safe and sustainable communities free of waste and crime
- ☐ Promoting participation in recreation, arts, and cultural activities

ii. **Describe how your project/service deliverables will contribute to meeting the need/s identified in i. above:**

a. What **activity/s** are within the scope of your project/service?

We wish to provide Christmas Cheer in the form of a food parcel to our most vulnerable individuals and families in our community. These individuals and families will be identified by people-helping agencies working in the community.....

- Last year, the Hastings District Council contributed $8k to this annual initiative.
- Additional funding is also sought from philanthropic organisations.
- Local Businesses such as Pak'n'Save & McCains are very generous in their support
- The Kai Collective provides additional food if available at the time of the appeal.
- Last year the Child's Christmas Foundation joined the appeal as a contributor, very generously providing 850 gift sacks for children under the age of 14. This is planned to continue for the current years appeal.
- The public also provides significant contributions in the form of gifts and food.
- This initiative provides a way for people to be generous.....

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b. How will your project or service be **measured** to identify the benefit to the community, i.e. what are the anticipated outcomes and measures of success?

The cost of groceries has and continues to increase. We believe that retaining a similar level of funding, and utilising the cash surplus (receipt of late donations), we anticipate being able to provide 600 food parcels and gifts to vulnerable families in the Hastings District.

- The provision of the parcels assists in reducing pressures at a stressful time of the year for individuals and families who experience hardship or poverty.
- The emotional well-being of vulnerable families is uplifted and they are encouraged by knowing someone else cares.
- Christmas Cheer also provides an excellent opportunity for social service agencies to work together for the greater good of the community.
- The nature of the project requires communication between agencies and these links flow on into the work carried out in our community during the year.
- The structure of the project means that it is targeted specifically to the most vulnerable families, and it is those families who receive support (see Christmas Cheer 2018 report - appendix 1)

- These benefits are clearly endorsed by their feedback (appendix 2).....

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Page 6 of 10

c. **The process** – how will you carry out your project or service, and where will it be delivered?

The Flaxmere Baptist Church Community Trusts is happy to continue to deliver this service to families in the Hastings District.

- The Christmas Cheer co-ordinator, Jo Reyngoud, and core volunteer team will remain the same.
- The Flaxmere Baptist Church will remain the venue.
- All food parcels and gifts will be delivered and packed for agencies who have nominated families and individuals.
- These agencies will then pick up and personally deliver parcels to agency families. This ensures a personal contact and maintains confidentiality.
- If a parcel is undeliverable, it is returned for re-distribution.....

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d. **The people** – who is involved? (include brief information about key individuals or organisations who you are working **collaboratively** with)

Christmas Cheer will be managed by the Flaxmere Baptist Church Community Trust.

- The project itself will be co-ordinated by Jo Reyngoud who is on the leadership team of the church and works in the Hastings Community. Jo liaises with agencies to build a database of families who will receive support.
- Joy Graham is a Trustee of the Flaxmere Baptist Church Community Trust and will be in a supporting role undertaking the administration of Christmas Cheer.
- Jo enlists the support of members of the Flaxmere Baptist Church to help with the logistics of the project and to pack all the parcels.
- In addition to these core volunteers, representatives from the agencies who nominate families also offer support.

- In 2018, of the 37 social service agencies contacted, 32 agencies submitted names and address details of individuals and families they identified as being in need of support.....

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iii. **Identify the anticipated budget for the year 1 July to 30 June** - where appropriate please include copies of quotes.

Project/Service Costs e.g. materials, venue hire/office rental, advertising/promotion, equipment hire, personnel costs, etc. **(appendix 3)**

Item	Amount
Admin – printing and stationery	$ 600.00
Resources/vouchers/gifts	$ 700.00
Groceries for Food parcels - general	$25,500.00
Vehicle expenses	$ 200.00
Wages	$ 1,550.00
Admin – overheads (volunteers lunches)	$ 200.00
Admin – other & Advertising	$ 100.00
	$
	$
	$
	$
(A) Total Cost	$28,850.00

Project/Service Income e.g. ticket sales, membership fees, other grants, donations, in-kind support, own contribution, existing funds, expected fundraising etc.

Income Source	Amount
Trust House Foundation	$ 5,500.00
First Light	$ 4,000.00
Eastern & Central Community Trust	$ 3,000.00
	$
Community Donations 2019 (estimated)	$ 1,500.00
Community Donations Carried over from 2018	$ 7,080.34
	$
	$
	$
(B)Total Income	$21,080.34

Please work out below the amount of funding being requested.

The total cost of the project/service (A) minus total funds available for the project/service (B) will usually equal the maximum amount requested from the Hastings District Council Contestable Fund.

Income Source	Amount
A. Total cost of project / service	$28,850.00
B. Less total funds available	$21,080.34
Difference	$7,769.66
Amount requested	$ 8,000.00

iv. **Tell us about all other grants you have received through the Hastings District Council in the current and previous financial year:**

Date/s: 20 July 2018.....

Project/Service name/s: Hastings District Council Christmas Cheer Appeal 2018.....

.....

Amount/s of funding received? $ 8,000.00 .....

v. **Please include a copy of your organisation's latest financial accounts with your application.**

Declaration

I/we declare that the information supplied here is correct.

If the application is successful, I/we agree to:

- Enter into a Contract for Service with Hastings District Council which will identify agreed deliverables for the funding awarded
- Complete and return six monthly and annual reports, and a set of financial accounts (audited accounts are required for grants of $15,000 or more)
- Participate in any funding audit of your organisation or project conducted by Hastings District Council, or an appointed contractor, if required
- Inform the Hastings District Council of any public event or issue arising out of your project or service
- Participate in Child Protection Training or provide an active Child Protection Policy for your organisation
- Provide a Health and Safety Plan which shall be submitted to Hastings District Council within one month of acceptance of the contract. The Health and Safety Plan shall include:
    i. A hazard register for the services undertaken. The hazard register will identify the hazards and their associated risks and document the measures to eliminate or minimise the risks;
    ii. A procedure for dealing with accidents & incidents;
    iii. A procedure for dealing with potential emergencies;
    iv. A procedure or instruction for communicating the hazard register, and procedures with employees/ volunteer workers.
- Acknowledge the assistance of Hastings District Council at events, and use the Hastings District Council logo in all publicity/communications for this project

We understand that the Hastings District Council is bound by the Local Government Official Information and Meetings Act 1987. In this regard, we consent to it recording the personal contact details provided in this application, retaining and using these details.

We understand that our name and brief details about the project or service may be released to the media or appear in public material.

We undertake that we have obtained the consent of all people involved to provide these details. We understand that we have the right to have access to this information.

This consent is given in accordance with the Privacy Act 1993.

Name Joy Graham.....Position in organisation: Administration

Signature:.....Date: .....

Appendix 1

Hastings District Christmas Cheer Appeal Report 2018



Prepared by Flaxmere Baptist Church

Appendix 1

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Appendix 1

Agencies

- 37 agencies were given the opportunity to nominate families for Christmas Cheer parcels.
- The 32 agencies listed below responded. Three of these agencies are new to The Hastings District Christmas Cheer Appeal.
- Agencies are asked how many families they believe they are likely to nominate and spaces are allocated as near to their requests as possible. A total of 649 spaces were offered and 530 were filled. This is the greatest response from agencies, both in the number of agencies replying and the number of families nominated, since we have been responsible for coordinating The Appeal.

  Reasons for not all spaces being used include:
  1. Not all agencies returning a recipient list.
  2. Agencies not using all the spaces offered.
  3. More than one agency nominating the same family.
  4. One agency did not request any parcels as they did not have any clients currently living in the Hastings District.

Agencies that nominated families in the 2018 Christmas Cheer Appeal:

- Awhina Whanau Services
- Barnardos Hastings ELC
- Birthright HB
- Brian Injury Association
- Bright Futures Hastings
- CAFS
- CCS Disability Action
- CJCLS
- Community Mental Health
- Corrections
- DOVE Hawkes Bay
- Emerge Aotearoa
- Familyworks
- Flaxmere Community Health

- Hastings Drop In
- Hastings Health Centre
- Hastings Women's Refuge
- HB Gambling Services
- MAC
- Maori Health Services
- Oranga Tamariki
- Purena Koa Rehua Youth Services
- Plunket
- Strengthening Families
- Te Ara Manapou
- Te Ikaroa Rangatahi Social Services
- Te Taiwhenua O Heretaunga
- Te Whare Whanau Purotu
- The Gathering Place *(new)*
- Whariki Trust *(new)*
- William Colenso Teen Parent Unit *(new)*

All correspondence with agencies is done electronically, helping to keep administration costs to a minimum.

Agencies were asked to provide feedback about the Hastings District Christmas Cheer Appeal. The 2018 Christmas Cheer Appeal Report -final responses received can be found in the Appendix to this report.

Appendix 1

Recipients

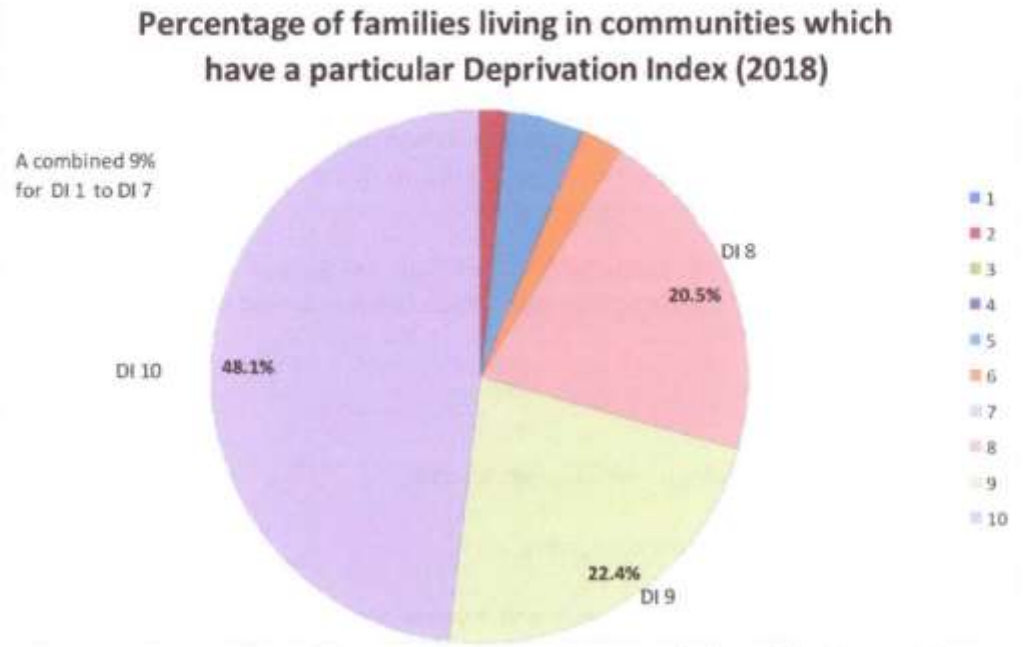
- 530 families (2213 individuals) were recipients of Christmas Cheer parcels in 2018. This is the greatest number of families we have supported in the nine years I have been coordinating The Appeal.
- These families are nominated by agencies with whom they are working. This ensures the parcels are going to people with genuine need. Each family received a grocery parcel relative to the size of the family. Families also received gifts.
- As families may be supported by more than one agency, checking family details through a database ensured each family received only one parcel.

Statistics of interest:

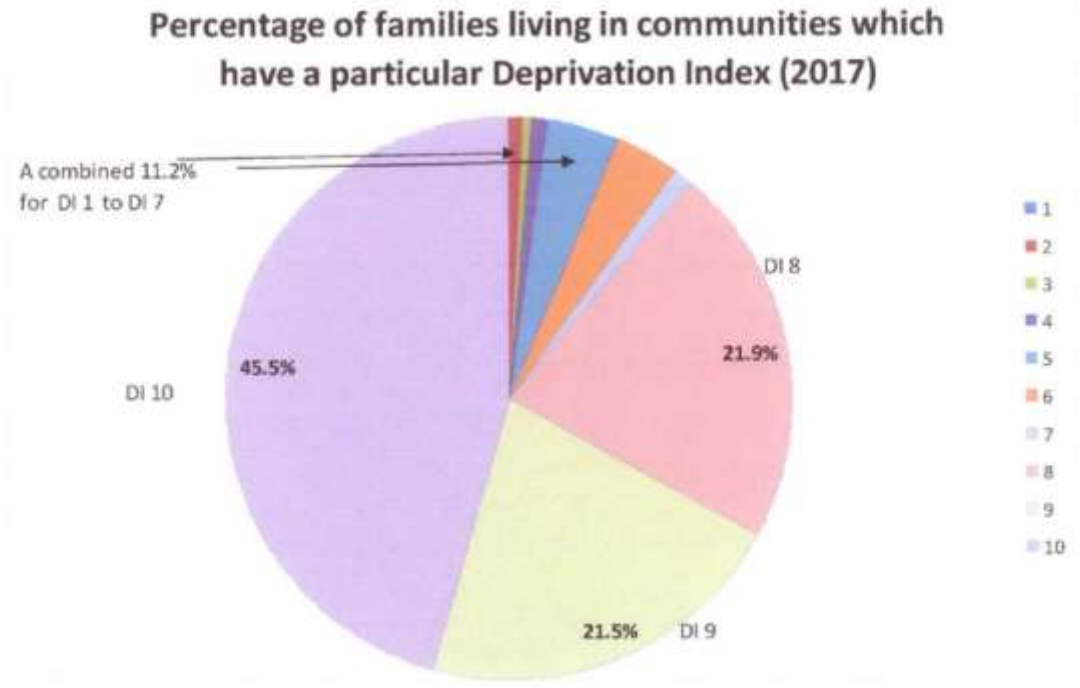
- 51.9% of individuals were under 15 years of age.
- 24.6% of families had single caregivers.
- 10.9% of individuals were between 1 and 3 years of age.
- 9.8% of families had 5 or more children.
- 3.8% of individuals were under 12 months old.
- 4.1% of families had 4 or more children with one caregiver.

Appendix 1

The following graph indicates the distribution of families on the Deprivation Index for the 2018 Appeal.



For comparison, the following graph indicates the distribution of families on the Deprivation Index for the 2017 Hastings District Christmas Cheer Appeal.



Appendix 1

(Data source for Deprivation Index: HDC 09.12.14)

An analysis was carried out to cross check that the distribution of parcels matched the distribution of need. This was done by looking at the data at a "Meshblock" level for both population and deprivation.

The analysis confirmed that the areas with the greatest need, such as Flaxmere and Camberley had a good distribution of parcels.

The areas where the distribution of parcels were slightly less than expected, were where there were pockets of high deprivation in the midst of a more affluent surrounding area. Examples of this are Whakatu, Bridge Pa and Pakipaki.
It is also pertinent to mention that a number of the agencies involved with The Appeal work nominate families affected by domestic violence, which of course has an impact in all of our communities, regardless of their deprivation index.

Expenses

The major expense was the invoiced amount of $22 162.42 (including GST) spent on grocery items. This included 310 x $10.00 grocery vouchers that were added to the small and medium-sized family parcels, allowing recipients to purchase fresh grocery items.

- Vouchers were stamped with the supermarkets exclusion stamp, meaning they could not be used for alcohol or tobacco products.
- Budget constraints did not allow us to include vouchers in all parcels.
- Please see the financial report for a further breakdown of the income and expenditure.

.Contributors

- Funds from the following organizations were put towards the purchase of groceries.
    1. *Hastings District Council Contestable Grants Fund*
    2. *First Light Foundation*
    3. *Eastern and Central Community Trusts*
    4. *Trust House Foundation*
- The Christmas Cheer business database was used to contact local businesses and schools. During the Appeal businesses received a copy of the Mayor's letter inviting their participation in the Christmas Cheer Appeal.
- Mention needs to be given to Brendan Smith and Pak'N'Save for the very generous donation of $1,500 which was put towards the cost of the groceries. They also freighted our groceries free of charge.

- AB Equipment supplied a forklift and driver to assist with unloading of the groceries, again without charge.
- Boomerang Bags Hawkes Bay donated 150 handmade shopping bags which were used for packing some of the grocery parcels.
- McCain very generously donated 1 tonne of frozen vegetables to The Appeal. We were able to deliver some of this quantity directly to some agencies that have freezers. The rest we were able to store in the *Flaxmere Baptist Church* and *Nourished for Nil* freezers and agencies brought chilly bins for their frozens when they came to collect their groceries and gifts.
- A Child's Christmas Foundation joined The Appeal this year as a contributor. They provided gifts sacks for all children 14 years and under. These sacks contained items such as skateboards, rip sticks, scooters or a trike, a voucher for a helmet and a book. This incredibly generous contribution was greatly appreciated by the Christmas Cheer team and all the families as the feedback from the agencies reflects.
- Schools, businesses and individuals from the community also gave very generously, usually in the form of gifts and food. Food items donated by the public were added to the standard grocery bags.
- Roger Moroney was our contact with *Hawkes Bay Today* . The paper ran weekly stories about The Appeal. They also provided a photographer from the paper for several of these stories.

Packing

- The Flaxmere Baptist Church auditorium was used for packing. This space was donated for the purposes of the Appeal which meant we did not have costs associated with renting a building. It was a spacious, airy and light room to work in which kept the workers happy. The car parking space provided plenty of room for large trucks to maneuver and unload pallets of groceries and bins of gift sacks.
- Trolleys made moving groceries and parcels safe and easy. The church also donated the use of their van to assist with picking up public donations from the district's drop off points.

Volunteers

- We had a core team of nine seasoned Christmas Cheer volunteers who worked every day throughout the packing process.
- In addition to the core group of volunteers, others gave their time as they could, including several agencies that gave their workers the opportunity to come out to help with packing for a few hours.

- There was wonderful team spirit and everyone worked with great energy and enthusiasm.

Recommendations

1. This year we nearly reached our goal of providing groceries and gifts for between 550 and 600 families. This would require an approximate grocery budget of $27 000.
2. If funds permit we would like to include grocery vouchers in all parcels. This would allow all families to purchase perishable food items which cannot be put into the generic food parcels.
3. We intend gathering further data to see if there are pockets within our communities that are not within the current catchment of The Appeal and what other agencies we can approach so we can support these families.

Appendix 2

Christmas Cheer 2018

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Agency Surveys

Appendix 2

Name of Agency: Strengthening Families

How does Christmas Cheer benefit your clients?

I work with families who, even when doing well, don't have the wherewithal to provide a good old fashioned Kiwi Christmas for their tamariki.

The Christmas Cheer parcels take away a lot of the stress of the season for these families. The groceries are a great start to easing the pressure that is put on them at this time of the year.

The addition of the gifts for the children (and for the parents in a lot of cases) means so much to them all.

The parents can then put their efforts in to making the joy of Christmas Day, not be a miserable event – food will be on the table and there are gifts under the tree (if they have one).

Without these parcels, some of these families would have very little for the Christmas season.

Please comment or share anecdotes from clients or your personal experience of being involved with Christmas Cheer .

I had one family who a few days before Christmas were told that one of their children was very sick and they would be lucky if he made it to the actual day.

The Christmas Cheer team, put together a Cheer parcel for this family and they were able to have their Christmas a few days early. The emotion of my delivery to this family will stay with me for a long time – they were grateful and there was many a tear shed. (I had added a Christmas Ham to the packages which was gratefully dontated by another family, upon hearing the story of this family)

I have a couple of very cool photos of this little guy with a grin on his face opening the toy sack – memories that will sustain the family through their grief as he passed away a day or so later.

"thanks so much for the cool presents – its AWESOME" This from the young man himself.

I was privileged to be able to assist in the packing of the Christmas Cheer parcels this year. Something I have been meaning to do for a number of years.

Needless to say I had a great time working with the team putting the parcels together – actually seeing what went into the parcels and the huge amount of organisation from Jo and the team.

I will be back to help next year too – you guys rock.

Jeannette Mackenzie
Strengthening Families Coordinator
Ph 9744088 or 029 6500204

Strengthening Families
Whakapiripiri Ngā Whānau
www.strengtheningfamilies.govt.nz

Appendix 2

Name of Agency: **Barnardos**

How does Christmas Cheer benefit your clients?

Please comment or share anecdotes from clients or your personal experience of being involved with Christmas Cheer

"All the whanau were so thankful. One Mum was moved to tears and she was humbled by the kai. She was going home to plan the Christmas Day menu and wrap the presents for the children. She felt really positive and was looking forward to Christmas. A huge and heartfelt thanks from all of us, your kindness and generosity does absolute wonders. Thank you Christmas elves for keeping the Christmas spirit alive." - Rebecca Thompson (staff member)

"Every whanau member was so grateful for their package. I felt especially moved by one Mum who was so overwhelmed with gratitude that she had tears in her eyes and couldn't speak! The next day she told me that it just made their Christmas so much more meaningful and she was able to move forward with joy and love in her heart. - Jenny MacLean (staff member)

"One family I handed the parcel to was so grateful. They said it was going to make all the difference to their Christmas - they were depending on it. I got lots of overwhelmed parents who were amazed at the generosity of the gifts" - Anne Donovan (staff member)

Appendix 2

Name of Agency: **William Colenso Teen Parent Unit**

How does Christmas Cheer benefit your clients?

Our Teen Parents are usually on Young Parent Payment Benefit and often come from a lower social economic group. The Xmas Cheer parcels are greatly appreciated and sometimes are the only extra presents and food items the family will get.

Please comment or share anecdotes from clients or your personal experience of being involved with Christmas Cheer .

The young parents are always very excited and grateful to get the Xmas Cheer parcels.

Comments like: 'My son/daughter will get something from Father Xmas this year', 'I will have some kai over the holidays'

Name of Agency: **Brain Injury Hawkes Bay**

How does Christmas Cheer benefit your clients?

These parcels make such a difference at this time of year. Apart from providing some small financial relief, a large number of our clients live alone on a very low income and this parcel is the only one they will receive at this time of year. It shows our clients that they are thought about and that they are valued in our community.

Please comment or share anecdotes from clients or your personal experience of being involved with Christmas Cheer .

Many of our clients are not big talkers, but the smiles on their faces when these parcels are delivered say so much. It is always a pleasure to end our year by delivering these parcels and experiencing the pleasure they bring to the people who receive them.

Appendix 2

Name of Agency: **Flaxmere Community Health**

How does Christmas Cheer benefit your clients?

- Christmas cheer appeal provides whanau some excitement and respite from what can often be a very stressful time in many ways and often the end of a stressful year. Parents want to do the best for their children and it adds to their stress if they feel they cannot provide some pleasure for their children. The expression on the children's faces is just great to see.
- Christmas Cheer is a great help at a time when some families really are struggling to put food on the table. To be given a hand up with some food and gifts to give the children on Christmas is priceless.
- It can relieve the huge amount of stress that is put on families around this time of year. It allows for small luxuries that aren't an option through-out the year.
- This year's parcels were very generous. It's nice to see the joy and excitement on the faces of children and probably a nice relief for parents, grandparents who are struggling to make ends meet.

Please comment or share anecdotes from clients or your personal experience of being involved with Christmas Cheer.

- For the first time in many years I had one family who I had to speak to post-delivery about selling an item out of the Cheer parcel. It highlighted the importance of having that conversation with our families' right from the start.

- One of my Mum's was visibly overwhelmed when the parcel arrived and she txt me later to say 'God bless you all and thank you'. For many it gives them a sense that people **do** care and they are not forgotten.

- The families I delivered Christmas Cheer to were so grateful and were overwhelmed. To have some extra food to help over the Christmas period and some lovely gifts for the children made it a bit easier for them over this expensive time of year.

- Thank you so much for all the hard work you do. The families really do appreciate it

- One family was so blown away by the gesture that she didn't know what to say or do and just stared with a mixture of joy and being overwhelmed. They have recently moved in to the community and are astounded by the generosity of people in Hastings. Mum was humbled by the food parcel and toys and cried.

- One whānau was looking forward to receiving her package and was pleased with the extra parcels for her twins as she was not expecting it. The twins were happy. One gave me a hug and was all smiles and the other was overwhelmed and cried and hugged her mum. That afternoon I received a text from mum to say thank-you.

- My other whanau, the Koro was pleased and grateful and his moko's were also excited with their parcels, however, they did argue over who gets the skateboard.

Appendix 2

Name of Agency: **Āwhina Whānau Services**

How does Christmas Cheer benefit your clients?

It gives our Whaiora a better piece of mind knowing that they can give their tamariki some form of Christmas. Many of our Whaiora cannot afford gifts for their tamariki or even the basic food items. Christmas is meant to be a happy and fun time for whanau although for some whanau it can be a time of darkness as they struggle personally and financially. Having a Christmas Cheer just gives whanau a bit of an incentive and feeling of togetherness that they are not alone and someone is looking out for them. It lightens the load for whanau when we are able to provide them with a Christmas parcel. Some of our Whaiora have whanau members in prison who were the breadwinners in the whanau, some are single mothers, and others have just struggled to make ends meet. We carefully selected whanau who have had a tough year with many challenges they are either facing or have faced. We greatly appreciate the hard work and generosity of everyone who helped make this possible. A very heartfelt THANK YOU.

Please comment or share anecdotes from clients or your personal experience of being involved with Christmas Cheer.

One Whaiora had a son who had taken all of her money and she had no money for groceries, the Christmas parcel arrived at the right time for her. She was so pleased and appreciative. "I'm blown away by the generosity".

A number of our Whaiora were in tears at seeing their parcels, we received many profound thank you's.

We had a mother who had left her abusive relationship and was trying to make ends meet, she was not able to get any presents for her tamariki. Upon receiving the Christmas cheer gifts she was speech less and felt as though she did not deserve this and then went on to say that it was too much. Her genuine behaviour touched our hearts and truly made us think about the importance of what receiving the food parcel and gifts have made for this whanau.

One parcel was given to a mother and her two tamariki who are currently without their own home, they are staying with one extended whanau to the next. A parcel was given to this whanau and it lifted a sense of burden off her shoulder, she was able to contribute something to the whanau she was staying with and this meant a lot to her, to be independent.

Appendix 2



Maria Maru and Phylliss Te Runa (Manager for Te Whare Whanau Purotu – Maori Womens Refuge, Hastings.)



Hinemauria Ngere Mgere and her 3 children.

Appendix 2

Name of Agency: **Te Whare Whanau Purotu Inc -Maori Womens Refuge.**

How does Christmas Cheer benefit your clients?

Christmas cheer for our clients is a great relief and big help that brings joy to all our whanau that we work with. It helps ease the stress when there is little or no finance for our whanau. Knowing that they haven't been forgotten and that someone cares for them at the hardest time of the year for many families.

The look on their faces spoke for itself (as in the photo's).

It helps them to add to what they have (if anything) and/or to use the money on more expensive things re: Meat, fruit, veggies.

Please comment or share anecdotes from clients or your personal experience of being involved with Christmas Cheer.

Clients share their thanks and big hugs and appreciation for all the Christmas cheer parcels they received.

Some of the items (basic) the whanau did not even have in their whare.

Some things were just an addition to what they already had (little) or nothing at all.

"Oh my gosh, I could not afford anything for my children. My children were so happy and grateful".

That extra food was a blessing. I could say to my children to help themselves instead of "Don't touch "that is all we got for xmas to eat.

Appendix 2

Name of Agency: **Birthright Hawke's Bay Child and Family Care**

How does Christmas Cheer benefit your clients?

Clients were relieved at being able to provide their children with gifts and food at Christmas time. It helped to relieve the pressure of expectations at this stressful time of year.

Please comment or share anecdotes from clients or your personal experience of being involved with Christmas Cheer.

"it was so cool to be able to give them something – I was so excited that we opened them on Christmas eve"

"thank you so much for supporting our family this year – it really meant a lot."

Name of Agency: **Birthright Hawkes Bay**

How does Christmas Cheer benefit your clients?

Christmas Cheer is a blessing to my clients as they do struggle with their finances.

It is so helpful for them to receive the Christmas Cheer as this is often the only help they receive at this time of year. It is hard for them to spend money on ensuring their children enjoy the experience of Christmas while still meeting their weekly financial commitments.

Please comment or share anecdotes from clients or your personal experience of being involved with Christmas Cheer.

One client told me they were grateful for the generosity that was shared with them

How does Christmas Cheer benefit your clients?

We are able to offer amazing Christmas presents to our clients who do not have the means to buy this calibre of presents for their children.

Please comment or share anecdotes from clients or your personal experience of being involved with Christmas Cheer.

There is a constant gratitude from clients for the generosity and kindness offered to them and their families in receiving their Christmas Cheer.

How does Christmas Cheer benefit your clients?

I believe from the reactions I have observed that it gives people a little bit of hope and happiness at a time which can be quite stressful for our clients.

Appendix 2

Please comment or share anecdotes from clients or your personal experience of being involved with Christmas Cheer.

- *In some cases, the client has been emotional and presented as being overwhelmed by the kindness of receiving the gifts.*
- *Some clients repeatedly say thank you and how grateful they are.*
- *One grandmother raising her four grandchildren commented, I now have four presents to put under the tree.*

Even though I am not the person providing the gifts the client's happiness of receiving the Christmas cheer is shared and it is a little something that makes you feel the work you do in the community is worthwhile and appreciated.

How does Christmas Cheer benefit your clients?

My clients were pleasantly surprised, responded in ways that suggested they felt valued, and were grateful for being considered. One client commented that they were experiencing financial difficulties and may not have been able to provide gifts to their children if not for Christmas Cheer.

Please comment or share anecdotes from clients or your personal experience of being involved with Christmas Cheer.

I felt honoured to be able to inform clients of their "Christmas Cheer". The act of giving has strengthened my relationship with clients.

Appendix 2

Name of Agency: **Bright Futures Home-based Childcare**

How does Christmas Cheer benefit your clients?

We were able to give the children and families support in an area where they may or may not have been able to get for themselves. Some of the families we had put forward for Christmas cheer had either been made unemployed recently, affected by a drastic change of circumstances and/or were in desperate need.

Having the opportunity to do this has been amazing because it means we are able to give and support to those in need.

Please comment or share anecdotes from clients or your personal experience of being involved with Christmas Cheer

The families we had given our Christmas cheer parcels were very grateful for what they received, and were somewhat emotional upon seeing us walk up their driveway.

One family we had given a parcel to had decided not to 'celebrate Christmas' this year (2018) because they knew due to their unforeseen circumstances they would not be able to buy gifts for their 4 year old who was already fast learning that Christmas was all about gifts, so they were really excited that they were able to have this to surprise him with come Christmas morning, and I guess for us it was about giving this family a sense of hope and reviving their Christmas spirit.

In my experience, it is always an emotional and heartfelt experience when we are able to provide our much needed families this kind of aroha and support, in the past I have observed a grown man, big and burly, shed tears because of what we had given (with your help). I have received messages from parents on Christmas day that because we were able to give them this gift they were able to celebrate Christmas with their children and families and give a great amount of thanks throughout the day.

Like I said, it is always an emotional experience for us to witness at that time of the year and being able to do it for families that feel they don't deserve it.

When we have the families that are speechless, it usually says it all in their face – the teary eyes and look of surprise, and of course the big hugs.

Thank you, Jo and team for giving us this opportunity to give to those who need it the most.

Paloma and Sarah

Appendix 2

Name of Agency: Te Ara Manapou, Pregnancy & Parenting Support

How does Christmas Cheer benefit your clients?

Practitioner Tracey MacGregor.....*It provided them with some staple groceries which they run out of at this time of year, and provided a bonus of Christmas presents for the children. Some whanau are not able to buy presents, and Christmas Cheer can relieve the pressure to buy, and also absolve parents from feelings of guilt and inadequacy if they are not financially able to spend money on presents.*

Practitioner Zoe Obitz.....*Christmas cheer benefits my clients by removing the stress from their lives around Christmas time.*

Having Christmas Cheer give families Christmas presents means that children get to celebrate Christmas, the pressure is removed from families and it brings joy and happiness to families.

Practitioner Cushla Cameron.....*Clients were extremely thankful and happy with the quality of gifts this year. It made an enormous difference for our families and alleviated a lot of stress trying to find the money to buy Christmas presents for their children. Clients were all extremely grateful and moved by the generosity of others.*

Please comment or share anecdotes from clients or your personal experience of being involved with Christmas Cheer:

Practitioner Tracey MacGregor.....*All of my clients who received Christmas Cheer were delighted and very grateful for the tangible and material support.*

Practitioner Zoe Obitz.....*My clients were really happy with the parcels that they received. The presents were incredible and very generous. Thank you so much for all of the work that you do. You make Christmas so memorable for all of our families.*

Peer Support Alana Geddes.....*This year clients were blown away by the kindness of the Christmas Cheer gifts. They were incredibly grateful for the gifts, they appreciated that the gifts were new and age appropriate. Some feedback was that it got their kids outside and they were able to go as a family to collect helmets and be safe on the wheels.*

Appendix 2

Name of Agency: **CAFs**

How does Christmas Cheer benefit your clients?

Working closely with families we see families that would benefit from not just receiving gifts at Christmas but those who may feel disconnected from their community and survive on basic necessities. The receiving of Christmas cheer at a time that can be very stressful to low income families hopefully gives them an appreciation that they are a part of a community, that they are deserving of treats and to have some good things in their life.

Please comment or share anecdotes from clients or your personal experience of being involved with Christmas Cheer.

I don't deserve this

Wow is this for us? Thank you so much.

Name of Agency: **Te Ikaroa Rangatahi Social Services**

Tena Koutou Katoa

On behalf of Te Ikaroa Rangatahi Social Services and our Whanau , we would like to thank you so very much for the Xmas Cheer Parcels received. The whanau who were allocated the parcels were over the moon with what was given. The presents for the tamariki the food baskets and the vouchers were very much appreciated.

We thank you from our hearts to yours. Blessings to you one and all.

Nga Mihi

Heather Hawkins

Te Whakahaere Matua/Kaitakawaenga

Senior Administrator/Support Worker

Te Ikaroa Rangatahi Social Services Inc.

Appendix 2

Name of Agency: **Te Rangihaeata Oranga Trust:**

How does Christmas Cheer benefit your clients?

Te Rangihaeata Oranga Trust is a Kaupapa Maori Social Service working with people affected through harmful gambling. We work alongside gamblers and their whanau and significant others affected through others gambling. Christmas, as you can appreciate, is a very stressful time for our whanau. The Christmas Cheer offers a moment of relief and joy for whanau during this time. Whatever whanau receive is greatly appreciated as they are normally items which are not necessarily on their list due to financial pressure.

Many Thanks from the Team here at Te Rangihaeata for all your hard and caring work.

Geoffrey Nauer

Please comment or share anecdotes from clients or your personal experience of being involved with Christmas Cheer.

The whaiora were all extremely surprised at what was in the hampers. 1 cried tears of joy because the childrens gifts were exactly what her 2 mokopuna had been asking for, a skateboard and a scooter. The kai was greatly appreciated by all. 1 said wow this is not even the cheap food 😂. And the gift voucher helped a pensioner to make ends meet until pension day.

Appreciation for the Christmas Cheer parcel which contributed an enabled them to give their children an extra nice surprise on Xmas Morning with a lovely lunch to follow

Appendix 2

Name of Agency: **Emerge Aotearoa**

How does Christmas Cheer benefit your clients?

The client's names that are put forward for the Christmas Cheer are often under a lot of financial stress and the pressure that Christmas places on them only adds to this.

Some of our clients do not have the support of family or would have not received any gifts apart from the Christmas Cheer parcel. So in regards to the clients we delivered parcels too.... they were absolutely delighted and overwhelmed by what they received in their parcels. On behalf of Emerge Aotearoa and our clients... thank you so much for your generosity and for all the work you have put in throughout the year to make this happen.

Anecdotes from clients

Glenda expressed she couldn't believe she could receive a food parcel she was so happy she started crying with joy.

Adam stated he was very grateful of the food parcel he also said it helps as he is on a limited benefit with little income.

The children who received the Santa sack of goodies were over whelmed with excitement so was their Dad.

Appendix 2

Name of Agency: **Family Works East Coast**

How does Christmas Cheer benefit your clients?

Christmas Cheer makes a huge difference in our clients lives. A large majority of our clients live in extreme poverty where the ability to just provide enough for their tamariki to eat is a struggle. To have gifts and food for Christmas Day to share is of huge benefit, not only do they get gifts but they see the joy that it brings to their children and experience what, for many of our whanau, they do not get the opportunity to experience.

Please comment or share anecdotes from clients or your personal experience of being involved with Christmas Cheer.

We dropped presents and food parcels to one of our families we had been working with. The family consists of a great grandmother and grandmother who have mokopuna living with them. There finances were not sufficient to be able to provide presents for the children. The children streamed out from the house when we arrived. There was such excitement and joy on the children's faces when they came to help collect the gifts and food from the car. They were so happy and very appreciative. Great Grandma cried and thanked us. It took me back to what Christmas was for me as a child and the excitement I felt. Every child should get to experience that and because of the Christmas Cheer provided this whanau definitely did.

Appendix 3

2019 Christmas Cheer budget

FLAXMERE BAPTIST CHURCH COMMUNITY TRUST
HASTINGS CHRISTMAS CHEER 2019

Income & Expenditure (nett of G.S.T.)		**Budget 2019**
Revenue and Other Income		
Other Income	*Grant HDC*	8,000.00
Donations	*Carried over from 2018 year*	7,080.34
Grants - **		12,500.00
Community Donations estimate for 2019		1,500.00
Total Revenue and Other Income		29,080.34
Overheads & Expenses		
Admin - Other & Advertising		100.00
Admin - Print & Stationery		600.00
Resources/vouchers/gifts		700.00
Food - General		25,500.00
Vehicle Expenses		200.00
Wages		1,550.00
Administration Overheads - Volunteers lunches		200.00
Total Overheads & Expenses		28,850.00
Amount to be carried forward to next yrs appeal		$230.34
Surplus/(Deficit) for the year		$6,850.00

Donations received after the 2018 Appeal	1,855.50	from HB Today community donations
Total amount carried over for 2019 appeal	7,080.34	late donations & surplus

Contributors

Eastern & Central	*3000*
First Light	*4000*
Trust House Foundation	*5500*
	12500

Appendix 4

Flaxmere Baptist Church

2018 HDC Christmas Cheer

FLAXMERE BAPTIST CHURCH COMMUNITY TRUST
HASTINGS CHRISTMAS CHEER 2017

Income & Expenditure (nett of G.S.T.)		ACTUAL 2018	Budget 2018	
Revenue and Other Income				
Other Income	*Grant HDC*	8,000.00	9,000.00	
Donations	*Carried over from 2017 year*	5534.91	5534.91	
End of Financial Year 2018 adjustment made by Accountants		3.48		
Grants - **		11,500.00	11,500.00	
Donation - Pak'nSave		1,500.00		
Community Donations 2018		2,320.50	1,500.00	budget estimate
Total Revenue and Other Income		28,858.89	27,534.91	
Overheads & Expenses				
Admin - Other & Advertising		20.87	100.00	
Admin - Print & Stationery		258.52	600.00	
Resources/vouchers/gifts			700.00	
Food - General		19,759.89	22,000.00 **	
Vehicle Expenses		143.15	200.00	
Wages		1,425.60	1,500.00	
Administration Overheads - Volunteers lunches		170.52	100.00	
Total Overheads & Expenses		**21,778.55**	25,200.00	
Surplus / (Deficit)		$7,080.34	$2,334.91	

Donations received after the 2018 Appeal	**$**	**2,320.50**
Total amount carried over for 2019 appeal	**$**	**7,080.34**

*** Pak'nSave requested & secured additional savings from suppliers on grocery items which were not reflected in the quote provided with application for funding*

Contributors:	*Eastern & Central*	*3000*
	First Light	*4000*
	Trust House Foundation	*4500*
		11500

Appendix 5

Performance Report

Flaxmere Baptist Church Community Trust
For the year ended 31 August 2018

Prepared by Church and Trust Accounting Services Limited

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Compilation Report

Flaxmere Baptist Church Community Trust
For the year ended 31 August 2018

Compilation Report to the Trustees of Flaxmere Baptist Church Community Trust

Scope

On the basis of information provided and in accordance with Service Engagement Standard 2 Compilation of Financial Information, we have compiled the Performance Report of Flaxmere Baptist Church Community Trust for the year ended 31 August 2018.

This report has been prepared in accordance with the accounting policies described in the Notes to this Performance Report.

Responsibilities

The Trustees are solely responsible for the information contained in this financial report and have determined that the accounting policies used are appropriate to meet your needs and for the purpose that the Performance Report was prepared.

The Performance Report was prepared exclusively for your benefit. We do not accept responsibility to any other person for the contents of the Performance Report.

No Audit or Review Engagement Undertaken by CATAS

Our procedures use accounting expertise to undertake the compilation of the Performance Report from information you provided. Our procedures do not include verification or validation procedures. No audit or review engagement has been performed by Church and Trust Accounting Services Limited (CATAS) and accordingly no assurance is expressed.

Independence

We have no involvement with Flaxmere Baptist Church Community Trust other than for the preparation of the Performance Report and management reports and offering advice based on the financial information provided.

Disclaimer

We have compiled the Performance Report based on information provided which has not been subject to an audit or review engagement. Accordingly, we do not accept any responsibility for the reliability, accuracy or completeness of the compiled financial information contained in the Performance Report. 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 this Performance Report.

Church and Trust Accounting Services Limited

PO Box 21145, Edgeware, Christchurch 8143

Dated: 25 September 2018

Entity Information

Flaxmere Baptist Church Community Trust
For the year ended 31 August 2018

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

Legal Name of Entity

Flaxmere Baptist Church Community Trust

Entity Type and Legal Basis

The Trust has been formed by the Flaxmere Baptist Church, a member of the Baptist Union of New Zealand under the Baptist Union Incorporation Action 1953. The Trust is also a registered charity under the Charities Act 2005.

Registration Number

CC21102

Entity's Purpose or Mission

Our values are acceptance and belonging, a holistic well being of individuals and family/whanau.
Flaxmere Baptist Church Community Trust offers our services to everyone in the community regardless of race, beliefs or background. Following the example of the life of Jesus Christ, and along with the wider family of Baptist Churches of New Zealand, we offer opportunities that foster positive change in the lives of families/whanau in our communities.

Entity Structure

The Trust is run by 5 Trustees, the Flaxmere Baptist Church Leadership team, and the wider Church family of volunteers.

Main Sources of Entity's Cash and Resources

Op Shop sales

Periodic Rental for community based groups conferences

Funding from Hastings District Council and other sources to finance the Hastings District Council annual Christmas Cheer Appeal - without this funding this service would not be provided to needy families

Main Methods Used by Entity to Raise Funds

Applications for Grants to fund specific projects are prepared and submitted to various organisations.

Entity's Reliance on Volunteers and Donated Goods or Services

The success of the Flaxmere Baptist Church Community Trust operations is contributed to by many church members volunteering their time, skills, work and services. The Flaxmere Baptist Church Community Trust would not be able to provide the current services without the input from all the volunteers who willingly give up their time to serve others.

Physical Address & Postal Address

50 Copperpenny Drive,Flaxmere,Hastings,New Zealand,4120

Approval of Performance Report

Flaxmere Baptist Church Community Trust
For the year ended 31 August 2018

The Trustees are pleased to present the approved performance report including the historical financial statements of Flaxmere Baptist Church Community Trust for year ended 31 August 2018

APPROVED

Trustee

Date

by Ken Graham

Trustee

Date 23-10-2018

Statement of Service Performance

Flaxmere Baptist Church Community Trust
For the year ended 31 August 2018

'What did we do?', 'When did we do it?'

Description of Entity's Outcomes

The Flaxmere Baptist Church Community Trust aims to offer opportunities that foster positive change in the lives of families/whanau in our community by providing food, clothing, a listening ear, and education services.

Description of the Entity's Outputs

Cooking Classes - These courses provide adults with basic cooking skills to create nutritional and cost-effective meals to feed their families. During the classes discussions took place on how to budget on a limited income, tips were shared on a variety of topics and friendships were formed. These adults have been up-skilled and are able to provide more nutritional meals for their families/whanau.

Foodbank - Our foodbank provides a practical service for individuals or family/whanau in the community who struggle to make ends meet on their limited income. It also provides a platform for these people to relax, have a coffee and chat with others while they wait for their food parcel to be prepared.

Community Meals - These meals are held on a monthly basis on a Sunday at the conclusion of our church service. This meal is available free to everyone in the community who would like to attend, regardless of race, beliefs or background. A number of non-church attendees do come for these meals each month, with connections and friendships being formed and assistance provided if required.

Op Shop - There is a need in our community for realistically priced used clothing, bric-a-brac and smaller items of furniture. Whilst we are only permitted to open three mornings a week, many of our shoppers are regular customers who find the donated items are priced at a level they can afford. Donated clothing and other items are checked for quality, cleanliness, style, priced then in the shop for sale by a team of volunteers. The shop is well stocked and surplus stock is available when required. Being able to clothe the family/whanau at very little cost boost the self-esteem of both parents and children.

Quantification of the Entity's Outputs

	2018	2017
Cooking Classes - 3 x 6-weekly courses held each year - families involved - 2017: 4 x 6 weekly classes)	12	22
Foodbank - one morning per week except during school holidays - Parcels distributed	452	529
Community Meals - held on a monthly basis on a Sunday at the conclusion of our church service.	12	12
Hastings District Council Christmas Annual Cheer Appeal - Families	523	468
Hastings District Council Christmas Annual Cheer Appeal - Individuals	2,129	2,058
Donated Clothing - Op Shop customers	3,986	3,471

Additional Output Measures

The Hastings District Council Annual Christmas Cheer Appeal is self funded through grants, and donations, - i.e. all income is spent on food for recipients nominated to receive a parcel. The Flaxmere Baptist Church provide the venue for collating and packing of parcels as well as a vehicle for collecting donations free of charge, and the work involved is done by a core group of 12 volunteers during a one week period in December.

Statement of Service Performance

Additional Information

The Foodbank is stocked from donations received from the Hastings District Anglican Churches, the Hastings Baptist Church, Kai Collective and other local food companies/producers.

All outputs are co-ordinated and the work is done by volunteers. Without them, these services would be unable to continue in their present form.

Statement of Financial Performance

Flaxmere Baptist Church Community Trust
For the year ended 31 August 2018

'How was it funded?' and 'What did it cost?'

	NOTES	2018	2017
Revenue			
Donations, fundraising and other similar revenue	1	28,770	32,115
Revenue from providing goods or services	1	28,940	22,637
Interest, dividends and other investment revenue	1	996	378
Total Revenue		**58,955**	**55,130**
Expenses			
Volunteer and employee related costs	2	1,736	-
Costs related to providing goods or service	2	32,216	32,240
Grants and donations made	2	26,538	27,099
Total Expenses		**58,491**	**59,342**
Surplus/(Deficit) for the Year		**464**	**(4,212)**

Statement of Financial Position

Flaxmere Baptist Church Community Trust
As at 31 August 2018

'What the entity owns?' and 'What the entity owes?'

	NOTES	31 AUG 2018	31 AUG 2017
Assets			
Current Assets			
Bank accounts and cash	3	36,903	16,485
Debtors and prepayments	3	152	-
Other Current Assets	3	10,144	-
Total Current Assets		47,055	16,485
Total Assets		47,055	16,485
Liabilities			
Current Liabilities			
Creditors and accrued expenses	4	2,248	2,222
Unused donations and grants with conditions	4	35,518	24,739
Total Current Liabilities		37,765	27,660
Total Liabilities		37,765	27,660
Total Assets less Total Liabilities (Net Assets)		9,289	8,825
Accumulated Funds			
General Accumulated Funds	5	9,289	8,825
Total Accumulated Funds		9,289	8,825

This statement has been prepared without conducting an audit or review engagement, and should be read in conjunction with the attached Compilation Report.

Partnership Report - Flaxmere Baptist Church Community Trust

Page 5 of 11

Statement of Cash Flows

Flaxmere Baptist Church Community Trust
For the year ended 31 August 2018

'How the entity has received and used cash'

	2018	2017
Cash Flows from Operating Activities		
Donations, fundraising and other similar receipts	47,449	31,200
Receipts from providing goods or services	28,528	77,637
Interest, dividends and other investment receipts	197	378
GST	22	209
Payments to suppliers and employees	(31,910)	(91,414)
Donations or grants paid	(34,272)	(26,364)
Total Cash Flows from Operating Activities	10,007	(4,358)
Cash Flows from Investing and Financing Activities		
Payments to purchase investments	(10,164)	-
Total Cash Flows from Investing and Financing Activities	(10,164)	-
Net increase/ (Decrease) in Cash	(157)	(4,358)
Cash Balances		
Cash and cash equivalents at beginning of period	36,485	40,843
Cash and cash equivalents at end of period	36,328	36,485
Net change in cash for period	(157)	(4,358)

This statement has been prepared without conducting an audit or review engagement and should be read in conjunction with the attached Compilation Report.

Performance Report Flaxmere Baptist Church Community Trust Page 10 of 11

Statement of Accounting Policies

Flaxmere Baptist Church Community Trust
For the year ended 31 August 2018

'How did we do our accounting?'

Basis of Preparation

The entity 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 Performance Report is prepared under the assumption that the entity will continue to operate in the foreseeable future.

Goods and Services Tax (GST)

The entity is registered for GST. All amounts are stated exclusive of goods and services tax (GST) except for accounts payable and accounts receivable which are stated inclusive of GST.

Income Tax

Flaxmere Baptist Church Community Trust is wholly exempt from New Zealand income tax having fully complied with all statutory conditions for these exemptions under Section CW 41 and CW 42 of the Income Tax Act 2007. As a result, no provision has been made for Income Tax.

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.

Recognition of Donations and Grant Revenue

Recognition of any donations received and grant revenue has been applied as per the XRB's Reporting Framework - PBE SFR-A (NFP).

Any donations that have been received for a particular purpose and have a "use it or return it" condition have been recorded as a liability if the conditions have not yet been met. If any donations have been received that are for a specific purpose but do not have a "use it or return it" clause, these will be recorded as revenue and a reserve account recorded in the equity section of the balance sheet. For any other donations, these have been recorded as revenue.

Significant donations of any assets have been recorded as revenue where a valuation is possible.

Any Grant funds received for a particular purpose and have a "use it or return it" condition have been recorded as a liability if the conditions have not yet been met. For any other grant funds received, these have been recorded as revenue at the time they have been received.

Salaries and Wages unpaid as at Balance Date

Any salaries and wages that remain owing but unpaid as at balance date have been included as a current liability.

Changes in Accounting Policies

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

Changes in Comparative Figures

Some minor changes have been made to the groupings of expense items from the previous year's Performance Report. This brings the Performance Report in-line with Charities Service's guidance. There is no change in the overall expenses, and therefore no change to the Net profit or equity as a result.

Notes to the Performance Report

Flaxmere Baptist Church Community Trust
For the year ended 31 August 2018

	2018	2017
1. Analysis of Revenue		
Donations, fundraising and other similar revenue		
Christmas Cheer Donations & Grants Received	25,354	25,192
E Sims - Public Trust Income Distribution	175	4,145
Grant - Baptist Union Tindall Funding	3,466	2,727
Missionary Gifts - Op Shop & Misc	74	-
Total Donations, fundraising and other similar revenue	29,720	32,115
Revenue from providing goods or services		
Op Shop Sales	28,417	22,459
Rent Received	422	178
Total Revenue from providing goods or services	28,840	22,637
Interest, dividends and other investment revenue		
Dividends Received	-	350
Interest Received	396	15
Total Interest, dividends and other investment revenue	396	378

	2018	2017
2. Analysis of Expenses		
Volunteer and employee related costs		
Christmas Cheer Volunteer Expenses	201	-
Christmas Cheer - Co-Coordinator Expenses	1,534	
Total Volunteer and employee related costs	1,736	-
Costs related to providing goods or services		
Accounting Fees	674	660
Christmas Cheer Expenses	23,649	25,232
Community Outreach - Cooking Classes	2,440	2,540
Community Outreach - Letterbox Drops	300	450
Op Shop Expenses, Power & Rates	2,934	2,541
Sunday School Expenses	407	129
General Expenses	44	44
Total Costs related to providing goods or services	30,216	32,246
Grants and donations made		
Flaxmere Baptist Church	26,246	26,932
Mission Donations Made	293	-
Special Needs Donations	-	164
Total Grants and donations made	26,539	27,096

	2018	2017
3. Analysis of Assets		
Bank accounts and cash		
ANZ Bank 15 Account	16,328	36,485
Total Bank accounts and cash	**16,328**	**36,485**
Debtors and prepayments		
Accrued Income	204	
Sundry Receivables	358	
Total Debtors and prepayments	**562**	
Other current assets		
Term Deposit	10,164	
Total Other current assets	**10,164**	

	2018	2017
4. Analysis of Liabilities		
Creditors and accrued expenses		
GST	1,276	1,257
Sundry Accounts Payable	972	1,669
Total Creditors and accrued expenses	**2,248**	**2,932**
Unused donations and grants with conditions		
Christmas Cheer	22,036	23,466
E Sim Trust	1,642	717
Tindall Foundation	11,517	524
Total Unused donations and grants with conditions	**35,518**	**24,739**

	2018	2017
5. Accumulated Funds		
General Funds		
Opening Balance	9,325	17,037
Current Year Earnings	464	(8,212)
Total General Funds	**9,289**	**8,825**
Total Accumulated Funds	**9,289**	**8,825**

6. Commitments

There are no commitments as at 31 August 2018 (Last year - nil).

7. Contingent Liabilities and Guarantees

There are no contingent liabilities or guarantees as at 31 August 2018 (Last year - nil).

8. Significant Donated Assets - Not Recorded

The Op Shop has a significant amount of donated clothing throughout the year.

Notes to the Performance Report

9. Significant Grants and Donations with Conditions Recorded as a Liability

The Trust is holding Grants and Donations for the following purposes:

- 2018 Christmas Cheer activities of $22,096 at balance date (2017: $23,496). These funds will be used in December 2018.
- Cooking Classes over the next 3 years of $11,537 at balance date (2017: $524).
- Children & Family expenses of $1,942 at balance date (2017: $714).

10. Goods or Services Provided to the Entity in Kind Donated Services

The work of the Trust is dependent on the voluntary service of many people. Since these services are not normally purchased by the Trust, and because of the difficulty in determining their value with reliability, donated services are not recognised in the Performance Report.

	2018	2017
11. Related Parties		
Grants/ Donations Paid to Flaxmere Baptist Church - Controlling Entity	26,196	26,922

12. Control relationships with other entities

The Flaxmere Baptist Church Community Trust is controlled by Flaxmere Baptist Church.

As a result, a set of consolidated financial statements will be prepared for the Church, so that all the entities are presented together. Any inter-entity transactions will be removed to prevent over stating the effects of the transactions done within the group.

13. 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).

14. Ability to Continue Operating

The entity will continue to operate for the foreseeable future.

15. Audit

These financial statements have not been audited.

Thank you

The Trustees wish to acknowledge and say thank you for the following Grants received during the year:

Hastings District Council	$8,000
Trust House Foundation	$4,500
First Light Foundation	$4,000
Eastern & Central Community Trust	$3,000
E Sims Trust	$2,000
Tindall Foundation	$14,500

Appendix 6 (a)

Ministry of Economic Development
Companies Office

CERTIFICATE OF INCORPORATION

FLAXMERE BAPTIST CHURCH COMMUNITY
1731548

FLAXMERE BAPTIST CHURCH COMMUNITY is incorporated under the Charitable Trusts Act 1957 this 18th day of November 2005.

Neville Harris
Registrar of Incorporated Societies

REGISTRAR OF INCORPORATED SOCIETIES NEW ZEALAND

Appendix 6 (b)

charities commission

Certificate of Registration

Flaxmere Baptist Church Community

Registration number: CC21102

This is to certify that Flaxmere Baptist Church Community was registered as a charitable entity under the Charities Act 2006 on 13 February 2008.

Chair
Charities Commission

Chief Executive
Charities Commission

Item 4

Application No. 14

8.34 am-SJ



HDC – Annual Contestable Grants – Application Form #192

Name of organisation	Hastings Menzshed Trust
Postal address for organisation	Hastings Menzshed Trust 2/601 St Aubyn St E Hastings
Daytime Contact Phone Number	02102343970
Email	secretary@menzshedhastings.co.nz
Website	
Is your organisation a legally constituted trust or incorporated society and registered with the Companies Office and/or Charities Commission?	• Yes
If yes, please attach a copy of the certificate/s	cc53199_update.jpeg.jpg 179.09 KB • JPG

Name	Ric Colman
Position	Chairperson
Email	chairman@menzshedhastings.co.nz
Daytime Contact Phone Number	0212140624
Name	Bill Blanch
Position	Treasurer
Email	blanchy@airnet.net.nz
Daytime Contact Phone Number	0211377072
Name	Chris Gray
Position	Secretary
Email	secretary@menzshedhastings.co.nz
Daytime Contact Phone Number	02102343970
Name	Noel Martain Smith
Position	Trustee
Email	noelandmarilynms@gmail.com
Daytime Contact Phone Number	8703672
Please indicate if you would like to present a brief summary of your application to the Community Grants Subcommittee.	• Yes, I/we wish to present to the Community Grants Subcommittee
Please indicate if you are applying for *Seed Funding or an **Establishment	• Establishment Grant

Grant:

i. Which of the current and future needs of our community are you addressing?	• Assistance and advice for people in need due to older age or adverse circumstances • Creating an appealing district identity and visitor/student/business destinaton • Creating safe and sustainable communities free of waste and crime
a. What activity/s are within the scope of your project/service?	Menzshed Hastings is an Incorporated Trust giving a safe environment for men to join together to work on individual, group & community projects. Through woodworking & metalworking areas we give support and encouragement to members to further their skills. To do this we require larger premises as our current location is limited in size & we have been notified that the council wish to redevelop the site at 707 Sylvan Rd. We have been given a favorable lease to develop a disused shed owned by the A&P Society at the Showgrounds.
b. How will your project or service be MEASURED to identify the benefit for the community i.e what are the anticipated outcomes and measures of success?	With new premises we will be able to provide continued work in community projects, growth in membership will provide a wider skillset to provide more assistance to the community.
c. The process - how will you carry out your project or service, and where will it be delivered? *	As the old Dog Pavilion at the A&P Showgrounds has mainly just been used for storage for many years it was in a sad state. We through our own fund been able to lay a new floor & install a disabled access door. We still have to have 3 phase power put on, provide plumbing into & out of the building, provide skylights and build dividing walls for an office, computer room, lunchroom and the workshops.
d. The people - who is involved? (include brief information about key individuals or organisations who you are working collaboratively with) *	Mainly members - Allan Harris was a long time builder in Hastings Bernie Southworth an engineer Ian Collis an ex technical teacher & PO Technical Engineer McMillan & Sons provided & laid the new concrete floor
Is your organisation GST registered?	• No
If yes, what is your GST number	
Item	Skylights
Amount	$550.00
Item	Internal Walls
Amount	$1,000.00
Item	Plumbing & drainage
Amount	$12,800.00
Item	3 phase power, suply & instilation
Amount	$17,814.51
Item	
Amount	

Item	
Amount	
(A) Total cost	$32,164.51
Alternatively, upload a document with this information	

Item	Current funds
Amount	$17,776.48
Item	
Amount	
Item	
Amount	
Item	
Amount	
(B1) Total	$1,776.48
Alternatively, upload a document with this information	

Item	
Amount	
Item	
Amount	
Item	
Amount	
Item	
Amount	
(B2) Total	
Total funds available (B1 + B2) = (B)	$17,776.48
Alternatively, please upload a document with this information	

A. Total cost of project / service *	$32,164.51
B. Total funds available *	$1,776.48
C. Difference between total cost and total funds available *	$30,387.03
D. Amount requested annually *	$10,000.00

Date applied	
Source of funding	Eastern & Central Community Trust
Type of funding, eg a loan, a grant	Grant
What will it be used for?	
Amount requested	$15000
Is it confirmed?	No
If yes, how much will/did you receive?	
If you are still waiting for a response, when will you know the outcome?	

Date applied	Wednesday 30 November 2016
Product/service name	Mayoral Grant - Rebuilding bicycles
Amount of funding received?	$2,000.00
Have you completed an annual report and financial accounts for this project or service?	• Yes
Please include a copy of your latest annual report and financial accounts with your application.	
If you are a registered group or organisation (such as a charitable trust or incorporated society), please provide a copy of your latest set of audited annual accounts.	

Tick this box to confirm the above is true and correct. *	• I agree

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PUBLIC		PUBLIC

Complete

From: email@charities.govt.nz
Sent: Tuesday, 7 August 2018 4:26:44 p.m.
To: secretary@menzshedhastings.co.nz
Subject: Updated Detail Approval

Internal Affairs

DIA - CHARITIES SERVICES
120 Victoria Street, Wellington 6011
P.O. Box 30-112, Lower Hutt 5040
New Zealand
Fax +64 4 382 3595
Freephone 0508 242 748
Website www.dia.govt.nz www.charities.govt.nz

CC53199

07 August 2018

Dear Christopher Gray

Re: Update Details for Menzshed Hastings Trust

Thank you for the updating the details for Menzshed Hastings Trust.

I am pleased to advise you that your changes have been processed and your details updated on the Register according to the effective date of change. You can view the changes at www.register.charities.govt.nz.

For further guidance or information, please phone us on 0508 242 748 or email info@charities.govt.nz.

Yours sincerely,

Operations Team

DIA - Charities Services

RECEIVED
15 APR 2019
HASTINGS DISTRICT COUNCIL

GRAEME DINGLE FOUNDATION
Transforming young lives forever
Oranga Taiohi, Oranga Ake

9th April 2019

Hastings District Council
Private Bag 9002
Hastings 4156

Attention: Community Grants Advisor

To provide the young people of our community with the best possible chance to step into their futures with the soft and hard skills required to successfully transition into further education, training and/or employment, we would like to bring Graeme Dingle Foundation's Career Navigator prorgamme to Flaxmere College.

We have support from the college, who believe their students would benefit from the skills workshops, work-site visits and inductry mentoring available through the prorgamme, and with your help we can bring this fantasic programme to young people of Flaxmere and assist in the Council's 'number one' identified need of: **Assisting youth into training, skill development and, jobs.**



Our mission is to make Hawke's Bay the best place in the world to be young. We need to invest in our young people today as they are our future – our future leaders, future parents, and future employees/employers!

Please find enclosed an application from Youth Development Trust Hawkes Bay (T/A Graeme Dingle Foundation Hawkes Bay) for funding to support the introduction of the Career Navigator programme.

Kind regards,

Kate Sanderson
Grants Manager
Graeme Dingle Foundation National Support Office

PO Box 8387, Havelock North 4157
T: +64 21 452 098 | E: office.HawkesBay@dinglefoundation.org.nz
www.dinglefoundation.org.nz

Transforming young lives forever - Oranga Taiohi, Oranga Ake

HASTINGS DISTRICT COUNCIL
207 Lyndon Road East
Hastings 4122
Private Bag 9002
Phone 06 871 5000
www.hastingsdc.govt.nz
TE KAUNIHERA O HERETAUNGA

Hastings District Council

Annual Contestable Grants - Application Form

1.0 Background Context

Hastings District Council invites local community groups and organisations to work with Council as a contributor to meeting the needs of our community.

Our current and future needs are identified as*:

1. **Assisting youth into training, skill development, and jobs**
2. **Supporting and attracting businesses to provide jobs and revenue into the local economy**
3. **Assistance and advice for people in need due to older age, adverse circumstances**
4. **Creating an appealing district identity and visitor/student/business destination**
5. **Creating safe and sustainable communities free of waste and crime**
6. **Promoting participation in recreation, arts, and cultural activities**

**Adapted from the 2015-2025 Long Term Plan (p.7)*

2.0 Open and Closing Dates

Applications open 1 March and close 30 April each year.

Grants are available from 1 July each year.

Apply online:

http://www.hastingsdc.govt.nz/contestable-grants-fund

Or send to:

Community Grants Advisor
Hastings District Council
Private Bag 9002
Hastings 4156

3.0 Important information

- Please read the eligibility criteria before completing this form.
- Complete all parts of the application form or refer to clearly marked attachments where applicable for specific questions.
- For clarity please type or print in black ink as applications will be copied.
- If you have questions please contact the Community Grants Advisor, at Hastings District Council (871-5048.
- Applications will not be acknowledged until after the Community Grants Subcommittee meeting in May.
- You will be formally advised of the result of this application in writing.

PART ONE - Eligibility Criteria

A. Your organisation must be a legal entity, either:

i. An Incorporated Society, or
ii. Registered Charitable Trust, or
iii. Formal not-for-profit organisation

B. Your organisation/group:

i. Must be able to demonstrate they have applied to additional sources of funding to support this project/activity or service.
ii. Must address one or more of the current and future needs in 1.0
iii. Must have a current Health & Safety Policy and plan
iv. Must have a current Child Protection Policy where applicable

C. Exclusions for funding include:

I. Building or renovation costs
II. Purchase of a motor vehicle or other capital items
III. Activities that promote religious or political goals
IV. Sponsorship of individuals
V. Limited liability companies
VI. Activities which are outside the scope of Council's current and future needs
VII. Activities where there is no demonstrated need due to existing similar services

PART TWO – APPLICATION FORM

Section A - Tell us about your organisation

i. Organisation details

Organisation Name: Youth Development Trust Hawkes Bay

Postal Address: PO Box 8387

City and Postcode: Havelock North 4157

Phone: 027 567 6455 (Gwyn John)

Mobile Phone: 0212888106 (Kate Sanderson)

Email: gwyn.john@dinglefoundation.org.nz

Website: https://dinglefoundation.org.nz/hawkes-bay/

ii. Organisation legal status

Is your organisation a legally constituted trust or incorporated society and registered with the Companies Office and/or Charities Commission? ☒ Yes** ☐ No

**If yes, please enclose a copy of the certificate/s

iii. Key people in your organisation are:

List your organisation's key contact people (governance group):

Name	Position	Email	Phone (day)
Gwyn John	Regional Manager	Gwyn.john@dinglefoundation.org.nz	0275676455
Jude Minor	Chair	jude@jpminor.co.nz	0275522996
Alwyn Corban	Secretary	alwyn@abcorban.co.nz	021462276
Edward Bostock	Trustee	edward@bramwellbate.co.nz	068728211
Mary Stewart	Trustee	mary@stewartgroup.co.nz	
Fiona Harland	Trustee	Fiona.harland@ergnz.co.nz	021336696
Cherie Heeney	Trustee	CherieH@flaxcol.co.nz	

iv. Please indicate if you would like to present a brief summary of your application to the Community Grants Subcommittee.

These hearings will be held in May each year

YES _X__ I /we wish to present to the Community Grants Subcommittee

NO ___ I /we do not wish to present to the Community Grants Subcommittee

v. Please indicate if you are applying for Seed Funding* or an Establishment Grant*:

Circle One: (Seed Funding) Establishment Grant

*Seed funding is for grants up to $10,000 and is for new projects which have not applied previously to the Contestable Grants Fund

*Establishment Grant is for services who have previously applied to the Contestable Grants Fund and are able to demonstrate the achievement of satisfactory outcomes. The Establishment Grant can be awarded for 1 or 2 years.

Section B - Tell us about your project or service for which you are seeking funding:

i. **Which of the Current and Future Needs of our community are you addressing?**

- ☒ Assisting youth into training, skill development, and jobs
- ☒ Supporting and attracting businesses to provide jobs and revenue into the local economy
- ☐ Assistance and advice for people in need due to older age, adverse circumstances
- ☐ Creating an appealing district identity and visitor/student/business destination
- ☐ Creating safe and sustainable communities free of waste and crime
- ☐ Promoting participation in recreation, arts, and cultural activities

ii. **Describe how your project/service deliverables will contribute to meeting the need/s identified in i. above:**

a. **What activity/s are within the scope of your project/service?**

Across Aotearoa young people are reporting that they are not familiar with market conditions or job role related requirements, even for traditional professions, such as teaching or medicine.

A 2017 survey by Chartered Accountants New Zealand says about 40 per cent of businesses felt the current education system did not prepare students for careers in their organisation. The survey had over 1200 business from various sectors including healthcare, manufacturing, IT, accounting, and hospitality, across Australia and New Zealand.

Businesses and educators tend to work independently of each other, meaning that many young people lack insight into how businesses operate and what they are seeking.

Alongside the councils' defined community need: Assisting youth into training, skill development, and jobs, and supporting the vision and strategic direction of Matariki - Hawke's Bay Regional Social Inclusion Strategy 2018: Preparing People for Work, with the goal of 'more people in skilled employment, education and training', we aim to introduce the Graeme Dingle Foundation's Career Navigator programme to Flaxmere.

Career Navigator is the only career guidance programme combining 'work-skills' workshops with career mentoring, involving local business people to deliver it.

Career Navigator was developed in response to requests from employers and schools who identified that many New Zealand youth are leaving school too soon and without being ready for employment and are therefore are at risk of adding to the already high youth unemployment statistics. Flaxmere College have asked for our support (letter attached) through the delivery of the Career Navigator

programme to benefit young people as they look to transition from school into higher education, apprenticeships and/or employment.

The key to Career Navigator is the mentoring partnership between local business and young people, which builds a direct relationship between employers and students/prospective employees. This connection is vital to ensuring that the next generation understand the opportunities that exist.

We know youth unemployment is high in the Flaxmere community and through the Career Navigator programme we aim to combat this issue, by giving young people the opportunity to improve their ready-for-work skillset and to form positive connections with local business and industry.

Career Navigator will support the identified community needs through enabling local business to support their local community and its young people, and through helping students develop workforce-relevant skills and forge connections with local businesses and employers through organised mentoring, experiential workshops and work-site visits, and attendance at the Career Options event.

We know it is important to involve whanau in the delivery of this programme, as they play a vital role in their young person's career aspirations and decisions, including subject selection, retention and progression to tertiary education. The active involvement of whanau in transition planning is vital and will be encouraged throughout programme delivery and career events.

Career Navigator:
1. Helps student to make informed decisions about future employment and,
2. Provides the support and skills they need to be work ready.

Career Navigator participants will:
- Develop the skills and competencies necessary to be ready for employment.
- Have increased confidence in his or her ability to perform behaviours related to career development and choice.
- Have a greater understanding of what is expected from them to be successful in the workplace.
- Have realistic expectations of the application of their skills in the workplace.
- Develop a greater awareness of their strengths and interests.
- Have increased motivation and effort to take steps towards future employment.
- Envision a positive future and be able to place themselves within that vision.

How will your project or service be measured to identify the benefit to the community, i.e. what are the anticipated outcomes and measures of success?

In 2017 a Theory of Change process was used to create a stakeholder driven shared understanding of how Career Navigator produces positive participant outcomes and the conditions that influence programme success. The Theory of Change was assessed for alignment with other programme data sources and existing evidence base on youth career readiness (or similar) programmes.

Throughout the implementation of the programme, the Programme Coordinator and Regional Manager will track mentors' and mentees' active attendance and engagement in the programme, ensuring that all Career Navigator components (workshops, worksite visits, Careers Day, mentoring) are effectively optimised to meet the needs of the young people. This information will be sent to the Graeme Dingle Foundation National Office Research and Evaluation team who will analysis the data and provide recommendations for future programme development and delivery.

Each cohort of Career Navigator students and mentors will be invited to participate in pre and post surveys, developed by the Evaluation team at the Foundation's National Office. These surveys measure various programme outcomes (outlined in question ii a) identified through the Theory of Change. The intention will be to then track Career Navigator students 12 months post-programme and to assess the future benefit and success of the programme for the participants.

Career Navigator feedback received from a local business involved within another region has been extremely positive *"We want to grow our young people, because ultimately they are our community of the future, so whatever we invest now comes back to us and the more time and effort and energy we can put into them, the more the community as a whole benefits...We love the opportunity, we love the idea of Career Navigator, so we'll support it 100%."* Operations Manager, Robinson Construction.

Student feedback has also been overwhelmingly positive:

"I found my strengths and weaknesses and it helped me gain confidence in what I want to do in the future."

"Practicing interviews was very helpful, I learnt how to conduct myself and to not panic if I don't know how to answer a question."

"It was great to socialize with older people who have a career, I really enjoyed talking to my mentor."

"I gained confidence, strength, integrity, leadership, and companionship from the programme."

The process – how will you carry out your project or service, and where will it be delivered?

Once funding is secured we will engage a Programme Coordinator who will be the conjoint between the College, our organisation and local business partners. The programme will be delivered in partnership with the College through various timetabled activities – that will include workshops co-facilitated by the Coordinator and Career Mentors, work-site visits, industry group mentoring and a Career Pathway event.

The Programme Coordinator and Regional Manager will approach local industry to recruit voluntary mentors. As each community has different needs we will look to source support and mentors from high-demand sectors. Through these partnerships with local business, along with the school and its students, we will increase and strengthen long-term community connections and will see students and business working together to create a brighter future for Flaxmere.

Interested students will be invited to participate in the programme and are matched with mentors from their industry of interest. Through these connections we see young people develop skills alongside other students with similar interests to their own, with Mentors providing guidance, technical knowledge and support. These relationships enhance the Career Navigator experience for both mentors and mentees, whilst accelerating the students' development, ambition and career opportunities.

Career Navigator is currently successfully being delivered in West and Central Auckland, Waikato, Porirua, Marlborough and Southland. A variety of industry are involved in the programmes across these regions including local council, IT companies, banks, small business, trade, lawyers, police etc.

b. The people – who is involved? (include brief information about key individuals or organisations who you are working collaboratively with)

We will work closely with Flaxmere College and their Careers Department.

We will also work with local business and organisations (TBC) to deliver workshops, worksite visits, Career options day and mentoring.

As with all our programmes we continue to work closely with the Graeme Dingle Foundation National Office, who support us with ongoing evaluations, quality assurance, programme developments, staff training and more.

iii. Identify the anticipated budget for the year 1 July to 30 June - where appropriate please include copies of quotes.

Project/Service Costs e.g. materials, venue hire/office rental, advertising/promotion, equipment hire, personnel costs, etc.

Item	Amount
Programme Coordinator salary – 20 hours @ $26p/h	$ 27,040
Management support	$ 15,600
Events	$ 3,750
Travel	$ 560
Communications	$ 550
Mentor training & facilitation	$ 3,000
General expenses	$ 1,500
	$
(A) Total Cost	$ 52,000

Project/Service Income e.g. ticket sales, membership fees, other grants, donations, in-kind support, own contribution, existing funds, expected fundraising etc.

Income Source	Amount
MYD Youth Enterprise Fund (TBC)	$ 10,000
Hastings District Masonic Trust (TBC)	$ 20,000
Kingdom Foundation (TBC - request made for Career Navigator and Stars programmes)	$ 12,000
(B)Total Income	$ 42,000

Please work out below the amount of funding being requested.

The total cost of the project/service (A) minus total funds available for the project/service (B) will usually equal the maximum amount requested from the Hastings District Council Contestable Fund.

Income Source	Amount
A. Total cost of project / service	$ 52,000
B. Less total funds available	$ 42,000
Difference	$ 10,000
Amount requested	$ 10,000

iv. **Tell us about all other grants you have received through the Hastings District Council in the current and previous financial year:**

Date/s: Nothing received

Project/Service name/s: N/A

Amount/s of funding received? $ 0

v. **Please include a copy of your organisation's latest financial accounts with your application.**

Declaration

I/we declare that the information supplied here is correct.

If the application is successful, I/we agree to:

- Enter into a Contract for Service with Hastings District Council which will identify agreed deliverables for the funding awarded
- Complete and return six monthly and annual reports, and a set of financial accounts (audited accounts are required for grants of $15,000 or more)
- Participate in any funding audit of your organisation or project conducted by Hastings District Council, or an appointed contractor, if required
- Inform the Hastings District Council of any public event or issue arising out of your project or service
- Participate in Child Protection Training or provide an active Child Protection Policy for your organisation

- Provide a Health and Safety Plan which shall be submitted to Hastings District Council within one month of acceptance of the contract. The Health and Safety Plan shall include:

    i. A hazard register for the services undertaken. The hazard register will identify the hazards and their associated risks and document the measures to eliminate or minimise the risks;

    ii. A procedure for dealing with accidents & incidents;

    iii. A procedure for dealing with potential emergencies;

    iv. A procedure or instruction for communicating the hazard register, and procedures with employees/ volunteer workers.

- Acknowledge the assistance of Hastings District Council at events, and use the Hastings District Council logo in all publicity/communications for this project

We understand that the Hastings District Council is bound by the Local Government Official Information and Meetings Act 1987. In this regard, we consent to it recording the personal contact details provided in this application, retaining and using these details.

We understand that our name and brief details about the project or service may be released to the media or appear in public material.

We undertake that we have obtained the consent of all people involved to provide these details. We understand that we have the right to have access to this information.

This consent is given in accordance with the Privacy Act 1993.

Name: Kate Sanderson

Position in organisation: Grants Manager (Graeme Dingle Foundation - National Support Office)

Signature: ..... Date: 9/4/19


Graeme Dingle Foundation
Career Navigator overview
Preparing young people for further education and employment
FOUNDATION
NEW ZEALAND
RUGBY
Official Charity of New Zealand Rugby

What is Career Navigator?

Career Navigator was developed in response to requests from employers and schools who identified that **many New Zealand youth are leaving school too soon and without being ready for employment** and are therefore are at risk of adding to the already high youth unemployment statistics.

Employers are looking for young people who are **work ready** and who demonstrate the **right attitude** and **'soft skills'** needed in the workplace.



The Expected Outcomes

We know Career Navigator produces positive participant outcomes and in 2017 a **Theory of Change** process was undertaken to create a stakeholder driven shared understanding of **the conditions that influence programme success.** The Theory of Change was assessed for alignment with other programme data sources and existing evidence base on youth career readiness (or similar) programmes.

A full report of the Theory of Change process and outcomes is available from the Graeme Dingle Foundation.

Career Navigator Programme Components

- Career Coaching/ Mentoring
- Experiential Workshops
- Career Pathway Events

Antecedent Condition:

Within a social context of high youth unemployment and an aging workforce, young people are leaving school early and/or unprepared for employment. Industry members have also voiced uncertainty about where and how to recruit the next generation of workers.

Participant Profile:

Students aged 15-18 years' old who may be at risk of leaving school and/or unprepared for the transition to the workplace or further education.

School Profile:

Schools interested in, or already providing, a career development programme for secondary schools.

It's About Successful Transitions





Career Navigator programme goal

To positively transition Career Navigator secondary school students into higher education and/or employment.

Career Navigator is a school based ready for work programme that provides secondary school students with the **real-world information** they need for a successful transition from school into further education, training and employment.

Career Navigator:

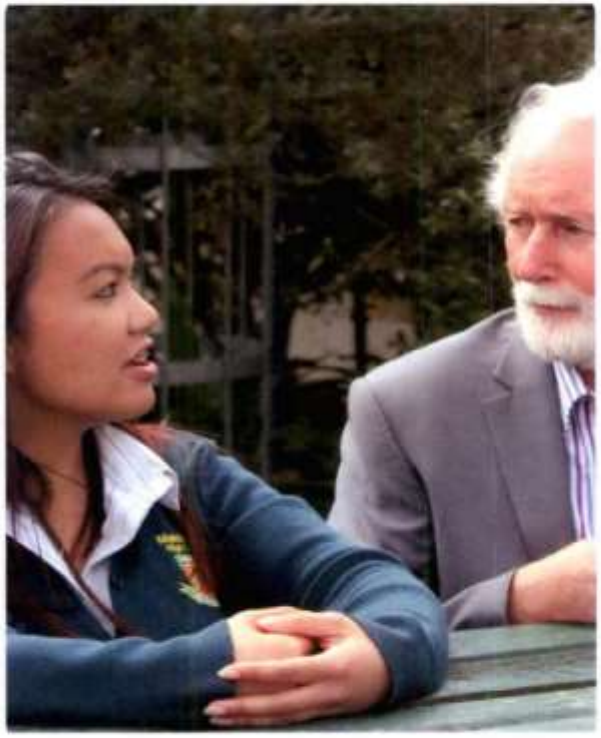
- **Helps student to make informed decisions about future employment and,**
- **Provides the support and skills they need to be work ready.**

Helping Youth Become Work-Ready

Career Navigator programme objectives

Participants will:

- Develop the skills and competencies necessary to be ready for employment.
- Have increased confidence in his or her ability to perform behaviours related to career development and choice.
- Have a greater understanding of what is expected from them to be successful in the workplace.
- Have realistic expectations of the application of their skills in the workplace.
- Develop a greater awareness of their strengths and interests.
- Have increased motivation and effort to take steps towards future employment.
- Envision a positive future and be able to place themselves within that vision.





Our Young People

The programme is designed for sufficiently motivated and engaged Students aged 15-18 years' old who may be at risk of leaving school or unprepared for the transition into the workplace or further education.

The programme works best when students are committed to the programme goals, actively participate and are motivated to work towards developing their career goals.

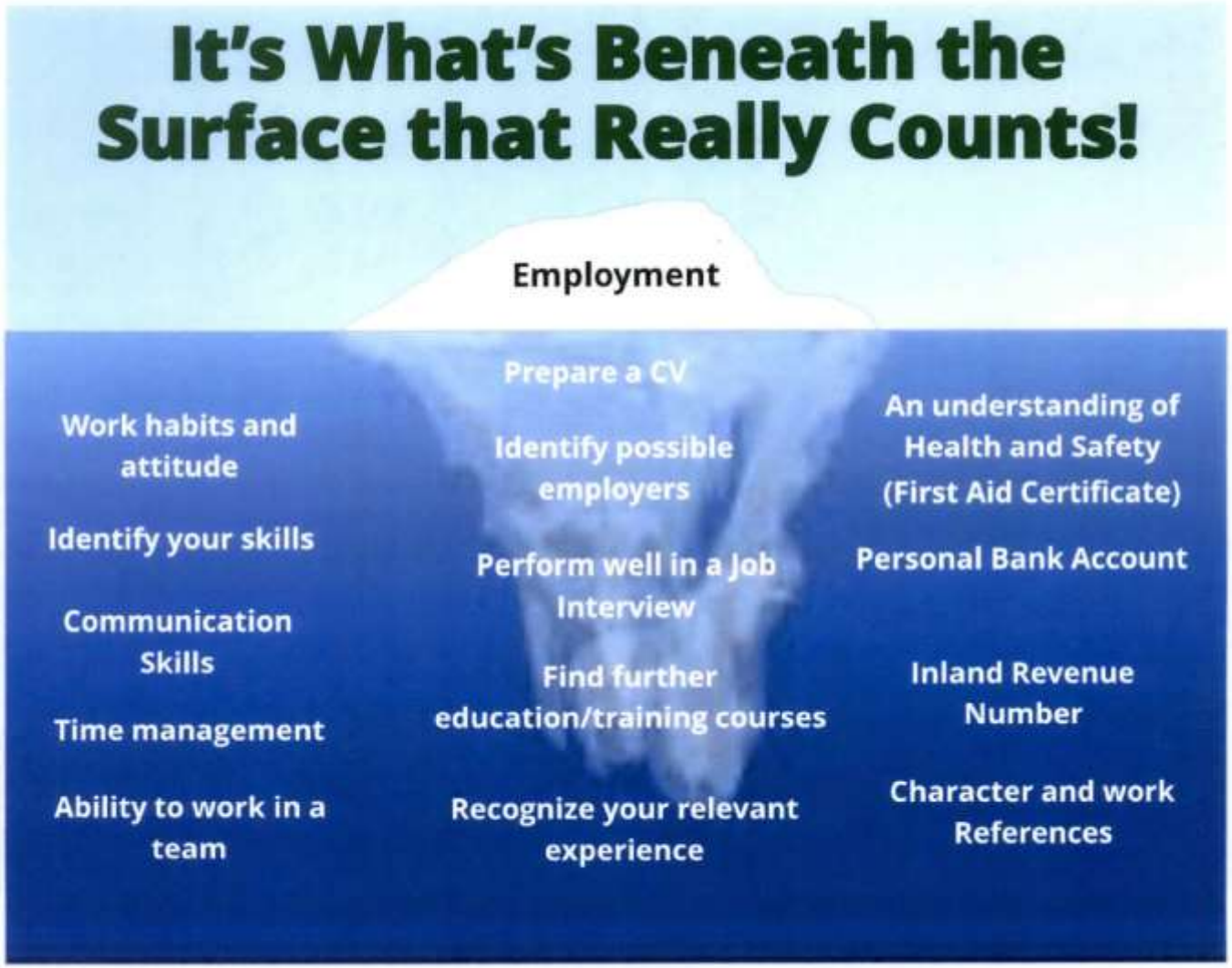
Developing 'Soft-Skills' Through Workshops and Worksite Visits

Workplace experiences that help students to develop an awareness of the different pathways into employment.

Experiential workshops to help students to identify career goals that are meaningful for them and to understand what it takes to be successful in the workplace.






It's What's Beneath the Surface that Really Counts!
Employment
Work habits and attitude
Identify your skills
Communication Skills
Time management
Ability to work in a team
Prepare a CV
Identify possible employers
Perform well in a Job Interview
Find further education/training courses
Recognize your relevant experience
An understanding of Health and Safety (First Aid Certificate)
Personal Bank Account
Inland Revenue Number
Character and work References



The Magic M of Mentoring

Career Navigator Mentors encourage and support our students, help them to develop a more positive attitude towards their future, build greater confidence, career self-efficacy and help them to explore their career goals and pathways.

Our research shows that career Mentors help students to develop ***"a more positive view around the job opportunities available and an increased motivation and ability to seek employment."***

What our Mentor's have to Say

I'm very excited because I love the opportunity of helping people, especially young people to find their path, to find and see opportunity. To make the most of what they've already got and to build on it. I'm a big believer in learning from experience – both your own and other peoples. There's no need to always start at the bottom all the time, when there's people around you that are willing to share their knowledge and information, often learnt the hard way – it's a great opportunity for someone to start, maybe halfway up the ladder instead of at the bottom so I'm terribly excited about the whole thing.

We are very community minded as a company and even as an industry so we want to grow our community, we want to grow our young people, because ultimately they are our community of the future, so whatever we invest now comes back to us and the more time and effort and energy we can put into them, the more the community as a whole benefits, so we really look forward to it. We love the opportunity, we love the idea of Career Navigator, so we'll support it 100%.

Mark Watson, Robinson Construction



Mark Watson, centre, with Lisa Preece from Graeme Dingle Foundation and former apprentice, now foreman, Ray Partridge.

Rea's Story

I am the type to distance myself away from attention. I am the type to appear shy, a bit weird at times – never wanting help or the presence of unnecessary people or events...My schooling life has been an interesting journey, difficult at times, hard to see the point and disconnected with the system...Throughout the majority of high school there has been a lot of self-doubt, events and decisions that has set me back, all of which has helped me develop my resilience, my back bone and strength to proceed.

Career Navigator, the programme {has given me} a real insight in the different workplaces and possibilities out there...if we truly open our minds and see that anything's possible. Mentoring {gave me} a time to interact with everyday people and learn first-hand what the workforce is about. Advice from those who voluntarily and genuinely want to help whom take the time to guide, change and shape our lives...I've learnt new things about who I am and who I want to be...{Career Navigator} is definitely a program that I would recommend to every student, to gain the extra push, help and guidance through this teenage time.

In this time I have grown and have become a very staunch, mature, warrior scholar.



Rea Toma – Career Navigator student


Career Navigator
Helping Transform Young Lives

FLAXMERE COLLEGE
Henderson Road, Flaxmere, Hastings 4120. Telephone: (06) 879-9833 Facsimile: (06) 879-5281
Email: office@flaxcol.co.nz Website: www.flaxmerecollege.co.nz
Principal: Louise Anaru

5th March, 2019

To whom it may concern

This is a letter in support of the Dingle Foundation application to the HDC Community Grants for the Career Navigator programme.

Flaxmere College would welcome the opportunity to provide access to the Career Navigator programme to its students.

We are passionate about each of our students having the best possible educational outcomes and individualised pathway.

We believe that having access to this programme would assist and challenge our students so that they:

1. Are motivated to pursue education and employment
2. Have the confidence to set challenging career pathway goals and are motivated to achieve them.
3. Have the ability to interact with adults to obtain the support and resources they need.
4. Are connected to employers in their community and are aware of the resources and activities available to support them in their career decision making.
5. Are economically and socially contributing members of society.

Yours sincerely

Anaru-Tangira

Louise Anaru-Tangira
PRINCIPAL

STUDENT SUCCESS IS THE ONLY OPTION

GRAEME DINGLE FOUNDATION
Transforming young lives forever
Oranga Taiohi, Oranga Ake

20th December 2018

To Whom It May Concern,

I write in my capacity of Chair of Youth Development Trust Hawke's Bay (trading as Graeme Dingle Foundation Hawke's Bay) to verify that Kate Sanderson has the permission of our organisation to provide identification and the authority to sign for all funding applications for period 1st January 2019 to 31st December 2019.

Kate Sanderson is employed as Grants Manager at Graeme Dingle Foundation National Support Office and will be assisting our organisation to raise the funds required to deliver the programmes to the children and young people of Hawke's Bay.

If you have any questions or queries, please do not hesitate to contact me on 027 522 2996 or jude.minor@dinglefoundation.org.nz

Yours Sincerely

Jude Minor
Chair
Youth Development Trust Hawke's Bay

PO Box 8387, Havelock North 4157
T: +64 21 452 098 | E: office.HawkesBay@dinglefoundation.org.nz
www.dinglefoundation.org.nz

Transforming young lives forever - Oranga Taiohi, Oranga Ake

Ministry of Economic Development
Manatū Ohanga
Companies Office

CERTIFICATE OF INCORPORATION

YOUTH DEVELOPMENT TRUST HAWKE'S BAY
1490618

This is to certify that THE KORU YOUTH TRUST was incorporated under the Charitable Trusts Act 1957 on the 4th day of March 2004
and changed its name to FOUNDATION FOR YOUTH DEVELOPMENT (HAWKE'S BAY) on the 4th day of July 2013
and changed its name to YOUTH DEVELOPMENT TRUST HAWKE'S BAY on the 19th day of November 2013.

Mandy McDonald

Registrar of Incorporated Societies
9th day of December 2013

REGISTRAR OF INCORPORATED SOCIETIES NEW ZEALAND

For further details visit www.societies.govt.nz

Certificate printed 9 Dec 2013 06:46:13 NZT

1 OF 1

CHARITIES SERVICES

Supporting charities for stronger communities

Charity Summary

Registration Number:	CC11141
Registration Date:	18/09/2007
Charity Name:	Youth Development Trust Hawke's Bay

Charity Details

Trading Name	Youth Development Trust Hawke's Bay

Name Change History

Date of Change	Name
19/09/2007	The Koru Youth Trust
04/07/2013	Foundation for Youth Development (Hawke's Bay)

Registration Details

Registration Status:	Registered
Balance Date:	December 31
IRD Number:	Restricted
NZBN Number:	9429043112388

Address for Service:

Charity's Postal Address:	PO Box 500 Hastings 4156
Charity's Street Address:	88 Kent Terrace Hastings 4122 Taradale Napier 4112

Charity's other details

Phone:	0275522996
Fax:	
Email:	jude.minor@dinglefoundation.org.nz
Website:	http://www.dinglefoundation.org.nz
Facebook:	
Twitter:	
Social Network Name:	

Areas of Operation

New Zealand:	Hawke's Bay
Percentage spent overseas	0

Purpose & Structure

Purpose

Through its positive youth development programmes, the Graeme Dingle Foundation Hawke's Bay encourages young people to adopt healthy and pro-social behaviours, and engage in activities that will increase their resilience and self-efficacy. These are important abilities that have a positive effect on the well-being of young people and help them to successfully negotiate life's transitions.

Entity Structure

Board of Trustees, with employed part time on contract YMCA Manager as Regional Manager, 3part time staff delivering Kiwican Programme, 1 part time staff delivering ProjectK.

Activities

Main Activity:	Provides services (e.g. care / counselling)
Activities:	Provides services, Provides human resources

Sectors

Main Sector:	Community development
Sectors:	Education / training / research, Health, Community development, Social services, Promotion of volunteering

Beneficiaries

Main Beneficiary:	Children / young people
Beneficiaries:	Children / young people, Family / whanau

Annual Returns

Date Submitted	For Year Ended	Total Income	Total Expenditure	Reference
01/01/2019	31/12/2018			AR012
05/11/2018	31/12/2017	192,447	204,891	AR011
17/09/2017	31/12/2016	171,990	189,785	AR010
09/06/2016	31/12/2015	192,025	173,090	AR009
18/05/2015	31/12/2014	176,065	159,986	AR008
25/06/2014	31/12/2013	144,638	166,107	AR007
21/06/2013	31/12/2012	197,937	246,474	AR006
06/06/2012	31/12/2011	204,328	199,671	AR005
12/05/2011	31/12/2010	159,120	218,126	AR004
23/06/2010	31/12/2009	212,141	200,945	AR003
08/07/2009	31/12/2008			AR002
09/01/2018	31/12/2007			

Officer Details

Current Officers

Name	Officer Type	Position	Position Appointment Date
Fiona Harland	Individual	Trustee	21/06/2017
Edward Bostock	Individual	Trustee	13/05/2015
Alwyn Corban	Individual	Trustee	11/12/2017
Cherie Heeney	Individual	Trustee	07/02/2019
Mary Stewart	Individual	Trustee	05/12/2018
Jude Minor	Individual	Trustee	05/02/2014

Past Officers

Name	Officer Type	Position	Last Date as an Officer
Hamish Pringle	Individual	Trustee	26/10/2016
Grant Russell	Individual	Trustee	23/05/2014
Maurice Casey	Individual	Trustee	20/10/2009
Marian Campbell	Individual	Trustee	20/02/2012
James Drysdale	Individual	Trustee	19/08/2009
Nicholas Stewart	Individual	Trustee	17/02/2011
Joanne Morris	Individual	Trustee	15/10/2014
Murray Cowan	Individual	Trustee	15/04/2011
Ronald Massey	Individual	Trustee	15/02/2013
Gill Riley	Individual	Trustee	12/07/2012
Ian Wilmot	Individual	Trustee	11/12/2017
Adrienne Pierce	Individual	Trustee	10/12/2008
Mary Stewart	Individual	Trustee	10/12/2008
Catherine Hobbs-Turner	Individual	Trustee	10/09/2014
Robyn Kiddle	Individual	Trustee	09/10/2013
Katja Williams	Individual	Trustee	09/04/2014
Paul Dippie	Individual	Trustee	05/12/2018
Murray Cowan	Individual	Trustee	04/12/2013
Anthony Gray	Individual	Trustee	03/04/2012
Michelle Nicol	Individual	Trustee	01/12/2014
Diana Petersen	Individual	Trustee	01/10/2012
Rebecca Blunden	Individual	Trustee	01/02/2013

GRAEME DINGLE FOUNDATION
Transforming young lives forever
Oranga Taiohi, Oranga Ake

20th December 2018

To Whom It May Concern,

I write in my capacity of Chair of Youth Development Trust Hawke's Bay (trading as Graeme Dingle Foundation Hawke's Bay) to verify that Kate Sanderson has the permission of our organisation to provide identification and the authority to sign for all funding applications for period 1st January 2019 to 31st December 2019.

Kate Sanderson is employed as Grants Manager at Graeme Dingle Foundation National Support Office and will be assisting our organisation to raise the funds required to deliver the programmes to the children and young people of Hawke's Bay.

If you have any questions or queries, please do not hesitate to contact me on 027 522 2996 or jude.minor@dinglefoundation.org.nz

Yours Sincerely

Jude Minor
Chair
Youth Development Trust Hawke's Bay

PO Box 8387, Havelock North 4157
T: +64 21 452 098 | E: office.HawkesBay@dinglefoundation.org.nz
www.dinglefoundation.org.nz

Transforming young lives forever - Oranga Taiohi, Oranga Ake

Profit and Loss

Youth Development Trust Hawke's Bay Trading as Graeme Dingle Foundation Hawke's Bay
For the 12 months ended 31 December 2018

	Dec-18	Dec-17
Income		
Charitable, Community & Family Trusts Grants/Donations Received	5,000	-
COGS	5,000	4,000
Eastern & Central Community Trust (ECCT)	5,000	4,000
First Light Community Foundation	4,000	-
Frimley Foundation	10,000	20,000
General Donations Received	59,430	34,673
Grassroots Trust	13,250	10,000
HB Foundation	1,000	4,000
Infinity Foundation Limited	3,000	2,000
North & South Trust	4,348	5,000
NSO/MoE Funding Received	13,500	31,100
NZ Community Trust	10,000	5,000
NZ Lottery Grants Board	20,000	20,000
Schools Contributions KiwiCan	6,006	14,000
Sponsorship Received	2,000	-
Tasman Smith Charitable Trust	-	1,650
The Kingdom Foundation	-	5,000
The Lion Foundation	-	12,000
Trust House Foundation	2,500	-
Vavasour Charitable Trust	33,500	20,000
Total Income	**197,534**	**192,423**
Gross Profit	**197,534**	**192,423**
Plus Other Income		
Interest Received	25	24
Other income	3,511	-
Total Other Income	**3,536**	**24**
Less Operating Expenses		
ACC	764	568
Accounting & Admin Fees	3,734	2,805
Advertising/Promotions & Sponsorship Events Expenses	127	-
Bank Fees	560	557
Community Challenge	-	4,864
Contractors	6,561	5,703
Depreciation	127	213
Entertainment/Functions	-	18
Events Expense	-	1,650
GDF National Office	5,725	4,347
General Expenses	-	88
Graduation Expenses	1,220	428
Insurance	1,125	1,092

Profit and Loss

	Dec-18	Dec-17
Interest Expense	-	-
KiwiCan Expenses	1,288	103
Kiwisaver contributions	2,894	3,301
Mentor Meetings	60	296
Mentor Training	-	115
Mobile Phone	-	70
Payroll Fees	571	541
Phone/Fax/Internet	454	155
Printing, Postage & Stationery	611	2,051
Professional Development	1,031	-
Project K Programme Expenses	1,165	584
Recruitment	3,784	-
Review Fees	700	2,150
Staff & Trustee Expenses	8,622	-
Travel - National/Mileage reimbursement	2,618	2,614
Wages & Salaries - KiwiCan Co-ordinator	28,714	41,653
Wages & Salaries - KiwiCan Leaders	45,606	57,271
Wages & Salaries - Project K Co-ordinator	42,354	35,663
Wages & Salaries - Regional Manager	21,115	-
Wilderness Adventure	-	35,992
Total Operating Expenses	**181,531**	**204,892**
Net Profit	**19,539**	**(12,444)**

Performance Report

Youth Development Trust Hawke's Bay
For the year ended 31 December 2017

Contents

Youth Development Trust Hawke's Bay

For the year ended 31 December 2017

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Entity Information

Youth Development Trust Hawke's Bay

For the year ended 31 December 2017

Legal Name of Entity
Youth Development Trust Hawke's Bay.
Other name of Entity:
Graeme Dingle Foundation Hawke's Bay.

Entity Type and Legal Basis
Registered Charitable Trust.

Registration Number
CC11141

Entity's Purpose or Mission
Community Development. The Trust was set up to promote life skills programmes in Hawke's Bay through the delivery of programmes from Graeme Dingle Foundation (formerly the Foundation for Youth Development).

Entity Structure
The Trust is a charitable trust incorporated under the Charitable Trusts Act 1957. It is registered with the Charities Commission under the Charities Act 2005. The Trust has a close relationship with the Graeme Dingle Foundation through providing their programmes to youth in Hawke's Bay. The Graeme Dingle Foundation head office also manages some applications for funding on behalf of the Trust.

The Trust is governed by a local board of trustees who volunteer their time and services. The Trust's Regional Manager looks after the day to day operations and activities, applying for funding and managing of staff.

Main Sources of Entity's Cash and Resources
The Trust is funded by donations and Grants received from funding bodies, contributions from schools towards programmes and head office government funding.

Main Methods Used by Entity to Raise Funds
Applications to funding bodies for donations and grants and Schools contributing to costs for specific programmes.

Entity's Reliance on Volunteers and Donated Goods or Services
The Trustees volunteer their time and services. All other staff members and programme coordinators are paid employees or contractors.

Trustees
Jude Minor
Paul Dippie
Edward Bostock
Fiona Harland
Alwyn Corban

Physical and Postal Address
Physical: 205 Hastings Street South, Hastings 4122. Postal: PO Box 500, Hastings 4156.
Website: https://dinglefoundation.org.nz/hawkes-bay/

Accountants
Smart Accounting HB Limited

Bankers
ANZ Bank

Statement of Service Performance

Youth Development Trust Hawke's Bay

For the year ended 31 December 2017

Through its positive youth development programmes, the Trust encourages young people to adopt healthy and pro-social behaviours, and engage in activities that will increase their resilience and self-efficacy. These are important abilities that have a positive effect on the well-being of young people and help them to successfully negotiate life's transitions.

Description of Entity's Outcomes

The Trust's overall aim is to guide participants onto a positive and fulfilling life path, benefiting individuals and their communities. We work with communities, predominantly in areas with high levels of social deprivation, to provide life changing opportunities for young people. Through our acclaimed programmes we build confidence, promote healthy values and offer life direction This is all part of our mission to transform young lives forever! We are focused upon building a youth population in Hawke's Bay with a positive outlook, helping young Kiwis discover possibility, transform their lives, and reach their full potential. The Trust is licensed to the Graeme Dingle Foundation to run its established and proven child and youth development programmes, including Kiwi Can and Project K working with schools in the region. Through these programmes our young people develop life skills, confidence and resilience to help them succeed in life. The Trust runs two programmes:

- Kiwi Can Programme - is a 12 month programme designed for Year 1-8 students. It sets a foundation of values and life skills (respect, integrity, positive relationships and resilience) that the students take with them through school and into later life;
- Project K Programme - is designed for Year 10 students. It focuses on building self-confidence, life skills and a healthy lifestyle through an array of outdoor activities, challenges, interaction with other young people and a positive relationship with a mentor.

Description of Entity's Outputs

	2017	2016
Number of students involved with the programmes per annum	650	245
Number of schools the programmes were run through per annum	3	5

Additional Information

The main beneficiary from the work the trust does are Children and Young People running life skills and values programmes. The Trust runs programmes for youth working in schools in Hawke's Bay. Kiwi Can and Project K. The Trust employs two Kiwi Can Leaders who work full-time delivering the programme to the three schools. These leaders, drawn from the local community, reach over 650 children each and every week. Our part time Kiwi Can Coordinator supports in programme delivery, developing lesson plans, maintaining professional development and building on relationships within the wider academic community.

There is strong evidence that Project K has a consistent positive effect on academic and social self-efficacy. A number of Massey University and University of Auckland studies found that students who reported higher levels of academic and social self-efficacy were also more likely to report higher engagement in pro-social rather than risky lifestyle behaviours and show a deep personal commitment to prosocial attitudes and an increase in the incidence of regular, prosocial behaviour in the school classroom.

On average Project K students finished the programme with higher resilience scores than when they started. while the resilience scores in a similar group of students who did not take part in Project K declined. At the end of the programme those in the Project K group with higher scores in resilience were also more likely to have higher well-being scores.

Kiwi Can Schools report that Kiwi Can is most effective at promoting positive and respectful relationships and increasing the children's ability to resolve relationship problems independently, personal skills and values that can help to foster resilience and well-being in children.

Statement of Financial Performance

Youth Development Trust Hawke's Bay

For the year ended 31 December 2017

Account	Notes	2017	2016
Revenue			
Donations, fundraising and other similar revenue	1	147,323	141,964
Revenue from providing goods or services	1	45,100	29,790
Interest, dividends and other investment revenue	1	24	236
Total Revenue		**192,447**	**171,990**
Expenses			
Volunteer and employee related costs	2	138,967	131,938
Costs related to providing goods or service	2	63,560	49,642
Other expenses	2	2,364	6,207
Total Expenses		**204,891**	**189,786**
Surplus/(Deficit) for the Year		(12,444)	(17,794)

This statement should be read in conjunction with the attached Independent Assurance Practitioners Review Report

Statement of Financial Position

Youth Development Trust Hawke's Bay

As at 31 December 2017

Account	Notes	31 Dec 2017	31 Dec 2016
Assets			
Current Assets			
Bank accounts and cash			
Bank and cash/(bank overdraft)	3	40,030	52,361
Debtors and prepayments	3	1,437	8,912
Total Current Assets		41,467	61,273
Non-Current Assets			
Property, Plant and Equipment	10	1,308	1,522
Total Non-Current Assets		1,308	1,522
Total Assets		42,775	62,796
Liabilities			
Current Liabilities			
Creditors and accrued expenses	4	7,833	5,248
Employees Costs payable	4	8,327	3,988
Unused Donations and Grants with use or return Conditions	4	2,500	15,000
Total Current Liabilities		18,660	24,236
Total Liabilities		18,660	24,236
Total Assets less Total Liabilities (Net Assets)		24,115	38,559
Accumulated Funds			
Accumulated surpluses or (deficits)	5	24,115	38,559
Total Accumulated Funds		24,115	38,559

This statement should be read in conjunction with the attached Independent Assurance Practitioner's Review Report

Statement of Cash Flows

Youth Development Trust Hawke's Bay

For the year ended 31 December 2017

Account	2017	2016
Cash Flows from Operating Activities		
Cash was received from:		
Donations, fundraising and other similar receipts	138,423	146,146
Interest, dividends and other investment receipts	24	236
Cash receipts from other operating activities	59,340	31,883
GST	1,896	3,082
Payments to suppliers and employees	(212,015)	(194,058)
Total Cash Flows from Operating Activities	(12,332)	(12,711)
Net Increase/ (Decrease) in Cash	(12,332)	(12,711)
Cash Balances		
Cash and cash equivalents at beginning of period	52,361	65,072
Cash and cash equivalents at end of period	40,030	52,361
Net change in cash for period	(12,332)	(12,711)

This statement should be read in conjunction with the attached Independent Assurance Practitioners Review Report

Statement of Accounting Policies

Youth Development Trust Hawke's Bay

For the year ended 31 December 2017

Basis of Preparation
The entity 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 Performance Report is prepared under the assumption that the entity will continue to operate in the foreseeable future.

Goods and Services Tax (GST)
The entity is registered for GST. All amounts are stated exclusive of goods and services tax (GST) except for accounts payable and accounts receivable which are stated inclusive of GST.

Income Tax
Youth Development Trust Hawke's Bay 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.

Property, Plant and Equipment
All fixed assets are recorded at cost less accumulated depreciation.

The entity has the following asset classes

Computer Hardware	48.0% - 60.0%	Diminishing Value
Computer Software	48.0%	Diminishing Value
Office Equipment	9.6% - 60.0%	Diminishing Value

Grants and Donations received
Grants and Donations are accounted for depending on whether they have been provided with a "use or return" condition attached or not. Where no use or return conditions are attached to the grant or donation, revenue is recorded as income when the cash is received. Where grants or donations include a use or return condition, the grant or donation is initially recorded as a liability on receipt. The grant or donation is subsequently recognised within the Statement of Financial Performance as the performance conditions are met.

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

Notes to the Performance Report

Youth Development Trust Hawke's Bay

For the year ended 31 December 2017

Account	2017	2016
1. Analysis of Revenue		
Donations, fundraising and other similar revenue		
ANZ Foundation	-	5,000
Donations	34,673	35,256
Eastern & Central Community Trust (ECCT)	4,000	4,000
COGS	4,000	3,500
Grassroots Trust	10,000	5,000
Frimley Foundation	20,000	-
Harold Holt Charitable Trust	-	3,000
HB Foundation	4,000	4,000
Holcim Foundation	-	1,000
First Light Community Foundation	-	5,000
Infinity Foundation Limited	2,000	6,500
North & South Trust	5,000	-
The Kingdom Foundation	5,000	5,000
The Lion Foundation	12,000	12,000
NZ Community Trust	5,000	5,000
NZ Lottery Grants Board	20,000	22,606
Tasman Smith Charitable Trust	1,650	-
Trust House Foundation	-	5,000
Vavasour Charitable Trust	20,000	20,000
Total Donations, fundraising and other similar revenue	**147,323**	**141,864**
Revenue from providing goods or services		
NSO/MoE Funding Received	31,100	16,350
Project K Trust	-	6,000
Schools Contributions Kiwi Can	14,000	7,440
Total Revenue from providing goods or services	**45,100**	**29,790**
Interest, dividends and other investment revenue		
Interest Received	24	236
Total Interest, dividends and other investment revenue	**24**	**236**

This statement should be read in conjunction with the attached Independent Assurance Practitioners Review Report.

Notes to the Performance Report

Youth Development Trust Hawke's Bay

For the year ended 31 December 2017

Account	2017	2016
2. Analysis of Expenses		
Volunteer and employee related costs		
ACC	568	955
Kiwisaver contributions	3,301	3,799
Mentor Meetings	296	-
Mentor Training	2,465	-
Salaries - Kiwi Can Leaders	57,271	55,676
Salary - Kiwi Can Co-ordinator	39,303	52,065
Salary - Project K Co-ordinator	35,663	19,440
Travel - National	101	-
Total Volunteer and employee related costs	**138,967**	**131,936**
Costs related to providing goods or services		
Bank Fees	557	590
Contractors	5,703	4,991
Community Challenge	4,864	-
Entertainment/Functions	18	-
Events Expense	1,650	1,900
GDF National Office	4,347	2,321
General Expenses	508	533
Graduation Expenses	429	-
Insurance	1,092	1,080
Kiwi Can Expenses	103	557
Mileage	2,514	-
Mobile Phone	70	-
Office Expenses	21	44
Phone/Fax/Internet	155	-
Printing, Postage & Stationery	2,050	2,669
Project K Programme Expenses	584	-
Smart - Professional Services	2,805	2,916
Subscriptions	-	295
Wilderness Adventure	35,992	31,737
Total Costs related to providing goods or services	**63,560**	**49,642**
Other expenses		
Depreciation	214	397
Bad Debts	-	6,000
Interest Expense	-	5
Review Fees	2,150	1,787
Sundry Expenses	-	18
Total Other expenses	**2,364**	**8,207**

This statement should be read in conjunction with the attached Independent Assurance Practitioners Review Report.

Notes to the Performance Report

Youth Development Trust Hawke's Bay

For the year ended 31 December 2017

Account	2017	2016
3. Analysis of Assets		
Bank accounts and cash		
ANZ Operating Account	39,844	29,181
ANZ Saving Account	186	23,180
Total Bank accounts and cash	**40,030**	**52,361**
Debtors and prepayments		
Accounts Receivable	1,437	8,913
Total Debtors and prepayments	**1,437**	**8,913**
4. Analysis of Liabilities		
Creditors and accrued expenses		
Accounts Payable	938	1,362
GST	5,194	2,186
Accrued Expense	1,700	1,700
Total Creditors and accrued expenses	**7,833**	**5,248**
Employee costs payable		
Holiday Pay Accrual	6,327	3,988
Total Employee costs payable	**6,327**	**3,988**
Unused Donations and Grants with use or return Conditions		
Trust House Foundation	2,500	-
Frimley Foundation	-	10,000
Grassroots Trust	-	5,000
Total Unused Donations and Grants with Conditions	**2,500**	**15,000**
5. Significant Grants and Donations with use or return conditions which have not been recorded as a liability		
Unspent amount at year end		
HB Foundation	4,000	-
Frimley Foundation	10,000	-
6. Accumulated Funds		
Accumulated Funds		
Opening Balance	38,559	56,354
Accumulated surpluses or (deficits)	(26,444)	(17,794)
Total Accumulated Funds	**12,115**	**38,559**

7. Commitments

There are no commitments as at 31 December 2017 (Last year - nil).

8. Contingent Liabilities and Guarantees

There are no commitments as at 31 December 2017. (2016: Nil).

9. Related Parties

There were no significant transactions involving related parties during the financial year. (2016: Nil).

10. 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. (2016: Nil)

This statement should be read in conjunction with the attached Independent Assurance Practitioner's Review Report.

Notes to the Performance Report

Youth Development Trust Hawke's Bay
For the year ended 31 December 2017

11. Ability to Continue Operating

The trust holds low reserves, often less than 3 months operating costs. the intention is to spend as much as possible on program delivery. With the nature of the annual funding being majority though community funding applications means that a sure and steady income cannot be planned for. The contracts with schools for program delivery acknowledge a risk programme may not proceed if sufficient funds are not available. A proportion of the Trust's annual funding is from private benefactors and this funding is considered to be more sustainable and repeatable income year on year. The Trustees consider the going concern assumption is appropriate and the Trust will continue to operate for the foreseeable future.

12. Property, Plant & Equipment

2017	Land	Buildings	Motor Vehicles	Plant & Equipment	Total
	$	$	$	$	$
Cost/Valuation	-	-	-	9,994	9,994
Accumulated	-	-	-	8,473	8,473
Depreciation	-	-	-	213	213
Net book Value	-	-	-	1,308	1,308

2016	Land	Buildings	Motor Vehicles	Plant & Equipment	Total
	$	$	$	$	$
Cost/Valuation	-	-	-	9,994	9,994
Accumulated	-	-	-	8,075	8,075
Depreciation	-	-	-	397	397
Net book Value	-	-	-	1,522	1,522

Reconciliation of the carrying amount at the beginning to the end of the period:

2017	Land	Buildings	Motor Vehicles	Plant & Equipment	Total
	$	$	$	$	$
Opening balance	-	-	-	1,522	1,522
Additions	-	-	-	-	-
Disposals	-	-	-	-	-
Depreciation	-	-	-	214	214
Net book Value	-	-	-	1,308	1,308

2016	Land	Buildings	Motor Vehicles	Plant & Equipment	Total
	$	$	$	$	$
Opening balance	-	-	-	1,919	1,919
Additions	-	-	-	-	-
Disposals	-	-	-	-	-
Depreciation	-	-	-	397	397
Net book Value	-	-	-	1,522	1,522

13. Donated Assets

There are no significant Donated Assets. (2016: Nil)

Statement should be read in conjunction with the attached Independent Assurance Practitioners Review Report.

Approval of Performance Report

Youth Development Trust Hawke's Bay

For the year ended 31 December 2017

The Trustees are pleased to present the approved Performance Report for year ended 31 December 2017.

APPROVED

For and on behalf of the Trustees

Jude Minor

Trustee

5 November 2018

INDEPENDENT ASSURANCE PRACTITIONER'S REVIEW REPORT
To the Trustees of Youth Development Trust Hawke's Bay

I have reviewed the accompanying Performance Report of Youth Development Trust Hawke's Bay, which comprises Entity Information, Statement of Service Performance, the Statement of Financial Position as at 31 December 2017, and the Statement of Financial Performance and Cash Flows for the year then ended, and Notes to the Performance Report.

Trustees' Responsibility for the Performance Report
The Trustees are responsible for the preparation and fair presentation of this Performance Report in accordance with Public Benefit Entity Simple Format Reporting – Accrual (Not-For-Profit), and for such internal control as the Trustees determine is necessary to enable the preparation of a Performance Report that is free from material misstatement, whether due to fraud or error.

My responsibility is to express a conclusion on the accompanying Performance Report. I conducted my review in accordance with International Standard on Review Engagements (New Zealand) (ISRE (NZ)) 2400, Review of Historical Financial Statements Performed by an Assurance Practitioner who is not the Auditor of the Entity. ISRE (NZ) 2400 requires me to conclude whether anything has come to my attention that causes me to believe that the Performance Report, taken as a whole, is not prepared in all material respects in accordance with the applicable financial reporting framework. This Standard also requires me to comply with relevant ethical requirements.

A review of the Performance Report in accordance with ISRE (NZ) 2400 is a limited assurance engagement. The Statement of Service Performance was reviewed in accordance with ISAE (NZ) 3000 (Revised). The assurance practitioner performs procedures, primarily consisting of making enquiries of management and others within the entity, as appropriate, and applying analytical procedures, and evaluates the evidence obtained.

The procedures performed in a review are substantially less than those performed in an audit conducted in accordance with International Standards on Auditing (New Zealand). Accordingly, we do not express an audit opinion on the Performance Report.

Other than in my capacity as assurance practitioner I have no relationship with, or interests in, Youth Development Trust Hawke's Bay.

Conclusion
Based on my review, nothing has come to my attention that causes me to believe that the Performance Report does not present fairly, in all material respects, and that the entity information and financial position as at 31 December 2017, and the service performance, financial performance and cash flows for the year then ended and notes to the performance report are not in accordance with Public Benefit Entity Simple Format Reporting – Accrual (Not-For-Profit).

Peter Rendell Chartered Accountant

Napier

5 November 2018

From: "HDC Website Form - Annual Contestable Grants - Application Form" <no-reply@wufoo.com>
Sent: Fri, 1 Feb 2019 13:05:08 +1300
To: "Vicki Berkahn" <vickib@hdc.govt.nz>
Subject: HDC - Annual Contestable Grants - Application Form [#93]
Priority: Normal

Name of organisation	lifelink Samaritans
Postal address for organisation	*6 Simla Terrace* *Napier, Napier 4110* *New Zealand*
Daytime Contact Phone Number	0274 108445
Email	al.nz@xtra.co.nz
Website	www.samaritans.org.nz
Is your organisation a legally constituted trust or incorporated society and registered with the Companies Office and/or Charities Commission?	• Yes
If yes, please attach a copy of the certificate/s	certificate_of_incorporation.pdf 503.56 KB · pdf
Name	Alison Bathgate
Position	Funding Manager
Email	al.nz@xtra.co.nz
Daytime Contact Phone Number	0274 108445
Name	Greg Halse
Position	Office Manager/ Secretary
Email	rotoruapars@xtra.co.nz
Daytime Contact Phone Number	0274543325
Name	Meg Sillay
Position	Chairperson
Email	meg.sillay@gmail.com
Daytime Contact Phone Number	06 8357374
Name	Cherie Jackson
Position	Treasurer

Email	cheriejackson@gmail.com
Daytime Contact Phone Number	021 1214432
Please indicate if you would like to present a brief summary of your application to the Community Grants Subcommittee.	• No, I/we do not wish to present to the Community Grants Subcommittee
Please indicate if you are applying for *Seed Funding or an **Establishment Grant:	• Seed Funding
i. Which of the current and future needs of our community are you addressing?	• Assistance and advice for people in need due to older age or adverse circumstances • Creating safe and sustainable communities free of waste and crime

a. What activity/s are within the scope of your project/service?

We are a community free 24/7 service that offers telephone support and listening to anyone who needs it in the community.
Over the last 12 months we can see that in the Hastings community nearly half our callers are over 40 years old and we predict this is set to grow due to the aging population. This is because people this age have gown up using the telephone and are happy to pick up the phone to talk to someone. We also can reach people at their homes so look after those who are socially isolated or in remote areas or who can not drive anymore.
Our service also provides support and advice for anyone in need in the community and many people who call us are experiencing adverse circumstances, whether this be for financial, social or health reasons. Over 40% of our callers last year had mental health issues and this is a big growth area for us. We are the first point of contact for those experiencing adverse circumstances and we even prevent suicide in some cases.
Due to our listening and support services we strengthen communities and thus help keep the community safer and help reduce crime. We have many weekly callers who use our services as a regular support network.

b. How will your project or service be MEASURED to identify the benefit for the community i.e what are the anticipated outcomes and measures of success?

Our service can be measured by the number of calls into our 0800 number and this is measured weekly by our telephone provider.

We also ask our telephone counselors to make an attempt to take some statistics about the caller due to the information that is provided. We never question the caller or ask for any details specifically but we can often tell from the problems shared, the age, gender, ethnicity etc. We make a note of all this data and this is measured.

We have a group of regular callers who are "known" to all our counselors. Information is shared among the counselors about these callers to make sure consistent regular care is taken with them. Regular sessions are held with a psychologist to acknowledge the issues with these callers and to try and move them to a better place.

We would measure the success of our service in that our regular callers reduce their calling rates to us due to them feeling confident in themselves and becoming emotionally well.

We would still expect our new caller numbers to increase as we know that one in 3 New Zealanders suffers from a mental health condition. We would measure success for the community if our new caller numbers increased due to people knowing about our 0800 number. This would help the community with less stress, mental and health problems in society, measured by a reduction in mental health problems into our DHB.

c. The process – how will you carry out your project or service, and where will it be delivered? *	We are already an existing not for profit and are looking for help with funds to carry on our service. We are the regional branch of The Samaritans NZ Inc. We provide our delivery across the whole of the Hastings region. Our telephone counselors often work from their home offices, having received extensive training and can take calls anywhere from the Hastings area. Our telephone system can be switched direct to counselors when they are on duty.

d. The people – who is involved? (include brief information about key individuals or organisations who you are working collaboratively with) *

Meg Sillay based in Napier is our head trainer and chair for the region. Meg trains our counselors and provides weekly and monthly support for our counselors. Meg has 15 years experience with telephone counselling services, having had the same position at Lifeline NZ previously.

Greg Halse our current office manager and secretary has a lifetime of experience, being a trained counselor himself for 15 years and has also worked in the Samaritans regional office as previous chair and now office manager for 10 years.

Alison Bathgate previously worked for Lifeline NZ as funding and Office Manager and is now currently carrying out the funding role for this Samaritans regional office.

Is your organisation GST registered?	• Yes
If yes, what is your GST number	55 015 325
Item	Operational costs

Amount	$5,000.00
(A) Total cost	$5,000.00
Alternatively, upload a document with this information	cashflow_budget_201819.pdf 28.36 KB · pdf
Item *	0
Amount *	$0.00
(B1) Total	$0.00
Item *	MSD Funding
Amount *	$17,040.00
Item	Lotteries
Amount	$12,000.00
Item	Cogs
Amount	$4,000.00
Item	RECT and other grants
Amount	$6,720.00
(B2) Total	$39,760.00
Total funds available (B1 + B2) = (B)	$39,760.00
Alternatively, please upload a document with this information	cashflow_budget_201819.pdf 28.36 KB · pdf
A. Total cost of project / service	$45,000.00
B. Total funds available	$39,760.00
C. Difference between total cost and total funds available	$3,526.00
D. Amount requested annually	$5,000.00
Date applied *	Thursday 3 March 2016
Source of funding *	MSD
Type of funding, eg a loan, a grant *	3 year grant
What will it be used for? *	operational costs

Amount requested *	$17,040 annually
Is it confirmed? *	yes
If yes, how much will/did you receive?	$17,040.00
Amount of funding received?	$0.00
Have you completed an annual report and financial accounts for this project or service?	• Yes
Please include a copy of your latest annual report and financial accounts with your application.	financial_statements_to_may_2018.pdf 17.95 KB · pdf
If you are a registered group or organisation (such as a charitable trust or incorporated society), please provide a copy of your latest set of audited annual accounts.	2018_financial_auditor_approval.jpg 409.16 KB · jpg
Tick this box to confirm the above is true and correct. *	• I agree

Ministry of Economic Development
Manatū Ohanga
Companies Office

CERTIFICATE OF INCORPORATION

LIFELINK/SAMARITANS INCORPORATED
213102

This is to certify that ROTORUA LIFELINK/YOUTHLINE SERVICE INCORPORATED was incorporated under the Incorporated Societies Act 1908 on the 31st day of July 1974 and changed its name to LIFELINK/SAMARITANS INCORPORATED on the 26th day of June 2009.

Neville Harris

Registrar of Incorporated Societies
26th day of June 2009

REGISTRAR OF INCORPORATED SOCIETIES NEW ZEALAND

For further details visit www.societies.govt.nz

Certificate printed 26 Jun 2009 16:06:28 NZT

1 OF 1

CASHFLOW BUDGET: NEXT YEAR BUDGET

	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	TOTAL
Income													
RECT	0	0	0	0	2500	0	0	0	0	2500	0	0	5000
MSD Funding	0	17040	0	0	0	0	0	0	0	0	0	0	17040
COGs	0	0	3000	0	0	0	0	0	0	0	0	0	3000
Lotteries	0	0	0	0	0	0	0	0	0	0	10000	0	10000
Total Income	0	17040	3000	0	2500	0	0	0	0	2500	10000	0	35040
Expenses													
volunteer expenses	-25	-25	-25	-25	-25	-25	-25	-25	-25	-25	-25	-25	-300
Wages	-1010	-1010	-1010	-1010	-1010	-1010	-1010	-1010	-1010	-1010	-1010	-1010	-12120
Advertising/Publicity	-400	0	0	-450	0	-269	0	-400	0	-328	0	-571	-2418
supervision	-50	0	-50	0	-50	0	-50	0	-50	0	-50	0	-300
phone	-355	-355	-355	-355	-355	-355	-355	-355	-355	-355	-355	-355	-4260
PAYE	-356	-356	-356	-356	-356	-356	-356	-356	-356	-356	-356	-356	-4272
petty cash	-200	-200	-200	-200	-200	-200	-200	-200	-200	-200	-200	-200	-2400
Stationery	-50	0	-110	0	0	-50	0	-78	0	0	-80	0	-368
VolunteerTraining expenses	0	-50	0	-50	0	-50	0	-50	0	-50	0	-50	-300
Insurance	0	0	0	0	-210	0	0	0	0	0	0	0	-210
Travel Expenses	-100	0	0	-100	0	0	-100	0	0	-100	0	0	-400
Courses/Subs	95	0	0	-65	0	0	0	-95	0	0	-50	0	-115
Auditor	0	-345	0	0	0	0	0	0	0	0	0	0	-345
Capital expense	0	0	-580	0	0	0	0	0	0	0	-250	0	-830
ACC Levies	0	0	0	-278	0	0	0	0	0	0	0	0	-278
Rent	-378	-378	-378	-268	-268	-268	-268	-268	-268	-268	-268	-268	-3546
Bank Fees	-7	-7	-7	-7	-7	-7	-7	-7	-7	-7	-7	-7	-84
Repairs & Maintainance	0	0	-200	0	0	0	0	0	0	-200	0	0	-400
Fund Raiser/Publicity	-1000	-1000	-1000	-1000	-1000	-1000	0	0	0	0	0	0	-6000
Samaritans 0800	-250	-250	-250	-250	-250	-250	-250	-250	-250	-250	-250	-250	-3000
Total Expenses	-4086	-3976	-4521	-4414	-3731	-3840	-2621	-3094	-2521	-3149	-2901	-3092	-41946
Cashflow Profit	-4086	13064	-1521	-4414	-1231	-3840	-2621	-3094	-2521	-649	7099	-3092	-6906
Other													

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CASHFLOW BUDGET: NEXT YEAR BUDGET

	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	TOTAL
Total Other	0	0	0	0	0	0	0	0	0	0	0	0	0
Net GST for month	-259	2314	127	-308	-205	-221	-188	-259	-173	-267	1269	-259	1571
Budget Surplus/Deficit	-4345	15378	-1394	-4722	-1436	-4061	-2809	-3353	-2694	-916	8368	-3351	-5335
Add: Brought forward	51393	47048	62426	61032	56310	54874	50813	48004	44651	41957	41041	49409	51393
Closing Bank Balance	47048	62426	61032	56310	54874	50813	48004	44651	41957	41041	49409	46058	46058

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Item 4

Application No. 17

CASHFLOW BUDGET: NEXT YEAR BUDGET

	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	TOTAL
Income													
RECT	0	0	0	0	2500	0	0	0	0	2500	0	0	5000
MSD Funding	0	17040	0	0	0	0	0	0	0	0	0	0	17040
COGs	0	0	3000	0	0	0	0	0	0	0	0	0	3000
Lotteries	0	0	0	0	0	0	0	0	0	0	10000	0	10000
Total Income	0	17040	3000	0	2500	0	0	0	0	2500	10000	0	35040
Expenses													
volunteer expenses	-25	-25	-25	-25	-25	-25	-25	-25	-25	-25	-25	-25	-300
Wages	-1010	-1010	-1010	-1010	-1010	-1010	-1010	-1010	-1010	-1010	-1010	-1010	-12120
Advertising/Publicity	-400	0	0	-450	0	-269	0	-400	0	-328	0	-571	-2418
supervision	-50	0	-50	0	-50	0	-50	0	-50	0	-50	0	-300
phone	-355	-355	-355	-355	-355	-355	-355	-355	-355	-355	-355	-355	-4260
PAYE	-356	-356	-356	-356	-356	-356	-356	-356	-356	-356	-356	-356	-4272
petty cash	-200	-200	-200	-200	-200	-200	-200	-200	-200	-200	-200	-200	-2400
Stationery	-50	0	-110	0	0	-50	0	-78	0	0	-80	0	-368
VolunteerTraining expenses	0	-50	0	-50	0	-50	0	-50	0	-50	0	-50	-300
Insurance	0	0	0	0	-210	0	0	0	0	0	0	0	-210
Travel Expenses	-100	0	0	-100	0	0	-100	0	0	-100	0	0	-400
Courses/Subs	95	0	0	-65	0	0	0	-95	0	0	-50	0	-115
Auditor	0	-345	0	0	0	0	0	0	0	0	0	0	-345
Capital expense	0	0	-580	0	0	0	0	0	0	0	-250	0	-830
ACC Levies	0	0	0	-278	0	0	0	0	0	0	0	0	-278
Rent	-378	-378	-378	-268	-268	-268	-268	-268	-268	-268	-268	-268	-3546
Bank Fees	-7	-7	-7	-7	-7	-7	-7	-7	-7	-7	-7	-7	-84
Repairs & Maintainance	0	0	-200	0	0	0	0	0	0	-200	0	0	-400
Fund Raiser/Publicity	-1000	-1000	-1000	-1000	-1000	-1000	0	0	0	0	0	0	-6000
Samaritans 0800	-250	-250	-250	-250	-250	-250	-250	-250	-250	-250	-250	-250	-3000
Total Expenses	-4086	-3976	-4521	-4414	-3731	-3840	-2621	-3094	-2521	-3149	-2901	-3092	-41946
Cashflow Profit	-4086	13064	-1521	-4414	-1231	-3840	-2621	-3094	-2521	-649	7099	-3092	-6906
Other													

Printed on Sunday 13 May, 2018 at 2:00 pm

CASHFLOW BUDGET: NEXT YEAR BUDGET

	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	TOTAL
Total Other	0	0	0	0	0	0	0	0	0	0	0	0	0
Net GST for month	-259	2314	127	-308	-205	-221	-188	-259	-173	-267	1269	-259	1571
Budget Surplus/Deficit	-4345	15378	-1394	-4722	-1436	-4061	-2809	-3353	-2694	-916	8368	-3351	-5335
Add: Brought forward	51393	47048	62426	61032	56310	54874	50813	48004	44651	41957	41041	49409	51393
Closing Bank Balance	47048	62426	61032	56310	54874	50813	48004	44651	41957	41041	49409	46058	46058

Printed on Sunday 13 May, 2018 at 2:00 pm

Item 4

Application No. 17

Lifelink/Samaritans Inc
Statement of Financial Performance
For the 1 month period ending May, 2018

	This Period	This Year	Last Year
Income			
Interest	0.00	819.94	1,301.82
RECT	0.00	5,000.00	5,000.00
MSD Funding	0.00	17,040.00	17,040.00
COGs	0.00	2,000.00	0.00
Lotteries	0.00	10,000.00	10,000.00
Rotorua District Council	0.00	978.26	4,220.66
Southern Trust	0.00	0.00	5,200.00
Geyser Foundation	0.00	0.00	1,125.00
Rotorua ROTARY	0.00	0.00	4,500.00
Total Income	0.00	35,838.20	48,387.48
Less: Direct costs			
Total Direct costs	0.00	0.00	0.00
Gross Profit	0.00	35,838.20	48,387.48
Add: Other income			
	0.00	0.00	0.00
	0.00	35,838.20	48,387.48
Less: Expenses			
volunteer expenses	0.00	103.04	118.52
Wages	0.00	16,569.14	17,689.35
Advertising/Publicity	0.00	977.34	878.60
phone	0.00	4,133.35	6,099.26
security	0.00	0.00	65.01
PAYE	0.00	4,043.39	6,225.84
petty cash	0.00	494.20	635.24
Stationery	0.00	777.09	740.49
VolunteerTraining expenses	0.00	196.34	100.58
Insurance	0.00	225.00	225.00
Travel Expenses	0.00	295.47	374.59
Courses/Subs	0.00	424.33	246.08
Auditor	0.00	375.00	350.00
Capital expense	0.00	293.04	321.50
Misc Expenses	0.00	1,359.01	631.52
ACC Levies	0.00	75.37	83.99
Rent	0.00	-59.36	4,539.60
Bank Fees	0.00	44.00	35.31
Repairs & Maintainance	0.00	150.00	1,130.21
Misc gst exempt	0.00	-1,115.00	250.00
computers	0.00	627.83	98.72
Sams NZ levy	0.00	0.00	354.74
Samaritans 0800	0.00	6,695.91	4,844.93
Total Expenses	0.00	36,684.49	46,039.08
Net Profit	0.00	-846.29	2,348.40

Lifelink/Samaritans Inc
Statement of Financial Performance
For the 1 month period ending May, 2018

	This Period	This Year	Last Year

Printed on Sunday 13 May, 2018 at 2:16 pm

OFFICE PROFESSIONALS

"The Bookkeeping and Business Professionals"

Owhata
PO Box 7193
Te Ngae
Rotorua

Phone (07) 345 5783
Fax (07) 345 5784
Mobile 027 280 8599
Email
cheryloffice@xtra.co.nz
Website
www.officeprofessionals.co.nz

Lifelink /Samaritans Inc.
Review Report
For the Year Ended 31st May 2018

To the readers of the Financial Reports of Lifelink/Samaritans Inc. I have reviewed the Financial Statements. These Financial Statements provide information about the past financial performance of the Organisation for the period ended on the 31 May 2018.

Trust Responsibilities

The Organisation Lifelink /Samaritans Incorporated Society is responsible for the preparation of these financial statements in accordance with generally accepted accounting practice in New Zealand, that give a true and fair view of the matters to which they relate. It is the Committee responsibility to institute the degree of internal control necessary to enable the preparation of financial statements that are free rom material misstatement, whether due to fraud or error.

Reviewers Responsibilities

It is my responsibility to express an independent opinion on this statement and to conduct the review in accordance with acceptable Accounting standards. A review includes examining on a test basis, Evidence relating to the amounts and disclosures in the financial reports. It also includes assessing whether the Accounting Policies are appropriate to the Trusts circumstances, consistently applied and adequately disclosed.

This review provides less assurance than an Audit and I do not give an Audit opinion however the bases on my review: nothing has come to my attention that causes me to believe that the accompanying financials statements do not give a true and fair view of the financial affairs of the

HASTINGS DISTRICT COUNCIL
207 Lyndon Road East
Hastings 4122
Private Bag 9002
Phone 06 871 5000
www.hastingsdc.govt.nz
TE KAUNIHERA O HERETAUNGA

Annual Contestable Grants - Application Form

1.0 Background Context

Hastings District Council invites local community groups and organisations to work with Council as a contributor to meeting the needs of our community.

Our current and future needs are identified as*:

1. **Assisting youth into training, skill development, and jobs**
2. **Supporting and attracting businesses to provide jobs and revenue into the local economy**
3. **Assistance and advice for people in need due to older age, adverse circumstances**
4. **Creating an appealing district identity and visitor/student/business destination**
5. **Creating safe and sustainable communities free of waste and crime**
6. **Promoting participation in recreation, arts, and cultural activities**

**Adapted from the 2015-2025 Long Term Plan (p.7)*

2.0 Open and Closing Dates

Applications open 1 March and close 30 April each year.

Grants are available from 1 July each year.

Apply online:

http://www.hastingsdc.govt.nz/contestable-grants-fund

Or send to:

Community Grants Advisor
Hastings District Council
Private Bag 9002
Hastings 4156

3.0 Important information

- Please read the eligibility criteria before completing this form.
- Complete all parts of the application form or refer to clearly marked attachments where applicable for specific questions.
- For clarity please type or print in black ink as applications will be copied.
- If you have questions please contact the Community Grants Advisor, at Hastings District Council (871-5048.
- Applications will not be acknowledged until after the Community Grants Subcommittee meeting in May.
- You will be formally advised of the result of this application in writing.

PART ONE - Eligibility Criteria

A. Your organisation must be a legal entity, either:

i. An Incorporated Society, or
ii. Registered Charitable Trust, or
iii. Formal not-for-profit organisation

B. Your organisation/group:

i. Must be able to demonstrate they have applied to additional sources of funding to support this project/activity or service.

ii. Must address one or more of the current and future needs in 1.0

iii. Must have a current Health & Safety Policy and plan

iv. Must have a current Child Protection Policy where applicable
v.

C. Exclusions for funding include:

i. Building or renovation costs

ii. Purchase of a motor vehicle or other capital items

iii. Activities that promote religious or political goals

iv. Sponsorship of individuals

v. Limited liability companies

vi. Activities which are outside the scope of Council's current and future needs

vii. Activities where there is no demonstrated need due to existing similar services

PART TWO – APPLICATION FORM

Section A - Tell us about your organisation

i. Organisation details

Organisation Name: Sustaining Hawke's Bay Trust CC25936

Postal Address: P O Box 11064, Hastings North 4158

City and Postcode: Hastings 4122

Phone: 06 870 4942 Mobile Phone: 027 5768414

Email: manager@environmentcentre.org.nz Website: www.environmentcentre.org.nz

ii. Organisation legal status

Is your organisation a legally constituted trust or incorporated society and registered with the Companies Office and/or Charities Commission? ☐ Yes** ☐ No

**If yes, please enclose a copy of the certificate/s

iii. Key people in your organisation are:

List your organisation's key contact people (governance group):

Name	Position	Email	Phone (day)
Marielle Haringa	General Manager	manager@environmentcentre.org.nz	027 5768414
Jake Brookie	Programme Co ordinator	info@environmentcentre.org.nz	021 025 73553
Tony Smith	Secretary	tontine@xtra.co.nz	0210359314
Sarah Grant	Trustee	Sarah12984@gmail.com	027 257 4822
John Adams	Chair	John.adams@hbdhb.govt.nz	027 249 4375

Jamie Thompson	Trustee	Jamietom7@gmail.com	021 568 022
Marion Thomson	Trustee	Marion.Thomson@live.com	027 5554014
Neil Attapattu	Treasurer	Neil@ecct.org.nz	027 599 9017

iv. Please indicate if you would like to present a brief summary of your application to the Community Grants Subcommittee.

These hearings will be held in May each year

YES ___ I /we wish to present to the Community Grants Subcommittee

NO ___ I /we do not wish to present to the Community Grants Subcommittee

v. Please indicate if you are applying for Seed Funding* or an Establishment Grant*:

Circle One: Seed Funding Establishment Grant

*Seed funding is for grants up to $10,000 and is for new projects which have not applied previously to the Contestable Grants Fund

*Establishment Grant is for services who have previously applied to the Contestable Grants Fund and are able to demonstrate the achievement of satisfactory outcomes. The Establishment Grant can be awarded for 1 or 2 years.

Section B - Tell us about your project or service for which you are seeking funding:

i. **Which of the Current and Future Needs of our community are you addressing?**

- ☐ Assisting youth into training, skill development, and jobs
- ☐ Supporting and attracting businesses to provide jobs and revenue into the local economy
- ☐ Assistance and advice for people in need due to older age, adverse circumstances
- ☐ Creating an appealing district identity and visitor/student/business destination
- ☐ Creating safe and sustainable communities free of waste and crime
- ☐ Promoting participation in recreation, arts, and cultural activities

ii. **Describe how your project/service deliverables will contribute to meeting the need/s identified in i. above:**

a. What **activity/s** are within the scope of your project/service?

The Environment Centre Hawkes Bay (ECHB) recognises that more people than ever are searching for better ways to connect with their communities, environment and like minded people. People are becoming increasingly aware of the cost of living, sustainable backyard practices, waste management, healthy eating and growing their own food. As the population is aging and people are living longer, people downsizing their garden and/or lacking the physical capability to do what they have in the past will also be interested in re-designing their sustainable living.

Last year, ECHB launched Sustainable Backyards (SBY), a month long programme that highlights, celebrates and supports the fantastic range of local environmental and sustainability focussed initiatives run by individuals and community organisations throughout Hawkes Bay. Running throughout November, SBY 2018 delivered 38 events and attracted over 78,000 points of passive engagement with the Hawkes Bay community, including over 1,200 people who actively attended our events. A copy of the event report is attached to this application.

ECHB therefore wishes to continue **Sustainable Backyards (SBY)** in 2019, a programme that has been run successfully by Envirohub Bay of Plenty for thirteen years and offered over 140 events in 2018. http://envirohub.org.nz/sustainablebackyards/.

ECHB's Sustainable Backyards 2018 attracted active involvement from community groups, business leaders, schools, local and regional government institutions and EIT with further involvement from these organisations anticipated after last year's success.

ECHB engaged with 25 organisations, many of whom were able to use our space in the Tremains Community Hub to host events - a partnership which will endure into the future. Now that Sustainable Backyards has established visibility in the community we anticipate more attendance at events and an increased levels of benefit to Hawkes Bay people of all ages and social sectors and provide the tools to help people become more resilient in well-connected communities.

We are intending to run the program during November 2019, with preparation from early July. Similarly to 2018, events could include worm farm workshops, growing and preserving food, crop swaps, beach clean ups, green movie nights, educational seminars on environmental topics, sustainable home tours and the like.

The *JOINT WASTE MANAGEMENT AND MINIMISATION PLAN 2018-2024* developed by the Hastings District and Napier City Councils recognises that over half of the waste entering the landfill can be diverted or recycled in some form. Last year, Sustainable Backyards hosted workshops on sustainable household products, composting and home gardening that will help to achieve the objectives of this Plan, as well as the funding objective of "creating safe and sustainable communities free of waste and crime".

We have identified Sustainable Backyards as "Supporting and attracting businesses to provide jobs and revenue to the local economy". During 2018's Sustainable Backyards we held an event, backed by the Chamber of Commerce, that enabled sustainable business leaders to talk about their points of difference and how sustainability and business can complement each other. There has been much focus on the 'green economy' and events like these help increase awareness. The Chamber, and our guests, were pleased with this event and are keen to collaborate with us this year, hence the fulfilment of this criteria.

ECHB has launched a second set of public programmes called "Sustainable Backyards Bite Size". This is a series of free workshops that runs throughout the year and compliments the month long programme in November. The reason for launching the 'Bite Sized' programme is to keep the public aware of the SBY brand and its objectives and will help us promote the second schedule of events when released.

How will your project or service be **measured** to identify the benefit to the community, i.e. what are the anticipated outcomes and measures of success?

Objectives for SBY are:

1. To **connect people** via low cost/ free events with a broad demographic appeal, as well via the our website, online event calendar and other resources to support sustainable living choices.
2. To **inspire people** and improve the wellbeing and quality of life of people in the community via informative workshops on growing your own food, preserving, consumer choices, cooking, composting, worm farming, e-waste, supporting healthy homes and much more.
3. To **engage and train people** via valuable volunteering opportunities which connect people with local organisations.

4. To **create green voice** by providing a mechanism for communities and organisations in Hawke's Bay to have a voice in the protection of their environment via the promotion of local initiatives.
5. To **highlight, celebrate and support environmental initiatives** run by individuals and community organisations throughout Hawkes Bay.

The outcomes are well connected, better informed, resourced and skilled individuals coming together to form resilient communities.

ECHB will measure the success of SBY through:

1. **Number of events** - 45 events during November, an increase of 15 events from 2018's target of 30.
2. **Number of attendees at each event**. At least 2,000 people attend events for 2019.
3. **Event attendees feedback forms** (focus on satisfaction and how they intend to apply things they have learned)
4. **Event hosts feedback forms**
5. **Number of environmental groups involved.** At least 25 local community organizations and groups collaborate in SBY 2019.
6. **Costs within budget limits.** A budget sufficient to fairly pay contractors and effectively advertise will be needed to ensure success.
7. **Increased public awareness of ECHB's services and programmes**

b. **The process** – how will you carry out your project or service, and where will it be delivered?

We will collaborate with Hawke's Bay environmental organisations and community groups to deliver a series of free or low cost workshops and events on topic such as home food production, healthy eating and food storage techniques, reducing our ecological/climate footprint, organic waste management, healthy homes, green films, solar power and encourage backyard biodiversity. **ECHB will function as the local connector and the project facilitators in connecting local groups with a wide range of the community.** We also intend to deliver a couple of larger events ourselves. We will use the true and tested templates, processes and documentation made available to us from Envirohub Bay Of Plenty and customized to suit ECHB in 2018. In addition, we have many organizations wishing to repeat their presentations from last year. SBY will be delivered throughout Hawke's Bay and co-ordinated by the Environment Centre Hawkes Bay.

c. **The people** – who is involved? (include brief information about key individuals or organisations who you are working **collaboratively** with)

Many of the community groups who were involved with last year's programme have offered to assist us again in 2019. (for the list please see our SBY 2018 report enclosed)

In addition, we will be working alongside local and regional government as well as central government departments such as the Department of Conservation. We also hope to work more closely with iwi for 2019's SBY programme and will achieve this by proactively contacting the relevant groups.

In short, we will aim to engage with any organisation that supports the aims and objectives of Sustainable Backyards, and who can deliver an event in collaboration with us.

ECHB has started contract negotiations with Jake Brookie to grow the programme again this year in light of his excellent development, promotion and implementation of the programme in 2018. Our General Manager, Marielle Haringa will oversee the project, it's budget, marketing and reporting. Monthly reports also will go to our Board of Trustees.

Identify the anticipated budget for the year 1 July to 30 June - where appropriate please include copies of quotes.

Project/Service Costs e.g. materials, venue hire/office rental, advertising/promotion, equipment hire, personnel costs, etc.

Item	Amount
Project Coordinator (Development, Coordination, Promotion, implementation.) 15 weeks at 8 hours a week.	$ 3000
Promotional Brochures, Posters, Advertising	$3000
Two larger events hosted by HBEC (venue, equipment etc)	$1500
	$
	$
(A) Total Cost	$7500 (All amounts excluding GST)

NB: Following feedback from event holders, we hope to publish a schedule of events in local newspapers for 2019's event. This has been a successful method of advertising for organisations such as Seaweek and, should the budget be available, will help to increase attendance at our events.

Project/Service Income **e.g. ticket sales, membership fees, other grants, donations, in-kind support, own contribution, existing funds, expected fundraising etc.**

Income Source	Amount
We aim to have as many free events as possible to increase access and reach for all people in the community. We do not anticipate an income source for SBY. However, a movie night is being planned, with donations at the door. These donations may recover some of the costs of hosting this event.	
Door donations	$200
	$
	$
	$
	$
	$
	$
	$
(B)Total Income	$200

Please work out below the amount of funding being requested.

The total cost of the project/service (A) minus total funds available for the project/service (B) will usually equal the maximum amount requested from the Hastings District Council Contestable Fund.

Income Source	Amount
A. Total cost of project / service	$7500
B. Less total funds available *Please note that ECHB will organise volunteers, offer management support of the programme and our venue. We will cover the cost of these.*	$0
Difference	$7500

Amount requested	$7500

iii. Tell us about all other grants you have received through the Hastings District Council in the current and previous financial year:

Date/s: Contestable Funding Round March-April 2018

Project/Service name/s: Sustainable Backyards 2018 Contestable Funding

.....

Amount/s of funding received? $4000

iv. Please include a copy of your organisation's latest financial accounts with your application.

Declaration

I/we declare that the information supplied here is correct.

If the application is successful, I/we agree to:

- Enter into a Contract for Service with Hastings District Council which will identify agreed deliverables for the funding awarded
- Complete and return six monthly and annual reports, and a set of financial accounts (audited accounts are required for grants of $15,000 or more)
- Participate in any funding audit of your organisation or project conducted by Hastings District Council, or an appointed contractor, if required
- Inform the Hastings District Council of any public event or issue arising out of your project or service
- Participate in Child Protection Training or provide an active Child Protection Policy for your organisation

- Provide a Health and Safety Plan which shall be submitted to Hastings District Council within one month of acceptance of the contract. The Health and Safety Plan shall include:

  i. A hazard register for the services undertaken. The hazard register will identify the hazards and their associated risks and document the measures to eliminate or minimise the risks;

  ii. A procedure for dealing with accidents & incidents;

  iii. A procedure for dealing with potential emergencies;

iv. A procedure or instruction for communicating the hazard register, and procedures with employees/ volunteer workers.

- Acknowledge the assistance of Hastings District Council at events, and use the Hastings District Council logo in all publicity/communications for this project

We understand that the Hastings District Council is bound by the Local Government Official Information and Meetings Act 1987. In this regard, we consent to it recording the personal contact details provided in this application, retaining and using these details.

We understand that our name and brief details about the project or service may be released to the media or appear in public material.

We undertake that we have obtained the consent of all people involved to provide these details. We understand that we have the right to have access to this information.

This consent is given in accordance with the Privacy Act 1993.

Name: Marielle Haringa Position in organisation: General Manager

Signature: Date: 14 March 2019

Ministry of Economic Development
Manatū Ōhanga
Companies Office

CERTIFICATE OF INCORPORATION

SUSTAINING HAWKE'S BAY TRUST

1034467

This is to certify that BIODYNAMIC ORGANIC EDUCATION TRUST was incorporated under the Charitable Trusts Act 1957 on the 3rd day of May 2000
and changed its name to SUSTAINING HAWKE'S BAY TRUST on the 17th day of September 2004.

Ministry of Economic Development Manatū Ōhanga Companies Office

Mandy McDonald

Registrar of Incorporated Societies
3rd day of March 2014

REGISTRAR OF INCORPORATED SOCIETIES NEW ZEALAND

For further details visit www.societies.govt.nz

Certificate printed 3 Mar 2014 09:57:34 NZT

1 OF 1

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Performance Report

Sustaining Hawke's Bay Trust
For the year ended 31 March 2018

Prepared by Epplett & Co Limited

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Entity Information

Sustaining Hawke's Bay Trust
For the year ended 31 March 2018

Legal Name of Entity

Sustaining Hawke's Bay Trust

Entity Type and Legal Basis

Sustaining Hawke's Bay Trust is a charitable trust registered under the Charitable Trusts Act 1957.

Registration Number

Registration number: 1034469

IRD number: 075-586-884

Entity's Purpose or Mission

The trust's vision is to see a Hawke's Bay community where people are actively engaged with sustainability and environmental matters and where sustainable practices are a part of everyone's daily lives.

Our mission is supporting people to create a sustainable Hawke's Bay community.

Sustaining Hawke's Bay Trust is committed to the principles of strong sustainability. This model recognises that the economy is a subset of society (i.e. it only exists in the context of a society), and that many important aspects of society do not involve economic activity. Similarly, human society and the economic activity within it are totally constrained by the natural systems of our planet.

Entity Structure

Sustaining Hawke's Bay Trust is administered by a Board of Trustees which shall consist of no less than four nor more than ten members of the trust.

Main Sources of Entity's Cash and Resources

Grant Income
Equipment Sales
E-Waste Sales

Main Methods Used by Entity to Raise Funds

Grant application and retail sales.

E-Waste sales come from goods disposed of by members of the public for which a fee is charged.

Entity's Reliance on Volunteers and Donated Goods or Services

The Trust is reliant on time spent by volunteers to man the retail shop, and assist with E-waste operations.

The Zero waste events are run solely by volunteers.

Physical Address

809 Karamu Road, Hastings, 4122

Entity Information

Postal Address

PO Box 11064, HASTINGS, 4158

Website / Social Media

www.environmentcentre.org.nz

Facebook: @EnvironmentCentreHawkesBay

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Independent Auditors Report

Sustaining Hawke's Bay Trust
For the year ended 31 March 2018

INDEPENDENT AUDITORSREPORT

To the Trustees ofSustaining Hawkes Bay Trust

Opinion

I have audited the accompanying performance report of Sustaining Hawke's Bay Trust on pages 10 to 18, which comprise the statement of financial position as at 31 March 2018, the statement of financial performance and statement of cash flows for the year then ended,the statement of accounting policies and other explanatory information.

In my opinion, the accompanying performance report presents fairly, in all material respects, the financial position of Sustaining Hawke's Bay Trust as at 31 March 2018, and its financial performance and its cash flows for the year then ended in accordance with the requirements of Public Benefit Entity Simple Format Reporting Accrual (Not-For-Profit), issued in New Zealand by the New Zealand Accounting Standards Board, relevant to reporting financial position, financial performance and cash flows.

Basis for Opinion

I conducted my audit in accordance with International Standards on Auditing (New Zealand) (ISAs (NZ)).My responsibilities under those standards are further described in the Auditors Responsibilities for the Audit of the Performance Report section of my report.I am independent of Sustaining Hawke's Bay Trust 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 I have fulfilled my other ethical responsibilities in accordance with these requirements. I believe that the audit evidence which I have obtained is sufficient and appropriate to provide a basis for my opinion.

Other than in my capacity as auditor I have no relationship with, or interests in, Sustaining Hawke's Bay Trust.

Restriction on Responsibility

This report is made solely to the Trustees, as a body, in accordance with section 42F of the Charities Act 2005. My audit work has been undertaken so I am required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted bylaw, I do not accept or assume responsibility to anyone other than the Trustees as a body, for my audit work, for this report, or for the opinions I have formed.

Other Information

The Trustees are responsible for the other information. The other information comprises the entity information and statement of service performance but does not include the performance report and my auditors report thereon.

My opinion on the performance report does not cover the other information and I do not express any form of assurance conclusion thereon.

In connection with my audit of the performance report, my responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the performance report or my knowledge obtained in the

audit or otherwise appears to be materially misstated. If based, on the work I have performed, I conclude that there is a material misstatement of this other information, I am required to report that fact. I have nothing to report in this regard.

Trustees Responsibility for the Performance Report

The Trustees are responsible on behalf of the entity 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 Trustees determine 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 Trustees are responsible on behalf of the entity for assessing the entity'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 Trustees either intend to liquidate the entity or to cease operations, or have no realistic alternative but to do so.

Auditors Responsibilities for the Audit of the Performance Report

My 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 auditors report that includes my opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (NZ) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the decisions of users taken on the basis of this performance report.

As part of an audit in accordance with ISAs (NZ), I exercise professional judgement and maintain professional scepticism throughout the audit. I 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 my 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 entitys internal control.

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

Item 4

Application No. 18

Conclude on the appropriateness of the use of the going concern basis of accounting by the Trustees and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the entitys ability to continue as a going concern. If I conclude that a material uncertainty exists, I am required to draw attention in my auditors report to the related disclosures in the performance report or,if such disclosures are inadequate, to modify my opinion.My conclusions are based on the audit evidence obtained up to the date of my auditors report. However, future events or conditions may cause the entity to cease to continue as a going concern.

I communicate with the Trustees 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 my audit.

Peter Rendell Chartered Accountant

Napier

Dated: 31 July 2018

Approval of Financial Report

Sustaining Hawke's Bay Trust
For the year ended 31 March 2018

The Trustees are pleased to present the approved financial report including the historical financial statements of Sustaining Hawke's Bay Trust for year ended 31 March 2018.

APPROVED

Tony Smith

Chairperson

Date 31 July 2018

Neil Attapatu

Treasurer

Date 31 July 2018

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Statement of Service Performance

Sustaining Hawke's Bay Trust
For the year ended 31 March 2018

Entity's Activities

- Environment Centre open to the public
- Specialist recycling services (coffee pods, batteries, light bulbs, mobile phones, Glad products, cooking oil, various pouches, ink cartridges)
- Educative workshops, seminars, presentations and community education
- School programmes for recycling, worm farming, waste minimisation
- Site tours to transfer station and landfill
- Manage Zero Waste Events, such as Farmers Market, Waka Ama, International Marathon
- Supply recycling and waste bins for waste minimisation and zero waste events
- E-waste recycling specialist for public and businesses
- Train, support and empower volunteers
- Maintain an active and informative Facebook page
- Maintain a professional Website
- Regular newsletters
- Litter clean up events
- Maara Kai teaching garden with worm farms, beehive, rain water harvesting, compost bins and vegetable patch
- Grow and maintain a community green voice
- Submissions to Hastings District Council Joint Waste management and Minimisation plan; submit to Hawke's Bay Regional Council 10 year plan
- Sector collaboration with other environmental groups
- Partnerships with regional authorities through service agreements
- Educational radio show on Radio Kidnappers
- Active governance and Board with 8 Trustees
- Local employer of 3 staff (1.06FTE)
- Member of Environment Hubs Aotearoa (national umbrella group of environment centres)
- Retailer of worm farms and Bokashi systems and other environmentally orientated products

Description of Entity's Outcomes

- Increased community awareness of environmental and sustainability issues
- Reduction in general waste going to landfill
- Reduction in e-waste going to landfill
- Increase in number of items and range of products recycled at the centre
- Upskilled and engaged volunteers
- Community advocacy in 'being heard' by territorial authorities
- Increase in use of worm farms and composting at schools

Description and Quantification of the Entity's Outputs

Total Volunteer Hours : 2240 (2017: 2385)

Total ewaste kgs local recycled: 2534 (2017: 3534)

New worm farms: 9 (2017: 8)

Zero Waste Events: 5 (2017: 8)

Litter Clean-ups: 8 (2017:4)

Workshops: 11 (2017: 13)

Workshop attendees: 85 (2017: 145)

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Statement of Financial Performance

Sustaining Hawke's Bay Trust
For the year ended 31 March 2018

'How was it funded?' and 'What did it cost?'

	NOTES	2018	2017
Revenue			
Donations, fundraising and other similar revenue	1	38,886	41,141
Fees, subscriptions and other revenue from members	1	213	283
Revenue from providing goods or services	1	98,041	90,037
Interest, dividends and other investment revenue	1	1,253	276
Other revenue	1	161	-
Total Revenue		138,554	131,738
Expenses			
Volunteer and employee related costs	2	61,183	59,929
Costs related to providing goods or service	2	48,136	53,758
Grants and donations made	2	100	-
Other expenses	2	8,598	9,857
Total Expenses		118,017	123,544
Surplus/(Deficit) for the Year		20,537	8,193

This statement has been audited, and should be read in conjunction with the attached Independent Auditors Report.

Statement of Financial Position

Sustaining Hawke's Bay Trust
As at 31 March 2018

	NOTES	31 MAR 2018	31 MAR 2017
Assets			
Current Assets			
Bank accounts and cash	3	53,330	56,020
Debtors and prepayments	3	5,142	8,397
Inventory	3	2,022	2,970
Other Current Assets	3	36,012	-
Total Current Assets		96,506	67,388
Non-Current Assets			
Property, Plant and Equipment	4	2,449	7,258
Total Non-Current Assets		2,449	7,258
Total Assets		98,956	74,646
Liabilities			
Current Liabilities			
Creditors and accrued expenses	5	9,892	9,198
Leave Liability		710	-
Total Current Liabilities		10,602	9,198
Total Liabilities		10,602	9,198
Total Assets less Total Liabilities (Net Assets)		88,353	65,448
Accumulated Funds			
Accumulated surpluses or (deficits)	6	88,353	65,448
Total Accumulated Funds		88,353	65,448

This statement has been audited, and should be read in conjunction with the attached Independent Auditors Report.

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Statement of Cash Flows

Sustaining Hawke's Bay Trust
For the year ended 31 March 2018

'How the entity has received and used cash'

	2018	2017
Cash Flows from Operating Activities		
Donations, fundraising and other similar receipts	51,808	46,091
Fees, subscriptions and other receipts from members	245	325
Receipts from providing goods or services	108,425	122,841
Interest, dividends and other investment receipts	1,170	277
Cash receipts from other operating activities	165	-
GST	(12,713)	(11,355)
Payments to suppliers and employees	(121,499)	(128,661)
Donations or grants paid	(100)	-
Total Cash Flows from Operating Activities	27,500	29,518
Cash Flows from Investing and Financing Activities		
Receipts from sale of property, plant and equipment	522	-
Payments to purchase investments	(35,929)	-
Cash Flows from Other Investing and Financing Activities	5,218	-
Total Cash Flows from Investing and Financing Activities	(30,190)	-
Net Increase/ (Decrease) in Cash	(2,690)	29,519
Cash Balances		
Cash and cash equivalents at beginning of period	55,920	26,402
Cash and cash equivalents at end of period	53,230	55,920
Net change in cash for period	(2,690)	29,519

This statement has been audited, and should be read in conjunction with the attached Independent Auditors Report.

Statement of Accounting Policies

Sustaining Hawke's Bay Trust
For the year ended 31 March 2018

Basis of Preparation

The entity 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 Performance Report is prepared under the assumption that the entity will continue to operate in the foreseeable future.

Goods and Services Tax (GST)

The entity is registered for GST. All amounts are stated exclusive of goods and services tax (GST) except for accounts payable and accounts receivable which are stated inclusive of GST.

Income Tax

Sustaining Hawke's Bay Trust 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.

Grants

The income from grants and donations are accounted for depending on whether or not they have a 'use or return' condition attached.

Where no 'use or return' condition is attached, revenue is recorded as income when the cash is received. Where income includes a 'use or return' condition it is initially recorded as income when the cash is received then subsequently any portion not used (or unspent) at balance date is recorded as a liability in the Statement of Financial Position. In the subsequent financial year the unspent portion is reversed back to the Statement of Financial Performance.

The Contract grants from Ministry for the Environment and Hastings District Council are invoiced 6 or 12 monthly for the previous milestone period, and as this contract income is based on deliverables, this is not accrued until invoiced and milestone targets are met.

Note 1 includes grants and donations based on the amount received adjusted for opening unused and closing unused grants.

Property, Plant and Equipment

Property, plant and equipment are shown at cost or valuation less any accumulated depreciation and impairment losses.

Reserves

The Board has resolved to maintain a reserve fund that represents 6 months operational expenditure.

Changes in Accounting Policies

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

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Notes to the Performance Report

Sustaining Hawke's Bay Trust
For the year ended 31 March 2018

	2018	2017
1. Analysis of Revenue		
Donations, fundraising and other similar revenue		
Donations Income	311	141
Grant - Ministry for the Environment	33,000	33,000
Grants - Eastern Central Community Trust	-	8,000
Grants - Department of Internal Affairs	3,000	-
Grants - Lion Foundation	2,000	-
Grants - General	575	-
Total Donations, fundraising and other similar revenue	**38,886**	**41,141**
Fees, subscriptions and other revenue from members		
Membership Fees	213	283
Total Fees, subscriptions and other revenue from members	**213**	**283**
Revenue from providing goods or services		
EHA Project Co-ordinator Hours	-	788
E-waste Sales	36,129	43,069
Grant - HDC Education Service (KKHB)	20,000	-
Grant - HDC Service Contract	20,000	20,000
HDC - Farmers Market	6,130	261
HDC - Worm Education Contract	4,632	6,654
Keeping Napier Beautiful	139	-
NCC - Worm Education Contract	485	648
Shop Sales	5,503	8,283
Waste Tours Income - (Landfill Contract) Training & Visits	3,322	2,413
Zero Waste Income	1,700	7,922
Total Revenue from providing goods or services	**98,041**	**90,037**
Interest, dividends and other investment revenue		
Dividends Received	200	150
Interest Received	1,053	126
Total Interest, dividends and other investment revenue	**1,253**	**276**
Other revenue		
Now Rebate	161	-
Total Other revenue	**161**	**-**

	2018	2017
2. Analysis of Expenses		
Volunteer and employee related costs		
Accident Compensation Levy	64	212
Contractors	-	6,069
Staff and Volunteer Expenses	49	-

The financial reports have been audited and these notes should be read in conjunction with the attached Independent Auditors Report.

Notes to the Performance Report

	2018	2017
Wages & Salaries	61,071	53,648
Total Volunteer and employee related costs	**61,183**	**59,929**
Costs related to providing goods or services		
Advertising	-	1,060
Bank Fee & Charges	217	304
Computer Expenses	919	354
Governance Training & Development -Conference Fees	1,985	-
Equipment Hire	777	1,154
Shop Purchases	3,702	7,238
E-Waste Costs	10,359	14,578
HDC Farmers Market	27	-
Health and Safety	133	54
Insurance	1,639	2,022
Licences Fees & Permits	692	-
Light, Power & Heating	1,034	1,311
Motor Vehicle - Fuel & Mileage	2,464	682
Motor Vehicle - Repairs & Maintenance	991	534
Postage & Courier Bags	154	150
Promotions / Shows	42	243
Rent - Premises	18,205	18,205
Rent - Venue Hire	35	-
Repairs & Maintenance	645	197
Stationery & Office Expenses	1,618	1,716
Subscriptions	292	1,006
Telephone, Tolls & Internet	1,327	1,615
Workshop and Tutor Costs	185	133
Zero Waste Expenses	694	1,203
Total Costs related to providing goods or services	**48,136**	**53,758**
Grants and donations made		
Donations	100	-
Total Grants and donations made	**100**	**-**
Other expenses		
Depreciation as per Schedule	944	2,801
Accountancy (Bookkeeper contract)	3,140	2,250
Accounting Fees - Xero	546	-
Accountancy Fees	1,000	2,100
Audit Fees	2,474	1,946
Legal Expenses	-	760
Loss on Scrapping Asset	494	-
Total Other expenses	**8,598**	**9,857**

The financial reports have been audited and these notes should be read in conjunction with the attached Independent Auditors Report.

3. Analysis of Assets

	2018	2017
Bank accounts and cash		
Westpac Enviro Centre Account	6,442	18,418
Westpac Online Saver	46,732	37,502
Cash Float	100	100
Petty Cash	56	-
Total Bank accounts and cash	53,330	56,020
Debtors and prepayments		
Accounts Receivable	5,142	8,397
Total Debtors and prepayments	5,142	8,397
Inventory		
Stock on Hand	2,022	2,970
Total Inventory	2,022	2,970
Other current assets		
Accrued Income	83	-
Westpac Term Deposit No 1	35,929	-
Total Other current assets	36,012	-

The financial reports have been audited and these notes should be read in conjunction with the attached Independent Auditors Report.

4. Property Plant and Equipment

2018	Land	Buildings	Motor Vehicles	Plant & Equipment	Total
	$	$	$	$	$
Cost/Valuation	-	-	-	22,902	22,902
Accumulated	-	-	-	19,508	19,508
Depreciation	-	-	-	944	944
Net book Value	-	-	-	2,449	2,449

2017	Land	Buildings	Motor Vehicles	Plant & Equipment	Total
	$	$	$	$	$
Cost/Valuation	-	-	8,696	23,917	32,613
Accumulated	-	-	5,134	17,419	22,554
Depreciation	-	-	712	2,089	2,801
Net book Value	-	-	2,850	4,408	7,258

Reconciliation of the carrying amount at the beginning to the end of the period:

	Land	Buildings	Motor Vehicles	Plant & Equipment	Total
	$	$	$	$	$
Opening balance	-	-	2,849	4,409	7,258
Additions	-	-	-	-	-
Disposals	-	-	2,849	1,016	3,865
Depreciation	-	-	-	944	944
Net book Value	-	-	-	2,449	2,449

5. Analysis of Liabilities

	2018	2017
Creditors and accrued expenses		
Accounts Payable	2,002	2,044
Accrued Expenses	3,435	2,913
GST	4,456	4,242
PAYE Payable	-	-
Total Creditors and accrued expenses	9,892	9,198
Other current liabilities	-	-

The financial reports have been audited and these notes should be read in conjunction with the attached Independent Auditors Report.

	2018	2017
6. Accumulated Funds		
Accumulated Funds		
Opening Balance	65,448	57,255
Accumulated surpluses or (deficits)	20,537	8,193
Reserves	2,368	-
Total Accumulated Funds	88,353	65,448
Total Accumulated Funds	88,353	65,448

7. Commitments

There are no commitments as at 31 March 2018 (Last year - nil).

8. Contingent Liabilities and Guarantees

There are no contingent liabilities or guarantees as at 31 March 2018 Last year - nil).

9. Related Parties

There were no transactions involving related parties during the financial year.

10. 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).

11. Ability to Continue Operating

The entity will continue to operate for the foreseeable future.

HASTINGS DISTRICT COUNCIL
207 Lyndon Road East
Hastings 4122
Private Bag 9002
Phone 06 871 5000
www.hastingsdc.govt.nz
TE KAUNIHERA O HERETAUNGA

Hastings District Council

Annual Contestable Grants - Application Form

1.0 Background Context

Hastings District Council invites local community groups and organisations to work with Council as a contributor to meeting the needs of our community.

Our current and future needs are identified as*:

1. **Assisting youth into training, skill development, and jobs**
2. **Supporting and attracting businesses to provide jobs and revenue into the local economy**
3. **Assistance and advice for people in need due to older age, adverse circumstances**
4. **Creating an appealing district identity and visitor/student/business destination**
5. **Creating safe and sustainable communities free of waste and crime**
6. **Promoting participation in recreation, arts, and cultural activities**

**Adapted from the 2015-2025 Long Term Plan (p.7)*

2.0 Open and Closing Dates

Applications open 1 Marchand close 30 April each year.

Grants are available from 1 July each year.

Apply online:

http://www.hastingsdc.govt.nz/contestable-grants-fund

Or send to:

Community Grants Advisor
Hastings District Council
Private Bag 9002
Hastings 4156

3.0 Important information

- Please read the eligibility criteria before completing this form.
- Complete all parts of the application form or refer to clearly marked attachments where applicable for specific questions.
- For clarity please type or print in black ink as applications will be copied.
- If you have questions please contact the Community Grants Advisor, at Hastings District Council (871-5048.
- Applications will not be acknowledged until after the Community Grants Subcommittee meeting in May.
- You will be formally advised of the result of this application in writing.

PART ONE - Eligibility Criteria

A. Your organisation must be a legal entity, either:

i. An Incorporated Society, or
ii. Registered Charitable Trust, or
iii. Formal not-for-profit organisation

B. Your organisation/group:

i. Must be able to demonstrate they have applied to additional sources of funding to support this project/activity or service.

ii. Must address one or more of the current and future needs in 1.0

iii. Must have a current Health & Safety Policy and plan

iv. Must have a current Child Protection Policy where applicable
v.

C. Exclusions for funding include:

i. Building or renovation costs

ii. Purchase of a motor vehicle or other capital items

iii. Activities that promote religious or political goals

iv. Sponsorship of individuals

v. Limited liability companies

vi. Activities which are outside the scope of Council's current and future needs

vii. Activities where there is no demonstrated need due to existing similar services

PART TWO – APPLICATION FORM

Section A - Tell us about your organisation

i. Organisation details

Organisation Name: Hawke's Bay A & P Society

Postal Address: PO Box 349, Hastings

City and Postcode: Hastings, 4156

Phone: 06 878 3123 Mobile Phone: 027 470 4624

Email: sally.jackson@showgroundshb.co.nz Website: www.showgroundshb.co.nz

ii. Organisation legal status

Is your organisation a legally constituted trust or incorporated society and registered with the Companies Office and/or Charities Commission? ☒ Yes** ☐ No

**If yes, please enclose a copy of the certificate/s

iii. Key people in your organisation are:

List your organisation's key contact people (governance group):

Name	Position	Email	Phone (day)
Sally Jackson	General Manager	sally.jackson@showgroundshb.co.nz	027 470 4624
Simon Collin	Chair	s.collin@xtra.co.nz	027 636 3243
Jason Roebuck	Vice Chair	jason.roebuck@stockx.co.nz	027 432 0238
Regan Loach	Treasurer	ReganL@bwr.co.nz	06 8738037

iv. Please indicate if you would like to present a brief summary of your application to the Community Grants Subcommittee.

These hearings will be held in May each year

YES ___ I /we wish to present to the Community Grants Subcommittee

~~NO ___ I /we do not wish to present to the Community Grants Subcommittee~~

v. Please indicate if you are applying for Seed Funding* or an Establishment Grant*:

Circle One: Seed Funding **Establishment Grant**

*Seed funding is for grants up to $10,000 and is for new projects which have not applied previously to the Contestable Grants Fund

*Establishment Grant is for services who have previously applied to the Contestable Grants Fund and are able to demonstrate the achievement of satisfactory outcomes. The Establishment Grant can be awarded for 1 or 2 years.

Section B - Tell us about your project or service for which you are seeking funding:

i. **Which of the Current and Future Needs of our community are you addressing?**

- ☒ **Assisting youth into training, skill development, and jobs**
- ☐ Supporting and attracting businesses to provide jobs and revenue into the local economy
- ☐ Assistance and advice for people in need due to older age, adverse circumstances
- ☒ **Creating an appealing district identity and visitor/student/business destination**
- ☒ **Creating safe and sustainable communities free of waste and crime**
- ☒ **Promoting participation in recreation, arts, and cultural activities**

ii. **Describe how your project/service deliverables will contribute to meeting the need/s identified in i. above:**

a. What **activity/s** are within the scope of your project/service?

Thank you for the opportunity to submit this application for a contestable grand fund.

The specific project / activity that will contribute to meeting the needs identified above is the event – the Royal A & P Show hosted by the Hawke's Bay A & P Society at the Showgrounds Hawke's Bay Tomoana site.

Background:

The Hawke's Bay A & P Society is a charitable, not for profit incorporated Society. Formed in 1858, the Agricultural and pastoral movement was originally set up to champion the primary industry sector.

For over 150 years, the Hawke's Bay A & P Society has promoted agricultural, pastoral, horticultural, viticulture and forestry resources through its various channels including organized events such as The

Royal A & P Show, National Horticulture Field Day, The Hawke's Bay A&P Wine Awards, the Famer of the Year Award and the Primary Sector Awards.

The Society is located at the historic and beautiful Showgrounds Hawke's Bay Tomoana and the facilities on site are frequently hired out for local and national events. The site is the home base for New Zealand first, and largest Farmers Market and the international event; Landrover Horse of Year.

The Hawke's Bay A & P Society is paving the way for initiative and forward thinking in the rural sector, contributing to positive economic development across the region.

Through the Royal A & P Show the Society strives to: Advance the primary sector, promote growth, celebrate excellence, provide educational opportunities; Highlight careers across primary sector and honour the heritage and continuing the legacy of our foundation members.

Welcoming over 32,000 – 35,000 visitors through the gates, the Royal A & P Show, is a massive event that truly brings rural life to the city like no other event can.

Some of the country's best and most prestigious livestock and equestrian events pack a three-day schedule and this is accompanied by a huge amount of fun filled family entertainment including the famous Hawke's Bay Food Market.

The Royal A &P Show resonates with the community of Hawke's Bay and has a significant and positive impact on the primary sector.

In 2019, the Royal A & P Show will be honoring its traditions and the legacy of the agriculture and pastoral legends that created the event over 155 years ago.

The focus will be placed on the agricultural and pastoral elements; the animals, the competitions, the prestige associated with winning the top prizes, and displaying the best of the best livestock to the thousands who attend each day of the event. The crowds will be able to see hundreds of horses, ponies, sheep, cattle, alpacas, dogs, pigs, poultry and so much more!

The Hawke's Bay A & P Society will be utilising the event and using it as a conduit to assist the primary sector. A significant element that is being introduced this year is an expanded and meaningful Educational and Career Programme run throughout the entire event.

Education and involvement with the youth is critical to the success of the primary sector and using the Royal A & P Show event to progress and promote this is an opportunity that needs to be taken.

Further to this, the event will have a significant waste minimisation strategy implemented throughout to educate and change the behaviour of those attending, reducing event waste and promoting strategies to those attending that can be put in place at home.

b. How will your project or service be **measured** to identify the benefit to the community, i.e. what are the anticipated outcomes and measures of success?

The Royal A & P Show will be delivering on the following Council defined outcomes:

Assisting youth into training, skill development, and jobs; Creating an appealing district identity and visitor/student/business destination, Creating safe and sustainable communities free of waste and crime & Promoting participation in recreation, arts, and cultural activities.

Education and involvement with youth is critical to the success of the primary sector. It is widely known that the labour force is at serious risk of not attracting new and engaged young people.

The industry is constantly changing and evolving and is currently experiencing exponential growth has been accompanied with prominent labour shortages. The acute staffing deficit is certainly a limiting factor for growth across the sector.

The Hawke's Bay A & P Society will use the Royal A & P Show event as a conduit to assist the primary sector. All events organised by the A & P Society have purpose and deliver back to the community. The team will be working with the industry to address this shortfall through all of its programmes run throughout the event and specifically through the Royal A & P Show Education and Careers Programme.

On going measures will be in place for the outcomes of the event.

In 2013 an economic impact report completed by an independent advisor revealed that the A & P Show resulted in approximately $1 million direct and indirect value-added impact on the local economy.

In the last five years, this impact is estimated to have increased significantly due to the Royal status of the Show attracting additional competitors to the event and increasing visitation to the event.

Out of the 32,000 event attendees, it is estimated that in 2018 the Royal A & P Show attracted 6,500 people to compete in one of the animal or stock related competitions. Of these, approximately 60% were people living outside of the Hawke's Bay region.

It was estimated that a further 17,000 people attended that were non animal or stock related guests to the Show, and of these 10% were from outside of the region.

It was estimated that 3,000 people were related to trade stalls at the event, and 80% of these were from outside of the region.

Survey work completed on visitors to the event show that those coming to the event from outside of the region stay on average three nights.

Approximately 3,000 children and guardians registered in the inaugural education programme run throughout the Show. This was an increase from 200 – 300 members in 2017.

Ongoing measures will be put in place and reported on to Council.

With regards to the waste minimisation, measures will be in place taking into account the weight of items going to the transfer station, recyclables and bio-degradable refuse.

c. **The process** – how will you carry out your project or service, and where will it be delivered?

The Hawke's Bay A & P Society will run the event over the days of 23 / 24 / 25 October 2019. The location of the event is Showgrounds Hawke's Bay Tomoana.

A small team of staff work tirelessly to achieve the desired outcomes for the event, and we do rely on volunteers to assist with the roll out of the event.

A detailed plan of the event is attached for more information on this.

d. **The people** – who is involved? (include brief information about key individuals or organisations who you are working **collaboratively** with)

The Hawke's Bay A & P Society work right across the community and it is our preference to work alongside other volunteer organisations in order to achieve a far wider reach within the Hastings and Hawke's Bay at large.

In 2018, the Royal A & P Show event worked with 15 different community organisations such as Rotary, Young Farmers, Kindergartens, church groups and the Cancer Society.

The Hawke's Bay A & P Society works collaboratively with all animal breed organisations across the country, the Royal Agricultural Society of New Zealand, Equestrian Sports New Zealand and wide range of local and national equestrian based groups.

Hastings will host an Equestrian World Cup event through ESNZ in 2019, it will host key qualifying events for Landrover Horse of Year and the Royal status has been awarded to Hastings for the next three years.

Central Government is also a key organisation to work alongside especially with the Ministry of Primary Industries.

iii. **Identify the anticipated budget for the year 1 July to 30 June -** where appropriate please include copies of quotes.

Project/Service Costs e.g. materials, venue hire/office rental, advertising/promotion, equipment hire, personnel costs, etc.

Item	Amount
Accommodation of judges & dignitaries	$8,000.00
Advertising/Marketing/Promotion	$18,000.00
Beverages for functions / hosting	$8,000.00
Catering/Food	$22,000.00
Cleaning/rubbish	$15,000.00
Contractors	$30,000.00
Donations to volunteers and community groups	$30,000.00
Electricity	$5,000.00
Equipment Hire/Lease	$60,000.00
Event Delivery Misc	$77,000.00

Freight	$6,000.00
General Expenses	$2,000.00
Health & Safety	$2,750.00
Insurance	$4,800.00
Judge/Sponsor Expenses	$8,000.00
Levies (National RAS / ESNZ)	$16,000.00
Licences & Registrations	$1,000.00
Overhead Charges (Salary / venue / other)	$70,000.00
Postage	$2,500.00
Printing, Stationery & Design	$15,000.00
Prize Money / Prizes	$55,000.00
Repairs & Maintenance - Grounds	$4,000.00
Security	$20,000.00
Signwriting / Signs / Banners	$15,000.00
Sound & Tech	$10,000.00
Trophies / Ribbons / Engraving	$8,000.00
Vehicle Fuel & Oil	$400.00
(A) Total Cost	$513,450

Project/Service Income **e.g. ticket sales, membership fees, other grants, donations, in-kind support, own contribution, existing funds, expected fundraising etc.**

Income Source	Amount
Entry Fees	$75,000.00
Sales	$133,000.00
Trade Sites	$160,000.00
Donations	$5,000.00
Grants	$10,000.00
Sponsorship Income	$100,000.00
(B)Total Income	$483,000

Please work out below the amount of funding being requested.

The total cost of the project/service (A) minus total funds available for the project/service (B) will usually equal the maximum amount requested from the Hastings District Council Contestable Fund.

Income Source	Amount
A. Total cost of project / service	$513,450
B. Less total funds available	$483,000
Difference	$30,450
Amount requested	$30,000

iv. **Tell us about all other grants you have received through the Hastings District Council in the current and previous financial year:**

Date/s: **September 2018** .....

Project/Service name/s: Contestable Grant for the Royal A & P Show 2018.....

.....

Amount/s of funding received? $25,000.....

v. **Please include a copy of your organisation's latest financial accounts with your application.**

Declaration

I/we declare that the information supplied here is correct.

If the application is successful, I/we agree to:

- Enter into a Contract for Service with Hastings District Council which will identify agreed deliverables for the funding awarded
- Complete and return six monthly and annual reports, and a set of financial accounts (audited accounts are required for grants of $15,000 or more)
- Participate in any funding audit of your organisation or project conducted by Hastings District Council, or an appointed contractor, if required
- Inform the Hastings District Council of any public event or issue arising out of your project or service
- Participate in Child Protection Training or provide an active Child Protection Policy for your organisation

- Provide a Health and Safety Plan which shall be submitted to Hastings District Council within one month of acceptance of the contract. The Health and Safety Plan shall include:
    i. A hazard register for the services undertaken. The hazard register will identify the hazards and their associated risks and document the measures to eliminate or minimise the risks;
    ii. A procedure for dealing with accidents & incidents;
    iii. A procedure for dealing with potential emergencies;
    iv. A procedure or instruction for communicating the hazard register, and procedures with employees/ volunteer workers.
- Acknowledge the assistance of Hastings District Council at events, and use the Hastings District Council logo in all publicity/communications for this project

We understand that the Hastings District Council is bound by the Local Government Official Information and Meetings Act 1987. In this regard, we consent to it recording the personal contact details provided in this application, retaining and using these details.

We understand that our name and brief details about the project or service may be released to the media or appear in public material.

We undertake that we have obtained the consent of all people involved to provide these details. We understand that we have the right to have access to this information.

This consent is given in accordance with the Privacy Act 1993.

Name Sally Jackson Position in organisation ..... General Manager

Signature: ..... Date:10 April 2019

HAWKE'S BAY A&P SOCIETY

ROYAL SHOW New Zealand A&P

Planning Document

Royal A & P Show

Hosted by Hawke's Bay 2019



Item 4

Application No. 19

Introduction

The Hawke's Bay A & P Society is a charitable, not for profit incorporated Society. Formed in 1858, the Agricultural and pastoral movement was originally set up to champion the primary industry sector.

For over 150 years, the Hawke's Bay A & P Society has promoted agricultural, pastoral, horticultural, viticulture and forestry resources through its various channels including organized events such as The Royal A & P Show, National Horticulture Field Day, The Hawke's Bay A&P Wine Awards, the Famer of the Year Award and the Primary Sector Awards.

The Society is located at the historic and beautiful Showgrounds Hawke's Bay Tomoana and the facilities on site are frequently hired out for local and national events. The site is the home base for New Zealand first, and largest Farmers Market and the international event; Landrover Horse of Year.

The Hawke's Bay A & P Society is paving the way for initiative and forward thinking in the rural sector, contributing to positive economic development across the region.

The Society strives to advance the primary sector, to promote growth, to celebrate excellence, honouring the heritage and continuing the legacy of our foundation members.

A&P *Championing Primary Industry in Hawke's Bay since 1858*



Item 4

Application No. 19

Background

The Hawke's Bay A & P Society utilises key events in order to achieve its goals for the community and the primary sector.

There are five main events organised by the Society and these include:

- The Royal A & P Show,
- The National Horticulture Field Day,
- The Hawke's Bay A&P Wine Awards
- The Farmer of the Year Award, and
- The Hawke's Bay Primary Sector Awards.

There are many programmes run throughout the events and a small team of staff work tirelessly to achieve the desired outcomes.

ROYAL A&P SHOW New Zealand

HAWKE'S BAY A&P BAYLEYS WINE AWARDS

SILVER FERN FARMS Hawke's Bay Farmer of the Year

HAWKE'S BAY Show SINCE 1858

bnz NATIONAL HORTICULTURAL FIELD DAYS

NAPIER PORT HAWKE'S BAY PRIMARY SECTOR AWARDS 2019

A&P *Championing Primary Industry in Hawke's Bay since 1858*

The New Zealand Royal A & P Show

Welcoming over 34,000 visitors though the gates, the Royal A & P Show, hosted at the Showgrounds Hawke's Bay Tomoana by the Hawke's Bay A & P Society, was a massive event that truly brought rural life to the city like no other event can.

Some of the country's best and most prestigious livestock and equestrian events packed a three day schedule which was accompanied by a huge amount of fun filled family entertainment including the New Zealand Edible Garden Show.

In 2019, the Royal A & P Show will be honoring its traditions and the legacy of the agriculture and pastoral legends that created the event over 156 years ago.

The focus is firmly placed on the agricultural and pastoral elements, the animals, the competitions, the prestige associated with winning the top prizes and displaying the best of the best livestock to the thousands who attend each day of the event.

The Hawke's Bay A & P Society use the event – the Royal A & P Show, as a conduit to allow it to assist the primary sector.

The Society is committed to delivering a quality event that meets expectations both historical & traditional but is firmly focused on driving forward into the future, providing a platform to bring quality messages to the general and urban public about the Primary Industries whilst celebrating excellence and success and extending the current farming community with inspirational learning opportunities.

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Application No. 19

Key Show Projects for 2019

The Royal A & P Show enjoyed great success during the 2018 event and plans for 2019 will ensure this work can continue to benefit the community at large.

1. Attract the community to the event

    a) Keep gate entry prices as low as possible to ensure the community can attend;
    b) Retain the Royal status of the event in order to drive visitor numbers to Hastings and Hawke's Bay, the event and to the competitions;
    c) Work with New Zealand Royal Agricultural Society to ensure equestrian competitions held at the event can be used as qualifiers for Horse of Year (this drives visitation numbers and entries into the competitions);

2. Highlighting the primary sector education and career options:

    a) Continuing to implement a meaningful educational programme at the event;
    b) Bring large numbers of Primary school age students in for an inspiring, positive engagement;
    b) Increasing educational elements for current secondary students;
    c) Opportunity to include parents, school teachers and principals and career councillors;
    d) Inspirational speakers from the primary sector and in particular the agricultural industry;
    e) Learning opportunities / master classes for current farmers;
    f) Increased engagement with Young Farmers and other community groups across the sector;
    g) Highlight degree programmes for Horticulture industry and career pathways (internships / cadet programmes);
    h) Increased opportunities for socialising and networking;

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Item 4

Application No. 19

Key Show Projects for 2019 Continued

3. Celebrating Excellence

a) Profile of innovative and global technology coming to market;
b) Hosting quality competitions;
c) Motivational speakers from within the industry (Especially the Local 'Rockstars");

4. Engaging the urban community to build a positive view on farming/farmers

a) Sharing farmers passion for what they do and their love of the land and animals
b) Engaging on a personal level to break down stereotypes
c) Being exemplary with waste and environment
d) Sharing stories of successful stewardship
e) Partnering with other key stakeholders to highlight programmes in place within the rural community.

5. Ensuring the future of the Royal A & P Show by becoming sustainable:

a) Continue to grow entries
b) Building relationships with key partners and funding sources
c) Continue to grow gate sales
d) Build Trade Exhibitor numbers

A&P *Championing Primary Industry in Hawke's Bay since 1858*



Item 4

Application No. 19

Further information on Education Programme

Children and the youth of today are not selecting the primary industry as a viable option for their future career choice. Traditionally, it has been considered as a hereditary pathway, or something teachers encouraged students to do because they felt they were not suitable for university. They have limited interaction with rural life and the sector is perceived as a career for those who have not succeeded at school or for those with limited choice.

This has resulted in a significant decline in young people entering the industry and the sector is suffering because of this.

The Future

The Hawke's Bay A & P Society is in an ideal organisation to be a conduit into the primary sector, and through its key events, ensure the industry has a sustainable level of engagement from youth to ensure the community and Primary Sector needs are met.

Using its unique position in the Hawke's Bay primary sector, and as a major participant in the economic development of the Hawke's Bay economy, the Hawke's Bay A & P Society will be creating an Educational Programme across the industry and in doing so, lift the profile of careers in the Primary Sector and therefore positively impacting on the economic and social prosperity of Hawke's Bay.

The Hawke's Bay A & P Society is commencing on a journey to assist the primary sector move closer to being self sustainable and foster an approach that cultivates and stimulates growth and success.

It is an exciting opportunity for the Society, one that will result in the future security of the industry and will ultimately have a positive impact on the primary sector, on the Hawke's Bay economy and across New Zealand.

A&P *Championing Primary Industry in Hawke's Bay since 1858*



Item 4

Application No. 19

Further information on Education Programme

The aims of the Student educational programme include:

- Establishing an inspirational and meaningful platform for students through the educational programme;
- Engaging with youth to promote a choice of careers within the primary sector;
- Promotion of primary sector to those not normally exposed to the industry;
- Through engagement with stakeholders, development of a innovation and technology hub to highlight wide ranging career choices;
- Provide opportunities for advancement and mentorship;
- Encourage top students to engage in a professional career in agriculture;
- Promote clear pathways for all students to follow a career in agriculture;
- Ensuring the divide between urban and rural life is brought closer together;
- Build awareness of the environmental footprint and strategies to minimize waste;
- Foster and teach behaviours that can be transferred into behaviour changes within the home and community

A&P *Championing Primary Industry in Hawke's Bay since 1858*

Further information on Education Programme

The aims of the Adult educational programme include:

- Work with farmers, their stakeholders and industry to expand the knowledge and skill base of our agricultural community;
- Highlight areas of concern including pubic perception and generate conversations and links to possible solutions;
- Work with organisations such as Farmstrong to develop resilience in our farming community;
- Provide opportunities for advancement and mentorship;
- Be a conduit for positive impact on the economic and social prosperity of Hawke's Bay;
- Provide a platform to showcase excellence and performance strategies for peer celebration and duplication i.e co-learning opportunities;
- Inspire and motivate the farming community with quality speakers and product displays including new to market innovation and technology.

Championing Primary Industry in Hawke's Bay since 1858



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Item 4

Application No. 19

Summary

The programme will be introduced to students in the months leading up to the 2019 Royal A & P Show and will culminate at the event held at the historic and iconic Showgrounds Hawke's Bay Tomoana.

It will have a focus on innovation and provision of mentorship to students. It is linked to the NZ Curriculum and NCEA technology and science.

The programme will be facilitated by a teacher along with industry experts and will include presentations and mentor sessions from various talented educators and personalities along with local hero's.

Over the duration of The Show, the aim is to have over 4000 primary school children, 2000 secondary school children and over 500 tertiary level students and their teachers directly engaged with the programme.

It is anticipated that over 10,000 + children, youth and their parents will be indirectly involved and engaged with the educational programme through the Royal A & P Show.

Championing Primary Industry in Hawke's Bay since 1858

Partnership with Hastings District Council

The Hawke's Bay A & P Society would like to extend an invitation to the Hastings District Council for the 2019 Royal A & P Show to join the team as a significant supporting partner.

The Hastings District Council would be linked to the event in the following ways:

Branding opportunities along the fence line on Karamu Road;

Promoted as the supporting partner who has allowed the Hawke's Bay A & P Society to reduce our gate entry prices, making the event affordable for ratepayers and the wider community;

Promoted alongside the community elements of the event including the educational programme being run throughout the three months leading into the event in October;

Promoted alongside the events that attract visitors to Hastings through branding and signage on site and alongside the marketing collateral that is distributed.

The Hastings District Council i-Site's will be the point of contact for all visitors coming into the region requiring further information on the area and will be the conduit for accommodation and attraction enquires;

The Hastings District Council will receive additional and high profile exposure on site to the thousands of visitors to the Showgrounds Hawke's Bay Tomoana during the year including the many visitors attending the Farmers Market held every Sunday on site. (During the last financial year, it was estimated that 260,870 people visited the Hawke's Bay Showgrounds Tomoana). This will be achieved by a permanent display of the "Hastings Heart of Hawke's Bay" identified on site for the Hastings District Council to utilize.

A&P *Championing Primary Industry in Hawke's Bay since 1858*


To the Hastings District Council, on behalf of the Executive Committee of the Hawke's Bay A & P Society, we appreciate the opportunity to present this application to you and thank you for the time taken to review and consider our request.
Contact:
Sally Jackson
General Manager
Hawke's Bay A&P Society
PO Box 349, Hastings
Phone 06 8783123 / 027 470 4624
Email: sally.jackson@showgroundshb.co.nz
A&P
HAWKE'S BAY A&P SOCIETY
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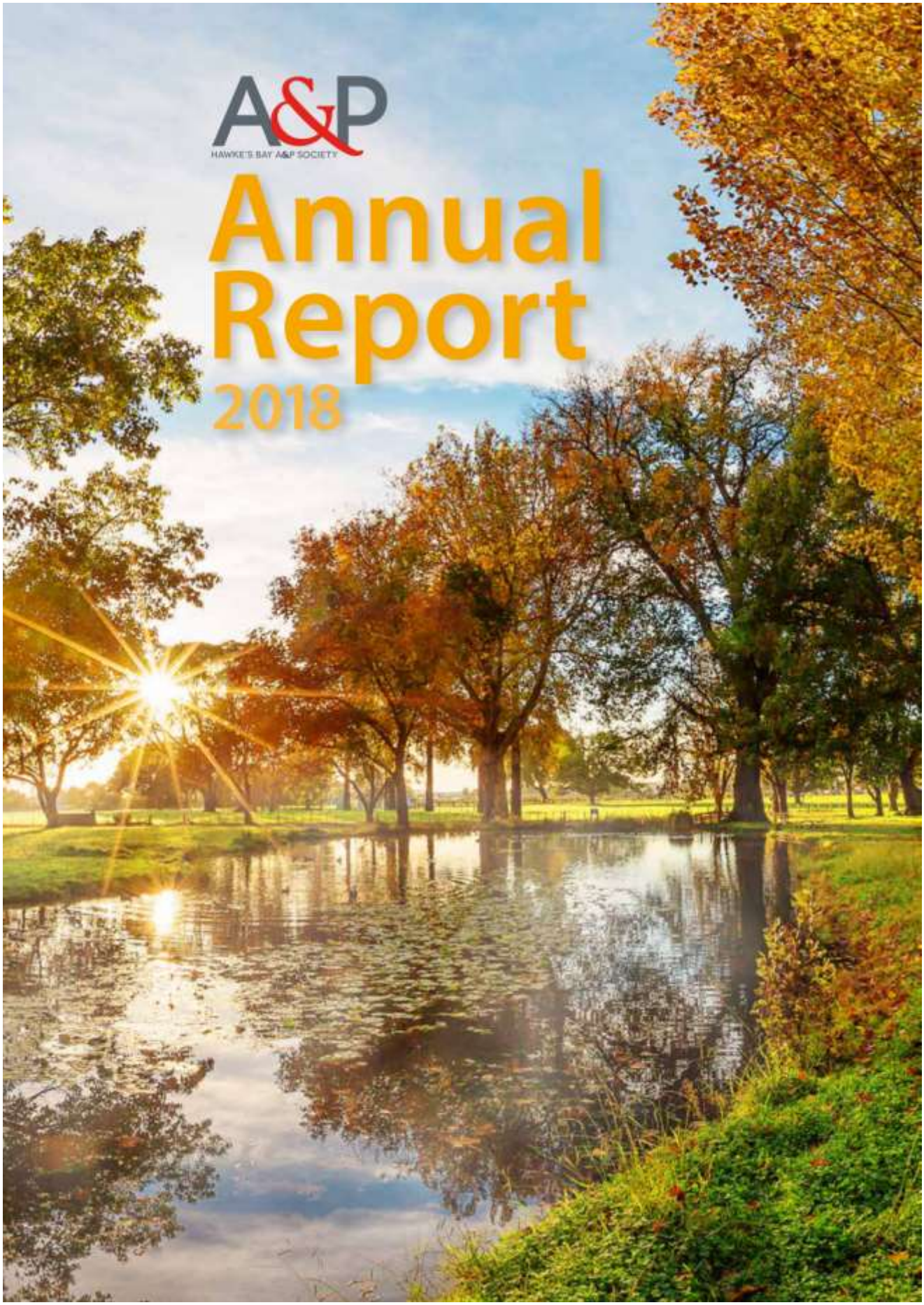
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2018

Annual Report 2018

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Treasurer's Report

Contents of the Financial Statements
for the year ended 31 March 2018

- Entity Information
- Statement of Service Performance
- Statement of Financial Performance
- Statement of Financial Position
- Statement of Cashflow
- Notes to the Performance Report
- Independent Auditors Report

ANNUAL GENERAL MEETING

To be held on Tuesday 26th June 2018 at 5.30pm,
In the Waikoko Room, Hawke's Bay Showgrounds

AGENDA

1. Apologies
2. Minutes of the last meeting
3. Matters arising
4. President's Report
5. Treasurer's Report
6. Financial Statements and Auditor's Report
7. Election/Appointment of Officers
8. Appointment of Auditor
9. Update from General Manager
10. General business

**Light supper and refreshments will be served*

Simon Collin, PRESIDENT



President's Report

Simon Collin

As my first year as President, I must say it has been quite an eventful, and at times challenging period!

My first day as President of the Hawke's Bay A & P Society was enlightening, combined with the pleasure of officially recognising the Tomoana name back into the Society. When I was growing up, our grounds were always known as the Tomoana Showgrounds, and for no good rhyme or reason the Tomoana name stopped being used some years back. The Executive Committee believed that the link should be restored officially and during the year we worked collectively with the Waiputu Marae and the Tomoana whenua to restore the Tomoana name back to the Showgrounds as – Showgrounds Hawke's Bay Tomoana.

This recognises our cultural history and plants the seed for a greater collaboration between the Hawke's Bay A & P Society, the Tomoana whenua and the Waipatu marae. I would like to thank Ngahiwi Tomoana and the Waipatu Marae for all their work during this time and hosting myself and other Hawke's Bay A & P Society members on the Marae for great day of celebration when the name was formally restored.

2017/18 year has seen four resignations from staff members from the Society. Mr Brent Linn resigned his position as General Manager of the Hawke's Bay A & P Society after seven years of loyal and committed service. Brent was involved with a number of projects over the seven years and was always looking to better the Society for the future. I would like to wish Brent and Sue well for the future.

Anna Hamilton, our Event Manager of seven years, resigned earlier this year and Mel Anderson our Trade Executive and Leanne Gardiner our Administration Manager also resigned to take up new opportunities. We thank them for their efforts and wish them well in the future.

In March we all welcomed Sally Jackson to the General Managers position. Sally has held senior positions at both Hastings District, and Napier City Councils and was the General Manager at the Art Deco Trust for over six years. The Executive Committee are very excited with the skill set that Sally brings to the position and are very supportive in Sally's appointment.

The only other full-time staff members at the Society are the Director of Events, Hillary Riches, who is celebrating 27 years with us, and Ross Williams who looks after the grounds. The team is supported by a small group of part timers and contractors including Jo Linton who looks after the Royal A & P Show Schedule, Di Roadley who assists with all events, Kyla Holt who looks after the trade sites for the Royal A & P Show and Pam Thompson is currently assisting us with the administration requirements for the Society.

We all look forward to working with the team to create a positive future for the Hawke's Bay A & P Society.

All five of the Hawke's Bay Councils play an important part in our success and all support the Hawke's Bay A & P Society. We have a positive dialogue with the councils which is important to us and the Hawke's Bay province. I would especially like to thank the Mayor of Napier City Council, Bill Dalton, and the Mayor of Hastings District Council, Sandra Hazlehurst for their commitment to the Hawke's Bay A & P Society during the year.

In November last year, the Executive decided to undertake an Organisation Review of the Society. The main aim of the review was to look at our internal structure, the process of operation, stakeholders and pathways forward for the future. An independent body, GrowHR, started the review and has identified several efficiencies we could make as an organisation. This review will continue with our new General Manager at the helm and we will look forward to updating you on this as we progress.

Sponsors and supporters are a very important part to the Hawke's Bay A & P Society. We proudly host and manage a number significant events and the Society is very fortunate to have great support from a number of different sponsors, partners and key stakeholders. I would like to acknowledge everyone involved in the event space and thank you all for everything you do to ensure our organisation, the events and the primary sector are as successful as they can be.

In summary, the Executive Committee are aware of the challenges facing Hawke's Bay A & P Society, however we are always open to new ideas, and ventures for the way forward. The door at the Society is always open and welcoming to you if you do have new ideas.

The Executive Committee has approved recently the Sheep / Cattle foundation to be resurrected (starting off by donating cattle, lambs, cull ewes and extending it to other items such as bins of apples, cases of wine etc.) and a Fund-Raising Group to be established to run alongside the Executive Committee.

The face of the members and supporters of the Hawke's Bay A & P Society has changed over the pasted 20 years, as have our events. We do have a bright future ahead, we just need to realise that and work together.

To finish my report, I would like to thank my Executive Committee for their work over the year, especially Jason Roebuck for my support as Vice President and Regan Loach in his position as Treasurer. I would also like to acknowledge Richard Chambers for his terms as President, the Executive Committee has asked Richard to stay on the Committee which he has kindly agreed to do. Lastly to my wife Wendy and my family, thank you for the work that you all do to allow me to be President.

Simon Collin
President



Treasurer's Report

Regan Loach

UPON REFLECTION

The year to 31 March 2018 could on the surface be described as business as usual – general operational revenue and expenditure was very much inline with the prior year, as was the performance of the major activities and events. If we validate that against our mandate for a vastly improved financial performance, then we must acknowledge that this status quo result is devoid of meaningful change, and consequently an inadequate outcome.

A $1,859 status quo cash operating surplus is reduced by $58,515 of depreciation, resulting in a bottom line deficit of $56,656.

There is a significant lift in the depreciation for the organisation for the 2018 financial year. This reflects a full 12-month period of depreciation on the plant and infrastructure upgrades associated with the Stage 1 of the facility's development, centering mainly around the new toilet and shower facilities, alongside the upgraded fencing installation. Although the depreciation is a non-cash charge, it reflects the annualised wear and tear on these assets and the capital that needs to be provisioned for to fund their replacement at end of life.

SOCIETY / SHOWGROUNDS OPERATIONS

Looking at the Society's operations in more detail (broken down in note 6 in the Notes to the Performance Report, the "Society Revenue" (headlined by the Showgrounds based revenue streams) is reasonably consistent with 2017 (after excluding the capital grants from the income stream). From an expense stand-point, there was a small drop in the volunteering/employer related costs, reflecting the absence of an Event Manager through the Show period and beyond. Operating expenses have lifted $20,000, incorporating significant ongoing repairs & maintenance. Overall though, the Society based expenditure (after the exclusion of book stock adjustments in 2017), is down $19,000.

HAWKE'S BAY A&P SHOW

October 2017 saw to a revised two day format, resulting in $110,696 surplus, up on the weather effected 2016 surplus of $94,651. A $27,000 lift in gate receipts and increases in event Sponsorship headlined the increased revenue performance. From a cost perspective, we saw a notable lift in the volunteer/employer related costs, alongside increases to operating expenditure, prize money, and entertainment. Although the Show was a significant financial improvement on 2017, the two-day and "night show" brought new costs into the mix and failed to deliver on the budgeted financial outcome.

The night show content did not resonate with the public, and post show reviews also identified the need for stronger fiscal transparency and control in the competition spaces. A lot of time has gone into reviewing this event, with the learning are now shaping the planning framework for the three day 2018 Show (and beyond).

CORE MANAGED EVENTS

Outlined in note 6 to the Performance Report is a breakdown of the revenue and expenditure for the collective pool of core Society events, including the Napier Port Hawke's Bay Primary Sector Awards, the National Horticultural Field Day, Hawke's Bay A&P Bayleys Wine Awards and the Edible Garden Show. The major change from an event revenue standpoint is the exclusion of the Edible Garden Show, which has been suspended, subject to further research into the long-term feasibility of the event. Although the event is seen as an ideal vehicle for re-connecting the urban community with the values of growing your own fresh produce, the event has never reached financial sustainability, necessitating the suspension of the event in its current form.

Although the removal of the Edible Garden Show impacts the revenue as recorded across all classes, you will see in note 7 to the Performance Report, that there are only minor revenue reductions in the Napier Port Hawke's Bay Primary Sector Awards and Hawke's Bay A&P Bayleys Wine Awards, with the National Horticultural Field Day showing a contrasting increase in revenue from $84,742 to $97,241.

The Napier Port Hawke's Bay Primary Sector Awards recorded a $7,154 deficit for the 2018 financial year, having born the cost of significant re-investment in marketing and media collateral associated with the event's evolution. The Hawke's Bay A&P Bayley's Wine Awards provided a reasonable surplus of $11,923, albeit down from $19,613 in the 2017 year. The event itself is mature, with reasonably fixed costs and limited ability to attract additional revenue through new sponsorship.

There is a real balancing act between furthering industry and stakeholder aspirations v's driving financial outcomes for both of our industry leading awards events. We need to be forever mindful of the tug of war between commercial reality and the fulfilment of the Society's purpose through the championing and celebration of success within our primary industries.

The National Horticultural Field Day continues to go from strength to strength. The event offers considerable upside growth potential both in terms of its value proposition to a buoyant local horticultural sector, and equally a national audience, the targeting and developing of which must be our focus for the future.

LOOKING FORWARD

As we look to the future, we do so with a sense of new beginnings – spring has arrived early for the Society! Despite the days growing longer, there is a reinvigorated sense of purpose, direction and justified optimism forming both within the organisation and amongst our key stakeholders.

The large turnover of personnel could be seen as unnerving, but the timing has created a significant opportunity - allowing the Executive to implement a number of key recommendations

presented in an independent organisational review, commissioned by the Executive in the later part of 2017.

Acting on a clear mandate for change, the Executive engaged independent professional support in the later stages of 2017 to undertake a strategic organisational review. The primary focus - unsatisfactory financial outcomes, the need for a more sustainable financial future, and an organisational structure better suited to take the Society into the future. Six months on from the initial report, we have made key adjustments and continue to develop the new resource model for the future.

The appointment of Sally Jackson as our new General Manager has and will play a critical role in how we shape the organisation's financial future. Sally is under no disillusion about the contrast between financial expectations and current financial realities, and has moved quickly to form relationships and begin establishing new pathways towards a more sustainable future.

The elevation of Hillary Riches to the position of Director of Events, allowing our entire event portfolio to benefit from her professional proven track-record is also a significant step forward.

Moving forward, Sally and the Executive have a strong resolve - to place a significant emphasis on the building of stronger partnerships with our local Hastings and Napier Councils, alongside the Hawke's Bay Regional Council, ensuring the alignment of our vision – so that we can collectively work toward common goals for the betterment of the Hawke's Bay community, and the enhancement and promotion of the invaluable Hawke's Bay Primary Sector – our engine room.

We have a new vision for greater access to the Showgrounds for our local community - driving a greater sense of ownership and passion for the Showgrounds, something that only comes from the ability to wander and enjoy the grounds first-hand. Our vision incorporates stronger support for our users of our Showground's facilities through the enhancement of their service and amenity requirements, special focus being given to our key users, the Horse of the Year, and our nationally leading Hawke's Bay Farmers' Market.

Ultimately, to build a viable future and support these ambitions we need to develop new additional sustainable revenue streams and key financial partnerships. This challenge needs to be owned by all - by Sally, by the Exec, the General Committee and our wider group of fantastic stakeholders – we have every confidence, that if all of our passionate stakeholders row with us, alongside us and in the same direction as our vision, the future outlook for the Society and it's beautiful Showgrounds looks particularly bright!

Regan Loach
Treasurer



Entity Information

Incorporated 1878 Charity Registration CC10131

OFFICERS

President: Simon Collin
Vice President: Jason Roebuck
Treasurer: Regan Loach

Executive Committee: Richard Chambers, Jason Roebuck, Kerry Rich, David Wilson, Max Morton, Lincoln Reid, Rose Flay, Stephen Salkeld

General Committee:

Past Presidents (ex officio)

HS Logan, BL Pattullo, DW Hildreth, PR Holden, JR Renton, HA McKeesick, MG Lester, NR Chambers, SO Nelson, PE Tod, RB Pattullo, R Chambers

Executive Committee Officers (ex offcio)

S Collin, J Roebuck, R Loach.

Ordinary Members

RA Alexander, S Averill, A Bary, B Bruce, S Busby, RJ Duncan, D Evans, R Flay, M Gourlie, H Gregory, D Guild, DG Hammond, D Laing, D McLeod, D McPhail, T McPhee, PHL Margoliouth, DR Nelson, MN Morton, P Penman, TD Redstone, L Reid, K Rich, G Revell, S Russell, R Sandford, S Salkeld, S Small, L Stallard, N Sullivan, C Skerman, S Thomas, M Tweedie, L Vesty, D Wilson

General Manager: Brent Linn *(to Feb 2018)* Sally Jackson *(March 2018 – current)*

Governance Structure: The President, Vice President, Treasurer, the Executive and the General Committee are elected from and by the general membership at the Society's AGM in line with procedures outlined in the Society's constitution *(March 2012 revision)*.

The Executive Committee's duty is to conduct the affairs of the Society and to report to the General Committee on the affairs of the Society. The General Committee's duty is to exercise a general oversight of the Executive Committee and the wellbeing of the Society.

Our Vision

To be a world class facilitator of primary sector events that enhance our heritage at a vibrant multi-purpose event venue.

Our Mission

To develop a sustainable A&P business model promoting agribusiness to the wider community and guarding and protecting the asset and history of the Hawke's Bay A&P Society

The Performance Report is to be read in conjunction with the Auditors Report

Page 4

Primary Sources of Cash and Resources

The Society derives its cash and resources from three areas.

The Society operates as an Event owner and manager delivering the Hawke's Bay A & P Show, Napier Port Hawke's Bay Primary Sector Awards, National Horticultural Field Days, and the Hawke's Bay A&P Bayleys Wine Awards. A previous event organised by the Society, the Edible Garden Show, did not proceed in this financial year.

The Society's principal resource, being the Showgrounds Hawke's Bay Tomoana, provides the opportunity for the Society to operate as both a commercial landlord for long term leases, and a short term hire venue.

The Society operates a farming venture grazing livestock on the Showgrounds.

Primary Fund Raising Methods

The Society generates revenues from the delivery of vibrant, relevant and value rich events. These events offer the Society the opportunity to derive revenues from sponsorship, hire of exhibition space, gate takings, competition fees, grant income and philanthropic donations.

Commercial long term leases are in place with Sharpies Driving Range, 007 Paintball and the Workout Studio. The Society also holds commercial occupancy agreements with Horse of the Year Show and the Hawke's Bay Farmers Market. The Society also provides short term venue hire for a range of community, local and national events.

The Society also raises funds through annual membership subscriptions.

Voluntary Goods and Services

The Society relies heavily on volunteer time. The Executive and General Committee members hold volunteer positions, providing the society with an estimated 1,000 hours of governance, administrative and general organisational support services. A further estimated 200 of volunteer time is spent supporting and overseeing the Society's farming operations.

The National Horticultural Field Days, Hawke's Bay A&P Bayleys Wine Awards and the Napier Port Hawke's Bay Primary Sector Awards operate with advisory committees drawn from industry aligned stakeholders. The Society estimates that 800 hours is provided by these advisory volunteers.

The Hawke's Bay A&P Show relies heavily on a team of volunteers to plan and deliver the event. The Society estimates that 4000 hours are provided by these volunteers.

Statement of Service Performance

The Society owns and manages a number of events whose purpose is to identify, promote and celebrate the primary sectors achievements and contribution to the community. The Society's objectives are to grow these events, enhancing the platform for engagement and learning within and across the agribusiness sector, its interconnected industries, and the general Hawke's Bay community.

The National Horticultural Field Day

Showcasing New Zealand's Horticulture industry, the event creates an opportunity for industry networking, business to business interaction and education.

The field day included trade sites, the BNZ Seminar Series, the Ravensdown Innovation Award, the Hawke's Bay Young Fruit grower of the Year Competition and the Pipfruit NZ Education Expo.

Trade and Patronage

	2017	2016	2015	2014	2013
Exhibitors	85	82	75	59	48
Patrons	5000	1,500	3,600	3,000	2,000

Changes were made to the layout and the weather assisted with increased patronage on the day. The Indoor Pavilion was a sell out with trade stands and strong sales leads made.

The two business seminars held as part of the BNZ Seminar Series were very successful and the Ravensdown Innovation Award was opened to all individuals and companies' resident in New Zealand who have an invention, enhancement or application that is of benefit to the horticultural industries. The competition was designed to showcase the exciting innovation that takes place in industry and was won by Hydratorq BioFume Ozone.

The Hawke's Bay on Show (incorporating the New Zealand Royal A&P Show)

This was the third Royal A&P Show of a four-year hosting tenure and was considered a success with entries up on the previous year.

A new event model was trialed and saw a reduction in the Show to a two-day event and introducing a night-time extravaganza. Although elements of this change were successful, the changed model will be refined for 2018 with the event going back to three days in duration.

Trade exhibitors were down on the previous year, however, feedback received indicates a positive response to the event with a high number planning to return for 2018. The Rural Trades precinct worked well especially around the new cattle arena layout and feedback on the Agribusiness hub site will result in a relocation for this area for the 2018 event.

The Entries for the 2017 Royal Show were strong and up on the previous year. The Equestrian Section was the standout for the 2017 event with over 2500 entries overall. Cattle, Home Industries, Pigs and the Sheep sections were also all extremely strong. Section debriefs highlighted positive feedback about the competition experience and growth across other sections is anticipated.

Visitor numbers were strong over both event days and the Friday patronage was the strongest seen in some years.

Entry Numbers

SECTION	2017	2016	2015	2014	2013
Equestrian	2571	2594	3173	3352*	3174
Alpaca Breed & Fleece	103	107	152	177	136
Cattle	305	250	308	128	164
Sheep	366	313	373	188	158
Home Industries/Handmade	328	280	325	367	285
Dog Trials	163	183	180	179	255
Creative Design & Model	73	82	50	75	12

Exhibitor Numbers

	2017	2016	2015	2014	2013
Food Sites	23	27	24	28	33
Trade Exhibitors	173	204	192	205	230
Total	**196**	**231**	**216**	**233**	**263**

Show Visitors

2017	2016	2015	2014	2013
25,915	19,417	22,145	21,277	22,863

The Napier Port Hawke's Bay Primary Sector Awards

The Napier Port Hawke's Bay Primary Sector Awards is now established as the premier primary sector celebration in the region. The event now has six established, highly credible award categories. Revenues from sponsorship and awards night ticket sales continue to increase. A further and significant increase in event margin over prior periods has been realised.

The Hawke's Bay A&P Bayleys Wine Awards

The Hawke's Bay A&P Bayleys Wine Awards celebrated its 17th year this year and is the oldest regional wine competition in New Zealand. The Awards are important for the Hawke's Bay industry

as they identify, celebrate and promote our regions viticulture and wine making success. Attracting good support with sponsorship and large number of patrons for the award dinner has allowed for a positive result.

Category entries were slightly down, however the number of participating wineries remains high, as does the significance and credibility of the judging process and resulting awards. The objective of celebrating and championing excellence within the local Hawke's Bay wine industry continues to be at the heart of the event's development.

Competition Entries

	2017	2016	2015	2014	2013
Entries	340	360	408	377	349
Wineries	41	47	48	40	40

The Hawke's Bay A&P Showgrounds

One of the key mandates for the Hawke's Bay A&P Society Executive Committee and Staff is to develop and enhance the Showgrounds and showground facilities to enhance both visitor experiences in the here and now, and to prepare the Showgrounds to support a vibrant variety of events well into the future.

Stage one of the development programme of the site was mainly completed in the last financial year (with some carry over to this financial year) and included the completion of the perimeter fencing, sewerage, water and electrical reticulation and the addition of portable ablution blocks. This was made possible as a result of major support from the Hastings District Council, Napier City Council, Eastern Central Community Trust, and the Holt Trust.

The Executive Committee are currently reviewing Stage two of the development plans and will be keeping the membership fully updated as plans progress.

Hawke's Bay A&P Society

Statement of Financial Performance
for the year ended 31 March 2018

		This Year $	Last Year $
REVENUE			
Donations, fundraising and other similar revenue	56,681		519,272
Fees, subscriptions and other revenue from members	36,402		36,674
Revenue from providing goods or services	947,492		942,312
Lease and Rental Revenue	296,911		283,988
Interest, dividends and other investment revenue	723		681
Other Income	27,663		23,489
TOTAL REVENUE		1,365,872	1,806,416
EXPENSES			
Cash Expenses			
Volunteer and employee related costs	385,881		392,141
Costs related to providing goods or services	645,113		697,757
Administration & Overhead Costs	286,581		267,720
Grants and donations made	33,157		48,466
Interest Expense	13,281		11,962
TOTAL OPERATING EXPENSES		1,364,013	1,418,047
CASH OPERATING SURPLUS/(DEFICIT)		1,859	388,369
Depreciation		58,515	27,952
SURPLUS/(DEFICIT) FOR THE YEAR		(56,656)	360,417

The Performance Report is to be read in conjunction with the Auditors Report

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Hawke's Bay A&P Society

Statement of Financial Position
for the year ended 31 March 2018

	Notes		This Year $	Last Year $
ASSETS				
Current Assets				
Bank Accounts and Cash				
ANZ Bank Limited			6,841	14,504
Rabobank Limited			-	6,861
Debtors and Prepayments			79,833	106,101
Prepaid Event Expenses			33,722	37,951
Inventory			5,647	3,715
			126,043	169,132
Investments	3		2,235	2,235
Fixed Assets			5,657,790	5,686,619
Total Assets			5,786,068	5,857,986
LIABILITIES				
Current Liabilities				
Bank Overdraft				
ANZ Current Account		152,382		108,096
Creditors and Accrued Expenses		76,693		139,146
Employee Costs Payable		16,705		17,734
Event Income Received In Advance	4	195,421		184,456
Current Portion Term Loans	16	13,063		9,870
		454,264		459,302
Term Liabilities	16	18,448		28,672
Total Liabilities			472,712	487,974
EXCESS ASSETS OVER LIABILITIES			5,313,356	5,370,012

The Performance Report is to be read in conjunction with the Auditors Report

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Hawke's Bay A&P Society

Statement of Financial Position
for the year ended 31 March 2018

	Notes	This Year $	Last Year $
ACCUMULATED FUNDS			
Reserves	8	5,081,167	5,081,167
Accumulated Surpluses or (Deficits)		233,189	288,845
		5,315,356	5,370,012

These financial statements have been authorised for issue by the Executive Committee of the Society on 5 June 2018

S Collin, President

RI Loach, Treasurer

Application No. 19

Hawke's Bay A&P Society

Statement of Cash Flow
for the year ended 31 March 2018

			This Year $	Last Year $
Cash Flows from Operating Activities				
Cash was provided from:				
Donations, Fundraising and Other Receipts		56,681		489,272
Sponsorship		394,485		394,353
Fees, Subscriptions and other Receipts from Members		30,907		37,861
Receipts from Providing Goods or Services		916,874		897,022
Interest, Dividends and other Investment Receipts		723		681
Net GST change		17,446		-
		1,417,116		1,819,189
Cash was disbursed to:				
Payments to Suppliers and Employees	1,406,049			1,303,818
Donations or Grants Paid	33,157			48,466
Net GST change				(7,090)
				-
		1,439,206		1,345,194
Net Cash Flow from Operating Activities			(22,090)	473,995
Cash Flows from Investing and Financing Activities				
Cash was provided from:				
Loan Advances		28,000		32,000
Cash was disbursed to:				
Purchase of Assets		29,687		454,300
Loan Repayments		35,033		40,887
Net Cash flow from Investing and Financing Activities			(36,720)	(463,187)
Net Increase (Decrease) in Cash Held			(58,810)	10,808

The Performance Report is to be read in conjunction with the Auditors Report

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Hawke's Bay A&P Society

Statement of Cash Flow
for the year ended 31 March 2018

	This Year $	Last Year $
Represented By:		
Opening Bank Balance	(86,731)	(97,540)
Net Cash Movement	(58,810)	10,808
Closing Bank Balance	(145,541)	(86,731)
Bank Balance made up of:		
ANZ Current Account	(152,382)	(108,733)
ANZ Cattle Foundation Account	453	518
ANZ Cattle Foundation Investment Account	615	501
ANZ Online Account	216	216
ANZ Development Account	4	85
ANZ Asset Inflation Account	5,553	4,379
Rabo Direct Master Savings Account	-	2,764
Rabo Plus Fernie Legacy	-	4,097
Closing Bank Balance	(145,541)	(86,731)

The Performance Report is to be read in conjunction with the Auditors Report

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Hawke's Bay A&P Society

Notes to the Performance Report
for the year ended 31 March 2018

1. STATEMENT OF ACCOUNTING POLICIES

A. Reporting Entity

Hawke's Bay Agricultural & Pastoral Society is an Incorporated Society, incorporated under the Agricultural and Pastoral Societies Act 1908, and is a registered charity under the Charities Act 2005 and these financial statements are General Purpose Financial Statements, which have been prepared according to generally accepted accounting practice in New Zealand.

B. Basis of Preparation

Hawke's Bay Agricultural & Pastoral Society 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.

C. Specific Accounting Policies

(i) 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.

(ii) Revenue

The sale of services and related event based revenue generating offerings are recognised in the accounting period in which the services and/or events are rendered and held.

(iii) Expenses

Expenses have been classified based on their business function.

(iv) Fixed Assets and Depreciation

The entity has the following classes of fixed assets:

- Land - Valuation
- Buildings - Valuation
- Motor Vehicles - Cost
- Office Equipment - Cost
- Plant & Equipment - Cost

Depreciation is generally calculated on a diminishing value basis to write off the net cost of an asset (with the exception of land and buildings) over its useful life. The power upgrade is depreciated on a diminishing value basis over a period of 50 years. Freehold land and buildings are not depreciated as long-term inflationary trends have shown incremental increases in value over time. The Society by recording Land and Buildings at valuation rather than cost is applying PBE IPSAS 17.

Notes to the Performance Report
for the year ended 31 March 2018

(v) Goods and Services Tax
Revenues and expenses have been recognised in the financial statements exclusive of GST, with the exception of irrecoverable GST input tax which has been recognised in association with the expenses 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. The Society is registered for GST.

(vi) Income Tax
The Society was registered as a charitable entity under the Charities Act 2005 on 3 April 2007. Accordingly the Society is not required to make provision for or pay income tax.

(vii) Inventories
The history books are carried at the lower of cost and net realisable value, determined on a first in first out basis. Costs comprise direct material and labour as well as a proportion of fixed and variable production overheads. The history books were recategorised from a merchantable product to a promotional product in the 2017 financial year.

(viii) Investments
Investments are carried at the lower of cost and net realisable value. Dividend income is recognised in the Statement of Financial Performance when received net of imputation credits.

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

D. 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.

Hawke's Bay A&P Society

Notes to the Performance Report
for the year ended 31 March 2018

2. EXPENSE DETAIL

The following 'Other' expenses contain equipment hire charges to the value of:

	This Year $	*Last Year* $
Napier Port Hawke's Bay Primary Sector Awards	12,744	17,643
Hawke's Bay A&P Bayleys Wine Awards	41,349	44,636
National Horticultural Field Days	14,507	15,910
Edible Garden Show	-	6,894
	$68,600	$85,083

3. TERM INVESTMENTS

Farmlands Trading Society	1,917	1,917
Ravensdown Fertiliser Co-operative Ltd	318	318
Total Term Investments	2,235	2,235

4. INCOME RECEIVED IN ADVANCE

National Horticultural Field Day	50,628	42,111
Napier Port Hawke's Bay Primary Sector Awards	139,730	142,345
Toanga Awards	5,000	-
Hawke's Bay A&P Bayleys Wine Awards	63	-
	195,421	184,456

5. OPERATIONS PERFORMANCE & FUNDING ANALYSIS

	This Year $	*Last Year* $
Performance & Funding Analysis		
Surplus/(Deficit) for the Year	(56,656)	360,417
Less: Capital Grants & Donations	(6,000)	(440,000)
Surplus/(Deficit) excluding Capital Grants	(62,656)	(79,583)
Add Back: Depreciation	58,515	27,952
Cash Surplus/(Deficit) excluding Capital Grants	(4,141)	(51,631)
Reconciliation of Operations Funding		
Surplus/(Deficit) for the Year	(56,656)	360,417
Add Back: Depreciation	58,515	27,952
Less: Property Development Additions	(27,134)	(453,490)
Less: Plant and Equipment Additions	(2,552)	(810)
Operations Funding Surplus/(Deficit)	($27,827)	($65,931)

The capital grant and donation income as recorded in the Statement of Financial Performance has been received from David Wilson (2017: Hastings District Council, Eastern Central Community Trust, and the Holt Trust).
This excludes the provision of services provided in kind.

The Performance Report is to be read in conjunction with the Auditors Report

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Hawke's Bay A&P Society

Notes to the Performance Report
for the year ended 31 March 2018

6. Statement of Financial Performance - Performance Breakdown (Activity Centres)

Show	*This Year*	*Last Year*
Revenue		
Donations, fundraising and other similar revenue	39,550	35,200
Revenue from providing goods or services		
Gate Receipts	120,160	97,135
Exhibition Space	97,850	109,954
Entry Fees	75,724	68,011
Other Show Income	58,228	51,105
Event Sponsorship	86,475	71,662
	477,987	433,067
Expenses		
Volunteer and employee related costs	36,782	10,129
Costs related to providing goods or services		
Marketing and Advertising	20,197	17,349
Administration and General	71,687	80,670
Operating Expenses	68,573	60,621
Prizemoney	53,652	47,238
Catering and Privileges	27,676	26,105
Hire Equipment	45,941	49,794
Entertainment	20,340	13,071
Equipment Lease	1,285	1,149
Repairs and Maintenance	5,066	2,623
Grants and donations made	16,092	29,667
	367,291	338,416
Show Surplus/(Deficit)	110,696	94,651

Society		
Revenue		
Donations, fundraising and other similar revenue	17,131	475,366
Fees, subscriptions and other revenue from members	36,402	36,674
Revenue from providing goods or services	40,170	42,179
Lease and Rental Revenue		
Term Tenancies	116,868	120,336
Ground and Buildings Hire	180,043	163,652
Interest, dividends and other investment revenue	723	681
Other Income	27,663	23,489
	419,000	862,377

Hawke's Bay A&P Society

Notes to the Performance Report
for the year ended 31 March 2018

Expenses		
Volunteer and employee related costs	208,866	228,570
Costs related to providing goods or services		
Marketing and Advertising	8,322	16,288
Bad Debts	-	3,223
Farming	24,834	29,261
Net Inventory Movement - Book Stocks	105	17,180
Administration & Overhead Costs		
Administration and General	129,662	134,394
Operating Expenses	50,862	30,590
Repairs and Maintenance	50,239	37,984
Insurance	30,398	29,093
Consulting	8,290	17,505
Equipment Lease	12,280	12,304
Audit Fees	4,850	5,850
Grants and donations made	4,865	5,463
	533,573	567,705
Society Surplus/(Deficit)	(114,573)	294,672
Events		
Revenue		
Donations, fundraising and other similar revenue	-	8,706
Revenue from providing goods or services		
Napier Port Hawke's Bay Primary Sector Awards	43,545	47,745
Hawke's Bay A&P Bayleys Wine Awards	86,900	87,927
National Horticultural Field Day	66,945	53,308
Edible Garden Show	-	16,095
Event Sponsorship	271,495	297,191
	468,885	510,972
Expenses		
Volunteer and employee related costs	140,233	153,442
Costs related to providing goods or services		
Napier Port Hawke's Bay Primary Sector Awards	104,065	102,270
Hawke's Bay A&P Bayleys Wine Awards	156,529	162,360
National Horticultural Field Day	35,615	41,031
Edible Garden Show	1,226	27,525
Grants and donations made	12,200	13,336
	449,868	499,964
Event Surplus/(Deficit)	19,017	11,008
Reconciliation with Statement of Financial Performance		
Show Surplus/(Deficit)	110,696	94,651
Society Surplus/(Deficit)	(114,573)	294,672
Event Surplus/(Deficit)	19,017	11,008
	15,140	400,331
Interest	(13,281)	(11,962)
Depreciation	(58,515)	(27,952)
	(71,796)	(39,914)
Surplus/(Deficit) for the Year	(56,656)	360,417

The Performance Report is to be read in conjunction with the Auditors Report

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Hawke's Bay A&P Society

Notes to the Performance Report
for the year ended 31 March 2018

7. CORE MANAGED EVENTS CONSOLIDATED EVENT PERFORMANCE

	This Year $	Last Year $
Napier Port Hawke's Bay Primary Sector Awards		
Income	149,745	153,944
Expenses	156,899	138,120
	($7,154)	$15,824
Hawke's Bay A&P Bayleys Wine Awards		
Income	221,900	224,884
Expenses	209,977	205,271
	$11,923	$19,613
National Horticultural Field Day		
Income	97,241	84,742
Expenses	81,481	78,388
	$15,760	$6,354
Edible Garden Show		
Income	-	47,400
Expenses	1,513	78,183
	($1,513)	($30,783)
Total Surplus/(Deficit)	$19,017	$11,008

8. RESERVES

	This Year $	Last Year $
Capital Reserve		
Opening Balance	5,081,167	5,081,167
Total Reserves	5,081,167	5,081,167

9. LEASES

The Society leases its Konika Minolta printers from Leasing Solutions Ltd.
Future lease payments (exclusive of GST) are as follows:

	This Year $	Last Year $
No later than 1 year	8,516	8,039
Later than 1 year and no later than 5 years	9,699	15,455
	$18,215	$23,494

Notes to the Performance Report
for the year ended 31 March 2018

10. GOODS OR SERVICES PROVIDED IN KIND

In conducting its operational activities the Society receives support from sponsors and suppliers by way of goods and services provided in kind. Contributions of goods and services in kind have been provided for the following events (for the 2017 and 2018 years):

- The Napier Port Hawke's Bay Primary Sector Awards
- The Hawkes Bay A&P Bayleys Wine Awards
- The Hawkes Bay A&P Show
- The Showgrounds grounds maintenance and management operations

11. ASSETS HELD ON BEHALF OF OTHERS

The Society assets have been improved by third parties to enhance their event experience. The Society has no liability to these third parties for these improvements but would like to recognise the following historical improvements: the Hastings Poultry and Pigeon Club has made alterations and improvements to the Poultry shed; Show Jumping Hawke's Bay has installed two warm up arenas and day yards; the Hawke's Bay remote control car club has built a track and viewing platform.

12. RELATED PARTIES

Transactions are entered into from time to time with members of the Society. Certain goods and services are provided to and for the benefit of the Society at below market rates. All other transactions are conducted on normal commercial arms length trading terms. There were no significant transactions with related parties either individually or in aggregate.

13. CONTINGENT LIABILITIES AND GUARANTEES

At balance date there are no known contingent liabilities or guarantees (2017: nil). Hawke's Bay Agricultural & Pastoral Society has not granted any securities in respect of liabilities payable by any other party whatsoever.

14. COMMITMENTS

There are no commitments as at balance date (2017: nil).

15. DEPRECIATION EXPENSE

The significant increase in depreciation in the 2018 financial statements reflects a full years depreciation on the capital projects undertaken in the 2017 year. Particularly, the capital investment in the power and water upgrade, security fencing and portable ablution blocks.

16. BANK ACCOUNTS AND CASH

The $200,000 ANZ bank overdraft and $31,511 ANZ bank loan are both secured by way of a first registered mortgage over the whole of the Hawke's Bay A&P Society's property, with a priority value of $1,335,000.

The interest rate at balance date was 7.20% p.a for the overdraft and 6.40% p.a for the bank loan (2017: 7.20% and 6.20% respectively).

The overdrawn balance as at 31st March 2018 was $152,330, (2017:$108,096).

Hawke's Bay A&P Society

Notes to the Performance Report
for the year ended 31 March 2018

17. FIXED ASSETS

Cost/Valuation - 2018 Year	Opening Carrying Amount $	Purchases (Sales) $	Gain (Loss)	Current Year Depreciation $	Closing Carrying Amount $
Land	2,125,000	-	-	-	2,125,000
Buildings	2,770,833		-		2,770,833
Improvements	736,147	27,134		51,387	711,894
Plant and Equipment	38,478	2,552	-	4,998	36,032
Office Equipment	15,630	-	-	2,023	13,607
Motor Vehicles	531	-	-	107	424
	5,686,619	29,686	-	58,515	5,657,790

Cost/Valuation - 2017 Year	Opening Carrying Amount $	Purchases (Sales) $	Gain (Loss)	Current Year Depreciation $	Closing Carrying Amount $
Land	2,125,000	-	-	-	2,125,000
Buildings	2,770,833		-		2,770,833
Improvements	301,357	453,490		18,700	736,147
Plant and Equipment	43,321	810	-	5,652	38,478
Office Equipment	19,097	-	-	3,468	15,630
Motor Vehicles	663	-	-	132	531
	5,260,271	454,300	-	27,952	5,686,619

The Society revalued the Showgrounds land to $2,125,000 as per the QV rating valuation as at 1 August 2010. All improvements from that date forward have been capitalised as Society assets. The Current QV rating value for land and buildings is $5,150,000 - the land component is $2,560,000. The recorded value of the Society Land, Buildings and Improvements (excluding improvements post the latest QV rating valuation as at 1 August 2016) is $5,179,018. Additions post the 1 August 2016 valuation date (as at their 31 March 2018 depreciated value) total $428,709, bringing the total value of the Land, Buildings and Improvements of the Society as at 31 March 2018 to $5,607,727.

With facility upgrade project and associated development activities still in an active ongoing state, the Executive Committee has made a conscious decision not to invest in an independent valuation. This decision will continue to be reviewed on an annual or as needed basis.

18. EVENTS AFTER THE BALANCE DATE

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

The Performance Report is to be read in conjunction with the Auditors Report

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Audit Hawke's Bay
Assurance Specialists

Independent Auditor's Report

To the Members of Hawkes Bay Agricultural and Pastoral Society

Qualified Opinion
We have audited the accompanying Performance Report of Hawkes Bay Agricultural and Pastoral Society (the Society) on pages 1 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 2018, the Statement of Financial Position as at 31 March 2018, and the Statement of Accounting Policies and Notes to the Performance Report.

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

a) the reported outcomes and outputs, and quantification of the outputs to the extent practicable, in the Statement of Service Performance are suitable
b) the accompanying Performance Report presents fairly, in all material respects:
   - the Entity Information for the year then ended
   - the Service Performance for the year then ended, and
   - the Financial Position of the Society as at 31 March 2017, and its Financial Performance, and Cash Flows for the year then ended

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

Basis for Qualified Opinion
The Society has not depreciated its buildings which is required by PBE IPSAS 17. This has had the effect of overstating Net Surplus and General Funds. We have been unable to quantify the value of these overstatements.

We conducted our audit of the Statement of Financial Performance, Statement of Financial Position, Statement of Cash Flows, Statement of Accounting Policies and Notes to the Performance Report in accordance with International Standards on Auditing (New Zealand) (ISAs (NZ)), and the audit of the Entity Information and Statement of Service Performance in accordance with the International Standard on Assurance Engagements (New Zealand) ISAE (NZ) 3000 (Revised). Our responsibilities under those standards are further described in the 'Auditor's Responsibilities for the Audit of the Performance Report' section of our report.

We are independent of the Society in accordance with Professional and Ethical Standard 1 (Revised) 'Code of Ethics for Assurance Practitioners' issued by the New Zealand Auditing and Assurance Standards Board, and we have fulfilled our other ethical responsibilities in accordance with these requirements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Other than our capacity as auditor we have no relationship with, or interests in, the Society.

Audit Hawke's Bay
Assurance Specialists

Restriction on Responsibility
This report is made solely to the Members of the Society. Our audit has been undertaken so that we might state to the Members those matters we are required to state to them in an Auditors' Report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the Members, for our audit work, for this report, or for the opinions we have formed.

Other Information
The Executive Committee are responsible for the other information. The other information obtained at the date of this Auditor's Report is information included in the Presidents Report and Treasurers Report, but does not include the Performance Report and our Auditor's Report thereon.

Our opinion on the Performance Report does not cover the other information and we do not express any form of audit opinion or assurance conclusion thereon.

In connection with our audit of the Performance Report, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the Performance Report or our knowledge obtained in the audit, or otherwise appears to be materially misstated.

If, based on the work we have performed on the other information obtained prior to the date of this Auditor's Report, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

Executive Committee's Responsibilities for the Performance Report
The Executive Committee are responsible for:

a) Identifying outcomes and outputs, and quantifying the outputs to the extent practicable, that are relevant, reliable, comparable and understandable, to report in the Statement of Service Performance
b) the preparation and fair presentation of the Performance Report on behalf of the Society which comprises:
   - the Entity Information
   - the Statement of Service Performance; and
   - the Statement of Financial Performance, Statement of Financial Position, Statement of Cash Flows, Statement of Accounting Policies and Notes to the Performance Report in accordance with Public Benefit Entity Simple Format Reporting – Accrual (Not-For-Profit) issued by the New Zealand Accounting Standards Board, and
c) for such internal control as the Executive Committee determine is necessary to enable the preparation of the Performance Report that is free from material misstatement, whether due to fraud or error.

In preparing the Performance Report, the Executive Committee are responsible on behalf of the Society's for assessing the Society'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 Executive Committee either intend to liquidate the Society or to cease operations, or have no realistic alternative but to do so.

Audit Hawke's Bay
Assurance Specialists

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 decisions of users taken on the basis of the 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 Society's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of the use of the going concern basis of accounting by the Executive Committee and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Society'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 Society to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the Performance Report, including the disclosures, and whether the Performance Report represents the underlying transactions and events in a manner that achieves fair presentation.
- Perform procedures to obtain evidence about and evaluate whether the reported outcomes and outputs, and quantification of the outputs to the extent practicable, are relevant, reliable, comparable and understandable.

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

Audit Hawke's Bay

Audit Hawke's Bay Limited | Qualified Auditors, Hastings, New Zealand
7 June 2018

A&P
HAWKE'S BAY A&P SOCIETY

The Executive Committee and the team of staff would like to thank all involved with the Hawke's Bay A & P Society including sponsors, partners, key stakeholders and volunteers for their continued support throughout the year.

For over 150 years, the Hawke's Bay A & P Society has promoted agriculture, pastoral, horticulture, viticulture and forestry resources through its various channels and can only achieve success with this valued assistance and support.

Together, as a passionate group, we honour our heritage and continue our legacy with significant and positive impact on the primary industry the economy of Hawke's Bay.

HAWKE'S BAY Show SINCE 1859

ROYAL SHOW New Zealand A&P

NAPIER PORT HAWKE'S BAY PRIMARY SECTOR AWARDS

SILVER FERN FARMS Hawke's Bay Farmer of the Year

HAWKE'S BAY A&P BAYLEYS WINE AWARDS

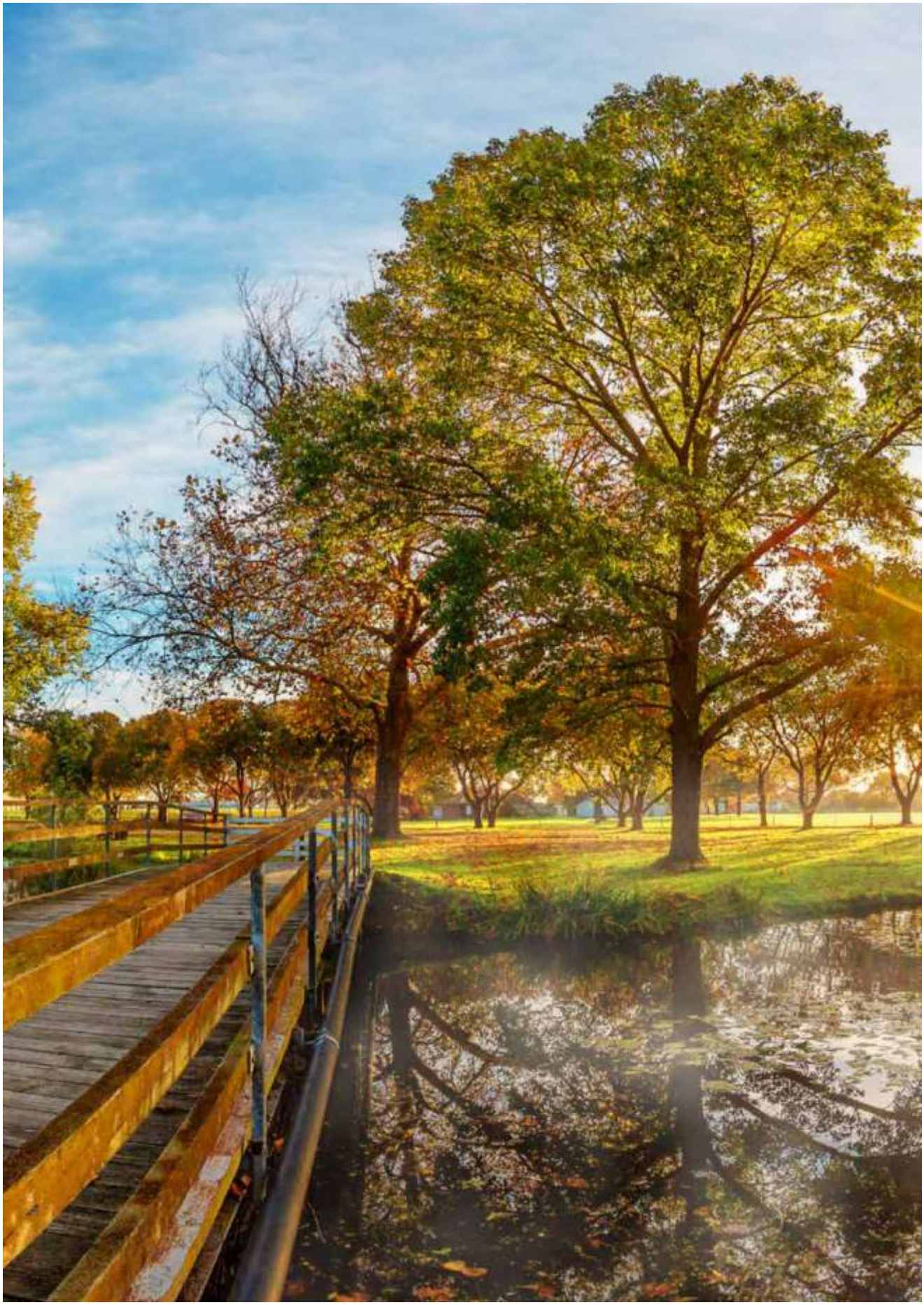
bnz National Horticultural Field Day

SHOWGROUNDS HAWKE'S BAY TOMOANA

A&P Championing Primary Industry in Hawke's Bay Since 1858

Item 4

Application No. 19



Item 4

Application No. 19

Kev Carter

From: HDC Website Form - Annual Contestable Grants - Application Form <no-reply@wufoo.com>
Sent: Friday, 12 April 2019 1:23 PM
To: Community Grants
Subject: HDC - Annual Contestable Grants - Application Form [#203]

Name of organisation	Big Brothers Big Sisters of Hawkes Bay
Postal address for organisation	PO Box 245 Napier Central, Hawke's Bay 4110 New Zealand
Daytime Contact Phone Number	0225812965
Email	patricia@bbbs.nz
Website	http://bigbrothersbigsistes.org.nz/hawkesbay.html
Is your organisation a legally constituted trust or incorporated society and registered with the Companies Office and/or Charities Commission?	Yes
Name	Ngaroata, Jason Wawatai
Position	Chair
Email	jason.wawatai@hnzc.co.nz

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Daytime Contact Phone Number	021885913
Name	Bonnie Llewellyn
Position	Administrator
Email	bonnie@bbbs.nz
Daytime Contact Phone Number	+64211051031
Name	Patricia Small
Position	Case Manager
Email	patricia@bbbs.nz
Daytime Contact Phone Number	0225812965
Name	Senior Sgt Carl Southwick
Position	Treasurer/Project Leader
Email	carl.southwick@police.govt.nz
Daytime Contact Phone Number	021 1906941
Please indicate if you would like to present a brief summary of your application to the Community Grants Subcommittee.	Yes, I/we wish to present to the Community Grants Subcommittee

Please indicate if you are applying for *Seed Funding or an **Establishment Grant:	Establishment Grant
i. Which of the current and future needs of our community are you addressing?	Supporting and attracting businesses to provide jobs and revenue into the local economy Assistance and advice for people in need due to older age or adverse circumstances

a. What activity/s are within the scope of your project/service?

Big Brothers Big Sisters mission is: to make a positive difference in the lives of tamariki through strong and enduring, professionally supported, mentoring relationships. A recent report states that Hawke's Bay has the worst statistics among regions in New Zealand with regard to:

- The number of people living in poverty,
- A lower median income,
- lower rates of formal qualification,
- a larger proportion of youth not in education, employment or training,
- under 5's more likely to be living in low socio-economic households.

By providing positive, adult role models that are outside the family BBBS gives these children the opportunity to have someone give them one-on-one attention, listen to them and help them to realise their potential. Serving as role models, our mentors teach by example the importance of giving and giving back, of staying in school, and for having respect for family, peers and community.

Evidence was found by a large study undertaken by Public Private Ventures, showing that Little Brothers and Little Sisters who have been mentored for longer than 18 months are:

- 46% less likely to start using drugs,
- 27% less likely to start drinking alcohol,
- 52% less likely to skip a day of school,
- more confident in their schoolwork performance,
- able to get along better with their families,
- one third less likely to hit someone.
- Mentored boys are twice less likely to develop negative behaviour patterns, e.g. bullying, fighting, lying, cheating

or losing their temper.

- Mentored girls are four-times less likely to bully, fight, lie or express anger than girls without a mentor.

b. How will your project or service be MEASURED to identify the benefit for the community i.e what are the anticipated outcomes and measures of success?

Mentored children statistically go on to achieve in life, they are more likely to gain employment in higher paying jobs and contribute positively to society. Helping more children to reach their potential can ultimately result in: a reduction in poverty, unemployment, alcohol and drug abuse as well as safer schools and neighbourhoods in our community. Mentoring can provide children that may have been at-risk of entering a life of crime a different perspective of what opportunities are available to them and encourage them to make good choices for a brighter future.

When children have a mentor that they meet with regularly, who has a genuine interest in them, their well being and their future, the child has someone to hold them accountable for their actions. This can help them stop and evaluate a situation and consider the long term consequences, where without a mentor they may not have the same level of foresight.

c. The process - how will you carry out your project or service, and where will it be delivered? *

BBBS provides mentors to children throughout Hawke's Bay, we currently have 26 children matched (mentees) with mentors on the programme. The children are referred onto the programme by social workers therefore we do not facilitate the matches based on a child's location however it does work out that our mentees are pretty evenly spread across both Hastings and Napier, we also currently have one match in C.H.B.

When a child is referred to the programme a meeting is set up to interview the parent/caregiver, and child to assess their eligibility for the programme. Once accepted the parent has to agree to support the child throughout the match by ensuring they adhere to the rigorous reporting schedule. The child is put through a training programme covering safety issues specifically around acceptable behaviour for themselves and the mentor.

When a volunteer signs up to become a mentor the Case Manager conducts an interview, completes three referee checks, and a police vet. After a home inspection the volunteer is ready to be trained then matched with a child. Once matched it is BBBS policy that the Case Manager meets with mentors and mentees weekly for the first four weeks, then monthly to ensure that BBBS core values, policies and procedures are being followed. It has been calculated that the cost of a match in the first 12 months is $1,800 (see attached cost breakdown).

d. The people - who is involved? (include brief information about key individuals or organisations who you are working collaboratively with) *

We work collaboratively with the NZ Police, we also work with school Social Workers, Oranga Tamariki & Birthright. We are also a branch of the National BBBS Organisation so we share resources and support with other branches as well as get opportunities for training and development through head office.

We have one Case Manager currently contracting to the organisation who has been working since the relaunch in September 2017 and who has been instrumental to the rapid growth and public awareness of the organisation in the past 18 months. We are currently working on securing funding in order to employ a second contractor in the role of Mentor Coordinator, who will help with the recruitment, vetting, training and monitoring of mentors so that we can grow the scope of the programme and provide more children with mentors.
We also employ a contractor to assist with administration and marketing.
We have a strong board of trustees that are very invested in the programme and the outcomes that it provides for our tamariki. Our trustees each bring their own professional skill set and experience to the table and support the organisation where they can.

Is your organisation GST registered?	No
(A) Total cost	$133,437.02
Alternatively, upload a document with this information	how_much_does_it_cost_to_mentor_a_young_person.docx 31.53 KB • DOCX
(B1) Total	$0.00
Alternatively, upload a document with this information	signed_cover_letter.pdf 167.81 KB • PDF
(B2) Total	$143,200.00
Total funds available (B1 + B2) = (B)	$143,200.00
Alternatively, please upload a document with this information	budget_forecast_jul_jun_2020.xls 30.21 KB • XLS

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A. Total cost of project / service *	$133,437.02
B. Total funds available *	$143,200.00
C. Difference between total cost and total funds available *	$-9,762.98
D. Amount requested annually *	$15,000.00
Date applied	Friday 5 April 2019
Source of funding	Lion Foundation
Type of funding, eg a loan, a grant	Grant
What will it be used for?	Towards Case Managers Salary and to recruit a second contractor - Coordinator
Amount requested	70,000
Is it confirmed?	No - we do not expect to receive the full amount and have therefore indicated in our budget the same amount we received from them last year which was $33,000
If you are still waiting for a response, when will you know the outcome?	Wednesday 1 May 2019
Have you completed an annual report	Yes

and financial accounts for this project or service?	
Please include a copy of your latest annual report and financial accounts with your application.	p__l_jul__dec_2018.pdf 33.28 KB • PDF
If you are a registered group or organisation (such as a charitable trust or incorporated society), please provide a copy of your latest set of audited annual accounts.	final_2018_accounts.pdf 188.26 KB • PDF
Tick this box to confirm the above is true and correct. *	I agree

Big Brothers Big Sisters of Hawke's Bay

How Much Does It Cost to Mentor a Young Person?

Big Brothers Big Sisters Hawke's Bay is committed to the healthy development of young people by providing a free one-to-one mentoring service that matches trained adult volunteers with young people lacking role models and support in their lives. Each mentor match is created on a calculated basis to ensure a valuable, trusting and sustainable relationship is formed. Our Case Manager and Administration Assistants roles are to recruit, screen and train each mentor. They then provide regular ongoing, documented support and accountability and provide the necessary coordination between family, volunteer and young person.

The board strategic goal of supporting 40 mentoring matches and estimated expenditure for 2018/19 determines an annual cost of $1,500 to support an already established mentoring match, while the additional training involved in starting a 'new' match costs $1,800. A breakdown of these costs can be seen below:

Cost per Match (first year)		**$1,800.00 per match per annum**
Professional Match Supervision (Employment Expenses) Includes staff		
Contractor fees, mileage, and professional development	1,609.00	
Programme Administration - includes office expenses	92.00	
Programme Development & Expenses – Includes: mentor project development,		
mentor recruitment, child development, events and activities.	54.00	
Volunteer Training & Appreciation - Includes: training, memberships, supervision,		
acknowledgments, resource and mentoring packs.	45.00	
Total	**$1,800.00**	

ThereVicki Berkahn,
Community Grants & Project Advisor
Hastings District Council

Big Brothers Big Sisters
of Hawke's Bay
Tuakana Teina

31st March 2019

Dear Vicki,

Big Brothers Big Sisters provides a mentoring programme to children facing adverse circumstances. Some of the children referred to the programme may be at risk of heading down the wrong path in life or facing hardship. The BBBS programme is about creating long term mentoring friendships that support children to thrive in life. Positive relationships have a lasting influence on the lives of young people, creating greater self-esteem and helping them to achieve their goals. Serving as role models, our mentors teach by example the importance of giving and giving back, of staying in school, and for having respect for family, peers and community. Each time we pair a young child with a mentor, we start something special. Therefore we are applying to the HDC Contestable Grant Committee for a grant of $15,000 to be used for the purpose of funding one-to-one, professionally supported mentoring to vulnerable children in Hawke's Bay.

We have reached some incredible achievements since relaunching the programme in September 2017, such as:

- Fifty five mentors interviewed, 35 referee checked, police vetted and trained,
- 37 young children matched with mentors,
- 14 matches closed (3 of these were from matches prior to 2017),
- currently 26 children are matched with volunteer mentors,
- seventeen children referred and waiting to be processed.

It is estimated that the cost of a match in the first year is $1,800. This includes recruiting, vetting, training and monitoring the matches. The Case Manger is responsible for ensuring BBBS national policy and procedures are met, matches to be regularly monitored and case notes recorded. For example, in the first month of a match, contact is made with the child, parent/caregiver and mentor on a weekly basis, thereafter monthly, with face-to-face meetings every three months. Forms are completed three monthly, and data collected for evaluation purposes. These guidelines for monitoring matches help to ensure greater success for the participants and ultimately lead to better outcomes for the child.

In the past eighteen months we have been working hard to raise the BBBS profile in the Hawke's Bay community. It is now regarded by many Social Agencies as the key mentoring service for vulnerable children in Hawke's Bay. We have now got to the point where we are working on extending the scope of the programme by recruiting a second contractor to assist the Case Manager with formalising and monitoring the matches. We expect that by having a second contractor we will be able to match a much greater number of children with mentors.

The need for a mentoring programme in Hawke's Bay has never been greater. A recent report states that the region now has the worse statistics in New Zealand, with:

- More people living in poverty,
- lower median income,
- lower rates of formal qualification,
- a larger proportion of youth not in education, employment or training,

Ph: +64 211 906 941 **W:** www.bigbrothersbigsisters.org.nz

Postal: PO Box 245, Napier / 135 Dalton Street, Napier / Hawkes Bay 4140, New Zealand

Budget Forecast Big Brothers Big Sisters Hawke's Bay
July 2019 to June 2020

	Budget July	Budget Aug	Budget Sep	Budget Oct	Budget Nov	Budget Dec	Budget Jan	Budget Feb	Budget Mar	Budget Apr	Budget May	Budget Jun	Total
Projected Income													
Grants	$3,600.00	$3,600.00	$3,500.00	$3,000.00	$32,000.00	$5,000.00	$3,000.00	$25,000.00	$3,500.00	$10,000.00	$5,000.00	$5,000.00	$102,200.00
Donations and other revenue	$8,000.00	$3,000.00	$3,000.00	$3,000.00	$3,000.00	$3,000.00	$3,000.00	$3,000.00	$3,000.00	$3,000.00	$3,000.00	$3,000.00	$41,000.00
Total Income	**$11,600.00**	**$6,600.00**	**$6,500.00**	**$6,000.00**	**$35,000.00**	**$8,000.00**	**$6,000.00**	**$28,000.00**	**$6,500.00**	**$13,000.00**	**$8,000.00**	**$8,000.00**	**$143,200.00**
Less Operating Expenses													
Advertising	$86.25	$6,077.75	$0.00	$250.00	$0.00	$250.00	$0.00	$250.00	$250.00	$250.00	$250.00	$250.00	$7,914.00
Contractors Fees	$4,300.00	$4,300.00	$4,300.00	$3,000.00	$4,800.00	$4,800.00	$4,300.00	$4,300.00	$4,300.00	$4,300.00	$4,300.00	$4,300.00	$51,300.00
Admin Contractor	$350.00	$625.00	$1,080.00	$1,080.00	$1,080.00	$1,080.00	$1,080.00	$1,080.00	$1,080.00	$1,080.00	$1,080.00	$1,080.00	$11,775.00
Mentor Coordinator	$3,500.00	$3,500.00	$3,500.00	$3,500.00	$3,500.00	$3,500.00	$3,500.00	$3,500.00	$3,500.00	$3,500.00	$3,500.00	$3,500.00	$42,000.00
General Expenses	$39.02	$109.00	$50.00	$50.00	$50.00	$50.00	$50.00	$50.00	$50.00	$50.00	$50.00	$50.00	$648.02
Mentor Training	$0.00	$0.00	$250.00	$0.00	$250.00	$0.00	$250.00	$0.00	$250.00	$0.00	$250.00	$0.00	$1,250.00
Office Expences (Computer)	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Mentors gratuity (Petrol Vouchers)	$0.00	$0.00	$0.00	$1,050.00	$0.00	$0.00	$0.00	$0.00	$0.00		$1,500.00	$0.00	$2,550.00
National Conference	$0.00	$0.00	$0.00	$0.00	$0.00	$3,000.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$3,000.00
Printing Postage and Stationery	$0.00	$0.00	$50.00	$50.00	$1,500.00	$50.00	$100.00	$50.00	$100.00	$50.00	$100.00	$50.00	$2,100.00
(Merchindise) Apparel T shirts and	$0.00	$0.00	$0.00	$0.00	$3,000.00	$0.00	$0.00	$1,000.00	$0.00	$0.00	$0.00	$0.00	$4,000.00
Mentor and Mentee Event	$0.00	$0.00	$200.00	$0.00	$200.00	$0.00	$0.00	$300.00	$0.00	$300.00		$1,000.00	$2,000.00
Mentee recognition awards	$0.00	$0.00	$50.00	$50.00	$50.00	$50.00	$50.00	$50.00	$50.00	$50.00	$50.00	$50.00	$500.00
Telephone	$0.00	$0.00	$90.00	$90.00	$90.00	$90.00	$90.00	$90.00	$90.00	$90.00	$90.00	$90.00	$900.00
Events	$0.00	$0.00	$0.00	$500.00	$0.00	$0.00	$0.00	$0.00	$500.00	$0.00	$0.00	$0.00	$1,000.00
Auditor Fees	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$2,500.00	$0.00	$0.00	$0.00	$0.00	$2,500.00
Total Operating Expenses	**$8,275.27**	**$14,611.75**	**$9,570.00**	**$9,620.00**	**$14,520.00**	**$12,870.00**	**$9,420.00**	**$13,170.00**	**$10,170.00**	**$9,670.00**	**$11,170.00**	**$10,370.00**	**$133,437.02**
Net Profit	**$3,324.73**	**-$8,011.75**	**-$3,070.00**	**-$3,620.00**	**$20,480.00**	**-$4,870.00**	**-$3,420.00**	**$14,830.00**	**-$3,670.00**	**$3,330.00**	**-$3,170.00**	**-$2,370.00**	**$9,762.98**

Profit and Loss

BIG BROTHERS BIG SISTERS OF HAWKES BAY TRUST
1 July 2018 to 31 December 2018

	31 Dec 18	30 Nov 18	31 Oct 18	30 Sep 18	31 Aug 18	31 Jul 18
Income						
Belletech Donation	-	-	-	-	-	500
Donations - General	27,947	14,488	10,968	4,168	3,668	3,668
DWR Funding	-	-	2,048	2,048	2,048	2,048
Eastern Community Trust Funding	10,000	-	-	-	-	4,000
Grants - General	4,000	4,000	3,500	3,500	-	-
Lions Foundation Funding	-	-	-	-	-	33,000
Lottery Grants Board Funding	-	-	-	-	10,000	10,000
Napier City Council Funding	3,500	3,500	3,500	-	-	-
Other Revenue	3,484	3,484	3,484	550	-	-
Rotary Funding	1,500	3,000	3,000	3,000	3,000	3,000
Total Income	**50,431**	**28,472**	**26,500**	**13,266**	**18,716**	**56,216**
Gross Profit	**50,431**	**28,472**	**26,500**	**13,266**	**18,716**	**56,216**
Plus Other Income						
First Light	2,700	2,700	2,700	-	-	-
Total Other Income	**2,700**	**2,700**	**2,700**	**-**	**-**	**-**
Less Operating Expenses						
Advertising	1,283	1,283	593	593	563	-
Audit Fee	1,495	-	-	-	-	-
Contract fee B	5,555	4,836	4,018	2,793	1,900	925
Contractor Fee	24,940	26,600	24,805	22,166	21,161	19,479
Equipment Under $500.00	-	60	60	60	60	85
Events	1,129	916	916	38	359	377
Freight & Courier	9	-	-	-	-	-
Funder Raiser	75	75	75	-	-	-
General Expenses	629	629	403	416	416	416
Meeting Expenses	134	144	215	139	145	168
Mentor Gratuity	61	24	24	24	-	-
Mentor Mentee Event	677	170	170	170	-	-
Mentor Training	291	291	101	63	-	-
Merchindise	3,577	-	-	-	-	-
Telephone & Internet	52	52	52	52	32	-
Training	90	90	242	308	296	218
Travel - National	-	-	8	8	331	331
Total Operating Expenses	**39,997**	**35,171**	**31,682**	**26,830**	**25,262**	**21,999**
Net Profit	**13,134**	**(3,999)**	**(2,483)**	**(13,565)**	**(6,547)**	**34,217**

2018 Performance Report

BIG BROTHERS BIG SISTERS OF HAWKES BAY

BIG BROTHERS BIG SISTERS OF HAWKES BAY

Contents of Performance Report

For the Year Ended 30 June 2018

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BIG BROTHERS BIG SISTERS OF HAWKES BAY

Entity Information

As at 30 June 2018

BIG BROTHERS BIG SISTERS OF HAWKES BAY is a Discretionary Trust, established by a trust deed dated 11 May 2006 and registered under the Charities Act 2005.

Entity's Purpose or Mission	Provide children facing adversity with strong and enduring, professionally supported one-to-one relationships that change their lives for the better. The work of Big Brothers Big Sisters of Hawkes Bay is all about adding in to the lives of young people in need of some extra care and attention.We do this by matching young people largely between the ages of 6 to12 with suitable adult mentors. The young person and their mentor meet once a week with one of the key objectives being to have as much fun as possible doing things they enjoy and in the process building a friendship.
Nature of Business	Mentoring adults with children to build the child's self confidence, and life skills.
Address	135 Dalton Street Napier South napier 4110
Entity Structure	We are currently a Trust of six who set policy and guidence for the BBBS HB Team, We have twenty two volunteers and two paid project worker currently. The trust operates in the Hawkes Bay region. While independent it operates within the quality control parameters of the National office. Governance is pursuant to the founding trust deed. The Trust officers are the Chairperson, Secretary and Treasurer, who are appointed annually at the AGM.
Trustees	St John Craner Alexander (Alasdair) Macleod Ngaroata Wawatai John McDowell Carl Southwick
Beneficiaries	Children Young People Family
Main Sources of Cash and Resources	The Trust could not operate without the financial support it receives from findraising, donations and grant funders. Reliance on Volunteers The Trust is reliant on volunteers at both a governance and mentor levels
Main Methods Used to Raise Funds	Funding applications

BIG BROTHERS BIG SISTERS OF HAWKES BAY

Entity Information (continued)

As at 30 June 2018

Entity's Reliance on Volunteers and Donated Goods or Services

Police provide housing for some staff, a computer and phone for Police Staff and contribute to some operating costs printing etc. All Trustees are voluntary. Our mentors volunteer their own time to undertake training vetting and then once selected 1

Big Brothers Big Sisters has a long an

Accountants	Moore Stephens Markhams Hawkes Bay Limited Accountants & Advisors Hawkes Bay
Bankers	ASB Napier Hawkes Bay
Registered Charity Number	CC36034

BIG BROTHERS BIG SISTERS OF HAWKES BAY

Auditor's Report

For the Year Ended 30 June 2018

Our audit was completed on 00 December 1900

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BIG BROTHERS BIG SISTERS OF HAWKES BAY

Disclaimer of Liability

For the Year Ended 30 June 2018

We have compiled the Performance Report of BIG BROTHERS BIG SISTERS OF HAWKES BAY ("our client") for the year ended 30 June 2018 as set out on the following pages.

A compilation is limited primarily to the collection, classification and summarisation of financial information supplied by the client. A compilation does not involve the verification of that information. We have not performed an audit or review engagement on the financial statements and therefore neither we nor any of 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 only and neither we nor any of our employees accept any responsibility on any ground whatever, including liability in negligence, to any other person.

Moore Stephens Markhams Hawkes Bay Limited
Accountants & Advisors
HAWKES BAY
22 November 2018

BIG BROTHERS BIG SISTERS OF HAWKES BAY

Statement of Service Performance

For the Year Ended 30 June 2018

Description of the Trust's Outcomes

Description of The Entity's Outcomes

Supported existing mentoring relationships, trained new mentors, vetting matches and assessed applicants.The work of Big Brothers Big Sisters of Hawkes Bay is all about adding in to the lives of young people in need of some extra care and attention.

We do this by matching young people largely between the ages of 6 to12 with suitable adult mentors. The young person and their mentor meet once a week with one of the key objectives being to have as much fun as possible doing things they enjoy and in the process building a friendship.

Mentors become like a stake in the ground next to a sapling, providing stability and a listening ear to the young people as they navigate their way through a tumultuous time of life.
We're not talking about children who are particularly troublesome who already have access to a range of supports we're talking about kids who fly under the radar most of the time and there fore get very little attention from anyone.

Often lacking in self-esteem and confidence, these young people are longing for someone to take an interest in them, to listen to what they have to say and to help them come to terms with life's challenges.

Big Brothers Big Sisters of Hawkes Bay provides such children with adult mentors.
Mentors are from all walks of life young and old, some who have experience in the field and many others who want to give it a go for the first time. Each are prepared to give one child, one hour of their time, once a week.

Big Brothers Big Sisters provides mentoring both in the community and in certain schools across Hawkes Bay. It's our role to encourage, help and support the mentors as these relationships develop.
Mentoring relationships have been proven to be key in bringing hope to young lives, helping to keep them out of trouble and therefore giving them a future.

Big Brothers Big Sisters of Hawkes Bay is part of the broader group Big Brothers Big Sisters of New Zealand, which in turn is part of Big Brothers Big Sisters International.

BIG BROTHERS BIG SISTERS OF HAWKES BAY

Statement of Receipts and Payments

For the Year Ended 30 June 2018

	Note	Actual 2018 $	Actual 2017 $
Operating Receipts			
Donations, fundraising and other similar receipts	2	63,716	-
Total Operating Receipts		**63,716**	**-**
Less Operating Payments			
Payments related to providing goods or services	3	28,453	291
Other operating payments	4	61	1
Total Operating Payments		**28,514**	**292**
Operating Surplus (Deficit)		**35,201**	**(292)**
Capital Payments			
Purchase of resources	5	1,742	-
Increase/(Decrease) in Bank Account and Cash		**33,460**	**(292)**
Bank Account and Cash at the beginning of the financial year		5,405	5,697
Bank Account and Cash at the end of the financial year		**38,864**	**(292)**
Represented by:			
ASB Omni Cheque Account		38,864	5,405
Total Bank Account and Cash at the end of the financial year		**38,864**	**5,405**

This performance report has been approved by the Trustees

Date	Date
Signature	Signature
Name	Name
Position	Position

These financial statements are to be read in conjunction with the accompanying Notes and the Compilation Report. These statements have been compiled without undertaking an audit or review engagement.

BIG BROTHERS BIG SISTERS OF HAWKES BAY

Statement of Resources and Commitments

As at 30 June 2018

	Note	2018	2017
		$	$
Schedule of Resources			
Bank Accounts and Cash			
ASB Omni Cheque Account		38,864	5,405
Other resources			
Property, Plant and Equipment	6	3,342	14,135
NFP Resources spare 1			
8 Kayaks at $200.00 each		1,600	7,060
Kayaks & Associated Equipment (Sept 2012)		-	3,530
Camera		-	622
Watersport Equipment		-	500
Laptop		-	2,423
Schedule of Other Information			
Grants or Donations with Conditions Attached (where conditions not fully met at balance date)			
The Lions Foundation has approved a grant of $33,000.00 towards Case Managers Contract, March 2017 - December 2018. $13,910.00 has been paid from March 2017 to June 2018 in relation to this Grant.		19,090	

BIG BROTHERS BIG SISTERS OF HAWKES BAY

Notes to and forming part of the Performance Report

For the Year Ended 30 June 2018

1 Statement of Accounting Policies

Reporting Entity

BIG BROTHERS BIG SISTERS OF HAWKES BAY is a Discretionary Trust, established by a trust deed dated 11 May 2006 and registered under the Charities Act 2005.

The performance report of BIG BROTHERS BIG SISTERS OF HAWKES BAY has been prepared as determined by the External Reporting Board.

Statement of Compliance and Basis of Preparation

BIG BROTHERS BIG SISTERS OF HAWKES BAY is permitted by law to apply Tier 4 PBE Accounting Requirements : PBE SFR-C (NFP) Public Benefit Entity Simple Format Reporting - Cash (Not-For-Profit) and has elected to do so. All transactions are reported in the Statement of Receipts and Payments and related Notes to the Performance Report on a cash basis, unless otherwise stated in the Specific Accounting Policies.

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

Specific Accounting Policies

The following specific accounting policies which materially affect the measurement of the Statement of Receipts and Payments and Statement of Resource and Commitments have been applied:

(a) Income Tax

The trust is not subject to income tax pursuant to the Income Tax Act 2007.

(b) Goods and Services Taxation (GST)

The amounts recorded in the performance report are inclusive of GST (if any). The trust is not registered for GST.

(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 performance report.

2 Donations, fundraising and other similar receipts

	2018	2017
	$	$
Lions Foundation Funding	33,000	-
Lottery Grants Board Funding	10,000	-
Napier City Council Funding	10,000	-
Trust House Funding	2,000	-
DWR Funding	2,048	-
Rotary Funding	1,500	-
Eastern Community Trust Funding	4,000	-
Donations - General	668	-
Donations - Belletch	500	-
Total Donations, fundraising and other similar receipts	**63,716**	-

These financial statements are to be read in conjunction with the accompanying Notes and the Compilation Report. These statements have been compiled without undertaking an audit or review engagement.

BIG BROTHERS BIG SISTERS OF HAWKES BAY

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

For the Year Ended 30 June 2018

3 Payments related to providing goods or services

	2018	2017
	$	$
Catering	-	96
Events	389	-
Fixed Assets Under $500	105	-
General Expenses	67	-
Meeting Expenses	306	-
Staff Training & Welfare	334	-
Telephone & Tolls	454	-
Travel Expenses	331	-
Uniforms	-	195
Wages - Contract Workers	26,467	-
Total Payments related to providing goods or services	**28,453**	**291**

4 Other operating payments

	2018	2017
	$	$
Administration	61	-
Bank Fees & Charges	0	1
Total Other operating payments	**61**	**1**

5 Purchase of resources

	2018	2017
	$	$
Computer	1,742	-
Total Purchase of resources	**1,742**	**-**

6 Property, Plant & Equipment

Property, Plant & Equipment 2018	Opening Carrying Amount $	Purchases / (Sales or Disposals) $	Depreciation & Impairment $	Closing Carrying Amount $
Plant & Equipment				
8 Kayaks at $200.00 each	7,060	(5,460)	-	1,600
Kayaks & Associated Equipment (Sept 2012)	3,530	(3,530)	-	-
Camera	622	(622)	-	-
Watersport Equipment	500	(500)	-	-
	11,712	**(10,112)**	**-**	**1,600**
Office Equipment				
Laptop	2,423	(2,423)	-	-
Computer	-	1,742	-	1,742
	2,423	**(681)**	**-**	**1,742**

These financial statements are to be read in conjunction with the accompanying Notes and the Compilation Report. These statements have been compiled without undertaking an audit or review engagement.

BIG BROTHERS BIG SISTERS OF HAWKES BAY

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

For the Year Ended 30 June 2018

Total Property, Plant & Equipment	14,135	(10,793)	-	3,342

Property, Plant & Equipment 2017	Opening Carrying Amount $	Purchases / (Sales or Disposals) $	Depreciation & Impairment $	Closing Carrying Amount $
Plant & Equipment				
8 Kayaks at $200.00 each	-	7,060	-	7,060
Kayaks & Associated Equipment (Sept 2012)	-	3,530	-	3,530
Camera	-	622	-	622
Watersport Equipment	-	500	-	500
	-	11,712	-	11,712
Office Equipment				
Laptop	-	2,423	-	2,423
	-	2,423	-	2,423
Total Property, Plant & Equipment	-	14,135	-	14,135

7 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)

8 Capital Commitments

The trust has no capital commitments as at 30 June 2018, (2017 Nil).

9 Contingent Liabilities

The trust has no contingent liabilities and no guarantees as at 30 June 2018. (2017: Contingent Liabilities Nil. Guarantees Nil.)

10 Events Occurring After Balance Date

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

HASTINGS DISTRICT COUNCIL
207 Lyndon Road East
Hastings 4122
Private Bag 9002
Phone 06 871 5000
www.hastingsdc.govt.nz
TE KAUNIHERA O HERETAUNGA

Hastings District Council

Annual Contestable Grants - Application Form

1.0 Background Context

Hastings District Council invites local community groups and organisations to work with Council as a contributor to meeting the needs of our community.

Our current and future needs are identified as*:

1. **Assisting youth into training, skill development, and jobs**
2. **Supporting and attracting businesses to provide jobs and revenue into the local economy**
3. **Assistance and advice for people in need due to older age, adverse circumstances**
4. **Creating an appealing district identity and visitor/student/business destination**
5. **Creating safe and sustainable communities free of waste and crime**
6. **Promoting participation in recreation, arts, and cultural activities**

**Adapted from the 2015-2025 Long Term Plan (p.7)*

2.0 Open and Closing Dates

Applications open 1 Marchand close 30 April each year.

Grants are available from 1 July each year.

Apply online:

http://www.hastingsdc.govt.nz/contestable-grants-fund

Or send to:

Community Grants Advisor
Hastings District Council
Private Bag 9002
Hastings 4156

3.0 Important information

- Please read the eligibility criteria before completing this form.
- Complete all parts of the application form or refer to clearly marked attachments where applicable for specific questions.
- For clarity please type or print in black ink as applications will be copied.
- If you have questions please contact the Community Grants Advisor, at Hastings District Council (871-5048.
- Applications will not be acknowledged until after the Community Grants Subcommittee meeting in May.
- You will be formally advised of the result of this application in writing.

PART ONE - Eligibility Criteria

A. Your organisation must be a legal entity, either:

i. An Incorporated Society, or
ii. Registered Charitable Trust, or
iii. Formal not-for-profit organisation

B. Your organisation/group:

i. Must be able to demonstrate they have applied to additional sources of funding to support this project/activity or service.
ii. Must address one or more of the current and future needs in 1.0
iii. Must have a current Health & Safety Policy and plan
iv. Must have a current Child Protection Policy where applicable

C. Exclusions for funding include:

i. Building or renovation costs

ii. Purchase of a motor vehicle or other capital items

iii. Activities that promote religious or political goals

iv. Sponsorship of individuals

v. Limited liability companies

vi. Activities which are outside the scope of Council's current and future needs
vii. Activities where there is no demonstrated need due to existing similar services

PART TWO – APPLICATION FORM

Section A - Tell us about your organisation

Organisation name: Outward Bound Trust of New Zealand

Postal Address:P O Box 25274,Wellington 6140

Phone: 04 4723440

Mobile Phone: 0272169282

Email: pfrancombe@outwardbound.co.nz

Website: http://www.outwardbound.co.nz

i. Organisation legal status

Is your organisation a legally constituted trust or incorporated society and registered with the Companies Office and/or Charities Commission? ✔ ☑ Yes** ☐ No

ii. Key people in your organisation are:

List your organisation's key contact people (governance group):

Name	Position	Email	Phone (day)
Victor Klap	CEO	vklap@outwardbound.co.nz	044723440
Karla Paotonu	Funds Development Manager	kpaotonu@outwardbound.co.nz	044723440
Tina Van Dijk	Commercial Manager	tvandijk@outwardbound.co.nz	044723440
Grant Faber	Board Chairperson	grant@faberconsulting.co.nz	044723440
Pam Francombe	Funding Coordinator	pfrancombe@outwardbound.co.nz	044723440

iii. Please indicate if you would like to present a brief summary of your application to the Community Grants Subcommittee.

These hearings will be held in May each year

YES ___ I /we wish to present to the Community Grants Subcommittee

NO ___ I /we do not wish to present to the Community Grants Subcommittee

iv. Please indicate if you are applying for Seed Funding* or an Establishment Grant*:

Circle One: (Seed Funding) Establishment Grant

*Seed funding is for grants up to $10,000 and is for new projects which have not applied previously to the Contestable Grants Fund

*Establishment Grant is for services who have previously applied to the Contestable Grants Fund and are able to demonstrate the achievement of satisfactory outcomes. The Establishment Grant can be awarded for 1 or 2 years.

Section B - Tell us about your project or service for which you are seeking funding:

i. **Which of the Current and Future Needs of our community are you addressing?**

- ✔☑ *Assisting youth into training, skill development, and jobs*
- ☐ Supporting and attracting businesses to provide jobs and revenue into the local economy
- ☐ Assistance and advice for people in need due to older age, adverse circumstances
- ☐ Creating an appealing district identity and visitor/student/business destination
- ☐ Creating safe and sustainable communities free of waste and crime
- ✔☑ *Promoting participation in recreation, arts, and cultural activities*

ii. **Describe how your project/service deliverables will contribute to meeting the need/s identified in i. above:**

a. What **activity/s** are within the scope of your project/service?

This application is to assist two students from Hastings Boys High and two students from Hastings Girls High to attend the 2019 Outward Bound Hawkes Bay schools course called Kaweka.

The Outward Bound Kaweka course has the objective of developing resilience and self confidence in young people. It enables them to become fully aware of their own potential and gives them the skills to develop their own career paths.

On returning from Outward Bound many of the students become young leaders in their schools and communities. They often go on to tertiary education programmes and ultimately find jobs and contribute to their communities.

Course objectives include:

- developing self-awareness and self-confidence;
- recognising and developing potential;
- increasing personal motivation;
- developing social awareness, communications skills and effective relationships;
- applying values to life experience;
- experiencing education in and about the environment;
- understanding concepts of interdependence and guardianship;
- understanding and developing the concept of community and community service. ...

.....

b. How will your project or service be **measured** to identify the benefit to the community, i.e. what are the anticipated outcomes and measures of success?

Outward Bound delivers a wide range of outcomes for personal awareness, wellness and development. The learnings that students take back to their communities include personal insights such as self-awareness, a sense of identity, personal responsibility, resilience, confidence, motivation, values, and an environmental ethic. They also develop a better understanding of the challenges of others and a commitment to be of service to their community.

Outward Bound Evaluation Process:

•Effectiveness of courses are measured with the Programme Evaluation Questionnaire (PEQ). PEQ is a psychometric based evaluation tool designed to measure developmental change within individuals. It has been specifically designed to measure change when considering the following objectives: Achievement Motivation, Self-confidence, Self-esteem, Personal Responsibility, Social Competence, Values Awareness, Environmental Ethic, and Social Service. PEQ is measured before course start and at completion.

•We also evaluate for quality control. Students complete a questionnaire at the end of course. We ask students to rate their experience for example: "I achieved the goals I set" and "I am leaving a better person".

•Six months post course an on line evaluation survey, designed in consultation with an independent research company Research NZ is sent to teachers where the long term impact of the course is rated. Questions include: has the student been more motivated towards learning, shown more confidence, shown leadership skills, encouraged other students to change their behaviour.

The 2018 Kaweka Teacher survey results found the following regarding the students::

90% were more confident

78% more motivated to learning

78% were better at working collaboratively with others

89% had taken on leadership roles in their school or community

78% were more comfortable and better at communicating with a wider range of people

89% were more involved and interested in caring for the environment

c. **The process** – how will you carry out your project or service, and where will it be delivered?

Your support will help change the lives of many New Zealand youth who are given very few opportunities.

For 21 days each year, a group of students in year 12 travel from the Hawkes Bay to the Outward Bound school in Anakiwa in the Marlborough Sounds to push themselves to their limits and find out what they are truly capable of. They build courage and resilience, experience success as a member of a team, identify their own values, and develop an appreciation for the natural environment and experience being of service.

Participating schools are offered one or two fully funded places to create one course of 14 students. Each year Outward Bound works in partnership with the schools to design a course that is unique to students in that region to ensure that we deliver an engaging and relevant experience.

Students are selected because they show leadership and commitment at school. These young people do not have the financial resources to benefit from an opportunity like Outward Bound.

Once students have completed their course they return to their family, school, and community and make a genuine contribution.

The participating schools in 2019 Kaweka are:

- William Colenso College
- Flaxmere College
- Te Aute College
- Hukarere College
- Karamu High School
- Hastings Boys High School
- Hastings Girls High School
- Wairoa College

d. **The people** – who is involved? (include brief information about key individuals or organisations who you are working **collaboratively** with)

Year 12 students, schools and the Outward Bound professional Instructors.

We work with the participating schools (listed) who sign an MOU with us, they select the students to attend the course, and provide pathways for achievement such as leadership roles within the school. Before students attend the course we work with the students and partner schools on the outcomes they want the students to achieve at Outward Bound and we plan the course to ensure that these are addressed.

Collaborating with schools ensure that we can achieve the best possible outcomes for the students and schools in the programme. To ensure that the intended outcomes are achieved the partner school teachers are asked to rate changes in the students six months after they return via an online survey.

Identify the anticipated budget for the year 1 July to 30 June - where appropriate please include copies of quotes.

Project/Service Costs e.g. materials, venue hire/office rental, advertising/promotion, equipment hire, personnel costs, etc.

Item	Amount
Full cost of Kaweka Outward Bound Course for 14 participants, includes all instruction, meals, accommodation and gear.	$60000.00
	$
	$
(A) Total Cost	$60000.00

Project/Service Income e.g. ticket sales, membership fees, other grants, donations, in-kind support, own contribution, existing funds, expected fundraising etc.

Income Source	Amount
Trust House Community Enterprise	$8571.00
Colenso Charitable Trust	$4000.00
Colin Francis Childrens Charity	$4100.00
Napier Masonic District Trust	$4285.71
Rotary Club of Napier	$5000.00
Vogtherr Trust	$500.00
Hawkes Bay OB 50th Fund	$8132.00
(B)Total Income	$34588.71

Please work out below the amount of funding being requested.

The total cost of the project/service (A) minus total funds available for the project/service (B) will usually equal the maximum amount requested from the Hastings District Council Contestable Fund.

Income Source	Amount
A. Total cost of project / service	$60000.00
B. Less total funds available	$34588.71
Difference	$25411.29
Amount requested (four students at $4285.71 each)	$17140.00

iii. **Tell us about all other grants you have received through the Hastings District Council in the current and previous financial year:**

Date/s: N/A.....

Project/Service name/s:.....

.....

Amount/s of funding received? $0.....

iv. **Please include a copy of your organisation's latest financial accounts with your application.**

Declaration

I/we declare that the information supplied here is correct.

If the application is successful, I/we agree to:

- Enter into a Contract for Service with Hastings District Council which will identify agreed deliverables for the funding awarded
- Complete and return six monthly and annual reports, and a set of financial accounts (audited accounts are required for grants of $15,000 or more)
- Participate in any funding audit of your organisation or project conducted by Hastings District Council, or an appointed contractor, if required
- Inform the Hastings District Council of any public event or issue arising out of your project or service
- Participate in Child Protection Training or provide an active Child Protection Policy for your organisation

- Provide a Health and Safety Plan which shall be submitted to Hastings District Council within one month of acceptance of the contract. The Health and Safety Plan shall include:

  i. A hazard register for the services undertaken. The hazard register will identify the hazards and their associated risks and document the measures to eliminate or minimise the risks;

  ii. A procedure for dealing with accidents & incidents;

  iii. A procedure for dealing with potential emergencies;

  iv. A procedure or instruction for communicating the hazard register, and procedures with employees/ volunteer workers.

- Acknowledge the assistance of Hastings District Council at events, and use the Hastings District Council logo in all publicity/communications for this project

We understand that the Hastings District Council is bound by the Local Government Official Information and Meetings Act 1987. In this regard, we consent to it recording the personal contact details provided in this application, retaining and using these details.

We understand that our name and brief details about the project or service may be released to the media or appear in public material.

We undertake that we have obtained the consent of all people involved to provide these details. We understand that we have the right to have access to this information.

This consent is given in accordance with the Privacy Act 1993.

Name: Pam Francombe.....Position in organisation: Funding Coordinator.....

Signature: P Francombe Date: 12/4/19



Certificate of Registration

Outward Bound Trust Of New Zealand

This is to certify that Outward Bound Trust Of New Zealand was registered as a charitable entity under the Charities Act 2005 on 30 June 2008.

Registration number: CC34682

Sid Ashton
Chair

Trevor Garrett
Chief Executive

Application No. 21

Hastings Girls' High School
QUALITY EDUCATION FOR YOUNG WOMEN

21 February 2019

In support of the work of Outward Bound NZ

Hastings Girls' High School is a mid-size multi-cultural school that attracts students from vastly different social and economic backgrounds. For many of our students extra-curricular pursuits are a stretch on family finances and sadly some of our most deserving students do not get to experience all the activities students at other Hawkes' Bay schools would consider the norm.

We were thrilled when out of the blue, we were offered two fully funded places on a Kaweka Course. We instantly accepted and began the difficult task of selecting the most appropriate students from the large number who expressed an interest in attending.

Our first two recipients had already begun to display leadership potential and community engagement but still embarked on this wonderful opportunity as timid and nervous students with potential. They returned as strong confident leaders who had found strengths within themselves they didn't know existed. These two girls became our Head and Deputy Head Girls the following year.

Since then we have had many more opportunities to send girls on various courses. The outcomes have never changed. The girls without exception, come back with a clear idea of who they are and how they can contribute to our school and community in future. They confidently share their experiences with their peers and on occasions with the whole school or local service groups. They know they have been privileged to have been given the opportunity and again without exception, have displayed a desire to give something back and often acknowledge how the Outward Bound experience has changed their lives.

Any organisation that helps provide the financial resources that enable these sponsored places to be available to deserving students is to be commended. I can absolutely attest to the fact that any money offered is an investment in leaders of tomorrow, not simply a donation for today.

Yours sincerely

Phil Carmine
Deputy Principal

https://hastingsgirls.sharepoint.com/PhilCarmine/Letters/Outward Bound Letter.docx

PRINCIPAL: MRS CATHERINE BENTLEY
Pakowhai Road, PO Box 2441, Stortford Lodge, Hastings 4153
Tel: (06) 873 1133 Email: admin@hastingsgirls.com www.hastingsgirls.com

The Outward Bound Trust of New Zealand

Financial Statements
For the year ended
30 June 2018

The Outward Bound Trust of New Zealand

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The Outward Bound Trust of New Zealand

Statement of Comprehensive Revenue and Expense
For the year ended 30 June 2018
In New Zealand Dollars

	Note	2018	2017
Revenue from Non-Exchange Transactions			
Subsidised Course Fees - Attendee		357,454	327,867
Subsidised Course fees - Funder		2,827,447	2,542,053
Donations and Memberships		1,365,685	549,422
		4,550,586	3,419,342
Revenue from Exchange Transactions			
Course fees		2,448,136	2,500,478
Merchandise sales		75,233	72,679
Interest		2,951	1,810
Other income		102,862	112,014
		2,629,182	2,686,981
Total Revenue		7,179,768	6,106,323
Operating expenditure			
Staff and administration costs		5,277,344	5,018,157
Student costs		534,102	519,064
Merchandise costs		45,803	41,853
Premises rental		87,638	85,885
Depreciation	7	369,261	383,073
Amortisation		11,944	38,739
Loss on Disposal of Assets		8,321	-
Total Expenditure	4	6,334,413	6,086,771
Surplus/(Deficit) for the year		845,355	19,552
Other comprehensive revenue and expense		-	-
Total comprehensive revenue and expense for the year		845,355	19,552

These financial statements were approved by the Board of Directors on 23 August 2018.

For and on behalf of the Trust:

Glenys Coughlan
President
23 August 2018

Tim Watts
Chair of Finance Committee
23 August 2018

The accompanying notes form part of these financial statements

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The Outward Bound Trust of New Zealand

Statement of Financial Position
As at 30 June 2018
In New Zealand Dollars

	Note	2018	2017
Current Assets			
Cash and cash equivalents	5	710,199	531,845
Investments		101,409	-
Receivables from exchange transactions	6	631,175	738,569
Receivables from non-exchange transactions	6	265,788	247,391
Prepayments		60,342	52,854
Inventories		76,639	61,980
Total current assets		1,845,552	1,632,639
Non-current Assets			
Property plant and equipment	7	6,669,162	6,114,037
Intangible assets		13,777	25,720
Investments		14,513	15,256
Total non-current assets		6,697,452	6,155,013
Total Assets		**8,543,004**	**7,787,652**
Current Liabilities			
Trade creditors and other payables	8	529,060	537,022
Employee entitlements		159,598	162,220
Revenue in Advance for exchange transactions	9	895,737	955,499
Revenue in Advance for non-exchange transactions	9	669,721	668,077
Loans and borrowings	10	200,000	221,301
Total current liabilities		2,454,116	2,544,119
Total Liabilities		**2,454,116**	**2,544,119**
Total Net Assets		**6,088,888**	**5,243,533**
Equity			
Accumulated funds		1,960,417	1,460,981
Equity reserves	11	4,128,471	3,782,552
Total Equity		**6,088,888**	**5,243,533**

The accompanying notes form part of these financial statements

The Outward Bound Trust of New Zealand

Statement of Changes in Equity
For the year ended 30 June 2018
In New Zealand Dollars

	Note	Accumulated funds	Equity reserves	Total equity
Balance 1 July 2016		**1,704,925**	**3,519,056**	**5,223,981**
Total comprehensive income for the year				
Surplus for the year		19,552	-	19,552
Other comprehensive income		-	-	-
Total comprehensive income for the year		19,552	-	19,552
Transfers between equity reserves	11	(263,496)	263,496	-
Balance 30 June 2017		**1,460,981**	**3,782,552**	**5,243,533**
Total comprehensive income for the year				
Surplus for the year		845,355	-	845,355
Other comprehensive income				
Total comprehensive income for the year		845,355	-	845,535
Transfers between equity reserves	11	(345,919)	345,919	-
Balance 30 June 2018		**1,960,417**	**4,128,471**	**6,088,888**

The accompanying notes form part of these financial statements

The Outward Bound Trust of New Zealand

Statement of Cash Flows
For the year ended 30 June 2018
In New Zealand Dollars

	Note	2018	2017
Cash flows from Operating activities			
Receipts			
Receipts from Subsidised Course Fees		3,168,148	2,915,166
Receipts from Donations and Membership		1,289,491	543,526
Receipts from Course Fees		2,495,769	2,592,267
Receipts from Merchandise Sales		75,233	72,679
Interest Received		1,543	1,810
Receipts from Other Income		103,605	112,728
		7,133,789	6,238,176
Payments			
Payments to suppliers and employees		(5,970,154)	(5,824,304)
Interest paid		(142)	(1,499)
		(5,970,296)	(5,825,803)
Net cash flows from/ (used in) operating activities		1,163,493	412,373
Cash flows from investing activities			
Purchase of Investments		(100,000)	-
Property, plant and equipment additions		(870,663)	(257,873)
Proceeds from sale property, plant and equipment		6,826	-
Net cash flows from/ (used in) investing activities		(963,837)	(257,873)
Cash flows from financing activities			
Repayment of borrowings		(21,302)	(55,060)
Net cash flows from/ (used in) financing activities		(21,302)	(55,060)
Net increase/ (decrease) in cash and cash equivalents		178,354	99,440
Cash and cash equivalents at beginning of year		531,845	432,405
Cash and cash equivalents at end of year	5	710,199	531,845

The accompanying notes form part of these financial statements

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The Outward Bound Trust of New Zealand
Notes to the financial statements
In New Zealand dollars

1 Reporting Entity

These financial statements comprise the separate financial statements of the Outward Bound Trust of New Zealand (the "Trust") for the year ended 30 June 2018.

The Trust was incorporated under the Charitable Trust Act 1957, is registered under the Charities Act 2005, and is domiciled in New Zealand.

The principal activity of the Trust is to provide experiential education courses. The financial statements were authorised for issue by the Board of Trustees on 24 August 2018.

2 Basis of preparation

(a) Statement of compliance

The financial statements have been prepared in accordance with generally accepted accounting practice in New Zealand (NZ GAAP). They comply with Public Benefit Entity International Public Sector Accounting Standards ("PBE IPSAS") and other applicable financial reporting standards as appropriate that have been authorised for use by the External Reporting Board for Not-For-Profit entities. For the purposes of complying with NZ GAAP, the Trust is a public benefit not-for-profit entity and is eligible to apply Tier 2 Not-For-Profit PBE IPSAS on the basis that it does not have public accountability and it is not defined as large.

The Board of Trustees has elected to report in accordance with Tier 2 Not-For-Profit PBE Accounting Standards and in doing so has taken advantage of all applicable Reduced Disclosure Regime ("RDR") disclosure concessions.

(b) Basis of measurement

The financial statements have been prepared on a historical costs basis, except for financial assets and liabilities that have been measured at fair value. The accrual basis of accounting has been used unless otherwise stated and the financial statements have been prepared on a going concern basis.

(c) Presentation currency

The financial statements are presented in New Zealand dollars ($), which is the Trust's functional currency. The financial statements are rounded to the nearest dollar.

(d) Use of estimates and judgements

The preparation of financial statements in conformity with PBE IPSAS RDR requires management to make judgements, estimates and assumptions that affect the application of accounting policies and the reported amounts of assets, liabilities, income and expenses. Where material, information on significant assumptions is provided in the relevant accounting policy or will be provided in the relevant note.

The estimates and associated assumptions are based on historical experience and various other factors that are believed to be reasonable under the circumstances. Subsequent actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised and in any future periods affected. The residual values and depreciation rates used for property, plant and equipment are based on judgements and estimates of appropriate values and rates.



The Outward Bound Trust of New Zealand
Notes to the financial statements
In New Zealand dollars

3 Significant accounting policies

The accounting policies set out below have been applied consistently to all periods presented in these financial statements.

(a) Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term highly liquid investments with original maturities of three months or less, and bank overdrafts.

(b) Trade debtors and other receivables

Trade debtors and other receivables are measured at amortised cost using the effective interest method less any impairment losses.

An allowance for impairment is established where there is objective evidence that the Trust will not be able to collect all amounts due according to the original terms of the receivable.

Receivables with a short duration are not discounted.

(c) Inventories

Inventories are measured at the lower of cost and net realisable value. Net realisable value is the estimated selling price in the ordinary course of the business, less the estimated costs of completion and selling expenses after making due allowance for any damaged and obsolete stock.

Cost is based on the first-in-first-out principle and includes expenditure incurred in acquiring the inventories and bringing them to their existing location and condition.

Any write down in the cost of inventory to net realisable value is recognised in the Statement of Comprehensive Revenue and Expense.

(d) Property, plant and equipment

Property, plant and equipment are measured at cost, less accumulated depreciation and impairment losses. Cost includes expenditure that is directly attributable to the acquisition of the asset.

Additions

The cost of an item of property, plant and equipment is recognised as an asset if, and only if, it is probable that future economic benefits or service potential will flow to the Trust and the cost of the item can be measured reliably.

In most instances, an item of property, plant and equipment is recognised at its cost. Where an asset is acquired at no cost, or for a nominal cost, it is recognised at fair value as at the date of acquisition.

Disposals

Gains and losses on disposal are determined by comparing the proceeds with the carrying amount of the asset. Gains and losses on disposals are included in the Statement Comprehensive of Revenue and Expense.



The Outward Bound Trust of New Zealand
Notes to the financial statements
In New Zealand dollars

Depreciation
Depreciation is charged on a straight- line basis on all property, plant and equipment, other than land, over the estimated useful life of the asset. Depreciation is charged to the surplus or deficit in the Statement of Comprehensive Revenue and Expense.

The following depreciation rates have been applied at each class of property, plant and equipment:

○ Land	0%
○ Boats	3-15 years
○ Buildings	10–40 years
○ Plant and equipment	4-40 years
○ Office furniture and Computer equipment	1-5 years
○ Training equipment	3-10 years
○ Canoes	3 years
○ Motor vehicles	5 years
○ Rockface	10 years

The residual value of property, plant and equipment is reassessed annually.

(e) Intangible assets
Intangible assets acquired by the Trust, which have finite useful lives, are measured at cost less accumulated amortisation and accumulated impairment losses.

Amortisation is recognised in the Statement of Comprehensive Revenue and Expense on a straight-line basis over the estimated useful life of the intangible asset, from the date that they are available for use. The estimated useful lives for the current and comparative periods are as follows:

○ Computer software, Obtains and Web Development	3 years
○ Documentary	5 years

Acquired computer software licenses are capitalised on the basis of the cost incurred to acquire and bring to use the specific software.

(f) Investments
All investments are initially recognised at cost, being the fair value of the consideration given.

All investments disclosed in these financial statements have been classified as "fair value through surplus or deficit".

After initial recognition, investments, which are classed as "fair value through surplus or deficit", are recognised at fair value less any impairment. Any movement in the fair value or impairment is recognised in the Statement of Comprehensive Revenue and Expense.

(g) Impairment
The carrying amounts of Trust assets are reviewed at each balance date to determine whether there is any indication of impairment. If any such indication exists, the assets recoverable amount is estimated.

An impairment loss is recognised whenever the carrying amount of an asset exceeds its recoverable amount. Impairment losses directly reduce the carrying amount of assets and are recognised in the Statement of Comprehensive Revenue and Expense.



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The Outward Bound Trust of New Zealand
Notes to the financial statements
In New Zealand dollars

The estimated recoverable amount of an asset is the greater of its fair value less costs to sell and value in use. Value in use is determined by estimating future cash flows from the use and ultimate disposal of the asset and discounting to its present value using a pre-tax discount rate that reflects current market rates and the risks specific to the asset. For an asset that does not generate largely independent cash inflows, the recoverable amount is determined for the cash-generating unit to which the asset belongs.

An assessment is made at each reporting date as to whether there is any indication that previously recognised impairment losses may no longer exist or may have decreased. If such indicators exist, the Trust estimates the asset's recoverable amount, to measure the reversal of any previous period impairment charges. The reversal is limited so that the carrying amount of the asset does not exceed its recoverable amount, nor exceed the carrying amount that would have been determined, net of depreciation, had no impairment loss been recognised for the asset in prior years. Reversals of impairment are recognised in the Statement of Comprehensive Revenue and Expense.

(h) Trade creditors and other payables

Trade creditors and other payables are measured at amortised cost using the effective interest method.

(i) Employee entitlements

Short term benefits

Employee benefits that the Trust expects to be settled within 12 months of balance date are measured at nominal value based on accrued entitlements at current rate of pays.

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

The Trust recognises a liability and expense for bonuses where they are contractually obliged or where there is a past practice that has created a constructive obligation.

Long-term benefits

The Trust provides a one-off long service leave equivalent to five (5) working days, to employees serving more than 10 years of service, and has not entered into any defined benefit/contribution pension plans.

(j) Financial instruments

Financial instruments are comprised of trade debtors and other receivables, cash and cash equivalents, investments, trade creditors and other payables and borrowings. The Trust held no derivative financial instruments (i.e. hedging instruments) in the years reported.

The Trust has no off-balance sheet financial instruments.

Recognition and de-recognition of financial assets and liabilities

Financial assets and financial liabilities are recognised when the Trust becomes a party to the contractual provisions of the financial instrument.

The Outward Bound Trust of New Zealand
Notes to the financial statements
In New Zealand dollars

Financial assets are derecognised when the contractual rights to the cash flows from the financial asset expire, or when the financial asset and all substantial risks and rewards are transferred.

A financial liability is derecognised when it is extinguished, discharged, cancelled or expires.

Financial assets and financial liabilities are measured initially at fair value plus transaction costs, except for those carried at fair value through surplus or deficit, which are measured at fair value.

Subsequent measurement of financial assets
The subsequent measurement of financial assets depends on their classification. The classification depends on the purpose for which financial assets were acquired. Management determines the classification of financial assets at initial recognition and re-evaluates this designation at each reporting date.

The Trust currently holds financial assets in two classifications:

(i) Loans and receivables
Financial assets that are non-derivative with fixed or determinable payments that are not quoted in an active market. After initial recognition these are measured at amortised cost using the effective interest method, less provision for impairment. Discounting is omitted where the effect of discounting is immaterial.

(ii) Financial assets at fair value through surplus or deficit
Financial assets at fair value through surplus or deficit include investments, which were designated upon initial recognition at fair value through surplus or deficit. Financial assets at fair value through surplus or deficit are carried in the Statement of Financial Position at fair value with changes in fair value recognised in the Statement of Comprehensive Revenue and Expense.

(iii) Impairment
All financial assets are subject to review for impairment at least once each reporting date. Accounts receivable are reviewed for impairment when accounts are past due or when other objective evidence is received that a specific counterparty will default.

Impairment of trade receivables are presented in the Statement of Comprehensive Revenue and Expense, within expenses.

Subsequent measurement of financial liabilities
All financial liabilities held by the Trust are designated as "loans and advances", being non-derivative financial liabilities with fixed or determinable payments that are not quoted in an active market. After initial recognition these are measured at amortised cost using the effective interest method.

(k) Revenue
Revenue is recognised to the extent that it is probable that the economic benefit will flow to the Trust and the revenue can be reliably measured. Revenue is measured at the fair value of consideration received.
The following specific recognition criteria must be met before revenue is recognised.



The Outward Bound Trust of New Zealand
Notes to the financial statements
In New Zealand dollars

Revenue from non-exchange transactions

Donations and Grants
Donations and grants are recognised in the Statement of Comprehensive Revenue and Expense when received unless a use or return condition exists. Where donations and grants have such a condition, they are held as revenue in advance until such time as the condition is satisfied at which at which point the balance is recognised within the Statement of Comprehensive Revenue and Expense.

Donated assets are recorded at their fair value at the date of donation. Like many other charitable organisations, the Trust often receives the benefit of people's time and service carried out free of charge. This type of donation cannot be readily quantified, and hence is not recorded in the financial statements.

Subsidised Course Fees
Subsidised course fees are recognised as income when the course commences. When the course has been provided to the student the donation for course fees is recognised. Any fees invoiced at year-end for courses, which students intend to attend at a future date is recognised as revenue in advance for non-exchange transactions.

Revenue from Exchange transactions

Course Fees
Course fees are recognised as income when the course commences. Any fees invoiced at year-end for courses, which students intend to attend at a future date is recognised as revenue in advance for exchange transactions.

Sale of goods
Revenue is recognised when the significant risks and rewards of ownership of the goods have passed to the buyer and can be measured reliably. Risks and rewards are considered passed to the buyer at the time of delivery of the goods to the customer.

Interest
Revenue is recognised as it accrues, using the effective interest method.

(l) Borrowing costs

Borrowing costs consist of interest and other costs that an entity incurs in connection with the borrowing of funds and are expensed in the period they occur.

Interest expenses comprise interest expenses charged on borrowings and the unwinding of discounts used to measure the fair value of borrowed funds.

(m) Operating lease payments
An operating lease is a lease that does not transfer substantially all the risks and rewards incidental to ownership of an asset. Payments made under operating leases are recognised in the Statement of Comprehensive Revenue and Expense on a straight- line basis over the term of the lease. Lease incentives received are recognised as an integral part of the total lease expense, over the term of the lease.

The Outward Bound Trust of New Zealand
Notes to the financial statements
In New Zealand dollars

(n) Income Tax
Due to its charitable status, the Trust is exempt from liability to income tax.

(o) GST
All amounts are shown exclusive of Goods and Services Tax (GST), except for receivables and payables that are stated inclusive of GST.

The net amount of GST recoverable from, or payable to, the Inland Revenue Department (IRD) is included as part of receivables or payables in the Statement of Financial Position.

The Outward Bound Trust of New Zealand
Notes to the financial statements
In New Zealand dollars

4 Other expenses

Expenditure disclosed in the Statement of Comprehensive Revenue and Expense includes:

	2018	2017
General overheads		
Audit fees for financial statement audit	18,400	14,300
Employee remuneration		
Wages and salaries	3,487,112	3,252,756
Increase/(decrease) in employee entitlements	(2,622)	36,152
Finance costs include:		
Interest on borrowings	142	1,499
Bank fees	25,623	23,005

5 Cash and cash equivalents

	2018	2017
Cash at bank and in hand	100,533	55,375
Call deposits	609,666	476,470
Total	**710,199**	**531,845**

The carrying amount of cash and cash equivalents and call deposits approximates their fair value.

Cash at bank and call deposits earn interest at floating rates based on daily deposit balances.

6 Receivables

	2018	2017
Receivables from exchange transactions	631,175	738,569
Receivables from non-exchange transactions	265,788	247,391
Total	**896,963**	**985,960**

Trade debtors and other receivables are non-interest bearing and receipt is normally on 30-day terms. Therefore, the carrying value of receivables approximates their fair value.

Each year overdue receivable balances are assessed for impairment and appropriate allowances applied. All trade receivables are subject to credit risk exposure. There is no concentration of credit risk with respect to receivables outside the entity, as the entity has a large number of customers.

There is no allowance for impairment as no receivables are overdue.

The Outward Bound Trust of New Zealand
Notes to the financial statements
In New Zealand Dollars

7 Property Plant and Equipment

Property Plant and Equipment by class:

	Cost 30 June 18	Accumulated depreciation 30 June 18	Carrying amount 30 June 18
Land	2,694,970	-	2,694,970
Buildings	6,296,768	2,982,462	3,314,306
Boats	1,478,852	1,049,151	429,701
Motor vehicles	728,981	656,345	72,636
Plant and equipment	493,094	462,820	30,274
Furniture and computer equipment	116,480	111,528	4,952
Training equipment	627,316	504,993	122,323
Total	**12,436,461**	**5,767,299**	**6,669,162**

	Cost 30 June 17	Accumulated depreciation 30 June 17	Carrying amount 30 June 17
Land	2,700,000	-	2,700,000
Buildings	5,563,335	2,841,308	2,722,027
Boats	1,475,602	1,006,065	469,537
Motor vehicles	707,967	628,700	79,268
Plant and equipment	490,930	456,513	34,417
Furniture and computer equipment	137,231	128,918	8,313
Training equipment	629,033	528,557	100,475
Total	**11,704,098**	**5,590,061**	**6,114,037**

Depreciation by class is as follows:

	2018	2017
Buildings	141,154	137,977
Boats	87,091	84,529
Motor vehicles	44,241	37,024
Plant and equipment	18,401	20,975
Furniture and computer equipment	4,324	7,925
Training equipment	74,050	94,644
Total	**369,261**	**383,073**

The Outward Bound Trust of New Zealand
Notes to the financial statements
In New Zealand dollars

8 Trade creditors and other payables

	2018	2017
Trade creditors	94,796	107,185
Outward Bound Foundation	93,757	111,270
Accrued expenses	279,274	163,388
GST and PAYE payable	61,233	155,179
Total	**529,060**	**537,022**

Trade creditors and other payables are non-interest bearing and are normally settled on 30- day terms; therefore the carrying value of trade creditors and other payables approximates their fair value.

9 Revenue in advance

	2018	2017
Revenue in Advance for exchange transactions	895,737	955,499
Revenue in Advance for non-exchange transactions	655,182	657,747
Grant Revenue	14,539	10,330
Total	**1,565,458**	**1,623,576**

10 Loans and borrowings

	2018	2017
Rata Foundation loan	-	21,301
Loan balance with Outward Bound Trust of New Zealand Foundation	200,000	200,000
Total	**200,000**	**221,301**
Less balance payable within 12 months (current borrowings)	200,000	221,301
Non-current borrowings	-	-

(a) Rata Foundation loan

On 21 November 2007 the Trust received an advance of $400,000 from the Rata Foundation (formerly known as Canterbury Community Trust) for building improvements. A further advance of $75,000 was received on 29 May 2009. Interest is charged at 3% per annum and the loan is repayable over 8.5 years. The loan was fully repaid on 7 November 2017.

(b) Outward Bound Trust of New Zealand Foundation

On 30 April 2015 the Trust received a $200,000 advance from the Outward Bound Trust of New Zealand Foundation, to support its operational costs. The loan is repayable on demand with an interest rate charged at 0%. The terms of the loan are reviewed on a six-monthly basis.

The Outward Bound Trust of New Zealand
Notes to the financial statements
In New Zealand dollars

11 Equity reserves

All income and expenditure is recognised in the Statement of Comprehensive Revenue and Expense and the surplus for the year taken to accumulated funds. Transfers between accumulated funds and equity reserves are disclosed in the Statement of Changes in Equity.

2018 - transfers between equity reserves	Opening	Transfer from/ (to) retained earnings	Closing
Endowment funds	33,030	-	33,030
Sponsorship funds	1,098,628	(1,971)	1,096,657
Special funds	2,584,182	(20,712)	2,563,470
Capital Replacement Reserve	66,712	368,602	435,314
Total	**3,782,552**	**345,919**	**4,128,471**

2017 - transfers between equity reserves	Opening	Transfer from/ (to) retained earnings	Closing
Endowment funds	33,030	-	33,030
Sponsorship funds	1,026,601	72,027	1,098,628
Special funds	2,447,013	137,169	2,584,182
Capital Replacement Reserve	12,412	54,300	66,712
Total	**3,519,056**	**263,496**	**3,782,552**

(a) Endowment funds

Endowment funds are bequests whereby the principal donation is preserved and only income earned being expended on student scholarships.

(b) Sponsorship Funds

Sponsorship funds includes surplus unexpended donations received targeted towards student scholarships.

(c) Special Funds

Special funds includes surplus funds targeted for operation funding other than non-operational expenditure and student scholarships.

(d) Capital Replacement Reserve

Capital replacement reserve includes donations received for Project Refresh Anakiwa Capital Campaign. This reserve has been renamed from the Tortuga Replacement Reserve as this project includes the Tortuga Launch replacement.

The Outward Bound Trust of New Zealand
Notes to the financial statements
In New Zealand dollars

12 Related party transactions

Related parties arise when an entity or person(s) has the ability to significantly influence the financial and operating policies of the Trust.

(a) Parent and ultimate controlling party

The Outward Bound Trust of New Zealand is the ultimate controlling party and is not a subsidiary of any other entity, nor controlled by any other party.

(b) Related parties

The Trust is related to the Outward Bound Trust of New Zealand Foundation (the "Foundation")

The Board of the Trust resolved to set up the Foundation as a separate organisation, to be run in parallel to the Outward Bound Trust, and dedicated to providing funds for long term sustainability of the Outward Bound Trust. The Foundation came into effect 1 July 2001.

Two of the seven trustees of the Foundation are also members of the governing body of the Trust. Separate consolidated financial statements have been prepared.

(c) Related party transactions

No provision has been required, nor any expense recognised for impairment for any loans or other receivable balance to related parties (2017: $nil).

On 30 April 2015 the Trust received a $200,000 loan to the Outward Bound Trust of New Zealand Foundation, to support its operational costs. The loan is repayable on demand with an interest rate charged at 0%. The terms of the loan are reviewed on a six-monthly basis.

	2018	2017
Loan balance owed to Outward Bound Trust of New Zealand Foundation	200,000	200,000
Carrying value in balance sheet	**200,000**	**200,000**

All transactions between the Foundation and Trust are reflected in the Foundation Current Account.

Foundation Current Account

	2018	2017
Opening balance	(111,270)	(197,077)
Financial assistance receivable	1,066,425	722,816
Foundation expenditure paid directly by the Trust	30,688	67,991
Cash received from the Foundation	(1,079,600)	(705,000)
Closing balance	**(93,757)**	**(111,270)**

The Outward Bound Trust of New Zealand
Notes to the financial statements
In New Zealand dollars

(d) Key management personnel

The Trust has a related party relationship with members of the Trust Board, executive officers and other key management personnel.

Key management personnel compensation	2018	2017
Salaries and other short-term employee benefits	232,452	211,948

There were no fees paid to the members of the Trust Board in the years reported.

Total remuneration paid to key management personnel is made up of short–term employee benefits and no other post-employment benefits, termination benefits or long-term benefit arrangements have been expensed in the years reported.

(e) Other related party transactions

Dick Hubbard – Outward Bound Trust Director and Chairman of Hubbard Foods.
The Trust receives royalty payments from Hubbard Foods for use of Outward Bound's name. The royalty payments received in the year were $30,000 (2017: $40,000).
The Trust received $25,000 in donations in the 2018 financial year from Dick Hubbard to underwrite the OB Champions Fundraising Programme. (2017: $25,000)

Andrew Smith – Outward Bound Trust Director
The Trust received donations of $nil for the 2018 financial year to assist with operational costs (2017: $50,000) and $400,000 to assist with capital expenditure (2017: $160,000).

Grant Faber – Outward Bound Trust Director
The Trust received donations of $50,000 for the 2018 financial year to assist with capital expenditure (2017: $nil).

There were no other related party transactions in the 2017 and 2018 financial reporting years.

13 Financial Instruments

Categories of financial assets and liabilities

The carrying amounts of financial instruments presented in the statement of financial position relate to the following categories of assets and liabilities:

	2018	2017
Financial Assets		
Financial assets at fair value through surplus or deficit		
Investments	115,922	15,256
Loans and receivables		
Cash and cash equivalents	710,199	531,845
Receivables from exchange transactions	631,175	738,569
Receivables from non-exchange transactions	265,788	247,391
Total	**1,723,084**	**1,533,061**

The Outward Bound Trust of New Zealand
Notes to the financial statements
In New Zealand dollars

Financial Liabilities	2018	2017
At amortised cost		
Trade creditors and accrued expenses	467,827	381,843
Employee entitlements	159,598	162,220
Revenue in Advance for exchange transactions	895,737	955,499
Revenue in Advance for non-exchange transactions	669,721	668,077
Loans and borrowings	200,000	221,301
Total	**2,392,883**	**2,388,940**

14 Operating Leases

Non-cancellable operating leases are payable as follows:	2018	2017
Less than one year	95,082	108,220
Between one and five years	14,639	107,535
More than five years	-	-
Closing balance	**109,721**	**215,755**

Operating leases are held in relation to computer equipment and premises at 3 Queens Wharf, Wellington.

15 Capital commitments

The Trust has a contract to build a new watch house for $784,994. The Trust has paid $424,739 on this contract at year end. (2017: Deposits on property, plant and equipment of $35,440).

16 Contingent liabilities

The Trust has no contingent liabilities as at balance date (2017: $Nil).

17 Subsequent events

There were no significant events after balance date requiring reporting or adjustment in these financial statements.

Grant Thornton

Independent Auditor's Report

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To the Trustees of The Outward Bound Trust of New Zealand

Report on the Audit of the Financial Statements

Opinion

We have audited the financial statements of The Outward Bound Trust of New Zealand (the "Trust") on pages 1 to 18 which comprise the statement of financial position as at 30 June 2018, and the statement of comprehensive revenue and expense, statement of changes in equity and statement of cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Trust as at 30 June 2018 and of its financial performance and cash flows for the year then ended in accordance with Public Benefit Entity International Public Sector Accounting Standards (Not-for-profit) Reduced Disclosure Regime issued by the New Zealand Accounting Standards Board.

Basis for Opinion

We conducted our audit in accordance with International Standards on Auditing (New Zealand) (ISAs (NZ)) issued by the New Zealand Auditing and Assurance Standards Board. Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Statements* section of our report. We are independent of the Trust in accordance with Professional and Ethical Standard 1 (Revised) *Code of Ethics for Assurance Practitioners* issued by the New Zealand Auditing and Assurance Standards Board, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Other than in our capacity as auditor we have no relationship with, or interests in, the Trust.

Trustees' Responsibilities for the Financial Statements

The Trustees are responsible on behalf of the Trust for the preparation and fair presentation of these financial statements in accordance with Public Benefit Entity International Public Sector Accounting Standards (Not-for-profit) Reduced Disclosure Regime issued by the New Zealand Accounting Standards Board, and for such internal control as those charged with governance determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, those charged with governance are responsible for assessing the Trust'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 Trustees either intend to liquidate the Trust or to cease operations, or have no realistic alternative but to do so.

Grant Thornton

Auditor's responsibilities for the Audit of the Financial Statements

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

A further description of the auditor's responsibilities for the audit of the financial statements is located on the External Reporting Board's website at: https://www.xrb.govt.nz/standards-for-assurance-practitioners/auditors-responsibilities/audit-report-8/

Restriction on use of our report

This report is made solely to the Trustees, as a body. Our audit work has been undertaken so that we might state to the Trustees, as a body, those matters which we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the Trust and the Trustees, as a body, for our audit work, for this report or for the opinion we have formed.

Grant Thornton New Zealand Audit Partnership

Grant Thornton

B Smith
Partner
Wellington

23 August 2018

Kev Carter

From: HDC Website Form - Annual Contestable Grants - Application Form <no-reply@wufoo.com>
Sent: Wednesday, 10 April 2019 4:13 PM
To: Community Grants
Subject: HDC - Annual Contestable Grants - Application Form [#193]

Name of organisation	Parkinson's New Zealand
Postal address for organisation	PO Box 11067 Manners Street Wellington, Wellington 6142 New Zealand
Daytime Contact Phone Number	021639066
Email	grants@parkinsons.org.nz
Website	www.parkinsons.org.nz
Is your organisation a legally constituted trust or incorporated society and registered with the Companies Office and/or Charities Commission?	Yes
If yes, please attach a copy of the certificate/s	certificate_of_incorporation_parkinsons_nz.pdf 29.74 KB • PDF
Name	Nikki Draper

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Position	Grants Application Officer
Email	grants@parkinsons.org.nz
Daytime Contact Phone Number	021639066
Name	Deidre O'Sullivan
Position	CEO
Email	deirdre.osullivan@parkinsons.org.nz
Daytime Contact Phone Number	048018850
Name	Murray Carey
Position	Chair of the Board
Email	murray@shrl.co.nz
Daytime Contact Phone Number	0274855866
Name	Andrew Dunn
Position	Finance on the Board
Email	bloomingtulip.asd@gmail.com
Daytime Contact Phone Number	0274658733
Please indicate if you would like to present a brief summary of your application to	No, I/we do not wish to present to the Community Grants Subcommittee

the Community Grants Subcommittee.	
Please indicate if you are applying for *Seed Funding or an **Establishment Grant:	Seed Funding
i. Which of the current and future needs of our community are you addressing?	Assistance and advice for people in need due to older age or adverse circumstances

a. What activity/s are within the scope of your project/service?

Parkinson's New Zealand will provide support, education and information to people with Parkinson's and Parkinsonism conditions, their carers, whānau and health professionals in the Hastings area and the wider Hawke's Bay region.

Parkinson's New Zealand employs a professional Community Educator who supports people, their carers and families in Hastings with Parkinson's, and over 300 people throughout the Hawke's Bay Region. She provides a wide range of services, including:

- Home visits. These provide individualised advice through a personal assessment;
- Support groups for people with similar needs or issues. This may include groups for people with Parkinson's, carers, or people with early onset Parkinson's;
- Referrals. Our Community Educator can give advice and liaise with health professionals and others who work with people with Parkinson's in the community, to ensure a continuity of service;
- Advice on monitoring of medication;
- General advice;
- Advocacy;
- Social activities to provide a sense of togetherness and give people an opportunity to meet, talk and support each other during social outings;
- Exercise and other therapies. Our Community Educator can let people know what programmes for people with

Parkinson's are available in their area;

- Educational seminars. The Community Educator holds public information seminars to grow awareness of Parkinson's, research, and the Parkinson's New Zealand Charitable Trust; and
- Facilitate whānau meetings. Our Community Educator is available to meet with whānau to discuss how they can best support their family member.

Parkinson's is a progressive neurodegenerative condition with no cure, but we can help Parkinson's sufferers with advice and assistance and to make them feel part of the community. We are the only organisation providing professional in-home visits for people with Parkinson's in Hastings and the Hawke's Bay region.

Parkinson's affects one in every 100 people over the age of 60.
Parkinson's affects one in 1,000 under the age of 60.

There is no charge for our service.

b. How will your project or service be MEASURED to identify the benefit for the community i.e what are the anticipated outcomes and measures of success?

We will show that we have achieved our intended outcomes by:

- measuring client engagement through annual client satisfaction and service evaluation surveys;
- measuring success against client feedback;
- recording attendance at seminars, workshops and conferences to measure engagement;
- tracking demand for our publications and online resources, including engagement with our social media platforms, showing wider community engagement;
- recording referrals to our service – self or health professional referrals to indicate growth;
- tracking requests from other agencies for services e.g. in-service training;
- having strong alliances and partnerships with other service organisations, e.g. multi-disciplinary teams;
- having regular service audits;
- regularly appraising staff performance; and
- keeping up to date with legislative requirements.

c. The process – how will you carry out your project or service, and where will it be delivered? *

Support Meetings for People with Parkinson's

1. Monthly Coffee Groups alternating between men and women
2. Post Exercise Class morning tea/catch up

Support Meetings for Carers and Family

1. Conversation for Carers: St Mary's Parish Centre, Osier Road, Greenmeadows, Napier. An opportunity for partners and family members to meet with the Community Educator and share ideas and experiences in their role as carers for their loved one with Parkinson's. An informal session to connect with others in a similar situation.

Exercise

1. Movers & Shakers exercise group: Wednesday afternoons 2pm – 3pm at St Mary's Parish Centre, Osier Road, Greenmeadows, Napier.

2. Tutti Voce singing group: Wednesdays 1.30 – 2pm at St Mary's Parish Centre, Osier Road, Greenmeadows, Napier.

Marya Hopman also runs 3 Parkinson's Appropriate classes. 2 for koha at churches and 1 boxing class at her studio that's a normal price. She also does Nordic Pole Walking in the warmer months.

d. The people – who is involved? (include brief information about key individuals or organisations who you are working collaboratively with) *	To be sent through is the information about our new Parkinson's Community Educator.
Is your organisation GST registered?	Yes
If yes, what is your GST number	124-683-297
(A) Total cost	$134,444.00
Alternatively, upload a document with this information	parkinsons_budget_for_hastings_district_council__april_2019.xlsx 13.34 KB • XLSX

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(B1) Total	$103,915.00
A. Total cost of project / service *	$134,444.00
B. Total funds available *	$103,915.00
C. Difference between total cost and total funds available *	$30,529.00
D. Amount requested annually *	$10,000.00
Source of funding	Other Trusts and Grants
Type of funding, eg a loan, a grant	Grants
What will it be used for?	Salaries and other costs of the service
Is it confirmed?	Yes
If yes, how much will/did you receive?	$30,915.00
Have you completed an annual report and financial accounts for this project or service?	No

Please include a copy of your latest annual report and financial accounts with your application.	 2018_pnzct_pbe_rdr_financial_statements_final_signed_to_be_used_in_place_of_audited_accounts.pdf 2.47 MB · PDF
Tick this box to confirm the above is true and correct. *	I agree

7

NEW ZEALAND COMPANIES OFFICE

CERTIFICATE OF INCORPORATION

PARKINSON'S NEW ZEALAND

2689871

This is to certify that PARKINSON'S NEW ZEALAND was incorporated under the Charitable Trusts Act 1957 on the 11th day of December 2017.

NEW ZEALAND COMPANIES OFFICE

Registrar of Incorporated Societies
22nd day of March 2018

REGISTRAR OF INCORPORATED SOCIETIES NEW ZEALAND

For further details visit www.societies.govt.nz

Certificate printed 22 Mar 2018 11:27:08 NZT

1 OF 1

The Parkinson's New Zealand Charitable Trust Hawke's Bay Budget	2018/2019
Revenue	
Donations	3,000.00
Bequests	31,000.00
Street Appeal	19,000.00
Other Fundraising Revenue	9,000.00
Member Support Revenue	5,500.00
Grant Revenue	30,915.00
Corporate Sponsorship	750.00
Membership Fees Revenue	4,500.00
Sundry Revenue	250.00
Total Revenue	**103,915.00**
Expenses	
Services Expenses	
Parkinson's Educators	
PCE Salaries	39,000.00
PCE Travel & Accomodation	2,500.00
PCE Certified PD & Supervision	6,480.00
Other PCE Expenses	1,000.00
Total Parkinson's Educators	*48,980.00*
Member Support Expenses	
Support Group Expenses	4,000.00
Exercise Group Expenses	2,500.00
Seminar Expenses	3,000.00
Library & Resource Purchases	
Other Member Support Expenses	200.00
Total Member Support Expenses	*9,700.00*
Awareness & Promotion	
Awareness Campaigns Expenses	1,500.00
Magazine / Newsletters Printing	1,020.00
Total Awareness & Promotion	*2,520.00*
Total Services Expenses	**61,200.00**
Fundraising Expenses	
Other Fundraising Expenses	2,000.00
Total Fundraising Expenses	**2,000.00**
Administration Expenses	
Utilities	
Rent	11,500.00
Power	1,500.00
Telecommunications	1,800.00
Total Utilities	*14,800.00*
Employment Expenses	
Salaries	37,904.00
KiwiSaver Employer Contributions	2,307.00
Volunteer Expenses	300.00
Staff Travel & Accommodation	2,000.00
Engagement Advisor's Travel	1,000.00

ACC Levy	1,538.00
Payroll Fees	180.00
Total Employment Expenses	*45,229.00*
Other Administration Expenses	
Audit Fee	630.00
Professional Service Fees	500.00
Interest & Bank Fees	70.00
Copying, Printing & Stationery	2,200.00
Postage & Freight	600.00
Equipment Purchase & Hire	
Database	1,365.00
Computer & IT Expenses	1,000.00
Membership & Subscription Expenses	100.00
Insurance	1,500.00
Sundry Expenses	1,000.00
Total Other Administration Expenses	*8,965.00*
Total Administration Expenses	**68,994.00**
Governance Expenses	
Board Expenses	1,750.00
Board Insurance	500.00
Total Governance Expenses	**2,250.00**
Total Expenses	**134,444.00**
Operating Surplus / (Deficit)	**(30,529.00)**
Investment Revenue	
General Funds Investments	
General Funds Investment Revenue - Realised	1,400.00
Total General Funds Investments	*1,400.00*
Total Investment Revenue	**1,400.00**
Net Surplus / (Deficit)	**(29,129.00)**

The Parkinson's New Zealand Charitable Trust

Financial Statements for the period 11 December 2017 to 30 June 2018

The Parkinson's New Zealand
Charitable Trust

Financial Statements for the period
11 December 2017 to 30 June 2018

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Trust Directory

Nature of Business

To provide support, education and information for people living with Parkinson's, their families / whanau, carers and health professionals.

Address

Level 7 West Block, Education House, 178 – 182 Willis Street, Te Aro, Wellington

Postal Address

PO Box 11 067, Manners Street, Wellington 6142

Website

www.parkinsons.org.nz

Legal Status

Parkinson's New Zealand is incorporated as a Charitable Trust Board registered with the Registrar of Incorporated Societies and Charities Services

Incorporated Societies Number and Registration Date

2689871 | 11 December 2017

Charities Services Registration Number and Registration Date

CC55231 | 21 December 2017

Auditors

Moore Stephens Wellington Audit

Lawyers

Maude & Miller

The Parkinson's New Zealand Charitable Trust

Financial Statements for the period 11 December 2017 to 30 June 2018

Statement of Comprehensive Revenue and Expenses

	Notes	2018 ($)
Revenue		
Revenue from Non-Exchange Transactions		
Grants		304,783
Donations		30,407
Transfers from Parkinson's NZ Society's		3,531,559
Fundraising Revenue		35,537
Contracts		50,890
Total Revenue from Non-Exchange Transactions		*3,953,176*
Revenue from Exchange Transactions		
Dividends, Interest and Investment Revenue		100,353
Membership Fees		9,251
Member Payments for Services		8,885
Member Contributions		1,750
Other Exchange Revenue		705
Total Revenue from Exchange Transactions		*120,944*
Total Revenue		4,074,120
Expenses		
Parkinson's Community Educator Service		289,845
Member Support		23,639
Fundraising Expenses		10,495
Awareness & Promotion		3,638
Volunteer & Employee Expenses		253,954
Audit Fees		7,800
Depreciation		7,568
General Administration Expenses		63,393
Governance Expenses		15,727
Total Expenses		676,059
Surplus / (Deficit)		3,398,061
Other Comprehensive Revenue & Expense		
Unrealised gains / (losses) on investments		72,965
Total Comprehensive Revenue & Expense		3,471,026

The notes on pages 8 to 13 form part of these Financial Statements

MOORE STEPHENS

The Parkinson's New Zealand Charitable Trust

Financial Statements for the period 11 December 2017 to 30 June 2018

Statement of Changes in Funds and Reserves

	Accumulated General Funds ($)	J. Ballantyne Fund ($)	H. B. Ham Fund ($)	Research Reserve ($)	Total Funds and Reserves ($)
Opening Balance at 11 December 2017	-	-	-	-	-
Total Comprehensive Revenue and Expenses for 2018	3,471,026	-	-	-	3,471,026
Transfers from (to) Reserves	(2,330,645)	998,214	1,320,128	12,303	
Closing Balance of Funds and Reserves at 30 June 2018	1,140,381	998,214	1,320,128	12,303	3,471,026

The notes on pages 8 to 13 form part of these Financial Statements

MOORE STEPHENS

Application No. 22

The Parkinson's New Zealand Charitable Trust

Financial Statements for the period 11 December 2017 to 30 June 2018

Statement of Financial Position

	Notes	2018 ($)
Assets		
Current Assets		
Cash and Cash Equivalents		1,039,122
Short Term Deposits		79,937
Recoverables from Non-Exchange Transactions		26,511
GST Receivable		20,876
Prepayments		4,707
Accrued Interest		1,221
Total Current Assets		1,172,374
Non-Current Assets		
Investments	7	2,601,627
Property, Plant & Equipment	8	87,133
Total Non-Current Assets		2,688,755
Total Assets		3,861,129
Liabilities		
Current Liabilities		
Accounts Payable		116,131
Grants Carried Forward		138,961
Employee Entitlements		111,487
Other Current Liabilities		23,524
Total Current Liabilities		390,103
Total Liabilities		390,103
Net Assets		3,471,026
Funds and Reserves		
Accumulated General Funds		1,140,381
Restricted & Special Purpose Reserves	9	2,330,645
Total Funds and Reserves		3,471,026

Authorised for issue for and on behalf of the Board on 25th October 2018 by:

Deirdre O'Sullivan
Chief Executive

Murray Carey
Board Chair

The notes on pages 8 to 13 form part of these Financial Statements

MOORE STEPHENS

The Parkinson's New Zealand Charitable Trust

Financial Statements for the period 11 December 2017 to 30 June 2018

Cash Flow Statement

	2018 ($)
Cash Flows from Operating Activities	
Cash was Received from:	
Grants	135,014
Donations	30,317
Transfers from Parkinson's NZ Society's	973,407
Membership Fees	8,828
Membership Support	10,432
Fundraising Revenue	34,800
Contracts	50,890
Dividends, Interest and Investments	4,693
Other Receipts	1,271
Total Cash Received	*1,249,652*
Cash was Applied to:	
Payments to Employees	(368,892)
Payments to Suppliers	(183,682)
Net GST Paid	(13,632)
Total Cash Payments	*566,206*
Net Cash Flows from Operating Activities	**683,446**
Cash Flows from Investing Activities	
Proceeds from Investment Disposals	427,619
Payments for Investment Purchases	-
Payments for Fixed Asset Purchases	(71,943)
Net Cash Flows from Investing Activities	**355,676**
Net Increase / (Decrease) in Cash and Cash Equivalents	**1,039,122**
add Cash and Cash Equivalents at 11 December 2017	-
Cash and Cash Equivalents at 30 June 2018	**1,039,122**

The notes on pages 8 to 13 form part of these Financial Statements

MOORE STEPHENS

Notes to the Financial Statements

Note 1 Reporting Entity

The Parkinson's New Zealand Charitable Trust (the Trust) is domiciled in New Zealand as a Charitable Trust registered under the Charitable Trusts Act 1957 and as a Charity registered under the Charities Act 2005. The Trust's purpose is to provide support, education and information to people living with Parkinson's, their families / whanau, carers and health professionals.

The Trust was incorporated as a Board on 11 December 2017 as a consequence of the decision by The Parkinsonism Society of New Zealand and its Divisions to merge into one legal entity. The transfer of assets from The Parkinsonism Societies into the control of the Trust started in March 2018 and the Trust started operating (spending money) in April 2018. Accordingly, these financial statements are for the financial results of activities carried out by the Trust from 11 December 2017 to 30 June 2018 with all expenditure occurring during the period 1 April to 30 June 2018.

Note 2 Statement of Compliance

These financial statements have been prepared in accordance with Generally Accepted Accounting Practice in New Zealand. They comply with Public Benefit Entity International Public Sector Accounting Standards Reduced Disclosure Regime for Not-For-Profit entities and other applicable financial reporting standards as appropriate that have been authorised for use by the External Reporting Board for Not-For-Profit entities. For the purposes of complying with NZ GAAP, the Trust is a public benefit not-for-profit entity and qualifies to apply Tier 2 Not-For-Profit PBE IPSAS on the basis that it does not have public accountability and it is not defined as large. The Trust has elected not to apply Tier 3 reporting standards even though it otherwise qualifies due to having less than $2m operating expenditure in the current reporting period. This decision has been made as the Trust predicts that its annual operating expenditure in future full year reporting periods will be more than $2m.

The Board has elected to report in accordance with Tier 2 Not-For-Profit PBE Accounting Standards and in doing so has taken advantage of all applicable Reduced Disclosure Regime ("RDR") disclosure concessions. This decision results in the Trust not preparing a Statement of Service Performance for the reporting period.

This is the first time the Trust has prepared financial statements under the Public Benefit Entity International Public Sector Accounting Standards Reduced Disclosure Regime (PBE IPSAS RDR) as these financial statements are for the Trusts first reporting period. Therefore, there are no comparatives for previous periods.

Note 3 Statement of Accounting Policies

3.1 Basis of Preparation

These financial statements have been prepared on the basis of historical cost, except for the fair value measurement of non-derivative financial instruments. Accrual accounting has been used to match expenses with revenue.

MOORE STEPHENS

3.2 Functional and Presentation Currency

These financial statements are presented in New Zealand dollars ($), which is the Trust's functional currency. The financial statements are rounded to the nearest dollar.

3.3 Application of Accounting Policies

All accounting policies used have been applied consistently to the year presented in these financial statements. There have been no changes in accounting policies during the year.

3.4 Going Concern Basis

These financial statements have been prepared on a going concern basis.

3.5 Judgements and Estimations

In preparing these financial statements the trust has made judgements and estimations. Any revisions to these estimates will be recognised in the future financial periods affected.

3.6 Revenue

Revenue is recognised to the extent that it is probable that the economic benefit will flow to the Trust and revenue can be reliably measured. Revenue is measured at the fair value of the consideration received. The following specific recognition criteria must be met before revenue is recognised.

Revenue from non-exchange transactions:

a) Donations

Donations are recognised as revenue upon receipt and include donations from the general public. Donated goods and services received in kind are not recognised in the financial statements as their value is not readily estimated.

b) Grant Revenue

Grant revenue includes grants given by other charitable organisations, philanthropic organisations and businesses. Grant revenue is recognised when the conditions attached to the grant have been complied with. Where there are unfulfilled conditions attaching to the grant, the amount relating to the unfulfilled condition is recognised as a liability and released to revenue as the conditions are fulfilled.

c) Bequests

Revenue from legacies and estates that satisfies the definition of an asset is recognised as revenue when it is probable that future economic benefits or service potential will flow to the entity, and the fair value can be measured reliably.

d) Government Contracts

The Trust has three Disability Information and Advice Service contracts with the Ministry of Health administered via Capital and Coast DHB ($134,288 pa), Independent Living Service Trust ($70,603 pa) and Taranaki APEPSI Trust ($15,000 pa). These contracts are for the Trust to provide Disability Information and Advice to people with Parkinsons and the general public. This revenue is classified as a non-exchange transaction as there is not an exchange of equal value between the three contract administrators and the Trust. Revenue is recognised in the period the services are provided.

Revenue from exchange transactions:

a) Interest and dividend revenue

Interest revenue is recognised as it accrues, using the effective interest method.

Dividend revenue is recognised when the dividend is declared.

3.7 Accounts Receivable

Accounts Receivable are recognised initially at cost and adjusted for any subsequent impairment recognised.

3.8 Cash and Cash Equivalents

Cash and cash equivalents include cash balances and bank deposits which are on call or are available for use with no more than 1 months' notice.

3.9 Short Term Deposits

Term Deposits are investments held by the Trust with a maturity period greater than 1 month and less than 12 months. It is the Trust's policy to hold these investments to maturity.

3.10 Property, Plant and Equipment and Depreciation

Items of property, plant and equipment are measured at cost less accumulated depreciation and impairment losses. Cost includes expenditure that is directly attributable to the acquisition of the asset. Where an asset is acquired through a non-exchange transaction, its cost is measured at its fair value as at the date of acquisition.

Depreciation is charged on a diminishing value basis over the useful life of the asset. Depreciation is charged at rates calculated to allocate the cost or valuation of the asset less any estimated residual value over its remaining useful life.

The following depreciation rates have been used:

Furniture & Fittings – 20% Diminishing Value
Computer & Office Equipment – 13%-67% Diminishing Value
Motor Vehicles – 30% Diminishing Value

MOORE STEPHENS

3.11 Income Tax

The Trust is a registered charity under the Charities Act 2005 and is exempt from Income Tax under sections CW41 and CW42 of the Income Tax Act 2007.

3.12 Goods and Services Tax

The Trust is GST Registered and therefore the figures in these financial statements are GST exclusive except for Accounts Receivable and Accounts Payable which are inclusive of GST.

3.13 Lease Agreements

Lease payments are recognised as an expense on a straight line basis over the term of the lease.

Note 4 Contingent Events Occurring after Balance Date

There were no contingent events occurring after balance date.

Note 5 Related Parties

5.1 Key Management Personnel

The key management personnel, as defined by PBE IPSAS 20 Related Party Disclosures, are the members of the governing body which is comprised of the Board of the Trust and the senior management team which is comprised of the Chief Executive, Operations Manager, Clinical Lead and Communications and Fundraising Manager. No remuneration is paid to members of the Board. The aggregate remuneration of key management personnel and the number of individuals, determined on a full-time equivalent basis, receiving remuneration is as follows:

	2018
Total Remuneration	$104,585
Number of persons (FTE)	4

5.2 Payments to close family members of Key Management Personnel

During the reporting period, total remuneration and compensation of $618 was provided by the Trust to employees who are close family members of key management personnel.

5.3 Other Related Party Transactions

There were no other related party transactions including loans.

MOORE STEPHENS

Note 6 Operating Leases

The Trust has entered into a number of lease agreements for office space, photocopiers and a car. The following amounts are committed and payable at balance date:

Office Space	2018 ($)
Within 1 year	51,412
Between 1 and 5 years	5,423

Photocopiers	2018 ($)
Within 1 year	5,482
Between 1 and 5 years	20,557

Car Lease	2018 ($)
Within 1 year	5,346
Between 1 and 5 years	453

Note 7 Investments

Investments held by the Trust are administered by investment advisors Decision Makers. These investments are in the form of cash, bonds & preference shares and unit funds. They are composed of Accumulated General Funds, the J. Ballantyne Fund and the H. B. Ham Fund.

Decision Makers Portfolio	2018 ($)
Cash	38,574
Bonds & Preference Shares	830,744
Unit Funds	1,732,304
Total Decision Makers Portfolio	**2,601,622**

Note 8 Property, Plant & Equipment

2018	Furniture & Fittings ($)	Computer & Office Equipment ($)	Motor Vehicles ($)	Total ($)
Historical Cost	3,257	89,739	28,478	121,474
Less Accumulated Depreciation	2,584	13,905	17,852	34,341
Carrying Amount	**673**	**75,834**	**10,626**	**87,133**

Reconciliation of the carrying amount at the beginning and end of the period:

2018	Furniture & Fittings ($)	Computer & Office Equipment ($)	Motor Vehicles ($)	Total ($)
Opening Carrying Amount	-	-	-	-
Plus Additions	715	82,729	11,765	95,209
Plus Sales / (Disposals)	-	-	-	-
Less Depreciation	(42)	(6,895)	(1,139)	(8,076)
Closing Carrying Amount	**673**	**75,834**	**10,626**	**87,133**

MOORE STEPHENS

Item 4

Application No. 22

Note 9 Reserves

9.1 Restricted Reserves

J. Ballantyne Fund – In 2005 The Parkinsonism Society of New Zealand Incorporated received an initial amount of $800,000 from the estate of J Ballantyne. The bequest is restricted and may only be applied to research and education projects.

J. Ballantyne Fund	2018 ($)
Opening Balance	-
Balance transferred to The Trust	974,481
Plus income from the Decision Makers portfolio	30,514
Less transfers for Research & Education	6,781
Net Increase / (Decrease) in value for the year	23,734
Closing Balance	**998,214**
Consisting of:	
Decision Makers portfolio	998,214
J. Ballantyne Fund Value	**998,214**

H. B. Ham Fund – In 2013 The Parkinsonism Society Northland Incorporated received an initial amount of $1,000,000 from the estate of Hazel Bernice Ham. This bequest is restricted to the Northland region and is used for exercise and education projects.

H. B. Ham	2018 ($)
Opening Balance	-
Balance transferred to The Trust	1,215,589
Plus income from the Decision Makers portfolio	133,251
Less transfers for Exercise & Education	28,712
Net Increase / (Decrease) in value for the year	104,539
Closing Balance	**1,320,128**
Consisting of:	
Decision Makers portfolio	1,320,128
H. B. Ham Bequest Value	**1,320,128**

Research Reserve –The Trust receives donations from time to time of money that is to be used to support research into Parkinson's and related disorders. This money is held in a reserve until spent. At 30 June 2018 this amounted to $12,303.

9.2 Total Combined Reserves

Restricted Reserves	2018 ($)
Cash	$12,303
Decision Makers portfolios	2,318,342
Total Restricted Reserves	**2,330,645**

Note 10 Contingent Liabilities

There were no material contingent liabilities at the end of the period.

MOORE STEPHENS

vii. Activities where there is no demonstrated need due to existing similar services

PART TWO – APPLICATION FORM

RECEIVED
15 APR 2019
HASTINGS DISTRICT COUNCIL

Section A - Tell us about your organisation

i. Organisation details

Organisation Name: Hastings Hearing

Postal Address: 513 Southampton St East

City and Postcode: Hastings

Phone: 06 876 7210 Mobile Phone:

Email: hastings@hearing.org.nz Website:

ii. Organisation legal status

Is your organisation a legally constituted trust or incorporated society and registered with the Companies Office and/or Charities Commission? ☑ Yes** ☐ No

**If yes, please enclose a copy of the certificate/s

iii. Key people in your organisation are:

List your organisation's key contact people (governance group):

Name	Position	Email	Phone (day)
Lyn Gage	President	lyngage@gmail.com	8779277
Ron Stead	Treasurer	-	878 8938
Bruce Lean	Board Member	carolynnebruce@hotmail.com	8767505
Jock Houston	Board Member	Jandghouston32@gmail.com	8779187
Mike Goodacre	Board Member	mikesoap@outlook.co.nz	8796216
Marjorie McKay	Board Member	-	876 9288
Bonnie Llewellyn	Secretary	Bonnie.mcleod@gmail.com	021 105 1031
Carolynne Riley	Hearing Educator	Hearing.educator@hearing.org.nz	021671193

iv. Please indicate if you would like to present a brief summary of your application to the Community Grants Subcommittee.

These hearings will be held in May each year

YES ___ I /we wish to present to the Community Grants Subcommittee

NO ___ I /we do not wish to present to the Community Grants Subcommittee

v. Please indicate if you are applying for Seed Funding* or an Establishment Grant*:

Circle One: Seed Funding Establishment Grant

*Seed funding is for grants up to $10,000 and is for new projects which have not applied previously to the Contestable Grants Fund

*Establishment Grant is for services who have previously applied to the Contestable Grants Fund and are able to demonstrate the achievement of satisfactory outcomes. The Establishment Grant can be awarded for 1 or 2 years.

Section B - Tell us about your project or service for which you are seeking funding:

i. **Which of the Current and Future Needs of our community are you addressing?**

- [x] Assisting youth into training, skill development, and jobs
- [ ] Supporting and attracting businesses to provide jobs and revenue into the local economy
- [ ] Assistance and advice for people in need due to older age, adverse circumstances
- [ ] Creating an appealing district identity and visitor/student/business destination
- [ ] Creating safe and sustainable communities free of waste and crime
- [ ] Promoting participation in recreation, arts, and cultural activities

ii. **Describe how your project/service deliverables will contribute to meeting the need/s identified in i. above:**

a. What **activity/s** are within the scope of your project/service?

7 years ago Hastings Hearing Association noticed a lack of community education on hearing related issues. Therefore the board employed a hearing educator, Carolynne Riley to develop and implement a free community education program that would be available to all ELC's, Kindergartens, schools, tertiary education centres and community groups in the Hastings District with the hope that by educating people and in particular children we would be providing early intervention of noise induced hearing loss and hopefully would see a reduction in the rate of people affected by NIHL. It is our goal to educate as many people on Prevention of Noise Induced Hearing loss by offering a FREE program that is available to all.

There is now more risk than ever of young people developing hearing loss later in life with the introduction of portable music devices. Young people can have a constant stream of sound coming directly into their ear way via ear buds or headphones so it is vital that children be educated as early as possible on safe sound levels and the importance of giving your ears a break. They need to know that damage to their hearing is irreversible and often will not become apparent until later in life.

Hearing loss in children can be immensely detrimental to their education and social development. It can affect their confidence so often young people will try and hide their hearing loss which means it can often go undetected until it is too late. This can have an effect on their future training, skill development and jobs by disabling them from reaching their academic and social potential.

Therefore we are applying for funding to enable us to continue to grow our education program so that we can equip more people, particularly children in our community with the information they need to protect their hearing so that they can enjoy life with sound and go on to achieve success.

How will your project or service be **measured** to identify the benefit to the community, i.e. what are the anticipated outcomes and measures of success?

Every time our Hearing Educator delivers a presentation she provides the teacher/group leader with a feedback form. These forms indicate whether the information was relevant and delivered appropriately to the participants. Each participant is given an information flyer outlining facts about their ears and hearing as well as information on how to protect your hearing. Participants are encouraged to share these with their family.

We have also recently developed surveys to email to the teachers / Group leaders as a follow up some time after the presentation asking them for their feedback on the relevance and value of the program. We also ask if they have noticed participants implementing the strategies they learned and if there has been any feedback from them or their families regarding aspects of the program.

As far as measures of success is concerned, if demand for our program continues to grow that is success as we want to educate as many people as possible. If an organisation asks for our Educator to return and deliver the program again that is success, as by that time there are new students at the school. If families are reporting that their child has told them how to protect their hearing; asked them to turn the music/television down; covered their ears when they are exposed to dangerous noise or taught them some basic NZ Sign Language that is success.

By educating in schools and pre-schools we are also raising awareness about this invisible disability so that educators, families and peers can be more aware and have a better understanding of those around them that may be affected by hearing loss. We are also equipping them with the knowledge that they need to actively protect their hearing. If they implement what they learn we are reducing the likelihood of them suffering from hearing loss later in life.

b. **The process** – how will you carry out your project or service, and where will it be delivered?

Our Hearing Educator approaches ELC's; Kindergartens; Schools; Tertiary Education Centres and some community organisations to see if they would like her to deliver a FREE program to their pupils or members. If they would like to take up the program a school will then get back to her with dates based around their curriculum and timetable. The presentations are generally delivered to each classroom and cover topics such as ear anatomy, how you hear, vibration and sound, protecting your hearing, hear cells and how they are damaged, what we can do – our responsibility as well as communication strategies when speaking to someone with a hearing loss.

If it is a community group the Educator will have a discussion with the organiser as to what topics they would like covered or tailor it to suit the age and demographic of the group.

For ELC's and Kindergartens the Educator may make several visits in order to ensure that the children retain the information. In these presentation she will teach them the 'Hearing Song' which is a fun and memorable way for them to learn how to protect their hearing. She will also teach them the importance of safe sound levels in the 'classroom' and may even teach them some basic NZ Sign Language.

Presentations are delivered at the ELC, Kindergarten, School, Community Centre or tertiary education center.

Last year our Educator delivered 142 presentations to over 2,200 participants. *Each participant gets information to take away and is encouraged to share it with their family members, therefore the numbers that gain awareness is greater than the number of participants.*

c. **The people** – who is involved? (include brief information about key individuals or organisations who you are working **collaboratively** with)

Early Learning Centres; Kindergartens; Schools; Tertiary Education Centres and Community Groups all over the Hastings District and even down to Waipukurau.

Our educator gives regular presentations to EIT students in different departments.

Our Educator also has weekly visits to Barnardos – Kidstart Early Learning Centre in Hastings where they children look forward to her visits. Teachers at the centre have reported a reduced level of inside noise; greater response from children when they are asked to 'keep the noise down'; parents have been reporting that their children have been talking about the program at home and children have been seen to cover their ears in noisy situations. All outcomes we would hope from the program.

iii. **Identify the anticipated budget for the year 1 July to 30 June** - where appropriate please include copies of quotes.

Project/Service Costs e.g. materials, venue hire/office rental, advertising/promotion, equipment hire, personnel costs, etc.

Item	Amount
Salary/Wages (Includes Hearing Educator)	$ 58,240.00
Printing & Stationary	$ 942.93
Photocopying	$ 432.08
Vehicle Expenses (this includes expected cost of a new car for which we have applied for funding of $26,781.40)	$ 28,700.99
Education & Training Materials/expenses	$ 1388.60
Rates	$2,255.29
Xero Subscription	$720
Computer Expenses	$526.42
Power	$1937.28
Phone/Internet	$1140.49
All other general expenses (incl. depreciation & Purchases of stock)	$ 20,107.64
(A) Total Cost	$116,391.72

Project/Service Income e.g. ticket sales, membership fees, other grants, donations, in-kind support, own contribution, existing funds, expected fundraising etc.

Income Source	Amount
Grants (not including HDC Contestable Grant)	$72,441.40
Fundraising	$3,110.09
Membership Subscriptions	$ 2,060.96
Rental Income	$ 15,113.10
Donations & Other Revenue	$ 10,309.42
Grants unspent at end of year	$ - 5,650.00
	$
	$
	$
(B)Total Income	$ 97,384.97

Please work out below the amount of funding being requested.

The total cost of the project/service (A) minus total funds available for the project/service (B) will usually equal the maximum amount requested from the Hastings District Council Contestable Fund.

Income Source	Amount
A. Total cost of project / service	$116,391.72
B. Less total funds available	$97,384.97
Difference	$19,006.45
Amount requested	$15,000

iv. **Tell us about all other grants you have received through the Hastings District Council in the current and previous financial year:**

Date/s: N/A.....

Project/Service name/s: .....

.....

Amount/s of funding received? $ .....

v. **Please include a copy of your organisation's latest financial accounts with your application.**

Declaration

I/we declare that the information supplied here is correct.

If the application is successful, I/we agree to:

- Enter into a Contract for Service with Hastings District Council which will identify agreed deliverables for the funding awarded
- Complete and return six monthly and annual reports, and a set of financial accounts (audited accounts are required for grants of $15,000 or more)
- Participate in any funding audit of your organisation or project conducted by Hastings District Council, or an appointed contractor, if required
- Inform the Hastings District Council of any public event or issue arising out of your project or service
- Participate in Child Protection Training or provide an active Child Protection Policy for your organisation

- Provide a Health and Safety Plan which shall be submitted to Hastings District Council within one month of acceptance of the contract. The Health and Safety Plan shall include:

  i. A hazard register for the services undertaken. The hazard register will identify the hazards and their associated risks and document the measures to eliminate or minimise the risks;

  ii. A procedure for dealing with accidents & incidents;

  iii. A procedure for dealing with potential emergencies;

  iv. A procedure or instruction for communicating the hazard register, and procedures with employees/ volunteer workers.

- Acknowledge the assistance of Hastings District Council at events, and use the Hastings District Council logo in all publicity/communications for this project

We understand that the Hastings District Council is bound by the Local Government Official Information and Meetings Act 1987. In this regard, we consent to it recording the personal contact details provided in this application, retaining and using these details.

We understand that our name and brief details about the project or service may be released to the media or appear in public material.

We undertake that we have obtained the consent of all people involved to provide these details. We understand that we have the right to have access to this information.

This consent is given in accordance with the Privacy Act 1993.

Name: Bonnie Llewellyn Position in organisation: Secretary

Signature: B Llewellyn Date: 11/04/2019



PRESERVING LIFE WITH SOUND FOR OUR COMMUNITY

We are a registered charity that has been operating in Hawke's Bay for over 50 years offering unbiased information, advice and support on hearing related issues.

OUR MISSION:

To educate our community that noise induced hearing loss is 100% preventable and provide them with the knowledge they need to protect their hearing. To also be known as the first point of call for anyone in our community affected by hearing loss and seeking information, advice & support.

HEARING LOSS IS AN INVISIBLE DISABILITY THAT CAN AFFECT ANYONE AT ANY AGE:

A recent study reported that 18.9% of the New Zealand population have a hearing loss. Research also suggests that hearing loss can more often than not be attributed to damage from noise rather than age. For children hearing loss can be detrimental to their education and their social development, for adults it can be isolating and embarrassing. We often hear that people with hearing loss feel unsupported and misunderstood, that is why we are here. Our goal is to offer early intervention for noise induced hearing loss, by equipping children, educators and parents with the knowledge they need to protect their hearing. We aim to see a reduction of noise induced hearing loss in future generations. Our programs are in high demand and we hear some fantastic feedback about how the recipients retain and utilise the information they learn from the presentations and that they often share it with their family & friends.

FREE COMMUNITY EDUCATION ON PREVENTION OF NOISE INDUCED HEARING LOSS & GENERAL HEARING RELATED ISSUES:

For over 6 years now Hastings Hearing has employed a Hearing Educator to give free presentations to pre-schools, schools, educators, community groups and any other organisations interested in learning how to prevent noise induced hearing loss. These presentations are fun, interactive and memorable and are adjusted to be appropriate for the group it is being delivered too. Our presentations are a form of early intervention and equip participants with the knowledge they need to prevent this invisible disability from affecting them and their families. For the year 2018 our Hearing Educator delivered 142 presentations to local ELC's, Kindergartens, schools, tertiary groups, educators and community groups with a total of 2,234 participants. These figures have increased year on year since we started offering the programs.

WANT TO KNOW MORE?

If you are interested in having our Hearing Educator deliver a relevant presentation to your pre-school, school, staff or community group please get in touch: Phone: 06 876 7210 / 021 671193
Email: hearing.educator@hearing.org.nz

1

HOW ELSE DO WE HELP

Hastings Hearing

We Value Life With Sound

We have an office located in Hastings where we offer friendly advice, support and understanding for anyone affected by hearing loss. We also stock a number of products that can make life easier for those with hearing loss as well as products to protect hearing and as we are not-for-profit we offer these at very affordable prices.

We have a membership of approximately 160 to which we offer regular social events (also open to the public) that are tailored to accommodate people with hearing loss which give people with hearing loss the opportunity to feel supported in a non-judgemental environment. We also have a bi-monthly newsletter which offers our members a way to keep up to date with the latest information, advice and tips on hearing related issues. These also allow people with a hearing loss to feel connected to others in the community so that they do not feel alone.



Above: Our 'Mystery Bus Trip' social event where we stopped at Hoehpa for a cheese tasting, Hygge at Clifton for lunch & the British Car Museum.

We are working towards offering regular informative community presentations by professionals and experts in the hearing industry. In February this year we hope to have Dr Grant Searchfield, Tinnitus expert & international speaker coming from The University of Auckland to give a very valuable talk on Tinnitus. We hope that by providing these types of presentations free or by gold coin entry, that it will expand our reach in the community and enable us to educate more people of all ages so that they can be informed on ear care and the importance of protecting their hearing.

PRODUCTS THAT WE STOCK INCLUDE:

- Hearing Aid Batteries
- A range of Telephones suitable for hearing & visually impaired
- A range of Ear Plugs including EarPlanes for flying
- Personal Listening Devices
- "I have a hearing loss" badges
- Hearing Protectors (ear muffs) for babies & children
- Vibrating Alarms & Timers for the hearing impaired

HOW CAN YOU HELP US?

By Making a Donation: Any donations made to Hastings Hearing are gratefully received including any items or vouchers for goods or services that can be used for our fundraising raffles.

By Becoming a Member: Memberships are $25 per year (Jan-Dec) and include several benefits such as discounted hearing aid batteries & a loyalty programme, discounts on products & social events and our bi-monthly newsletter.

By telling your friends & family about us: Help us connect with more people in our community by spreading the word. We also have a Facebook page that you could 'Like' & 'Share' **(Hearing Hastings)** - *We are a registered charity and are not government funded therefore we rely on grants, fundraising, membership subscriptions, bequests and donations to enable us to continue offering our free services in the community.*

WANT TO KNOW MORE?

If you are interested in becoming a member or would like to know how to make a donation please contact us: Phone: 06 876 7210 Email: hastings@hearing.org.nz

2

EDUCATION PRESENTATION FEEDBACK

Hastings Hearing
We Value Life With Sound



Above: Hearing Educator, Carolynne delivering a presentation to Hastings Intermediate School

MORGAN EDUCARE (ECE), FLAXMERE:

"Carolynne has had the children's interest and focus from the beginning, introducing the children to safety and protection for our ears with her songs, stories and resources. The children can now be seen; covering their ears in noisy situations; singing songs about hearing protection; talking to each other about not making so much noise; modelling sign language; informing their whanau about experiences shared with Carolynne...Our whanau are sharing stories with us about how they are enjoying learning sign language with their children at home." – **Paula Mihaka, Centre Manager**

"Shayne came home so excited last night and was singing his A'B'C's song... I couldn't see him but he goes "Mum, watch me, watch me!" I go in his room and he's doing his A'B'C's in sign language! Now he's teaching me and I've learnt it as far as 'G'. Thank you all for doing such a wonderful job with him!" – **Tina Sheree, Parent**

BARNARDOS EARLY LEARNING CENTRE, HASTINGS:

"As a person with hearing loss I am so glad we have the opportunity to have wonderful people such as Carolynne who helps reinforce one aspect of hearing loss prevention. Thank you Carolynne, I was very much moved when some of the children visited our room (the under 2's) and tried to teach me this song. Ngā mihi ki a koe." – **Bex Thompson, Teacher**

"The children really enjoy Carolynne and look forward to her coming to the centre. Her sessions are fun, interactive, and age appropriate. Through her sessions the children are learning important messages about how to look after their ears for life." – **Sharon Hermanson, Teacher**

THE FOLLOWING IS A SELECTION OF FEEDBACK FROM PARTICIPANTS:

- "Carolynne clearly did an excellent job as every teacher commented on how good, how relevant, and how clearly explained her presentation was. The teachers felt they had learned a lot themselves. I would recommend all schools have the opportunity to have Carolynne, come into the classrooms to work with the teacher and the students on ways of preventing noise induced hearing loss – this is about improving educational outcomes for children and really should be given priority".

- "We really appreciate Carolynne coming to our preschool to share her knowledge with us. The children really enjoy her sessions and singing the Hearing Song which tells them what to do in loud noises... After her first visit we had stories from families that their child had told them to turn the TV down, the message is obviously getting through...The sessions and resources have really helped to revisit and consolidate the learning as did the pamphlet for each of our families".

- "All my children were focused and motivated by the information being relayed to them. The program was delivered well. The language used was appropriate and aimed at their level (7-9yrs). Thank you for the awesome presentation. The children really loved the interactive activities".

- "I found Carolynne to be extremely amenable to coming and presenting a seminar. Participants were engaged in the presentation with many questions being asked and I can honestly say that everyone learnt something of value. I cannot speak highly enough and thank Carolynne enough for providing this service to the women we work with."

- "Delivery style was superb. I was hugely impressed and would have this delivery more often. Thanks for the wonderful interaction you had with my senior class".

WANT TO BOOK A PRESENTATION?

Please contact our Hearing Educator to book a presentation:
Phone: 06 876 7210 / 021 671193 Email: hearing.educator@hearing.org.nz

3

HASTINGS HEARING

WE VALUE LIFE WITH SOUND

We offer free hearing related advice, information & support to everyone in our community. We sell hearing aid batteries, telephones and other hearing devices.
We provide a free education program for Preschools, Schools, Educators, Clubs and other Community organisations which demonstrates the causes and prevention of noise induced hearing loss as well as other hearing related issues. **Our services are free to everyone.**

Noise induced hearing loss is 100% preventable.
The participants of our education program are given the knowledge and understanding of how to prevent noise induced hearing loss, enabling them to have the responsibility of achieving it. This fun, educational presentation is relevant to all age groups and is adjusted to suit. As parents, grandparents, family members, educators, employers, organisations, in fact everyone in the community, we are responsible for looking after and protecting ourselves and others from this invisible disability. Participants are involved with the activities and for the younger ones, the opportunity to learn "The Hearing Song".

Please contact **Hastings Hearing** *for more information*
513 Southampton Street East, Hastings
Carolynne Riley
Hearing Educator
Mobile: 021 671193 - **Phone**: 06 8767210
Email: hearinghb.educator@xtra.co.nz
Facebook: Hearing Hastings

Handout for Participants

DO YOU KNOW?

- *HOW YOUR EARS HEAR?*
- *LOUD NOISES CAN DAMAGE HEARING?*
- *WHAT HAPPENS WHEN YOU DAMAGE YOUR HEARING WITH LOUD NOISES?*
- *YOU CAN STOP THIS DAMAGE HAPPENING?*
- *YOU CAN STILL ENJOY YOUR MUSIC AND PROTECT YOUR HEARING?*
- *WHO IS RESPONSIBLE FOR PROTECTING YOU FROM THIS TYPE OF HEARING LOSS?*
- *WHY WE HAVE EAR WAX?*
- *IF IT IS SAFE TO PUT COTTON BUDS, FINGERS OR ANYTHING ELSE IN YOUR EAR?*

CHECK OVER THE PAGE FOR THE ANSWERS

Item 4
Application No. 23

HOW WE HEAR - The shape of the outside of your ear (Pinna) catches all the sounds (vibrations) and sends them through your ear canal to your ear drum, through the three tiniest bones in your body (Malleus, Incus and Stapes) and to the Cochlear (the part shaped like a shell). Inside the Cochlear are thousands of tiny hairs which vibrate, sending a message through the auditory nerve to your brain which is working out what is being said. As you know this all happens instantly.

****

LOUD NOISES DAMAGE YOUR HEARING - Loud noises can damage part of the inside of your ear. This damage cannot be repaired and it affects your hearing. The amount of your hearing that can be damaged depends on how loud the noise is and how long you have listened to it for. It may damage just a little bit each time you are around loud sounds however some sounds are so loud and intense that they can damage all of your hearing in one go.

****

WHAT HAPPENS WHEN YOU DAMAGE YOUR HEARING - The hairs inside the Cochlear are vibrating all the time because there is always noise, even when we are sleeping. As the sounds get louder, the hairs vibrate faster. If the sounds are too loud, the hairs vibrate so fast that some can be damaged. The louder the sound and the longer we listen to it, the more hairs will be damaged. When they are damaged, they do not repair or regrow. This is a bit of hearing we have lost forever.

****

STOP THIS DAMAGE HAPPENING TO YOU – If you protect your ears from loud noises, you will prevent damage to your hearing. There are three main ways you can do this. PROTECT YOUR EARS – wear earmuffs or earplugs or use your hands over your ears when you are near loud sounds. TURN IT DOWN – if the music, TV, Xbox, Playstation etc is too loud, turn it down or ask someone else if they would turn it down. WALK AWAY – if you move away from loud sounds, it makes it quieter and safer for your hearing.

****

YOU CAN ENJOY YOUR MUSIC AND PROTECT YOUR HEARING - It takes only about five minutes to start damaging your hearing if you are listening to your music at full volume. If you really like it loud, listen to your favourite song then turn it down for awhile and give those hairs in the Cochlear a rest before they start to get damaged. Later on, you could listen to another song loud then turn it down again.

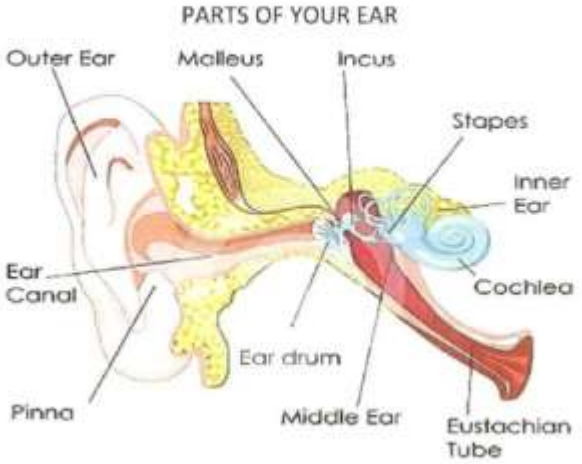
WHO IS RESPONSIBLE FOR PROTECTING YOU – This type of hearing loss is 100% preventable and **you are responsible for protecting yourself from it.** It is your choice.....you need to do this for yourself....you need to start doing this now. Protect your hearing from loud noises now so that when you are a little older, you can still enjoy your music and concerts, hear your friends telling jokes and enjoy outings and socialising etc.

****

WHAT DOES EAR WAX DO - The wax in your ears is there for a reason. It protects your ears and stops dirt, dust, water, bugs etc getting inside. It also keeps the skin in your ear moist so it doesn't get dry and itchy. It is really important not to clean the wax out. Your ears are continuously making the wax and clearing it out.

****

ITS NOT SAFE TO PUT ANYTHING IN YOUR EARS - It is really important not to put anything in your ears as the ear canal is not very long so anything put into the ear can damage the ear drum very easily. Putting things into your ears can also push wax in, over time, making it hard and needing to be cleared out by a specialist. Objects and fingers can also damage the skin inside your ear. There could be germs on them, so you could also start an infection. If there is wax on the outside of your ear just clean it with a cloth.



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Application No. 23

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Item 4

Application No. 23

Annual Report

The Hearing Association Hastings Branch Incorporated
31 December 2018

[redacted]

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Compilation Report

The Hearing Association Hastings Branch Incorporated
For the year ended 31 December 2018

1. Scope

On the basis of information provided and in accordance with Service Engagement Standard No. 2: Compilation of Financial Information, we have compiled the financial statements of The Hearing Association Hastings Branch Incorporated for the period ended 31 December 2018.

These statements have been prepared in accordance with the accounting policies described in Note 1 to these financial statements.

2. Responsibilities

The Branch Committee (you) are solely responsible for the information contained in these 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 and we do not accept responsibility to any other person for the contents of the financial statements.

3. Independence

We have no involvement with The Hearing Association Hastings Branch Incorporated, other than for the preparation of financial statements and management reports and offering advice based on the financial information provided, and undertaking a Review Engagement on the Financial Statements.

4. Disclaimer

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

Cedric W Knowles

Accountant

Havelock North

Dated: 28 March 2019

Profit & Loss

The Hearing Association Hastings Branch Incorporated
For the 12 months ended 31 December 2018

	Dec-18	Dec-17
Income		
Equipment Trading Account		
Sales	7,515	8,248
Less Cost of Sales		
Purchases	(5,938)	(7,458)
Stock Movement	(88)	662
Total Cost of Sales	**(6,026)**	**(6,796)**
Total Equipment Trading Account	**1,488**	**1,451**
Grant Income		
Grant - Clubs Hastings	2,240	2,600
Grant - COGS	4,300	3,500
Grant - Eastern & Central Community Trust	4,000	4,000
Grant - First Light Foundation	7,800	12,100
Grant - Infinity Foundation	-	1,224
Grant - Kingdom Foundation	5,000	-
Grant - Lion Foundation	5,000	-
Grant - New Zealand Community Trust	-	1,000
Grant - North & South Trust	8,840	4,550
Grant - NZ Lotteries	10,000	15,000
Grant - Trusthouse	5,000	5,000
Adjustment for Unspent Grants		
Grants Unspent at Beginning of Year	12,380	10,917
Grants Unspent at End of Year	(9,760)	(12,380)
Total Adjustment for Unspent Grants	**2,620**	**(1,463)**
Total Grant Income	**54,800**	**47,511**
Other Income		
Dividend Income	220	200
Donations - General	608	637
Donations - Doris Partridge Trust	1,530	2,000
Fundraising	2,263	824
Interest Income	1,068	1,033
Member Subscription	2,226	3,600
National Conference 2017	-	2,947
Other Revenue	639	1,731
Rental Income	15,482	14,393
Total Other Income	**24,035**	**27,365**
Total Income	**80,324**	**76,328**
Gross Profit	**80,324**	**76,328**
Less Operating Expenses		
ACC Premiums	144	155

Profit & Loss

	Dec-18	Dec-17
Accounting Fees	-	350
Administration Fees	3,374	3,120
Advertising	-	202
Bank Fees	26	27
Cleaning	204	3
Computer Expenses	414	774
Education & Training Expenses	1,049	300
Eftpos Rental	466	92
Entertainment	-	275
Freight & Courier	349	137
Fundraising Cost	900	-
General Expenses	193	293
Head Office Fees & Levies	-	330
Insurance	1,580	1,580
Interest Paid - IRD	-	32
KiwiSaver Employer Contributions	1,635	1,549
Licences & Registrations	64	44
Office Expenses	163	50
Photocopying	555	539
Power	1,625	1,440
Printing & Stationery	931	821
Rates	1,831	1,682
Repairs and Maintenance	1,007	1,041
Security Expenses	180	-
Staff Expenses	-	122
Telephone & Internet	1,347	1,274
Travel Expenses	218	136
Vehicle Expenses	2,848	2,048
Volunteer Expenses	25	374
Wages	54,487	51,648
Xero Subscription	637	528
Total Operating Expenses	**76,253**	**70,968**
Operating Profit	**4,071**	**5,360**
Non-operating Expenses		
Depreciation as per Schedule		
Depreciation	4,242	4,634
Depreciation Recovered	-	(1,391)
Total Depreciation as per Schedule	**4,242**	**3,243**
Total Non-operating Expenses	**4,242**	**3,243**
Net Profit	**(171)**	**2,117**

Notes

This statement is to be read in conjunction with the Notes to the Financial Statements and the accompanying Compilation Report.

Movements in Equity

The Hearing Association Hastings Branch Incorporated
As at 31 December 2018

	31 Dec 2018	31 Dec 2017
Equity		
Opening Balance	122,513	120,396
Current Year Earnings	(171)	2,117
Total Equity	**122,342**	**122,513**

Notes

This statement is to be read in conjunction with the Notes to the Financial Statements and the accompanying Compilation Report.

Balance Sheet

The Hearing Association Hastings Branch Incorporated
As at 31 December 2018

	31 Dec 2018	31 Dec 2017
Assets		
Bank		
Westpac Bank Cheque Account	4,198	5,980
Westpac Bank Online Account	21,144	15,178
Total Bank	**25,342**	**21,158**
Current Assets		
Accounts Receivable	464	969
GST	639	133
Prepayments	695	-
Stock on Hand	1,681	1,769
Total Current Assets	**3,478**	**2,871**
Fixed Assets		
Equipment	34,631	34,631
Less Accumulated Depreciation on Equipment	(32,260)	(31,372)
Property	126,240	126,240
Less Accumulated Depreciation on Property	(49,483)	(46,130)
Vehicles	7,391	7,391
Less Accumulated Depreciation on Vehicles	(7,391)	(7,391)
Total Fixed Assets	**79,129**	**83,370**
Non-current Assets		
Westpac Term Deposit Account	30,000	30,000
Total Non-current Assets	**30,000**	**30,000**
Total Assets	**137,949**	**137,399**
Liabilities		
Current Liabilities		
Accounts Payable	5,847	2,506
Funding Received in Advance	9,760	12,380
Total Current Liabilities	**15,607**	**14,886**
Total Liabilities	**15,607**	**14,886**
Net Assets	**122,342**	**122,513**
Equity		
Accumulated Funds	122,513	120,396
Current Year Earnings	(171)	2,117
Total Equity	**122,342**	**122,513**

Notes

Signed .....

This statement is to be read in conjunction with the Notes to the Financial Statements and the accompanying Compilation Report.

Depreciation Schedule

The Hearing Association Hastings Branch Incorporated
1 January 2018 to 31 December 2018

Name	Cost	Rate	Purchased	Disposed	1-Jan-18	Purchases	Depreciation	Disposals	Accum Dep	31-Dec-18
Equipment										
Air Conditioning Unit	2,300	8.0%SL	31 Dec 2011		-	-	-	-	2,300	-
Alarm System	693	8.0%SL	31 Dec 2011		250	-	55	-	499	194
Chairs (6)	305	12.5%SL	31 Dec 2011		-	-	-	-	305	-
Client Chairs (2)	213	12.5%SL	31 Dec 2011		-	-	-	-	213	-
Computer AMD Sempron	1,900	36.0%SL	31 Dec 2011		-	-	-	-	1,900	-
Computer Software Upgrade	440	2.0%SL	31 Dec 2011		300	-	9	-	149	291
Desks (2) & Chairs (2)	130	13.0%DV	13 Oct 2016		101	-	13	-	32	88
Digital Photocopier	5,028	20.6%SL	31 Dec 2011		-	-	-	-	5,028	-
Display Unit	378	10.0%SL	31 Dec 2011		-	-	-	-	378	-
Echo Mini Tech	244	16.6%SL	31 Dec 2011		-	-	-	-	244	-
Echo Room Loop	317	12.5%SL	31 Dec 2011		-	-	-	-	317	-
Epson Home Projector	1,004	36.0%SL	31 Dec 2011		-	-	-	-	1,004	-
Fridge	308	16.6%SL	31 Dec 2011		-	-	-	-	308	-
Front Row to Go	1,520	24.0%SL	31 Dec 2011		-	-	-	-	1,520	-
Furniture & Fittings	2,992	12.5%SL	31 Dec 2011		-	-	-	-	2,992	-

Depreciation Schedule

Name	Cost	Rate	Purchased	Disposed	1-Jan-18	Purchases	Depreciation	Disposals	Accum Dep	31-Dec-18
Garden Shed	517	3.0%SL	31 Dec 2011		275	-	16	-	257	260
Heat Pump	600	20.0%DV	13 Oct 2016		456	-	91	-	235	365
IR23025 Digital Copier	2,500	40.0%DV	8 Jan 2014		324	-	130	-	2,306	194
Luxaflex Roller Shades	689	25.0%DV	11 Feb 2014		224	-	56	-	521	168
Mannequin	126	15.0%SL	31 Dec 2011		27	-	19	-	118	8
Microsoft Works Software	242	30.0%SL	31 Dec 2011		-	-	-	-	242	-
New PC - Intel Core i3 Processor	1,206	50.0%DV	4 Feb 2014		82	-	41	-	1,165	41
Orion 1.8m Tripod Screen	242	96.0%SL	31 Dec 2011		-	-	-	-	242	-
Otoscope	300	12.5%SL	31 Dec 2011		-	-	-	-	305	-
Otoscope	853	15.5%SL	31 Dec 2011		-	-	-	-	853	-
Panasonic 51" TV	400	24.0%SL	31 Dec 2011		-	-	-	-	400	-
Personal Listener (Echo)	248	8.0%SL	31 Dec 2011		-	-	-	-	248	-
Road Sign & Frame	2,332	30.0%DV	10 Dec 2014		780	-	234	-	1,786	546
Sound Meters	149	15.0%SL	31 Dec 2011		35	-	22	-	136	13
Techko Shredder & Surge Protector	190	21.0%SL	31 Dec 2011		-	-	-	-	190	-
Toshiba C50 I3 - Laptop	1,374	50.0%DV	4 Aug 2014		136	-	68	-	1,306	68
Tuning Forks	900	15.0%SL	1 May 2013		270	-	135	-	765	135
Ultra Vac	2,070	4.0%SL	31 Dec 2011		-	-	-	-	2,070	-

Depreciation Schedule

Name	Cost	Rate	Purchased	Disposed	1-Jan-18	Purchases	Depreciation	Disposals	Accum Dep	31-Dec-18
Venetian Blinds	686	8.0%SL	31 Dec 2011		-	-	-	-	686	-
Vinyl Flooring	1,241	10.0%SL	31 Dec 2011		-	-	-	-	1,241	-
Total Equipment	**34,631**				**3,259**	**-**	**689**	**-**	**32,360**	**2,371**
Property										
Access Ramp	1,810	3.0%SL	31 Dec 2011		995	-	54	-	870	940
Boundary Fence	697	3.0%SL	31 Dec 2011		382	-	21	-	335	362
Building Renovations	34,460	3.0%SL	31 Dec 2011		18,952	-	1,034	-	16,542	17,918
Buildings	52,500	3.0%SL	31 Dec 2011		28,875	-	1,575	-	25,200	27,300
Carpet (3 offices, hall, waiting room)	4,130	13.0%DV	28 Feb 2015		2,754	-	358	-	1,735	2,396
Concrete Carparking Area	1,900	3.0%SL	31 Dec 2011		1,183	-	57	-	774	1,126
Handrail	267	5.5%SL	31 Dec 2011		84	-	15	-	198	69
Kitchen Renovations	7,978	3.0%SL	31 Dec 2011		4,387	-	239	-	3,829	4,147
Land	22,500	0.0%None	31 Dec 2011		22,500	-	-	-	-	22,500
Total Property	**126,240**				**80,111**	**-**	**3,353**	**-**	**49,483**	**76,758**
Vehicles										
Vehicle	7,391	30.0%SL	31 Dec 2011		-	-	-	-	7,391	-
Total Vehicles	**7,391**				**-**	**-**	**-**	**-**	**7,391**	**-**
Total	**168,262**				**83,370**	**-**	**4,043**	**-**	**89,134**	**79,129**

Notes to the Financial Statements

The Hearing Association Hastings Branch Incorporated
For the year ended 31 December 2018

1. Statement of Accounting Policies

The Hearing Association Hastings Branch Incorporated is an Incorporated Society and registered Charity. These financial statements have not been prepared for external use. They are produced for governance purposes. They are therefore defined as special purpose reports.

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

2. 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.

3. Fixed Assets and Depreciation

All fixed assets are recorded at cost less accumulated depreciation.
Depreciation of the assets has been calculated at the maximum rates permitted by the Income Tax Act 2007 on a Straight Line basis.

4. Goods and Services Tax

These financial statements have been prepared on a GST exclusive basis with the exception of Accounts Receivable and Accounts Payable.

5. Income Tax

Income Tax expense charged to the Profit and Loss Statement recognises the current obligations for the period, calculated using the Taxes Payable method.

6. Inventories

Inventories are recorded at the lower of cost and net realisable value.

7. Investments

Investments are carried at the lower of cost and net realisable value. Where in the Branch Committees' opinion there has been a permanent reduction in the value of the investments this has been brought to account in the current period.

8. Accounts Receivable

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

9. Audit & Review

These financial statements have not been subject to a Review Engagement and have not been audited.

10. Contingent Liabilities

At balance date contingent liabilities have been estimated at Nil.

11. Fixed Assets

The entity has the following fixed assets recorded:

Equipment	**2,371**

Notes to the Financial Statements

At cost	34,631
Less Accumulated Depreciation	(32,260)
Property	**76,758**
At cost	126,240
Less Accumulated Depreciation	(49,483)
Vehicles	-
At cost	7,391
Less Accumulated Depreciation	(7,391)
Total Fixed Assets	**79,129**

charities commission
Komihana Kaupapa Atawhai

Certificate of Registration

The Hearing Association Hastings Branch Incorporated

Registration number: CC31002

This is to certify that The Hearing Association Hastings Branch Incorporated was registered as a charitable entity under the Charities Act 2005 on 30 June 2008.

Sid Ashton
Chair

Trevor Garrett
Chief Executive

COMMERCE
MINISTRY OF COMMERCE
Te Manatū Tauhokohoko

CERTIFICATE OF INCORPORATION

of

THE HEARING ASSOCIATION HASTINGS BRANCH INCORPORATED (NA/222619)

This is to certify that THE HEARING ASSOCIATION HASTINGS BRANCH INCORPORATED was incorporated under the Incorporated Societies Act 1908 on the 19th day of February 1981.

REGISTRAR OF INCORPORATED SOCIETIES NEW ZEALAND

Neville Harris
Registrar of Incorporated Societies
23 July 1998

Item 4

Application No. 23

BUDGET Jul 2019 - Jun 2020
The Hearing Association Hastings Branch Incorporated
July 2019 to June 2020

Account	Jul-2019	Aug-2019	Sep-2019	Oct-2019	Nov-2019	Dec-2019	Jan-2020	Feb-2020	Mar-2020	Apr-2020	May-2020	Jun-2020	Total
Income													
Dividend Income (270)	$0.00	$0.00	$0.00	$0.00	$0.00	$228.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$228.00
Donations - General (250)	$7.00	$52.50	$90.00	$24.00	$100.00	$1.10	$30.00	$272.30	$79.70	$6.00	$15.00	$0.00	$677.60
Donations - Doris Partridge Trust (251)	$0.00	$0.00	$0.00	$1,265.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$1,265.00
Fundraising (240)	$44.37	$411.24	$234.27	$23.47	$20.88	$0.00	$113.04	$820.00	$869.56	$0.00	$0.00	$435.00	$2,951.83
Grant - Clubs Hastings (230.19)	$0.00	$0.00	$1,000.00	$0.00	$0.00	$0.00	$0.00	$1,000.00	$0.00	$0.00	$0.00	$0.00	$2,000.00
Grant - COGS (230.6)	$4,300.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$4,300.00
Grant - Eastern & Central Community Trust (230.8)	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$5,000.00	$0.00	$0.00	$0.00	$5,000.00
Grant - Endeavour Community Foundation (230.2)	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Grant - Ford Light Foundation (230.3)	$2,000.00	$0.00	$1,000.00	$0.00	$0.00	$1,000.00	$0.00	$0.00	$0.00	$2,000.00	$0.00	$0.00	$6,000.00
Grant - Infinity Foundation (230.4)	$0.00	$1,000.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$1,000.00	$0.00	$2,000.00
Grant - HDC - Contestable Grant Scheme	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$10,000.00	$10,000.00
Grant - Hawke's Bay Foundation	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$5,000.00	$5,000.00
Grant - Kingston Foundation (230.75)	$0.00	$5,000.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$5,000.00
Grant - Lion Foundation (230.41)	$26,761.40	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$26,761.40
Grant - New Zealand Community Trust (230.43)	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Grant - NZ Lotteries (230.1)	$0.00	$0.00	$0.00	$10,000.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$10,000.00
Grant - Trustbank (230.8)	$0.00	$0.00	$0.00	$5,000.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$5,000.00
Grants Unspent at Beginning of Year (230.99)	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Grants Unspent at End of Year (230.99)	-$3,870.00	$430.00	$430.00	-$7,210.00	$430.00	$330.00	$2,790.00	$430.00	$430.00	$330.00	$430.00	-$5,050.00	-$7,050.00
Interest Income (270)	$0.89	$1.73	$1.35	$1.93	$2.36	$1,051.97	$1.84	$1.08	$1.11	$1.35	$1.79	$1.95	$1,069.03
Member Subscription (220)	$108.70	$108.70	$0.00	$65.22	$0.00	-$1,552.34	$117.40	$282.62	$221.76	$130.44	$0.00	$0.00	$82,060.96
Other - Prior Year Income (260.1)	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Other Revenue (260)	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Promotion (262)	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Rental Income (280)	$1,208.70	$1,208.70	$1,208.70	$1,208.70	$1,208.70	$1,617.40	$1,208.70	$1,208.70	$1,208.70	$1,208.70	$1,208.70	$1,208.70	$15,113.40
Sales (200)	$730.20	$889.89	$271.32	$1,069.70	$365.85	$777.41	$383.05	$830.47	$337.40	$325.37	$346.19	$764.42	$7,077.78
Total Income	**$31,311.26**	**$8,103.72**	**$3,249.59**	**$11,449.03**	**$2,096.05**	**$3,345.64**	**$4,643.83**	**$5,365.17**	**$6,248.33**	**$5,149.74**	**$3,122.68**	**$22,484.58**	**$112,364.87**
Less Cost of Sales													
Purchases (320)	$512.18	$1,350.27	$403.58	$331.64	$331.80	$573.36	$469.44	$330.86	$319.01	$163.29	$330.66	$403.58	$5,536.45
Stock Movement (323)	$0.00	$0.00	$0.00	$0.00	$0.00	-$1,680.85	$1,680.85	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Subcontractors (370)	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Wages (350)	$4,480.00	$4,480.00	$4,480.00	$6,720.00	$4,480.00	$4,480.00	$4,480.00	$4,480.00	$6,720.00	$4,480.00	$4,480.00	$4,480.00	$53,760.00
Total Cost of Sales	**$4,992.18**	**$5,830.27**	**$4,883.58**	**$7,051.64**	**$4,811.80**	**$3,372.51**	**$6,630.29**	**$4,810.86**	**$7,039.01**	**$4,643.29**	**$4,810.66**	**$4,883.58**	**$53,776.45**
Gross Profit	**$26,319.08**	**$2,273.45**	**$(1,633.99)**	**$4,398.39**	**$(2,715.75)**	**$(26.87)**	**$(1,986.46)**	**$554.31**	**$(791.22)**	**$1,506.45**	**$(1,687.98)**	**$17,600.47**	**$58,588.42**
Other Income													
Capital Gain on Disposal of Assets (416.3)	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Depreciation Recovered (416.2)	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Total Other Income	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Less Operating Expenses													
Accounting Fees (407)	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Depreciation Previously Over-charged (416.5)	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Donations Made (417)	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Ethyis Reimb (418)	$36.00	$36.00	$36.00	$36.00	$36.00	$36.00	$36.00	$36.00	$324.00	$36.00	$36.00	$36.00	$684.00
Income Tax Expense (500)	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Non-Deductible Expenses (535)	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Venue Hire (488.1)	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Total Operating Expenses	**$36.00**	**$36.00**	**$36.00**	**$36.00**	**$36.00**	**$36.00**	**$36.00**	**$36.00**	**$324.00**	**$36.00**	**$36.00**	**$36.00**	**$684.00**
Less Overheads													
ACC Premiums (409)	$143.50	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$143.50
Administration Fees (402)	$264.00	$264.00	$264.00	$264.00	$264.00	$264.00	$264.00	$264.00	$264.00	$264.00	$264.00	$264.00	$3,528.00
Advertising (403)	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Assets costing less than $500 (404)	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Audit Fees (404.1)	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00

Bad Debts Written Off (406)	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Bank Fees (405)	$2.66	$3.04	$2.85	$2.66	$1.90	$2.09	$2.09	$2.47	$2.85	$2.66	$2.85	$2.09	$30.21
Cleaning (409)	$29.96	$173.91	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$203.87
Computer Expenses (410)	$104.35	$0.00	$156.86	$0.00	$0.00	$0.00	$104.35	$0.00	$156.86	$0.00	$0.00	$0.00	$526.42
Conference Fee & Accommodation (411)	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Consultancy (412)	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Depreciation (418)	$353.46	$353.45	$353.47	$353.47	$353.48	$353.46	$353.45	$353.46	$343.47	$343.48	$343.47	$343.46	$4,201.56
Depreciation - Loss on Sale of Fixed Assets (418.1)	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Education & Training Expenses (415)	$104.35	$8.17	$0.00	$7.38	$508.69	$8.96	$0.00	$738.71	$0.00	$7.38	$0.00	$8.96	$1,384.60
Entertainment (420)	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Entertainment - non deductible (420.1)	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Equipment Hire (421)	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Freight & Courier (425)	$14.00	$76.39	$214.67	$8.00	$17.40	$8.00	$0.00	$26.09	$0.00	$0.00	$0.00	$0.00	$364.55
Fundraising Cost (427)	$0.00	$0.00	$196.23	$0.00	$0.00	$0.00	$0.00	$5.22	$516.52	$0.00	$26.28	$0.00	$744.25
General Expenses (429)	$0.00	$0.00	$0.00	$0.00	$95.83	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$95.83
Gifts & Flowers (430)	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$22.58	$0.00	$0.00	$0.00	$0.00	$22.58
Head Office Fees & Levies (432)	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$359.13	$0.00	$0.00	$0.00	$0.00	$359.13
Home Office and Workshop (431)	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Insurance (433)	$0.00	$0.00	$0.00	$0.00	$0.00	$1,580.31	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$1,580.31
Interest Paid (437)	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Interest Paid - IRD (437.3)	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Interest Paid - Other (437.5)	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Interest Paid - Overdraft (437.2)	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Interest Paid - Term Debt (437.1)	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
KiwiSaver Employer Contributions (478)	$134.40	$134.40	$134.40	$201.59	$134.39	$134.39	$134.39	$134.39	$201.59	$134.39	$134.39	$134.39	$1,747.11
Legal expenses (441)	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Licences & Registrations (443)	$0.00	$20.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$20.00
Office Expenses (453)	$37.84	$0.00	$22.48	$0.00	$20.72	$5.98	$0.00	$42.30	$8.67	$0.00	$27.30	$9.23	$174.50
Photocopying (460)	$39.66	$30.00	$62.94	$30.00	$30.00	$55.80	$31.84	$30.00	$30.00	$31.84	$30.00	$30.00	$432.08
Power (459)	$247.71	$208.35	$203.37	$143.50	$130.88	$127.30	$116.67	$138.11	$125.71	$142.30	$156.11	$195.27	$1,937.28
Printing & Stationery (461)	$19.99	$28.24	$60.21	$52.17	$125.22	$124.34	$341.66	-$170.83	$60.21	$52.17	$125.22	$124.34	$942.93
Rates (458)	$397.47	$0.00	$397.47	$257.94	$0.00	$397.47	$0.00	$0.00	$397.47	$0.00	$0.00	$397.47	$2,255.29
Rent (469)	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Repairs and Maintenance (472)	$111.91	$330.00	$0.00	$0.00	$54.13	$0.00	$313.04	$79.50	$0.00	$28.17	$0.00	$0.00	$914.75
Security Expenses (480)	$0.00	$0.00	$180.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$180.00
Shareholders Salaries (477)	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Sponsorship (481)	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Staff Expenses (482)	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Subscriptions (485)	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$34.78	$0.00	$34.78
Telephone & Internet (489)	$96.11	$96.24	$93.19	$96.17	$93.97	$94.01	$94.43	$97.74	$95.20	$94.13	$93.20	$96.10	$1,140.49
Testing (490)	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Travel Expenses (492)	$0.00	$218.26	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$218.26
Travel Expenses - Overseas (493)	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Uniforms (495)	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Valuation Fees (496)	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Vehicle Expenses (498) (incl. New Vehicle)	$27,025.87	$78.68	$134.19	$433.69	$192.89	$627.23	$55.11	$105.27	$48.06	$0.00	$0.00	$0.00	$28,700.99
Volunteer Expenses (499)	$0.00	$0.00	$0.00	$0.00	$0.00	$25.26	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$25.26
Xero Subscription (502)	$60.00	$60.00	$60.00	$60.00	$60.00	$60.00	$60.00	$60.00	$60.00	$60.00	$60.00	$60.00	$720.00
Total Overheads	**$29,217.23**	**$2,113.13**	**$2,560.33**	**$1,947.57**	**$2,113.50**	**$3,900.09**	**$1,963.03**	**$2,318.14**	**$2,342.61**	**$1,188.52**	**$1,227.80**	**$1,693.31**	**$52,633.55**
Total Expenses	**$29,256.23**	**$2,153.13**	**$2,607.33**	**$1,986.57**	**$2,153.50**	**$3,939.58**	**$1,942.03**	**$2,357.14**	**$2,387.61**	**$1,227.52**	**$1,266.80**	**$1,732.31**	**$53,087.55**
Net Profit	**-$2,537.55**	**$1,120.32**	**-$2,279.32**	**$2,391.61**	**-$4,879.25**	**-$3,966.47**	**-$3,928.49**	**-$1,863.63**	**-$1,157.39**	**$276.96**	**-$2,044.58**	**$15,788.16**	**-$4,481.33**

Kev Carter

From: HDC Website Form - Annual Contestable Grants - Application Form <no-reply@wufoo.com>
Sent: Tuesday, 16 April 2019 11:56 AM
To: Community Grants
Subject: HDC - Annual Contestable Grants - Application Form [#209]

Name of organisation	Learning Hawke's Bay
Postal address for organisation	59 Puflett Road 4130 New Zealand
Daytime Contact Phone Number	021657218
Email	regional.manager@learninghawkesbay.nz
Website	www.learninghawkesbay.nz
Is your organisation a legally constituted trust or incorporated society and registered with the Companies Office and/or Charities Commission?	Yes
If yes, please attach a copy of the certificate/s	inc_society_certificate.pdf 23.02 KB · PDF
Name	Wenhua Yang

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Position	Regional Manager
Email	regional.manager@learninghawkesbay.nz
Daytime Contact Phone Number	021657218
Please indicate if you would like to present a brief summary of your application to the Community Grants Subcommittee.	No, I/we do not wish to present to the Community Grants Subcommittee
Please indicate if you are applying for *Seed Funding or an **Establishment Grant:	Seed Funding
i. Which of the current and future needs of our community are you addressing?	Creating an appealing district identity and visitor/student/business destinaton Promoting participation in recreation, arts and cultural activites

a. What activity/s are within the scope of your project/service?

Learning Hawke's Bay is an association of schools and EIT enrolling international students. We are a charity relying on funding from central and local governments as well as member schools' contributions to run programmes to make Hawke's Bay more attractive to international students and to ensure international students in Hawke's Bay have a positive study and life experience.

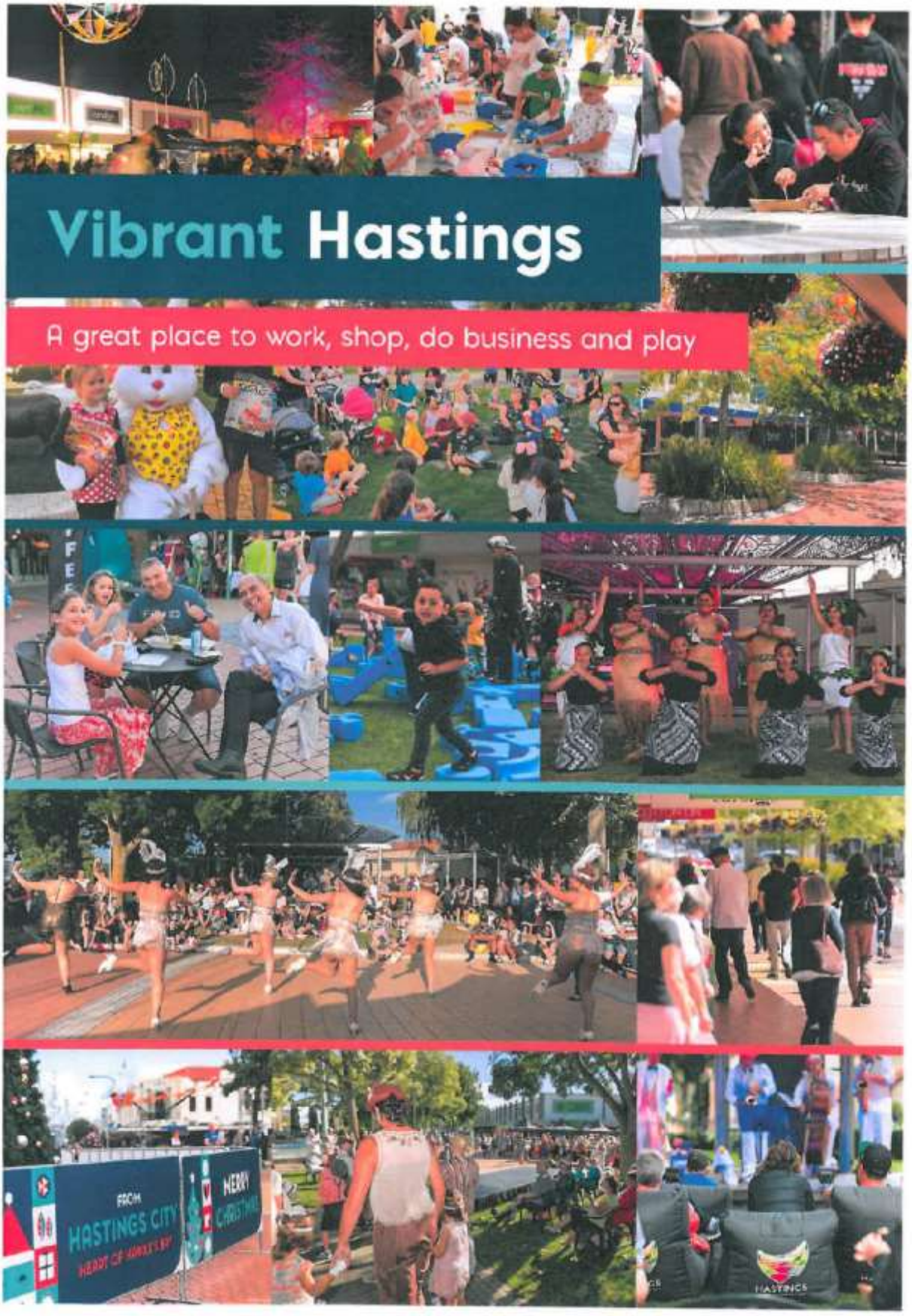
We are applying for this fund to:

- run cultural events to celebrate Diwali and Lunar (Chinese) New Year for our international students mainly from

	India, China and other Asian nations, with the support of local ethnic communities, our member schools and EIT, and potentially Napier City Council. - organise regional orientation day- trips for new international students arriving in Hastings to develop knowledge about the region and help them to settle.
b. How will your project or service be MEASURED to identify the benefit for the community i.e what are the anticipated outcomes and measures of success?	we will evaluate student participants satisfaction in the following aspects: - above 85% satisfaction rate about the programmes meeting or exceeding their expectations - above 85% confirm that the programmes help them feel positive about living and studying in the region.
c. The process - how will you carry out your project or service, and where will it be delivered? *	We intend to develop an itinerary for a one-day trip around the region to introduce our international students to our regions' attractions, amenities, arts and culture, and sports facilities, with the view to provide our new international students with an orientation to the region and how they can make the best of their time here. We will also organise a Diwali and Lunar New Year celebrations for our Asian students, who make up the vast majority of our international students in the Bay.
d. The people - who is involved? (include brief information about key individuals or organisations who you are working collaboratively with) *	Local Asian community leaders; Local tourist operators. Learning Hawke's Bay member schools and EIT.

Is your organisation GST registered?	No
Item	One day orientation trip for 1,500 student, including vehicle hiring, driver,
Amount	$18,000.00
Item	Diwali celebration, catering and decoration
Amount	$1,000.00
Item	Lunar New Year celebration, catering and decoration
Amount	$1,000.00
(A) Total cost	$20,000.00
Item	Napier City Council funding for vehicles and drivers for regional orientation for 750 international students
Amount	$9,000.00
Item	Napier City Council contribution to Diwali celebration
Amount	$500.00
Item	Napier City Council contribution to Chinese New Year Celebration
Amount	$500.00
(B2) Total	$10,000.00
Total funds available (B1 + B2) = (B)	$10,000.00
A. Total cost of project / service *	$20,000.00
B. Total funds available *	$10,000.00
C. Difference between total cost and total	$10,000.00

funds available *	
D. Amount requested annually *	$10,000.00
Source of funding	Napier City Council – yet to apply after this
Type of funding, eg a loan, a grant	Grant
What will it be used for?	for this project as explained before
Amount requested	$10,000, to be requested
Is it confirmed?	No
Tick this box to confirm the above is true and correct. *	I agree



Item 4

Application No. 25

HASTINGS DISTRICT COUNCIL
207 Lyndon Road East
Hastings 4122
Private Bag 9002
Phone 06 871 5000
www.hastingsdc.govt.nz
TE KAUNIHERA O HERETAUNGA

Hastings District Council

Annual Contestable Grants - Application Form

PART TWO – APPLICATION FORM

Section A - Tell us about your organisation

i. Organisation details

Organisation Name: Hastings City Business Association .....

Postal Address: PO Box 420, Hastings 4156.....

City and Postcode: 107b Market St, Hastings, 4122 .....

Phone: 06 876 9017 ..... Mobile Phone: 021 0465213 (C Riddiford)

Email: marketing@hastingscity.co.nz..... Website: hastingscity.co.nz.....

ii. Organisation legal status

Is your organisation a legally constituted trust or incorporated society and registered with the Companies Office and/or Charities Commission? ☒ Yes** ☐ No

**If yes, please enclose a copy of the certificate/s

iii. Key people in your organisation are:

List your organisation's key contact people (governance group):

Name	Position	Email	Phone (day)
Craig Riddiford	Board chairman	craigr@bwr.co.nz	021 0465213
Natasha Bird	Board member	natasha@mphosis.co.nz	0212053347
Kelly Burgess	Marketing manager	marketing@hastingscity.co.nz	021 554041

iv. Please indicate if you would like to present a brief summary of your application to the Community Grants Subcommittee.

These hearings will be held in May each year

YES: We wish to present to the Community Grants Subcommittee

v. Please indicate if you are applying for Seed Funding* or an Establishment Grant*:

Circle One: **Establishment Grant**

*Seed funding is for grants up to $10,000 and is for new projects which have not applied previously to the Contestable Grants Fund

*Establishment Grant is for services who have previously applied to the Contestable Grants Fund and are able to demonstrate the achievement of satisfactory outcomes. The Establishment Grant can be awarded for 1 or 2 years.

Section B - Tell us about your project or service for which you are seeking funding:

i. **Which of the Current and Future Needs of our community are you addressing?**

- ☐ Assisting youth into training, skill development, and jobs
- ☒ Supporting and attracting businesses to provide jobs and revenue into the local economy
- ☐ Assistance and advice for people in need due to older age, adverse circumstances
- ☒ Creating an appealing district identity and visitor/student/business destination
- ☒ Creating safe and sustainable communities free of waste and crime
- ☒ Promoting participation in recreation, arts, and cultural activities

ii. **Describe how your project/service deliverables will contribute to meeting the need/s identified in i. above:**

a. What **activity/s** are within the scope of your project/service?

Hastings City Business Association is in the unique position of enabling it to deliver demonstrably successful events and programmes within the central city that align closely with Hastings District Council's vision to improve vibrancy within the central city.

Council grants funding is used to deliver entertainment and events that consistently add vibrancy and atmosphere to the central city on a regular basis, supporting business, contributing to safety, promoting participation in recreation, arts and cultural activities, and helping to create an appealing district identity.

The association has a proven track record in this domain, with strong economic indicators (MarketView reports) indicating that the central city is continuing to grow as a desirable place to shop, do business, work and play.

They include:

Night markets (Now in their sixth year, the markets boast solid stall-holder numbers, entertainment, and consistent crowd numbers) – **vibrancy/business support/creating an appealing district identity**

Pocket park entertainment (Regular day-time entertainer slots in Albert Square and the 300-block laneway) – **vibrancy/recreation, arts and culture/creating an appealing district identity**

Coffee with a cop in Albert Square – **community safety/creating an appealing district identity**

Fringe in the 'Stings – **vibrancy/recreation, arts and culture/creating an appealing district identity**

Santa's Grotto – **vibrancy**

Hastings City Business Association Awards - **vibrancy/business support/creating an appealing district identity**

The development of a new key annual event (recognising that Fringe in the 'Stings is becoming self-supporting) - **vibrancy/business support/creating an appealing district identity**

Supporting Council and arts inc events including the Blossom Parade, Go By Bike Breakfast and Hastings City Library-run events - **vibrancy/business support**

Hastings City Business Association also carries out membership-funded activities that build vibrancy and economic success, including comprehensive Christmas and Easter promotions; networking and specialist topic membership gatherings; new business welcoming; the preparation and dissemination of business-related publications; advocacy on behalf of the membership; website, social media and media management; communications between Council and membership.

b. How will your project or service be **measured** to identify the benefit to the community, i.e. what are the anticipated outcomes and measures of success?

The measurement tools depend on the type of event being run, however an overall measurement tool is Council's MarketView quarterly report which accurately measures spending and transaction numbers, thereby measuring residents' and visitors' positive view of the central city as a place to shop, do business, work and play.

With regard to individual events planned for the 2019/20 financial year:

Night Markets: Crowd numbers, stall holder numbers, membership satisfaction

Art Deco Market: Crowd numbers, stall holder numbers, membership satisfaction

Art Deco Hamper Auction: Ticket sales, membership satisfaction

Pocket park entertainment: Crowd numbers, regularity (the latter indicating the interest of entertainers)

Coffee with a cop: Crowd numbers, membership satisfaction, police feedback

Fringe in the 'Stings: Ticket sales; organiser feedback

Santa's Grotto: Crowd numbers, parent/child feedback, membership satisfaction

Support events for external provider events (eg Go By Bike Breakfast, Blossom Parade): Participation numbers, external provider feedback

It should be noted that the Hastings City Business Awards are biennial. As such they are not included in this programme as they are due to be held again in the 2020/2021 financial year.

c. **The process** – how will you carry out your project or service, and where will it be delivered?

The events and projects are carried out exclusively within the central city; aimed at fulfilling the aims held by both the business association and Council of improving vibrancy, economic success and safety within the central city zone.

The projects are carried out through a strong and collaborative partnership with Hastings District Council and other external agencies involved in the differing events.

The business association will continue to take responsibility for the organisation and running of events with a clear aim of achieving the goals already stated.

In particular, Hastings City Business Association will continue to run the night markets over the summer season (and for Matariki); the Art Deco market and hamper auction; organise local lunchtime entertainment within the city's pocket parks; continue to invite police to participate in public 'coffee with a cop' sessions; organise and run Santa's grotto; organise the Hastings City Business Awards (biennially); and provide supporting events for external organisation-run events as appropriate (ie Blossom Parade, Go By Bike Breakfast, library events such as Harry Potter Night).

Hastings City Business Association is also committed to sourcing and funding a new signature event within the central city, in consultation with Council, as Fringe in the 'Stings successfully develops into a self-funding event.

Hastings City Business Association is committed to being the conduit between membership and Council as the association continues to support Council's central city-related initiatives including those in the Hastings City Centre Vibrancy Plan, the Hastings Urban Design Strategy, the City Centre Strategy, the in-progress Hastings City Centre action plan, and Council's annual and long term plans.

The association will continue to work closely with Council teams, including the HDC Economic Development Team, as well as appropriate external teams (see d).

d. **The people** – who is involved? (include brief information about key individuals or organisations who you are working **collaboratively** with)

HCBA board members and staff

HCBA membership

Hastings District Council

Hastings District Libraries

Creative Hastings (arts inc)

Hastings Blossom Festival Trust

Art Deco Trust

Hawke's Bay Chamber of Commerce

Landmarks Trust

Tourism Hawke's Bay (iWay)

Business Hawke's Bay

Food Hawke's Bay

iii. **Identify the anticipated budget for the year 1 July to 30 June -** where appropriate please include copies of quotes.

Project/Service Costs e.g. materials, venue hire/office rental, advertising/promotion, equipment hire, personnel costs, etc.

Item	Amount
Public events portion of salaries	$ 50,000
Night market entertainment	$ 9,000
Technical costs	$ 6,000
Art Deco market and hamper auction	$ 10,000
Pocket park entertainment	$ 7,000
Santa's Grotto	$ 5,000
Seed funding for new key event	$ 10,000
	$
	$
	$
	$
(A) Total Cost	$ 97,000

Project/Service Income e.g. ticket sales, membership fees, other grants, donations, in-kind support, own contribution, existing funds, expected fundraising etc.

Income Source	Amount
Ticket sales	$ 5,000
Vendor leases	$ 4,000
Member contribution	$ 28,000

	$
	$
	$
	$
	$
	$
(B)Total Income	$ 37,000

Please work out below the amount of funding being requested.

The total cost of the project/service (A) minus total funds available for the project/service (B) will usually equal the maximum amount requested from the Hastings District Council Contestable Fund.

Income Source	Amount
A. Total cost of project / service	$ 97,000
B. Less total funds available	$ 37,000
Difference	$ 60,000
Amount requested	$ 60,000

iv. **Tell us about all other grants you have received through the Hastings District Council in the current and previous financial year:**

Date/s: Previous three-year contract for service to the end of the 2018/19 financial year

Project/Service name/s: Hastings City Centre Entertainment, Events and Advocacy in the Hastings CBD.

Amount/s of funding received? $. $55,000 per annum (reported six-monthly)

v. **Please include a copy of your organisation's latest financial accounts with your application.**

Declaration

I/we declare that the information supplied here is correct.

If the application is successful, I/we agree to:

- Enter into a Contract for Service with Hastings District Council which will identify agreed deliverables for the funding awarded

- Complete and return six monthly and annual reports, and a set of financial accounts (audited accounts are required for grants of $15,000 or more)
- Participate in any funding audit of your organisation or project conducted by Hastings District Council, or an appointed contractor, if required
- Inform the Hastings District Council of any public event or issue arising out of your project or service
- Participate in Child Protection Training or provide an active Child Protection Policy for your organisation

- Provide a Health and Safety Plan which shall be submitted to Hastings District Council within one month of acceptance of the contract. The Health and Safety Plan shall include:
    i. A hazard register for the services undertaken. The hazard register will identify the hazards and their associated risks and document the measures to eliminate or minimise the risks;
    ii. A procedure for dealing with accidents & incidents;
    iii. A procedure for dealing with potential emergencies;
    iv. A procedure or instruction for communicating the hazard register, and procedures with employees/ volunteer workers.
- Acknowledge the assistance of Hastings District Council at events, and use the Hastings District Council logo in all publicity/communications for this project

We understand that the Hastings District Council is bound by the Local Government Official Information and Meetings Act 1987. In this regard, we consent to it recording the personal contact details provided in this application, retaining and using these details.

We understand that our name and brief details about the project or service may be released to the media or appear in public material.

We undertake that we have obtained the consent of all people involved to provide these details. We understand that we have the right to have access to this information.

This consent is given in accordance with the Privacy Act 1993.

Name: Craig Riddiford Position in organisation: Board chairman

Signature: Date: 17 April 2019

NEW ZEALAND
COMPANIES OFFICE

CERTIFICATE OF INCORPORATION

HASTINGS CITY BUSINESS ASSOCIATION INCORPORATED
640350

This is to certify that MAINSTREETS HASTINGS INCORPORATED was incorporated under the Incorporated Societies Act 1908 on the 8th day of March 1995
and changed its name to HASTINGS CITY MARKETING INCORPORATED on the 10th day of August 2004
and changed its name to HASTINGS CITY BUSINESS ASSOCIATION INCORPORATED on the 19th day of July 2011.

NEW ZEALAND
COMPANIES OFFICE

REGISTRAR OF INCORPORATED SOCIETIES NEW ZEALAND

Registrar of Incorporated Societies
15th day of April 2019

For further details visit www.societies.govt.nz

Certificate printed 15 Apr 2019 11:13:04 NZT

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HASTINGS CITY BUSINESS ASSOCIATION INC.

Annual Financial Statements
30 June 2018

HASTINGS CITY BUSINESS ASSOCIATION INC.
Directory
As at 30 June 2018

Accountants
Shepherd Hensman Limited

Solicitors
Bannister & von Dadelszen

Bankers
Westpac Banking Corporation Limited
Southland Building Society

Auditors
Staples Rodway Audit Limited

HASTINGS CITY BUSINESS ASSOCIATION INC.
Notes to the Financial Statements
for the Year Ended 30 June 2018

The following notes and information form part of and should be read in conjunction with the Financial Statements.

1. REPORTING ENTITY

Hastings City Business Association Incorporated is incorporated under the Incorporated Societies Act 1908. These Financial Statements are Special Purpose Financial Reports and have been prepared in accordance with the following specific accounting policies.

Hastings City Business Association Incorporated was constituted by resolution dated 13 September 1994 and has been registered as an Incorporated Society since 8 March 1995. The Society's income relating to members and the first $1,000 of other Net Income is exempt for New Zealand Income Tax Purposes.

2. MEASUREMENT BASE

Unless otherwise stated, the measurement base adopted in the preparation of the Financial Statements is that of historical cost.

Unless otherwise stated, revenue earned and expenses incurred are recorded using accrual accounting concepts, and are recorded in the accounting period to which they relate. Reliance is placed on the assumption that the entity is a going concern.

3. Specific Accounting Policies

The following specific accounting policies which materially affect the measurement of financial performance and financial position have been applied:

(a) Fixed Assets & Depreciation

Fixed assets are shown at cost less aggregate depreciation. Depreciation is provided on all fixed assets using rates provided by the Income Tax Act 2007 and specified in the depreciation schedule.

(b) Goods and Services Tax

Hastings City Business Association Inc. is registered for Goods and Services Tax (GST).

All amounts are stated exclusive of GST except for accounts payable and accounts receivable which are stated inclusive of GST.

(c) Accounts Receivable

Accounts receivable are recognised initially at fair value and subsequently measured at amortised cost, less an allowance for any uncollectable amounts. Individual debts that are known to be uncollectable are written off in the the period that they are identified.

(d) Revenue

Funding income is recorded in the period it is earned according to the funding contract. Other income is recognised in the period the service is provided. Revenue earned but not received at balance date is recorded as Accounts Receivable.

(e) Expenses

Expenses are recorded in the period the service or good was received by the society. Expenses that

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HASTINGS CITY BUSINESS ASSOCIATION INC.
Notes to the Financial Statements
for the Year Ended 30 June 2018

have been incurred but not paid for at balance date are recorded as Accounts Payable and Accruals in current liabilities. Expenses that have been paid for at balance date but the good or service has not yet been received are recorded as prepayments in current assets.

(f) **Related Parties**

The nature of the relationships and the types of related party transactions are disclosed in the notes to the financial statements. Related parties are defined as the society's board members and the entities in which the board members hold governance positions.

4. **CHANGES IN ACCOUNTING POLICIES**

There has been no changes in accounting policies.

5. **CONTINGENT LIABILITIES**

There are no contingent liabilities at balance date that the entity is aware of (2017: Nil).

6. **RELATED PARTY TRANSACTIONS**

The related parties to the society comprise board members and entities in which they also hold governance positions. Membership of the board includes representation from Hastings District Council and the Hawkes Bay Chamber of Commerce.

Some board members are also owners and managers of entity's within the associations catchment area. This association received funding from Hastings District Council for entertainment, events and advocacy and night market purposes.

7. **SUBSEQUENT EVENTS**

The Hastings District Council is currently completing a review of the Hastings City Business Association with respect to its role in the future. As a consequence funding has only been guaranteed up to 31 January 2019. However, it is expected that funding will continue beyond that date.

8. **CAPITAL COMMITMENTS**

There were no commitments for Capital expenditure at balance date (2017: Nil).

Premises lease commitments	2018	2017
Within 1 year	1,029	4,117
1-2 years		
2-5 years		
	$ 1,029	$4,117

There were no rent increases during the year. Rent is currently $1,029 per month + GST (2017: $1,029+GST). As funding for the organisation is only guaranteed till January 2019 the lease for the premises has reverted to a month to month agreement. Until there is more certainty around the funding the lease will remain on a monthly term contract.

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HASTINGS CITY BUSINESS ASSOCIATION INC.
Trading Account
for the Year Ended 30 June 2018

2017 $		2018 $	2018 $
	Sales		
3,383	Albert Square		-
1,750	Creative Communities Funding		1,000
16,872	Night Market Sponsorship		13,300
1,941	Night Market Vendor Lease		3,191
8,209	Business Awards		-
6,266	Art Deco		10,247
2,400	Retail Promotions Income		23
35	Member Workshop Income		-
1,299	Christmas		-
12,604	Fringe Festival Income		24,527
1,300	Marketing Income		4,250
55,500	HDC - Entertainment, Events & Advocacy		55,500
285,500	Membership Fees		288,930
397,059	**Total Operating Revenue**		400,968
	Less: Cost of Sales		
1,457	Blossom	-	
12,664	Business Awards	450	
9,762	Art Deco	10,032	
6,822	Albert Square Theatre	3,403	
13,682	Christmas	19,094	
228	Member Workshop Expenses	566	
10,967	Fringe Festival Costs	30,059	
3,781	Night Market - Wages	1,493	
2,825	Night Market - Purchases	539	
8,008	Night Market - Operation Costs	6,722	
7,311	Night Market - Entertainment	8,259	
2,096	Events & Entertainment	2,588	
451	Marketing - Events	2,860	
11,905	Marketing - Markets	7,598	
18,378	Marketing - CBD	12,033	
-	Marketing - Newspaper	794	
21,707	Marketing - Radio	23,460	
11,592	Retail Promotions	8,902	
6,008	Retail Promotion - Bay Plaza	5,745	
471	Marketing - Social Media	266	
150,114		144,863	
150,114	**Total Cost of Sales**		144,863
$246,945	**GROSS PROFIT**		$256,105

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HASTINGS CITY BUSINESS ASSOCIATION INC.
Income & Expenditure Account
for the Year Ended 30 June 2018

2017 $		2018 $	2018 $
246,945	**GROSS SURPLUS**		256,105
246,945			256,105
	Less: Expenses		
383	Accident Compensation	450	
747	AGM & SGM Expenses	1,023	
4,800	Accountancy	4,980	
1,404	Assets Less Than $500	597	
5,199	Audit Fees	4,998	
-	Bad Debts	150	
217	Bank Charges	252	
-	Board Expenses	154	
3,314	Computer Expenses	3,082	
(675)	Conference Expenses	5,458	
8,530	Depreciation	6,453	
692	Event Management	194	
177	General Expenses	32	
284	HR & Training	550	
2,422	Insurance	2,500	
7	Interest	83	
370	Legal Expenses	-	
1,852	Light, Heat & Power	2,587	
192	Loss on Sale of Assets	-	
2,149	Meeting Expenses	1,287	
690	Member Gifts	893	
1,317	Member Functions	1,005	
4,137	Office Expenses	2,553	
2,444	Printing, Stamps & Stationery	2,136	
1,737	Rates	1,601	
10,808	Rent	12,350	
2,288	Repairs & Maintenance	857	
512	Staff Expenses	897	
2,119	Subscriptions	3,929	
6,785	Telephone, Tolls & Fax	5,259	
2,674	Vehicle Expenses - Mileage Reimbursement	1,782	
195,900	Wages	168,905	
895	Website	1,629	
264,371	**Total Expenses**		238,626
(17,426)	**NET PROFIT FROM TRADING**		17,479
	Plus: Other Income		
96	Interest Received	41	
224	Dividends Received	299	
320			340
(17,106)			17,819
	Less: One-off Expenses		
11	Dividend Withholding Tax	15	
63	Imputation Credits	84	
76	Non-Deductible Expenses - IRD Penalties	826	
150			925
($17,256)	**NET PROFIT FOR YEAR**		$16,894

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HASTINGS CITY BUSINESS ASSOCIATION INC.
Balance Sheet
as at 30 June 2018

2017 $		2018 $	2018 $
	All Liabilities are unsecured unless stated in the Notes		
	Current Liabilities		
1,540	All Credit Cards	291	
8,024	Accounts Payable	19,798	
1,000	Income in Advance	300	
7,839	Holiday Pay Accrual	9,583	
7,225	Wage Accrual	6,737	
5,093	Goods & Services Tax Provision	1,193	
30,722			37,902
30,722	**Total Liabilities**		37,902
	Members Funds		
40,762	Opening Balance	23,507	
(17,256)	Net Profit after Taxation	16,894	
23,506	**Total Members Funds**		40,401
$54,228			$78,303

Chairman: _____ Board Member: _____

Date: 10/09/18 Date: 10/09/18

SR

2017 $		2018 $	2018 $
	Current Assets		
30	Cash on Hand	200	
15,862	Westpac Banking Corporation Ltd	7,628	
902	Westpac Banking Corporation Ltd 01 Acct	716	
188	Westpac Banking Corporation Ltd 29 Acct	21,203	
9,473	Accounts Receivable	1,403	
875	Prepayments	25,875	
27,331			57,025
	Investments		
3,579	SBS Bank Star Call Investment		3,588
	Fixed Assets		
23,318	as per Schedule		17,690
$54,228			$78,303

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HASTINGS CITY BUSINESS ASSOCIATION INC.
Depreciation Schedule
for the Year Ended 30 June 2018

Asset	Cost Price	Book Value 01/07/2017	Additions Disposals	Gain/Loss on Disposal	Capital Profit	Mth	Rate	$	Accum Deprec 30/06/2018	Book Value 30/06/2018
PLANT & EQUIPMENT										
Table & Chairs	525	21				12	15.0% DV	3	507	18
2 Seater Couch	131	93				12	12.0% DV	11	49	82
Bookshelves with Cupboard (2)	304	216				12	12.0% DV	26	114	190
4 Drawer Cradenza	174	124				12	12.0% DV	15	65	109
Drawer Units (2)	86	62				12	12.0% DV	7	31	55
Table & Chairs	218	156				12	12.0% DV	19	81	137
Board Table Top	43	31				12	12.0% DV	4	16	27
Digital Camera	1067					12	60.0% DV	0	1067	0
Heaters	320					12	60.0% DV	0	320	0
Board Table	600	238				12	12.0% DV	29	391	209
Redesign Logo and Signs	1450	777				12	10.0% DV	78	751	699
x10 Shade 7 Gazebo Tents	38411	14528				12	30.0% DV	4358	28241	10170
Gazebo & Rechargable Lights	1176	638				12	30.0% DV	191	729	447
Espedition & Samson Sound Systems	941	414				12	40.0% DV	166	693	248
Side Walls for Albert Theatre Container	1815	1606				12	10.0% DV	161	370	1445
Musical Instruments - Various	500	385				12	25.0% DV	96	211	289
Surplustronics Lighting LED PAR BAR 4 Way Kit - x3	1030	798				12	30.0% CP	309	541	489
OFFICE EQUIPMENT										
Reception Desk / Workstation	3100	532				12	15.6% DV	83	2651	449
Desks and Chairs	1261	505				12	12.0% DV	61	817	444
Claires Computer	1965						40.0% CP	0	1965	0
HP Probook & Docking Station - Andrea	2321						40.0% CP	0	2321	0
HP Prodesk & Monitors	2757						40.0% CP	0	2757	0
HP Notebook Computer	2161						40.0% CP	0	2161	0
Office Chairs - x2	1015	853				12	16.0% DV	136	298	717
PB Tech - Lexona Laptop	705	658				12	40.0% CP	282	329	376
Network Attached Storage External Hardware	976	683				12	40.0% CP	390	683	293
Computer upgrade			825			1	40.0% CP	28	28	797
	65052	23318	825					6453	48187	17690
	65052	23318	825					6453	48187	17690

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Hastings 4122
New Zealand

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W staplesrodway.co.nz

staplesrodway
CHARTERED ACCOUNTANTS

INDEPENDENT AUDITOR'S REPORT

To the Members of Hastings City Business Association Incorporated

Report on the Audit of the Financial Statements

Opinion

We have audited the financial statements of Hastings City Business Association Incorporated ('the Society') on pages 2 to 8, which comprise the balance sheet as at 30 June 2018, and the trading account and income and expenditure account for the year then ended, and notes to the financial statements, including significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Society as at 30 June 2018, and its financial performance for the year then ended in accordance with the Society's specific accounting policies per Note 3.

Our report is made solely to the Members of Hastings City Business Association Incorporated. Our audit work has been undertaken so that we might state those matters which we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than Hastings City Business Association Incorporated and the Members of Hastings City Business Association Incorporated, for our audit work, for this report or for the opinions we have formed.

Basis for Opinion

We conducted our audit in accordance with International Standards on Auditing (New Zealand) ('ISAs (NZ)'). Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Statements* section of our report. We are independent of the Society 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 the International Ethics Standards Board for Accountants' *Code of Ethics for Professional Accountants* ('IESBA Code'), and we have fulfilled our other ethical responsibilities in accordance with these requirements and the IESBA Code. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Other than in our capacity as auditor we have no relationship with, or interests in, Hastings City Business Association Incorporated.

Responsibilities of the Committee for the Financial Statements

The Committee is responsible on behalf of the Society for the preparation and fair presentation of the financial statements in accordance with the Society's specific accounting policies per Note 3, and for such internal

staplesrodway
CHARTERED ACCOUNTANTS

control as the Committee determines is necessary to enable the preparation of the financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the Committee is responsible on behalf of the Society for assessing the Society'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 Society or to cease operations, or has no realistic alternative but to do so.

Auditor's Responsibilities for the Audit of the Financial Statements

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

A further description of the auditor's responsibilities for the audit of the financial statements is located at the External Reporting Board's website at:
https://xrb.govt.nz/standards-for-assurance-practitioners/auditors-responsibilities/audit-report-8/

Staples Rod

STAPLES RODWAY AUDIT LIMITED
Hastings, New Zealand
10 September 2018

HASTINGS DISTRICT COUNCIL
207 Lyndon Road East
Hastings 4122
Private Bag 9002
Phone 06 871 5000
www.hastingsdc.govt.nz
TE KAUNIHERA O HERETAUNGA

Hastings District Council

Annual Contestable Grants - Application Form

1.0 Background Context

Hastings District Council invites local community groups and organisations to work with Council as a contributor to meeting the needs of our community.

Our current and future needs are identified as*:

1. **Assisting youth into training, skill development, and jobs**
2. **Supporting and attracting businesses to provide jobs and revenue into the local economy**
3. **Assistance and advice for people in need due to older age, adverse circumstances**
4. **Creating an appealing district identity and visitor/student/business destination**
5. **Creating safe and sustainable communities free of waste and crime**
6. **Promoting participation in recreation, arts, and cultural activities**

**Adapted from the 2015-2025 Long Term Plan (p.7)*

2.0 Open and Closing Dates

Applications open 1 March and close 30 April each year.

Grants are available from 1 July each year.

Apply online:

http://www.hastingsdc.govt.nz/contestable-grants-fund

Or send to:

Community Grants Advisor
Hastings District Council
Private Bag 9002
Hastings 4156

3.0 Important information

- Please read the eligibility criteria before completing this form.
- Complete all parts of the application form or refer to clearly marked attachments where applicable for specific questions.
- For clarity please type or print in black ink as applications will be copied.
- If you have questions please contact the Community Grants Advisor, at Hastings District Council (871-5048.
- Applications will not be acknowledged until after the Community Grants Subcommittee meeting in May.
- You will be formally advised of the result of this application in writing.

PART ONE - Eligibility Criteria

A. Your organisation must be a legal entity, either:

i. An Incorporated Society, or
ii. Registered Charitable Trust, or
iii. Formal not-for-profit organisation

B. Your organisation/group:

i. Must be able to demonstrate they have applied to additional sources of funding to support this project/activity or service.

ii. Must address one or more of the current and future needs in 1.0

iii. Must have a current Health & Safety Policy and plan

iv. Must have a current Child Protection Policy where applicable
v.

C. Exclusions for funding include:

i. Building or renovation costs

ii. Purchase of a motor vehicle or other capital items

iii. Activities that promote religious or political goals

iv. Sponsorship of individuals

v. Limited liability companies

vi. Activities which are outside the scope of Council's current and future needs

vii. Activities where there is no demonstrated need due to existing similar services

PART TWO – APPLICATION FORM

Section A - Tell us about your organisation

i. Organisation details

Organisation Name: Citizens Advice Bureau Hastings Incorporated.....

Postal Address: 112 Queen Street East .....

City and Postcode: Hastings 4156.....

Phone: 06 878 0525 ..... Mobile Phone: .....

Email: manager.hastings@cab.org.nz ..... Website: www.cab.org.nz .....

ii. Organisation legal status

Is your organisation a legally constituted trust or incorporated society and registered with the Companies Office and/or Charities Commission? ✓☐ Yes** ☐ No

**If yes, please enclose a copy of the certificate/s

iii. Key people in your organisation are:

List your organisation's key contact people (governance group):

Name	Position	Email	Phone (day)
Deborah Grace	Manager	Manager.hastings@cab.org.nz	06 876 8423
Peter Durrant	Board Chair	pddurrant@hotmail.com	021 02263138
Raewyn Polglase	Board Member	Raewyn.polglase@gmail.com	0274 417 014
Lynne Mcgregor	Board Member	lynnemcmac@xtra.co.nz	0274 775 092
Cherie Whitelegge	Board Member	cherryherb@xtra.co.nz	021 123 7784
David Cormack	Treasurer	davidwcormack@gmail.com	06 877 5903
Annette Tod	Board Member	anntod@xtra.co.nz	027 440 0474

iv. Please indicate if you would like to present a brief summary of your application to the Community Grants Subcommittee.

These hearings will be held in May each year

YES I /we wish to present to the Community Grants Subcommittee

~~NO I /we do not wish to present to the Community Grants Subcommittee~~

v. Please indicate if you are applying for Seed Funding* or an Establishment Grant*:

Circle One: Seed Funding ~~Establishment Grant~~

*Seed funding is for grants up to $10,000 and is for new projects which have not applied previously to the Contestable Grants Fund

*Establishment Grant is for services who have previously applied to the Contestable Grants Fund and are able to demonstrate the achievement of satisfactory outcomes. The Establishment Grant can be awarded for 1 or 2 years.

Section B - Tell us about your project or service for which you are seeking funding:

i. Which of the Current and Future Needs of our community are you addressing?

- ☐ Assisting youth into training, skill development, and jobs
- ☐ Supporting and attracting businesses to provide jobs and revenue into the local economy
- ✓ Assistance and advice for people in need due to older age, adverse circumstances
- ☐ Creating an appealing district identity and visitor/student/business destination
- ☐ Creating safe and sustainable communities free of waste and crime
- ☐ Promoting participation in recreation, arts, and cultural activities

ii. Describe how your project/service deliverables will contribute to meeting the need/s identified in i. above:

a. What **activity/s** are within the scope of your project/service?

Thank you for considering our funding application. Please let me tell you a little about our organisation. Citizens Advice Bureau provides a free, impartial and confidential advice service to all individuals. It ensures that individuals do not suffer through ignorance of their rights and responsibilities, and of the services available; or through an inability to express their needs effectively. CAB provides a safe environment for clients to discuss their issues, and supports and empowers clients to reach resolution on their own.

CAB supports the principle of partnership reflected in the Treaty of Waitangi. CAB also exerts a responsible influence on the development of social policy both locally and nationally

The CAB is a champion of people's rights, working to solve the underlying causes of the problems they face. We think it is important that everyone in New Zealand can participate in their community and access the services they need. We think it is important that people who have less power in a situation are not exploited.

Our service provides us with unique information about the issues affecting people in communities nationwide. Every time a person seeks the CAB's help, we record what they sought help about and what we did in response.

We use the insights gained from these enquiries to show when government policies and laws, or the implementation of these, are having a negative impact on people throughout Aotearoa New Zealand, and we argue for positive social change.

Our ability to speak out about the issues affecting people in New Zealand from the evidence of our client enquiries ensures we have a solid foundation for our social policy work.

Confidentiality is a core principle for the CAB service so we always make sure when telling stories from our clients' experiences that the individuals involved will not be identified. We do this by removing identifying information and summarising or paraphrasing the client's situation.

Our 28 volunteers cover a weekly roster and each volunteer does a shift of three and a half hours at any one time. A small pool of volunteers also covers our Saturday Free Legal service. This is provided by a pool of local lawyers and there is always a volunteer on duty to support them, greet clients etc.

How will your project or service be measured to identify the benefit to the community, i.e. what are the anticipated outcomes and measures of success?

Our clients comfort and welfare is important to us. 50% of our clients (approx. 2,500) plus their family/whanau/support person/friends come into the Bureau or attend the Free Legal clinic. They sit with our volunteer interviewers for 10 - 30 minutes, while others stay over 2 hours. Our current chairs are many years old, and were second hand when they came to the Bureau. The upholstery is grubby, the padding of the seats is deteriorating and some of the legs are bent. Health and Safety also require us to provide a suitable chair and we have had to stop using a couple which have become unsafe and wobbly. They do not provide a warm welcome to the Bureau.

The anticipated outcome is that our clients will have a comfortable clean seat that means they can sit and talk with our volunteers.

b. **The process** – how will you carry out your project or service, and where will it be delivered?

Our service is delivered at our premises 112 Queen Street East in Hastings. We receive approx. 5,000 enquiries every year which can be face to face with clients in the Bureau, calling us via our Bureau number or free 0800 number and contacting us via email or social media.

c. **The people** – who is involved? (include brief information about key individuals or organisations who you are working **collaboratively** with)

CAB Hastings have a Board consisting of 6 members (including the Chair, treasurer, secretary), all are volunteers who employ and work collaboratively with the Manager. The Manager is responsible for the day to day running of the Bureau and supports the volunteers who interview our clients. We are also supported by CABNZ who provide an intranet system, an integrated national database enabling us to provide up to date information and options to all clients, a comprehensive learning and development system for Bureau volunteers, Information and IT support service, support for governance and management functions, a quality assurance process and social policy support.

We also collaborate with other local partner organisations BudgetFirst, Hastings Food Bank Trust, Peoples Advocacy Service, Hawkes Bay Community Law, Heretaunga Women's Centre, CAB Napier etc. We hold up to date information on over 350 local community organisations and have access to a directory of over 35,000 local services and organisations New Zealand wide.

iii. **Identify the anticipated budget for the year 1 July to 30 June -** where appropriate please include copies of quotes.

Project/Service Costs e.g. materials, venue hire/office rental, advertising/promotion, equipment hire, personnel costs, etc.

Item	Amount
Quote for client chairs	$ 2,806
	$
	$
	$
	$
	$
	$
	$
	$
	$
	$
(A) Total Cost	$ 2,806

Project/Service Income e.g. ticket sales, membership fees, other grants, donations, in-kind support, own contribution, existing funds, expected fundraising etc.

Income Source	Amount
NIL	$00000
	$
	$
	$
	$
	$
	$
	$
	$
(B)Total Income	$00000

Please work out below the amount of funding being requested.

The total cost of the project/service (A) minus total funds available for the project/service (B) will usually equal the maximum amount requested from the Hastings District Council Contestable Fund.

Income Source	Amount
A. Total cost of project / service	$2,806
B. Less total funds available	$NIL
Difference	$2,806
Amount requested	$2,806

iv. Tell us about all other grants you have received through the Hastings District Council in the current and previous financial year:

Date/s: 2018, 2019

Project/Service name/s: HDC Funding

Amount/s of funding received? $40,000 + GST annually

v. Please include a copy of your organisation's latest financial accounts with your application.
We have attached a copy of our latest financial accounts. You will see that we are currently operating at a loss of $1556.33 having invested in capital assets and used term deposits to fund capital improvements which are not shown as part of operating expenses.

Declaration

I/we declare that the information supplied here is correct.

If the application is successful, I/we agree to:

- Enter into a Contract for Service with Hastings District Council which will identify agreed deliverables for the funding awarded
- Complete and return six monthly and annual reports, and a set of financial accounts (audited accounts are required for grants of $15,000 or more)
- Participate in any funding audit of your organisation or project conducted by Hastings District Council, or an appointed contractor, if required
- Inform the Hastings District Council of any public event or issue arising out of your project or service
- Participate in Child Protection Training or provide an active Child Protection Policy for your organisation

- Provide a Health and Safety Plan which shall be submitted to Hastings District Council within one month of acceptance of the contract. The Health and Safety Plan shall include:

    i. A hazard register for the services undertaken. The hazard register will identify the hazards and their associated risks and document the measures to eliminate or minimise the risks;

    ii. A procedure for dealing with accidents & incidents;

    iii. A procedure for dealing with potential emergencies;

    iv. A procedure or instruction for communicating the hazard register, and procedures with employees/ volunteer workers.

- Acknowledge the assistance of Hastings District Council at events, and use the Hastings District Council logo in all publicity/communications for this project

We understand that the Hastings District Council is bound by the Local Government Official Information and Meetings Act 1987. In this regard, we consent to it recording the personal contact details provided in this application, retaining and using these details.

We understand that our name and brief details about the project or service may be released to the media or appear in public material.

We undertake that we have obtained the consent of all people involved to provide these details. We understand that we have the right to have access to this information.

This consent is given in accordance with the Privacy Act 1993.

Name Deborah Grace Position in organisation Manager

Signature:  Date:18th April 2019

Citizens Advice Bureau

Resolution of the Citizens Advice Bureau Hastings Board,

18th April 2019

"That application be made to Hastings District Council contestable funding grants for $2,806 towards client/visitor seating"

This is a true and correct record of the Resolution passed at the Board meeting of 11th April 2019.

- Carried

Signed

Raewyn Polglase – Board member

Board Chairperson

QUOTATION | No. 00014642

OFFICE INTERIORS
PO Box 11033
Hastings 4158
P: 06 876 0305 | F: 06 876 0304
info@officeinteriors.net.nz
www.officeinteriors.net.nz

Prepared For:
Citizens Advice Bureau
112 Queen St East
HASTINGS 4156

Delivery Address:
Citizens Advice Bureau
112 Queen St East
HASTINGS 4156

Date: 15/04/2019
Prepared By: Martin Cornes

Attn: Deborah Grace

Pricing Page: Page 1 of 1

Code	Description	Qty.	Unit	Subtotal
190 0365S	Site Vistor Chair Chrome Frame - Black Backrest Priced in HD Fabric - Colour TBA	10	$244.00	$2,440.00

All Pricing Includes Freight
- Lead-time from confirmed order 1 week.

Total Excluding GST	$2,440.00
GST	$366.00
Total Including GST	$2,806.00

Office Interiors Ltd, PO Box 11033, Hastings, 4158 Phone: 0800 556 667 Email: info@officeinteriors.net.nz



Kev Carter

From: HDC Website Form - Annual Contestable Grants - Application Form <no-reply@wufoo.com>
Sent: Monday, 22 April 2019 2:43 PM
To: Community Grants
Subject: HDC - Annual Contestable Grants - Application Form [#221]

Name of organisation	Birchleigh Polo School
Postal address for organisation	259 Paki Paki Road Hastings, Hawkes Bay 4178 New Zealand
Daytime Contact Phone Number	021757334
Email	richard@ahdltd.co.nz
Website	www.birchleighpolonz.co/nz
Is your organisation a legally constituted trust or incorporated society and registered with the Companies Office and/or Charities Commission?	No
Name	Richard Kettle
Position	Club owner/Manager
Email	richard@ahdltd.co.nz
Daytime Contact Phone Number	021757334
Name	Richard Kettle
Please indicate if you would like to present a brief summary of your application to the Community Grants Subcommittee.	Yes, I/we wish to present to the Community Grants Subcommittee
Please indicate if you are applying for *Seed Funding or an **Establishment Grant:	Establishment Grant
i. Which of the current and future needs of our community are you addressing?	Assisting youth into training, skill development, and jobs Promoting participation in recreation, arts and cultural activites

1

a. What activity/s are within the scope of your project/service?	The Polo school program typically takes in students from Flaxmere Collage that need some direction and new challenges to help them gain in confidence and become a better person both within the school and the local community. More recently the program has welcomed students from Hastings Girls High School who a faced with the same problems . The first group of 13 girls who attended found the program extremely rewarding and we witnessed positive changes within the first two weeks
b. How will your project or service be MEASURED to identify the benefit for the community i.e what are the anticipated outcomes and measures of success?	The students success with the program is measured by school staff and Birchleigh Polo school staff and manager. With the Flaxmere students in some cases the benefits of the program are recognized by the local Police who witness positive changes in the Behavior of students who at one stage had been on their radar.
c. The process – how will you carry out your project or service, and where will it be delivered? *	The polo school Program , now in its 10th year starts in October and runs until Mid March , a 6 month course. The program is run on the private property of the Club Manager ,Richard Kettle in Paki Paki
d. The people – who is involved? (include brief information about key individuals or organisations who you are working collaboratively with) *	The program has up until 2018 had a focus on Flaxmere "at risk youths " and students from Flaxmere Collage who are selected by the teacher in charge of sports that she beleives would benefit the most from the program. During the 2018/19 program season Hasting Girls High School started with 13 girls . Both schools are wanting to return for the 2019/20 Polo program season
Is your organisation GST registered?	Yes
Item	Mower maintenance /diesel and petrol for mowing the Polo field
Amount	$1,500.00
Item	Wintering and supplementary feed cost for the Polo school ponies
Amount	$3,500.00
Item	Stables/ horse stalls maintenance
Amount	$500.00
(A) Total cost	$4,500.00
Item	Over sowing, weed spraying and fertilizer
Amount	$2,900.00

(B2) Total	$0.00
Total funds available (B1 + B2) = (B)	$0.00
A. Total cost of project / service *	$25,000.00
B. Total funds available *	$0.00
C. Difference between total cost and total funds available *	$25,000.00
D. Amount requested annually *	$5,000.00
Date applied	Thursday 1 October 2015
Product/service name	Flaxmere Polo School Program
Amount of funding received?	$5,000.00
Please include a copy of your latest annual report and financial accounts with your application.	financials_2018.pdf 336.71 KB • PDF
Tick this box to confirm the above is true and correct. *	I agree

Birchleigh Polo School

Annual Report

For the year ending 31 March 2018

Compilation Report

Birchleigh Polo School a Division within Kettle Family Trust
For the year ended 31 March 2018

Compilation Report to Birchleigh Polo School a division of the Kettle Family Trust.

Scope
On the basis of information provided and in accordance with Service Engagement Standard 2 Compilation of Financial Information, we have compiled the financial statements of The Trustees of the Kettle Family Trust for the year ended 31 March 2018.

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

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

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

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

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

Directory

Birchleigh Polo School a Division within
Kettle Family Trust
For the year ended 31 March 2018

Nature of Business
Private Polo School

Address
Birchleigh
259 Paki Paki Road
Hastings

IRD Number
091936895

Trustees
Richard Dudley Kettle
WTR Trustee (2016) Limited

Bankers
Westpac Bank

Approval of Financial Report

Birchleigh Polo School a Division within Kettle Family Trust

For the year ended 31 March 2018

The Trustees are pleased to present the approved financial report including the historical financial statements of Birchleigh Polo Club for year ended 31 March 2018.

APPROVED

For and on behalf of the Trustees.

Richard Dudley Kettle

Date .....

WTR Trustee (2016) Limited

Date .....

Statement of Profit or Loss

Birchleigh Polo School a Division within Kettle Family Trust
For the year ended 31 March 2018

Account	2018	2017
Trading Income		
Polo Fees	15,732	20,418
Grants Received	24,244	34,650
Sponsorship & Donations	6,500	3,960
Total Trading Income	**46,476**	**59,029**
Gross Profit	**46,476**	**59,029**
Other Income		
Other Revenue	5,437	4,818
Total Other Income	**5,437**	**4,818**
Total Income	**51,913**	**63,847**
Expenses		
Administration Expenses		
ACC Levy	1,638	259
Accountancy and Administration Costs	1,222	917
Bank Fees	121	121
Entertainment	289	306
Printing & Stationery	104	125
Subscriptions	0	96
Telephone & Internet	333	572
Website Hosting	387	252
Xero Subscription Fees	660	660
Total Administration Expenses	**4,733**	**3,307**
Polo Operating Expenses		
Affiliation Fees	135	3,006
Animal Health	871	960
Contractors	261	0
Electricity	1,423	1,806
Entry Fees	3,493	3,300
Equipment less than $500	816	2,973
Farrier Expense	3,270	3,520
Feed and Supplements	0	2,804
Fundraising Expenses	1,105	1,400
General Expenses	1,231	2,172
Grazing	4,043	5,565
Motor Vehicle Expenses	728	164
Polo Field Expense	3,053	1,228
Travel and Accommodation	0	95
Vet Expenses	2,408	954
Wages		
Gross Wages	19,517	17,110
Contractor	0	3,050
Total Wages	**19,517**	**20,160**
Total Polo Operating Expenses	**42,354**	**50,098**
Repairs & Maintenance		
Repairs & Maintenance - Motor Vehicles & Equipment	130	1,557
Repairs and Maintenance - Club	3,285	2,749
Total Repairs & Maintenance	**3,415**	**4,306**
Depreciation	938	2,012
Total Expenses	**51,440**	**59,723**
Net Income for the year	**473**	**4,124**

Balance Sheet

Birchleigh Polo School a Division within Kettle Family Trust

As at 31 March 2018

Account	31 Mar 2018	31 Mar 2017
Assets		
Current Assets		
Cash and Bank		
Westpac - Birchleigh Polo	2,315	5,746
Trade and Other Receivables	668	3,298
GST Receivable	(1,256)	(1,232)
Total Current Assets	**1,728**	**7,812**
Non-Current Assets		
Property, Plant and Equipment	6,686	7,624
Horses and Livestocks	8,090	12,956
Total Non-Current Assets	**14,777**	**20,580**
Total Assets	**16,504**	**28,392**
Liabilities		
Current Liabilities		
Trade and Other Payables		
Trade payables	1,000	500
PAYE	529	593
Total Liabilities	**1,529**	**1,093**
Net Assets for Birchleigh Polo School	**14,975**	**27,299**

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

Depreciation Schedule

Birchleigh Polo School a Division within Kettle Family Trust

For the year ended 31 March 2018

Name	Cost	Opening Value	Purchases	Disposals	Depreciation	Closing Value
Club House						
Birchleigh Clubhouse	1,992	1,992	0	0	0	1,992
Total Club House	**1,992**	**1,992**	**0**	**0**	**0**	**1,992**
Plant & Equipment						
International Tractor	3,043	2,866	0	0	287	2,579
Irrigator	6,816	683	0	0	137	547
John Deer Ride On	2,506	13	0	0	5	8
Trimax Field Mower	1,739	1,145	0	0	183	962
Total Plant & Equipment	**14,105**	**4,708**	**0**	**0**	**612**	**4,096**
Polo Equipment						
Harrows	500	232	0	0	23	209
Heiniger Delta Horse Clippers	620	141	0	0	22	118
Polo Equipment (Pool)	420	223	0	0	18	206
Polo Mallets	1,043	125	0	0	100	25
Polo Mallets	1,630	0	0	0	0	0
Polo Mallets (10)	1,524	203	0	0	163	41
Wooden Polo Mallets	907	0	0	0	0	0
Total Polo Equipment	**6,644**	**925**	**0**	**0**	**326**	**598**
Total	**22,741**	**7,624**	**0**	**0**	**938**	**6,686**

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

Notes to the Financial Statements

Birchleigh Polo School a Division within Kettle Family Trust

For the year ended 31 March 2018

1. Reporting Entity
The Birchleigh Polo School is a division within the Kettle Family Trust, which is a trust. These statements are general purpose financial statements and have been prepared with generallt accepted accounting practices.

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. Policies have been applied on a consistent basis with those of the previous reporting period.

Property, Plant and Equipment and Investment Property

Property, plant and equipment and investment property are stated at historical cost less any accumulated depreciation and impairment losses. Historical cost includes expenditure directly attributable to the acquisition of assets, and includes the cost of replacements that are eligible for capitalisation when these are incurred.

An item of property, plant and equipment or investment property is derecognised upon disposal or when no further future economic benefits are expected from its use or disposal. Any gain or loss arising on derecognition of the asset (calculated as the difference between the net disposal proceeds and the carrying amount of the asset) is included in profit or loss in the year the asset is derecognised.

Upon derecognition, the asset revaluation reserve relating to the asset disposed shall be transferred to retained earnings.

Goods and Services Tax
All amounts are stated exclusive of goods and services tax (GST) except for accounts payable and accounts receivable which are stated inclusive of GST.

Waimarama
SURF LIFE SAVING CLUB INC.

Physical Location: 9 Moori Road
Waimarama Beach
Postal Address: P.O. Box 858
Hastings 4156
New Zealand

23rd April 2019
Attn Alison Banks
Group Manager Community Facilities & Programmes
Hastings District Council
Hastings

Dear Ms. Banks

Find enclosed our Contestable Funding application for council consideration.

Please do not hesitate to contact me to seek further information or clarification.

We look forward to the chance to present to the council in May if the opportunity arises.

Regards

Ken Laurie

Sponsor/Fundraising Director
Waimarama Surf Life Saving Club Incorporated
Email: supportus@waimaramasurf.org.nz
Website: www.waimaramasurf.org.nz
Phone: 027 291 9697

In it for life

BEACH CLUB HOUSE PHONE: 06 874 6601
EMAIL: contact@waimaramasurf.org.nz
WEB: www.waimaramasurf.org.nz
Member of Surf Life Saving New Zealand

HASTINGS DISTRICT COUNCIL

ORIGINAL

HASTINGS DISTRICT COUNCIL
207 Lyndon Road East
Hastings 4122
Private Bag 9002
Phone 06 871 5000
www.hastingsdc.govt.nz
TE KAUNIHERA O HERETAUNGA

Hastings District Council

Annual Contestable Grants - Application Form

1.0 Background Context

Hastings District Council invites local community groups and organisations to work with Council as a contributor to meeting the needs of our community.

Our current and future needs are identified as*:

1. **Assisting youth into training, skill development, and jobs**
2. **Supporting and attracting businesses to provide jobs and revenue into the local economy**
3. **Assistance and advice for people in need due to older age, adverse circumstances**
4. **Creating an appealing district identity and visitor/student/business destination**
5. **Creating safe and sustainable communities free of waste and crime**
6. **Promoting participation in recreation, arts, and cultural activities**

**Adapted from the 2015-2025 Long Term Plan (p.7)*

2.0 Open and Closing Dates

Applications open 1 March and close 30 April each year.

Grants are available from 1 July each year.

Apply online:

http://www.hastingsdc.govt.nz/contestable-grants-fund

Or send to:

Community Grants Advisor
Hastings District Council
Private Bag 9002
Hastings 4156

3.0 Important information

- Please read the eligibility criteria before completing this form.
- Complete all parts of the application form or refer to clearly marked attachments where applicable for specific questions.
- For clarity please type or print in black ink as applications will be copied.
- If you have questions please contact the Community Grants Advisor, at Hastings District Council (871-5048.
- Applications will not be acknowledged until after the Community Grants Subcommittee meeting in May.
- You will be formally advised of the result of this application in writing.

PART ONE - Eligibility Criteria

A. Your organisation must be a legal entity, either:

i. An Incorporated Society, or
ii. Registered Charitable Trust, or
iii. Formal not-for-profit organisation

B. Your organisation/group:

i. Must be able to demonstrate they have applied to additional sources of funding to support this project/activity or service.

ii. Must address one or more of the current and future needs in 1.0

iii. Must have a current Health & Safety Policy and plan

iv. Must have a current Child Protection Policy where applicable

C. Exclusions for funding include:

i. Building or renovation costs

ii. Purchase of a motor vehicle or other capital items

iii. Activities that promote religious or political goals

iv. Sponsorship of individuals

v. Limited liability companies

vi. Activities which are outside the scope of Council's current and future needs

vii. Activities where there is no demonstrated need due to existing similar services

PART TWO – APPLICATION FORM

Section A - Tell us about your organisation

i. Organisation details

Organisation Name: *Waimarama Surf Life Saving Club Inc*

Postal Address: *P.O Box 858*

City and Postcode: *Hastings 4156*

Phone: *06 8768086* Mobile Phone: *021 065 8296*

Email: *supportus@waimaramasurf.org.nz* Website: *www.waimaramasurf.org.nz*

ii. Organisation legal status

Is your organisation a legally constituted trust or incorporated society and registered with the Companies Office and/or Charities Commission? ☒ Yes** ☐ No

**If yes, please enclose a copy of the certificate/s.....*copies attached*

iii. Key people in your organisation are:

List your organisation's key contact people (governance group): *Note – also see full list of Board Members (enclosed)*

Name	Position	Email	Phone (day)
Jason Broome	Director of Education	education@waimaramasurf.org.nz	021 0278 3966
Jenny Finlayson	Club Administrator	contact@waimaramasurf.org.nz	021 065 8296

iv. Please indicate if you would like to present a brief summary of your application to the Community Grants Subcommittee.

These hearings will be held in May each year

(YES,) we wish to present to the Community Grants Subcommittee

v. Please indicate if you are applying for Seed Funding* or an Establishment Grant*:

Circle One: Seed Funding (Establishment Grant)

*Seed funding is for grants up to $10,000 and is for new projects which have not applied previously to the Contestable Grants Fund

*Establishment Grant is for services who have previously applied to the Contestable Grants Fund and are able to demonstrate the achievement of satisfactory outcomes. The Establishment Grant can be awarded for 1 or 2 years.

Section B - Tell us about your project or service for which you are seeking funding:

i. **Which of the Current and Future Needs of our community are you addressing?**

- ☒ Assisting youth into training, skill development, and jobs
- ☐ Supporting and attracting businesses to provide jobs and revenue into the local economy
- ☐ Assistance and advice for people in need due to older age, adverse circumstances
- ☐ Creating an appealing district identity and visitor/student/business destination
- ☒ Creating safe and sustainable communities free of waste and crime
- ☒ Promoting participation in recreation, arts, and cultural activities

ii. **Describe how your project/service deliverables will contribute to meeting the need/s identified in i. above:**

a. What **activity/s** are within the scope of your project/service?

The scope of the club's project is the education and advancement of lifeguard skills within Waimarama surf lifesaving club and our community. These are broken down into the following 5 categories;

1) ***Rookie Lifeguard Programme***. *This programme educates 13 yr. olds in the skills they require to become a fully qualified lifeguard.*
2) ***Surf Lifeguard Award:*** *All members training for this award are 14 years of age or over. Equipment required to maintain our resuscitation dummies, and first aid consumables are required for this training. Generally, we qualify 15 – 20 new lifeguards each season*
3) ***First Aid Training:*** *Every season we have new members that need to complete First Aid courses and existing members that need to refresh or complete advance First Aid Courses. Many of our members completing these courses are teenagers and these qualifications give them the ability to provide the care required to save lives while patrolling as a lifeguard but also in the wider community at any other time. In each of the past two seasons we have upskilled about 39 members in first aid qualifications.*
4) ***Lifeguard Skills Courses****: Every season we send our lifeguards on courses to advance their skills and enable them to become future leaders in our club and our communities. These are course such as: VHF Radio Operation, Intermediate and Advance Lifeguard Courses, Outward bound Courses, IRB driver and crewman courses.*
5) ***Community Surf Education****: In the last year we have developed a surf education programme where young lifeguards visit local schools. This programme is designed to provide surf safety education and encourage youth to get involved in Surf Lifesaving as a sport through our junior surf programme. One example is Waimarama primary School. Surf education has been delivered to the students of this school and we have agreed with the principal to provide future coaching, equipment and facilities to the students to encourage them to get involved in surf lifesaving as a sport.*

b. How will your project or service be **measured** to identify the benefit to the community, i.e. what are the anticipated outcomes and measures of success?

1) ***Rookie Lifeguard Programme***. *Number of children completing the Rookie Lifeguard Award and then subsequently going on to become lifeguards in the future.*
2) ***Surf Lifeguard Award:*** *Number of newly qualified lifeguards.*
3) ***First Aid Training:*** *Qualification of Lifeguards in first aid courses*
4) ***Lifeguard Skills Courses***: *Lifeguards completing VHF Radio Operation, Intermediate and Advance Lifeguard Courses, Outward bound Courses and qualified IRB drivers and crewman*
5) ***Community Surf Education***: *Delivery of programme to schools and increases in numbers of members in our junior surf programme*

c. **The process** – how will you carry out your project or service, and where will it be delivered?

d.

1) ***Rookie Lifeguard Programme***. *Members are given uniforms and assigned to patrol teams. They then assist with lifeguard patrols at Waimarama beach as per the patrol roster. Rookies are required to attend at least 4 separate patrol dates and complete 12 hours as a minimum. They also attend a 2-day camp in January to consolidate their learnings.*
2) ***Surf Lifeguard Award:*** *The course is run over a two-month period in a workshop environment and includes classroom theory sessions and practical sessions in a pool and at the beach. Majority of learning is completed during a 2-day camp at Waimarama Beach. The programme / learnings for this award are set by Surf Lifesaving New Zealand (SLSNZ). Examinations are carried out at a district level by SLSNZ qualified examiners.*
3) ***First Aid Training:*** *This training is provided by external training providers that have been approved by SLSNZ. All qualifications are also recognised by NZQA. Courses are held within the Hawkes Bay district.*
4) ***Lifeguard Skills Courses***: *These courses are run by either SLSNZ officials or by external training providers. VHF courses are run locally by coastguard. Majority of other courses a held elsewhere in NZ at centralised locations.*
5) ***Community Surf Education***: *This programme is run at local schools and then interested members can then join our junior surf programme which is run every Sunday from November to March at Waimarama Beach.*

The people – who is involved? (include brief information about key individuals or organisations who you are working **collaboratively** with)

Jason Broome is the director of education for the Waimarama SLSC. He leads the instruction of Rookie and lifeguard award programmes. Jason is a fire fighter with Fire and Emergency New Zealand and holds required qualifications for Surf Life Savings instructors.

Jason also identifies and develops some of our young lifeguards to become instructors and gain SLSNZ instructor and examiners qualifications. Jason also leads a team of young lifeguards visiting schools and delivering the surf education programme

External training providers complete our first aid programme and information they are contracted by Surf Life Saving New Zealand. All costs are then passed on to the club

SLSNZ run intermediate and advance lifeguard courses

iii. **Identify the anticipated budget for the year 1 July to 30 June -** where appropriate please include copies of quotes.

Project/Service Costs e.g. materials, venue hire/office rental, advertising/promotion, equipment hire, personnel costs, etc.

Item	Amount
Rookie Lifeguard uniforms	$1000
Rookie Camp food	$1000
Surf Lifeguard Award (SLA) Resus Dummy and First Aid Supplies	$500
SLA Pool hireage	$500
First Aid Training	$7000
Lifeguard Skills Courses (Intermediate & Advanced)	$3000
Junior Surf kneeboards and Rescue Tubes	$3000
(A) Total Cost	$16000

Project/Service Income e.g. ticket sales, membership fees, other grants, donations, in-kind support, own contribution, existing funds, expected fundraising etc.

Income Source	Amount
Costs obtained from club memberships, sponsors & donations	$2,000
(B)Total Income	$2,000

Please work out below the amount of funding being requested.

The total cost of the project/service (A) minus total funds available for the project/service (B) will usually equal the maximum amount requested from the Hastings District Council Contestable Fund.

Income Source	Amount
A. Total cost of project / service	$16,000
B. Less total funds available	$2,000
Difference	$14,000
Amount requested	$14,000

iv. **Tell us about all other grants you have received through the Hastings District Council in the current and previous financial year:**

Date/s: *March 2018*

Project/Service name/s: *Surf Lifeguard Rookie project and annual first aid refreshers for existing lifeguards*

Amount/s of funding received? *$6,000*

v. **Please include a copy of your organisation's latest financial accounts with your application.** ***See copy of club's annual report, enclosed***

Declaration

I declare that the information supplied here is correct.

If the application is successful, we agree to:

- Enter into a Contract for Service with Hastings District Council which will identify agreed deliverables for the funding awarded
- Complete and return six monthly and annual reports, and a set of financial accounts (audited accounts are required for grants of $15,000 or more)
- Participate in any funding audit of your organisation or project conducted by Hastings District Council, or an appointed contractor, if required
- Inform the Hastings District Council of any public event or issue arising out of your project or service
- Participate in Child Protection Training or provide an active Child Protection Policy for your organisation
- Provide a Health and Safety Plan which shall be submitted to Hastings District Council within one month of acceptance of the contract. The Health and Safety Plan shall include:
    i. A hazard register for the services undertaken. The hazard register will identify the hazards and their associated risks and document the measures to eliminate or minimise the risks;
    ii. A procedure for dealing with accidents & incidents;
    iii. A procedure for dealing with potential emergencies;
    iv. A procedure or instruction for communicating the hazard register, and procedures with employees/ volunteer workers.
- Acknowledge the assistance of Hastings District Council at events, and use the Hastings District Council logo in all publicity/communications for this project

We understand that the Hastings District Council is bound by the Local Government Official Information and Meetings Act 1987. In this regard, we consent to it recording the personal contact details provided in this application, retaining and using these details.

We understand that our name and brief details about the project or service may be released to the media or appear in public material.

We undertake that we have obtained the consent of all people involved to provide these details. We understand that we have the right to have access to this information.

This consent is given in accordance with the Privacy Act 1993.

Name : *Ken Laurie* Position in organisation : *Director of Sponsorship /Funding*

Signature:  Date: *23/4/19*

COPY

CERTIFICATE OF INCORPORATION

Under the Incorporated Societies Act 1908

I, PAUL SINCLAIR McALLISTER, Assistant Registrar of Incorporated Societies, do hereby certify that **WAIMARAMA SURF LIFE SAVING CLUB INCORPORATED NAIS 227544** was incorporated under the Incorporated Societies Act 1908 on the 13th day of December 1968.

Given under my hand and seal at Napier this 29th day of September 1988.

ASSISTANT REGISTRAR OF INCORPORATED SOCIETIES
NAPIER

P S McAllister
Assistant Registrar of
Incorporated Societies


COPY
Certificate of Registration
charities commission
Komihana Kaupapa Atawhai
Waimarama Surf Life Saving Club Incorporated
This is to certify that Waimarama Surf Life Saving Club Incorporated was registered as a charitable entity under the Charities Act 2005 on 30 June 2008.
Registration number: CC38315
Trevor Garrett
Chief Executive
Sid Ashton
Chair

COPY

Waimarama
SURF LIFE SAVING CLUB

2018-2019 Committee Members

President	Harley McLaughlin
Club Captain	Mike Harman
Club Administrator	Jenny Finlayson

Board Members

Chairman	Tony Pattison
Director of Sport	Michael Bassett-Foss
Director of Property	James Laver
Director of Lifeguarding	Rhys Harman
Director of Powercraft	John Sanko
Director of Junior Surf	John Allen
Director of Funding/Sponsorship	Ken Laurie
Director of Education	Jason Broome
General Director	Jarrod Lowe
General Director	Rebecca Huckle

COPY

Waimarama
SURF LIFE SAVING CLUB (INC)

69th ANNUAL REPORT

2017 – 2018



Waimarama
SURF LIFE SAVING CLUB

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Waimarama
SURF LIFE SAVING CLUB

1. Chairs Report

On reflection, the best way I can describe the past year is it has been a challenging one. Beach conditions have tested our patrols this year, we have had vacancies in crucial Board positions and we had a couple of controversial last minute pre-season decisions made at a SLSNZ level that could have been better handled to avoid the 'angst' that it created across all SLSNZ clubs and certain parts of our own membership. Yet with these challenges, we have also had another successful year reflected with our award winners at our own prize giving, SLSNZ HB Sports and Service Awards, culminating with recognition of our entire membership's efforts by being awarded the HB Club of the Year Award by SLSNZ.

With my opening comment, it is important that I touch on our national body. They do have the difficult job of applying a national model that is fit for purpose for 'today', while at the same time meet the ongoing challenges of dealing with certain aspects of our national membership who can be insistent on retaining aspects of the past that are not always suited to the current expectations of our community, stakeholders and for that matter our wider membership who are continuing to evolve. Despite this, there are some aspects that the SLSNZ management team and Board could have handled better and I am pleased to note that based on feedback provided by clubs' chairs at the SLSNZ AGM, our national body will be implementing a process whereby the SLSNZ Board, Management and sub committees will more widely consult where there is a likelihood of high impact to clubs and their membership.



At a HB Chair's level, we have been asking questions at a regional level as to the quest of 'maintaining relevance to our communities'. This has seen a greater focus on where we maintain patrols in Hawkes Bay, driving for greater efficiency of sharing lifeguard education and training resources, and pursuit of funding at a regional level. In the next season, as a region we should see volunteer patrols started at Waipatiki this year (outside of regional paid lifeguards) supported by Westshore and Pacific. Based on feedback and patrol statistics, another area the HB Chairs are endeavouring to address at a SLSNZ level, is the need to consider where the paid regional guards are deployed in HB and the need for more guards to be stationed at Waimarama, particularly during busy days.

As we know, we did have a drowning one evening post our patrol and our condolences go out to the family involved. If it was not for our off duty senior team who responded on that evening there may have been another drowning. The feedback received from the members of the community and the local volunteer fire brigade of the efforts of our lifeguards who attended was outstanding. This is reflective of other feedback that I have received from aspects of the community whereby they have commented on how professional we all are while on patrol, with this a thank you to our patrol captains who run our patrols. It is pleasing to see that we are noticed in this way, though at the same time a healthy reminder that we are under constant watch by the community.

As noted above, the season has been challenging and while it may have turned out to be a tragic event for one of our local 'boaties' if we were not on patrol, this incident was one of the more 'interesting' responses we have had at Waimarama for a couple of years with the boat missing and having to close half the beach while the boat and fishing nets were recovered. Again, we demonstrated good team work of a combination of off duty lifeguards and patrolling members ensuring that we were able to prevent any further incidents occurring at the beach. Bella Herbison's awareness and subsequent rescue of four young children before the patrol season started set the scene for the year and has been acknowledged at a HB level with the acknowledgement of the 'rescue of the year'. Well done Bella.

One area that we will need to look at in the coming year is the time of the end of our patrols. Across NZ there seems to be more evidence of incidents arising after patrols finish. It strikes me that it does seem strange to be closing down patrols at 5pm (albeit I know we have continued to patrol longer) when we still have sizable numbers on the beach and at a time when people are enjoying the beach and are often going in for their last swim of the day. Obviously, we cannot be there all night, but is something we need to look into as to how we structure our patrols and timing of. The same applies to the northern area of Waimarama, as many of our lifeguards will have experienced from time in the

Waimarama
SURF LIFE SAVING CLUB

Tower, the numbers swimming north of the river by the main parking area seems to be growing especially in the holiday period. This may well mean that we consider patrolling this area of the beach in the future. These aspects are about our club ensuring we 'maintain our relevance' to our local community and their needs.

Our numbers continue to grow and with that 'growing pains' for funding our operation and supply of equipment for our members. As a club our focus and prioritisation will continue to be on maintaining our lifeguarding equipment and may mean that in the future we will be required to revise how we financially support our sports and junior programmes to ensure they are sustainable for the club. In the meantime, as a club we continue to focus on improving our equipment, with purchase of a new ATV this year, patrol IRB and various sports equipment. For the current year, we are endeavouring to secure more funding for our senior sports gear as the numbers expand from our junior ranks coming through, a new van, another replacement for an older IRB and top up of lifeguarding equipment including another defib. Longer term, we are currently in discussions with the Hastings District Council as to exploring options of extending our facilities at the beach for increased storage and accommodation. Still some more work to be done on this, but positive in terms of the initial dialogue we have had to date with the Hastings District Council.



As a club, we should be proud of our sporting accomplishments during the year, the results we are seeing across all aspects of our Senior, IRB and Junior athletes is outstanding. We have some real talent coming through and bodes well for the future and perhaps that elusive prize of winning the HB champs.....go Waimaz!

As noted above, the existing Board has been stretched over the last year with the vacancy of key positions. I am delighted that Rhys Harman has decided to take up the role of Director of Lifeguarding this season and we have Helen Tasker recently volunteering to take up the Director of Funding and Sponsorship. In addition, Ken Laurie is going to assist Helen in this area as a General Director as well. Jarrod Lowe will be standing down as the Junior Director, Jarrod has done a fantastic job in growing our junior programme over the recent years and I am sure you share my thanks to Jarrod for his efforts. We will still see Jarrod on the Board as a General Director to assist with transitioning this role to John Allen who will be taking over as the Junior Director. Looking forward to you all taking up these roles. If anyone else has an interest in taking an active role at Board level or alternatively helping with an event, fundraising, coaching or anything else; please let Jenny or any of your Board members know. Many hands make light work!

None of our results over the past year has been achieved by chance and there a consistent group of members, including your volunteer Board, who work tirelessly to make the great club we have today. On your behalf, I would like to acknowledge this year's Board for their efforts; James Laver, Jarrod Lowe, Jason Broome, John Sanko, Michael Bassett-Foss, Pip Pearse, Rachel Finlayson, Rhys Harman and Club Captain Mike Harman. I would also like to thank Jenny Finlayson, Club Manager for her support to the Board during the year.

See you on the beach
Tony Pattison

Waimarama
SURF LIFE SAVING CLUB

2. Lifeguarding and Education Report

Firstly, I would like to thank all our lifeguards for the huge effort that they put in over the summer at Waimarama and at the various events around the region.

The season was a very long and testing one for the club, we have saved many lives this summer, but also sadly, our members have had to deal with some tragic situations. The death that we had at the beach on the 14th of January sadly shows the importance of our service. This incident happened outside of our patrol hours after a long and busy Beach Day and our lifeguards as a whole need to understand that there is nothing different that we could have done to change the outcome. From time to time our job can be difficult and can take an emotional toll on us all and that's when we need to ensure that we look after each other and should all know that there is help available if you need it. Many of us take for granted the unique skills we have and that the service we provide is essential; saving lives and supporting our communities, these are the things we need to celebrate.



Please see below the stats for Waimarama SLSC over the past three years

2017/2018	Number of Lifeguards	Total Hours	Rescues	Assists	First Aids	Searches	Preventative Actions (PA's)	People Involved in PA's
Voluntary Lifeguards	85	3113	22	36	25	2	654	6497
Rookies	12	128.5						
Regional Guard		900	1	2	1		85	284
Total		**4014**	**23**	**38**	**26**	**2**	**739**	**6781**

2016/2017	Number of Lifeguards	Total Hours	Rescues	Assists	First Aids	Searches	Preventative Actions (PA's)	People Involved in PA's
Voluntary Lifeguards	75	2595	2	9	2	2	628	5583
Rookies	17	233						
Regional Guard		900	0		2	2	457	6717
Total		**3728**	**2**	**9**	**4**	**4**	**1085**	**12300**

2015/2016	Number of Lifeguards	Total Hours	Rescues	Assists	First Aids	Searches	Preventative Actions (PA's)	People Involved in PA's
Voluntary	88	2230	16	0	12	5	297	2050
Rookies	6							
Regional Guard		1232	16	0	14	2	1030	5429
Total		**3562**	**32**	**0**	**26**	**7**	**1327**	**7479**

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Waimarama
SURF LIFE SAVING CLUB

For most of us the training for the season started early in the winter months with 39 of our lifeguards completing First Aid courses ranging from Level 1 up to Level 3. We also had 6 members complete their instructor facilitators course and another 5 members qualify as new patrol captains over the winter period.

In October we ran a Surf Lifeguard Award Course which qualified 20 new lifeguards. I would like to thank our instructors who helped out with not only this course but also with training rookies throughout the season: Rachel Finlayson, Carolyne Nel, Bella Herbison, Logan Sanko, Danielle Finlayson and Zoe Nilsson

Congratulations to Ella McCabe for winning the Waimarama Lifeguard of the year and with this she was nominated for Hawkes Bay Lifeguard of the year. Well done to Bella Herbison for being recognised at the HB Surf Lifesaving awards for HB rescue of the year.

Kail Mackenzie took home the Houston Trophy after completing 103.5 hours for the season.

The push towards next season has begun. Funding of $6,000 is now secured to cover first aid courses. We have already had members asking to up skill again after their course last year. Priority will have to be given to those with no qualifications and those who need to refresh this year to keep their qualifications current. Planning for the next Surf Lifeguard Award is also underway with an email out asking for expressions of interest from a group of a 52 potential candidates. This includes about 6 Mums from our Junior Surf program. Our target is 30 new Lifeguards for next season.

We have approached some primary and intermediate schools in the area and asked if they would like us to come in and do some Water Safety / Beach Ed sessions with the kids. We will get some of our lifeguards to help out with this and also promote our junior surf program.

The efforts of our guards over the summer and the high numbers of lives saved shows that the club is currently in a very good position. Numbers of lifeguards are climbing and the skill base is also improving. But, we still need to keep looking back and make sure our junior surf program remains strong to ensure that the future of the club is secure.

I look forward to seeing you all out at the beach for another busy and rewarding summer at Waimarama.

Jason Broome



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Waimarama
Surf Life Saving Club

3. Powercraft Report

It has been a very challenging past year in IRB. Two key issues kicked the year off, firstly the mandatory wearing of helmets for Patrol imposed by NZ Surf and secondly the removal of the Premier Division in Racing. Initially the combination of these cut to the core of the IRB Team particularly the removal of the Prem Division, as it would be akin to say removing Open Division from Surf sports.

We had a busy year of training as well with 16 lifeguards gaining their IRB Crewman's Module and 6 Lifeguards gaining their IRB Drivers Award. Congratulations to all who obtained their awards this year and take pride that by doing so you strengthen all of our patrols and give depth to the club.

I have to mention that in my opinion our training methods for lifeguards looking to obtain these awards is second to none. It not about obtaining the certificate, it's about acquiring the skill and confidence and competency to affect a rescue.

We have some of the best and most experienced IRB Drivers and Crewman in the country and their willingness to pass on their learnings is a tremendous asset for the club.

A big thanks to Mike and Rhys Harman, Ben Cross, Michael Peterson, and Keegan Merwood for facilitating the three sessions that we ran and the additional driver training required to ensure that all participants were capable of passing.

Would also like to acknowledge Phil Harman and Jared Fritchley for the examination of the Crewman and Drivers.

This year we disposed of a complete older IRB and purchased a complete new one. It is critically important that we keep our craft up to date so that we can respond at a moment's notice when required.

Competition

This year Waimarama raced locally at HB Champs and Nationally at the Waipu Cove Northerns and Waihi Nationals. With only one established team this year and two new ones the team did really well to stay in the top 10 clubs at Nationals. Keegan, Luke and Bella Herbison secured a silver medal at Nationals in U22 Assembly which a race that has so many components in it so technically tough. Tom and George Charteris and Meg Russell in their first Nationals won their heat in U19 Assembly the very first race of the competition and set the tone and the bar for the rest of the team. We had the opportunity for more medals with crews into finals that were due to be run only for the second day to be called off because of the size of the surf. Overall with only three teams and with two of those teams being brand new combinations it was a very successful year in IRB

As usual none of this happens on it's own and I would like to acknowledge the major contribution made by Mike & Rhys Harman and Ben Cross who not only trained the teams but were also team managers at Nationals which was a huge help while I was slightly crippled. A special mention to Simon Charteris who has been fantastic in a support role for me and his contribution to the team is hugely appreciated.

Thank you to the club supporters and parents who travel to support and watch our teams compete.



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Waimarama
SURF LIFE SAVING CLUB

2018 Results

North Island – Waipu Cove Feb 18 **6th Club overall on 20pts**

Placing	Race	Division	Driver	Crew	Patient/s
Bronze	Asembly	U22	Keegan Merwood	Luke Davis	Bella Herbison
4th	Single	U19	Tom Charteris	George Charteris	Meg Russell
5th	Mass	U22	Keegan Merwood Bella Herbison	Luke Davis Greer Whiting	Meg Russell
5th	Open Teams Race		Keegan Merwood Tom Charteris	Luke Davis George Charteris	Bella Herbison

Nationals - Wahi April 2018 **8th Club overall 12 Pts**

Placing	Race	Division	Driver	Crew	Patient/s
Silver	Assembly	U22	Keegan Merwood	Luke Davis	Bella Herbison
4th	Assembly	U19	Tom Chateris	George Charteris	Meg Russell
6th	Tube	U22	Ben Morgan	Ollie Wood	Zoe Nilsson

The Future

We have had a debrief with the racing team and senior members and looking forward to the coming season with Nationals to be held in Dunedin in April 2019, so we will be running some fundraising activities and would ask that the club members look to support us wherever they can.

John Sanko



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Waimarama
Surf Life Saving Club

4. Funding and Sponsorship Report

The table below summarises our funding to support operational costs. A continued focus of the Board is to place less reliance on grant funding to support our operational costs.

	This Year	Total	Last Year	Total
Source of Funding	**$**	**%**	**$**	**%**
Jandal Day	4,384	6%	3,548	5%
Beach Day	4,666	6%	8,284	12%
Grants received for operational expenses	32,936	42%	20,233	28%
Donations from the public	34,174	44%	18,036	25%
Sponsorship received	622	1%	14,696	20%
Other	808	1%	7,153	10%
Total	**77,590**		**71,950**	

Beach Day

This was held on the 14th January. The event was co-ordinated by Debbie Morgan and members of the Beach Day Committee supported by Media Works/More FM. The revenue earned for the current year was down on the prior year, as a result we are looking to add other activities to beach day and to hold the event during the school holidays to attract greater attendance. Thank you to Debbie, Simon Charteris and the rest of the beach day committee, parents and our lifeguards to making this event happen.

Jandal Day

This was held 7th December. The event was co-ordinated by Louise Sanko, which was well supported by a wide range of club members. Once again thank you Louise and to all of club members with assisting on the day.

Residents appeal/donations from the public

This commenced late November 2017 with a mailout to residents of Waimarama. The event was put together by Bronwyn Harman. This was well supported by the Waimarama Community and with general public donations raised $22,474.

Friends of Waimarama

This was a new initiative rolled out in the current year for individuals and business to support the club under a programme whereby they provide a set donation of $1,000. As with many not for profit organisations, it is difficult for the club to provide full value in recognising this level of contribution of this level of donation and for this reason, we are extremely grateful for the support of the following who have joined our friends of Waimarama programme.

AIL of NZ Ltd	Resene Paints	Cherry Grove Childcare and Family Centre
R & R Taylor	Edwards and Hardy Roofing	Property Brokers
Tasman Smith Charitable Trust	Quin Building Ltd	J& T Walsh
Furnware	Bostock NZ Ltd	Wallace Developments

Sponsorship

Tremains committed to a 3 year Junior Surf sponsorship at $5,000 per year. In addition, we received an additional $500 in May 2018 from Bronwyn Grant (from Tremains) for a house sale referral programme that Bronwyn has kindly offered to donate $500 for every house that is detailed as a Waimarama membership referral.

Sponsorship vacancies remain for Lifeguarding, IRB and Surf Sport.

Waimarama
SURF LIFE SAVING CLUB

Country2Coast – Rotary of Havelock North

We were approached by Rotary of Havelock North offering for us to be the beneficiary of this established event. We manned water stations, entered competitors and even had the IRB Team complete a 3 km. This generated $5,000 received in the next financial year.

Operational Grants

Funding was received for the following activities:

- Swim lanes – First Light Foundation
- Coaching costs – Infinity Foundation
- Managers salary - NZCT
- Running costs – ECCT
- Lifeguarding supplies – First Light Foundation
- First aid courses – Hastings District Council
- Website – Gwen Malden

Capital Grants

Funding was received for the following:

- ATV – Pub Charity, Pam Torbett Trust
- Defibrillator – North and South Trust

Securing funding and sponsorship is a big task, a special thank you to Bronwyn Harman for her funding advice and support provided throughout the season. Next season we will be welcoming Helen Tasker as our new Sponsorship and Funding Director, with assistance from Ken Laurie as General Director.

Jenny Finlayson







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Waimarama
Surf Life Saving Club

5. Property Report



At Waimarama surf club we have a premises at Windsor Road in Hastings and at Moori Road in Waimarama.

This year has been much quieter on the property front due to a lot of maintenance and the new tower build over the last two years.

The lifesaving gear has all been upgraded. Jason Broome has done an outstanding job of making sure it is all current and we have the best available for first aid.

The club was running two vans that have been maintained and serviced. The older Mazda van was sold in order to make way for a replacement. We are currently looking at options for securing funding for a new van.

We have one old Quad at the beach that is loaned by Hastings Honda but it is rather old now and unreliable. We have purchased an ATV side by side vehicle in order to satisfy health and safety at the beach. We aim to purchase another side by side ATV when we are able to secure funding as it was demonstrated on several occasions last season when the old quad wouldn't start and we needed to send lifeguards to two different locations.

The double canoe trailer was renovated this year as the chassis was in bad shape. This is now in operation and we now have 3 Double canoes running. We are keen to have a new covered trailer built to store close to 30 boards. This will ideally be stored at Pandora and be a great asset to training.

The effluent field at Waimarama is an ongoing issue as the club only has a domestic unit installed and high use overloads it. HDC are putting in a new field and pumping station that will cover the clubs needs as well. We hope to have this all installed before the new season starts.

We are currently exploring our options of extension of club facilities at the beach to address gear concerns and accommodation requirements, and are currently working with the HDC on the long term planning of this.

We have had a great year with our surf club, it is in great shape when you travel around the country and visit other clubs. We are very lucky to have a great team of people who take pride in keeping it clean, tidy and well maintained.

We always have a list of work that needs to be carried out and so are looking for Builders, Plumbers, Electricians and general handy people to help us keep things in good shape.

James Laver

Waimarama
SURF LIFE SAVING CLUB

6. Surf Sport Report

The Club has made another solid year of progress with surf sport.

The winter training programme involved circuit sessions like previous years. Swimming sessions grew from three to four sessions per week in the summer. Ski paddling sessions grew from two sessions per week to now at least three. A pre-season meeting focused everyone. We know that our surf sport programme is the envy of other local clubs as evidenced by members and families making the huge decision to transfer to Waimarama.

For the second year, we took a team to the New Zealand 10km Kayak Champs in Rotorua in August. These events, along with winter training camps, are great for developing athletes, creating team spirit and providing excellent milestones during the winter season. We will continue to build on these events in future years.

On the competition front, we easily retained the top club at the Hawke's Bay Pool Champs in August. Thanks again to Barry Coleman for the huge job to round up competitors – we had most ages and events well covered and would have been hard to beat due to that alone.

This was followed by the Ice Breaker event where we finished 1st in the open women, and 1st and 2nd in the open men. It was neat to see lots of younger members and even a few masters get involved in teams.

Hawke's Bay organised three local carnivals that doubled as selection events for the Provincial Team. Waimarama was by far the most represented club at these events and also the most competitive on balance. It is a clear demonstration of what the Club puts into growing surf sports in the region shouldering leadership in this space.

We took a team of 16 athletes to the Central Regional Champs at Fitzroy in Taranaki. This was one of many events with big surf during the season. I am enormously proud by our team of young seniors who have developed to be confident in challenging surf conditions and now back themselves to do well when the 'surfs up'.

We had a large and competitive team of 22 travel to the Eastern Regional Champs held at Mount Manganui. Amongst the best in the country – we held our own. The National Provincial Competition was held on the Monday after ERCs. As testimony to our position and support in the Hawke's Bay, 16 of the 31 athletes in the Hawke's Bay team were from our Club!

Hawke's Bay Champs saw more than 30 athletes from the Club entered. The challenging surf meant that the event was transferred to 3 different beaches across 3 days – a logistics nightmare! The top three clubs in Hawke's Bay were again more even in the points score. With improved strength of our competitors and depth across the age groups, we moved from our 3rd place last year to 2nd club this year – greatly assisted again by points from our canoe and fantastic IRB teams.





A team of 17 athletes and a large contingent of supporters travelled to Midway in Gisborne to compete in the National Champs. Our conditioning in challenging surf proved worthwhile with a strong cold southerly quickly stirring things up. It didn't thwart our solid team of supporters back at the camping ground with pre-prepared shelters and huge feasts to keep the athletes fuelled. We made three craft finals this year, up from 1 last year, with Bella Bassett-Foss, Jonty Laver and Logan Sanko making the U19 Iron, Iron and Board finals respectively in what is a very competitive age group. The senior men's canoe team completed a successful season with a solid 3rd and 4th in the long

Waimarama
Surf Life Saving Club

and short course events. It was particularly pleasing to see our younger members all improving and competing strongly. This positions us well for future years and gives us the confidence that our sports programme is heading in the right direction.

Our merry band of enthusiastic masters (and their supporters) continued to grow with 11 competing in that National Champs. Almost all of our team returned with medals. We made a well-worn track across the grass to the dais to collect them –finishing 6th club overall – a stellar result from our tight knit team. With the banter circulating after the event, we look forward to a larger and stronger team of masters at the national champs at Mount Manganui in 2019. We celebrate the participation of our masters alongside our younger members at training, especially parents that are new to the surf movement – don't hold back ... get involved!



It is pleasing to reflect on our progress over the last few years. Participation rates grew again during the year backed with a more structured training schedule and base of core athletes. Our focus on transitioning kids from juniors to seniors – building from the bottom up, is showing results. This year we have an even larger bunch of enthusiastic juniors transitioning into the senior ranks. All credit to our strong Junior programme. It gives us the satisfying headache of needing to source more gear!

We need to keep improving in transitioning kids because the dropout rate across all sports is high in the 14 – 17 year old bracket. Kids will stay involved if they are challenged, have fun, are supported and continue to improve. Thankfully, we have a fantastic club culture and committed group of parents and older competitors that make this happen.

I am continuously heartened by the support from our older athletes. From club camps to circuit sessions to fixing gear to ... it's neat to see a whole of club approach to activities with lifeguarding, IRB and surf sport, older and younger members, coming together. Thanks heaps to those that organised and energised these activities to happen – they are the backbone to our Club from the perspective of developing our youngsters and provide a supportive, safe and invigorating environment that is core to our club culture.

The Club is also blessed to have a strong contingent of experienced officials, who are keenly developing sport in the region. They are actively involved in local, regional and national committees as part of this effort. They even front at international events with four from Hawke's Bay traveling to Adelaide to officiate at the World Champ in November 2018.

In closing, I would like to thank the Club, and especially the Board, for their comradeship during the year and support for surf sport. It is an important area for development and retention of our young (and older) lifeguards.

I sincerely appreciated the support from parents and senior club members to take training sessions, drive vans, cook sausages, organise training weekends, take command of team travel and accommodation at events. Not only could we not do it without this support, but it makes for a strong and family orientated backbone to the Club, which is something we should continue to cherish.

Lastly, to the young athletes – I am inspired by the way you have applied yourselves to surf sport. Without exception, everyone has developed immensely throughout the year and you've seen some great results to show for the hard work. Most of all, we had a lot of fun along the way.

See you back on the beach this year.

Michael Bassett-Foss

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Waimarama
SURF LIFE SAVING CLUB

7. Junior Surf Report

Another round of thanks to those that made a contribution to the Junior Surf movement.... helping out on registration night, on the end of a shovel for the club working bee, on the beach and in the water on Sunday mornings, standing at the BBQ, rattling the collection bucket outside the supermarket, at the carnivals, loading trailers.... the efforts go on. It sounds like a cliché, but it's true, the club couldn't operate without the support of it's members.

On top of the usual activities, the club hosted the Central Regional Junior Surf Champs (Junior CRC's) in January. With competitors from Wellington, Manawatu, Taranaki and Hawkes Bay it's a full day of events. It was pleasing to see so many of the Waimarama kids getting involved, and out of the 14 clubs that competed we came in 3rd (the best placed Hawkes Bay club).

The Junior CRC's is a great midway point in the season for the Ocean Athletes (aged 10-13yrs) that wish to compete in the national event at the end of the season. Mike Finlayson was instrumental in putting together a training programme and delivering the coaching for this group.



Tremain Real Estate put us in a good frame for the season start, they generously signed up as sponsor to Junior Surf for three years, providing much needed funds for the continuing activities of the Junior's. Contributions to the club come in many forms and sponsors play are a vital part in the ongoing viability of the club; thanks for your contribution.

Waimarama has run the Rookie Programme four years now and forms an integral transition from the Junior programme into becoming a Life Guard. With fifteen kids signing up this year, they are each allocated to a Patrol learning all things about patrolling. A First Aid course and training with Jason Broome & Zoe Nilsson they are well placed to complete the Life Guard course.

Jarrod Lowe

Waimarama
Surf Life Saving Club

8. Club Captain Report

Another season has wrapped up for Waimarama surf club, and this one has been a year with lots of highs but also a few lows.



It was awesome to see the season end on a high with our club taking out the club of the year award at the recent Hawke's Bay awards evening. This is a real testament to the amazing people we have in our club who have all contributed to this success. If you are a member, competitor, junior surf family or lifeguard at Waimarama you should be incredibly proud because every single one of you have helped earn this tittle!

We had a very sad ending to our biggest day of the year on beach day 2018 with the drowning after our patrols had finished. There are lots of sad and horrible things that can happen in the ocean at any time and having something like this happen on our beautiful beach really hits home as to why we are lifeguards and probably even more importantly why being a lifeguard doesn't stop .....Ever! You just never know when you could be needed!

As the club captain I was incredibly proud of how our club and members handled this tragic and very challenging event. It just goes to show how lucky we are with the high level of instructors and courses we have here at Waimarama that provide us with the skills and confidence to act in these critical situations when people need us.

We have had another exciting sporting season with lots of outstanding results throughout junior surf, surf sport, IRB and masters. To everyone who qualified for finals or won medals representing Waimarama this season, well done! You have all contributed to flying our clubs flag on the national stage.

With winter upon us now - it is a good chance to reset your goals for the coming season. I always set a goal and then make a plan of what I need to do to achieve it and it gives me a real focus for the year ahead. If you are wanting to reach another level in competition, achieve another award in life guarding or any other goal you choose - now is the time to start planning how you are going to get there and start the climb to reach it.

Thank you for another awesome season. I can't wait to see you all again at the beach next Summer!

Mike Harman

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Surf Life Saving Club

9. Surf Official Report

A very busy season officiating at both pool and beach events.

Firstly, the Club congratulates Anna Lowe and Ben Morgan on passing their Level 1 Surf Officials Accreditation.

The following members officiated at events over the past 12 months:

- Barry Coleman
- John Murphy
- Kim Nilsson
- Harold Pearse
- Bob Dickson
- Harley McLaughlin
- Ben Morgan
- Anna Lowe
- Toni Dunstan
- Graeme Ward

Of special note:

Alan Thompson does sterling work in the non-competitive arenas at local junior carnivals.

Bob Dickson has just concluded his reign as President of the 21 Club and is still appreciated as a mentor to officials locally.

Toni Dunstan officiated at her first Nationals as a marshall in the Open Men's and Women's Arena.

Graeme Ward is officiating at the World Championships in Australia this coming November.

Harley McLaughlin officiated at the International Surf Rescue Challenge last November and is also set to officiate at the worlds in Australia. He has been appointed Chairman of the New Zealand Surf Officials Advisory Group.



A new "Competition Manual" for Surf Sport was published earlier this year, there's a very interesting photograph on age 98.

Finally, to our younger lifeguards could you consider becoming a Surf Official even if it is just to help out at local junior events? The youngsters certainly have a greater affinity with you guys than we older folks and it would make the competitive experience for them less of an obstacle. Worth a thought?

Best Wishes for another season of successful sport and officiating by club members.

Harley McLaughlin

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Waimarama
SURF LIFE SAVING CLUB

10. Financial Report

The annual financial reports include a Statement of Financial Performance, Statement of Cash Flows and Statement of Financial Position along with a series of notes to provide further detail to the respective statements. The following provides a summary of these reports.

Summary of Results	This Year	Last Year
Statement of Financial Performance - Net Profit	($24,427)	$184,808
Statement of Cash Flows - Cash on Hand	$103,644	$122,398
Statement of Financial Position - Equity	$808,949	$833,377

The Statement of Financial Performance details that the club made a net loss of $24,427 (last year net profit $184,808). The financial result for the year includes funding for capital items (assets) of $21,783 (last year $245,986) and the annual depreciation of the assets of the club. Excluding the capital funding and depreciation costs, the club made an operating surplus of $34,674 for the financial year (last year $2,306).

This is demonstrated as per the following:

Operating Result	This Year	Last Year
Net Profit	($24,427)	$184,808
Deduct grant funding received for capital assets*	$21,783	$245,986
Add back depreciation	$80,884	$58,872
Operating Surplus	$34,674	($2,306)

*Note last year a significant portion of grant funding was received for the one-off costs of the Lifeguard Tower Build

The above is a result of lifting the Friends of Waimarama donation programme and increased grant funding secured to help support core operational costs.

The Statement of Cash Flows details the club's cash position declined to $103,644 in the current year (last year $122,398). This reflects that the club has had greater cash outgoings of $18,754 than it has received. Predominantly this is due to the allocation of $12,000 to the maintenance fund; a separate bank account of held to fund future maintenance costs of buildings and cash applied to improving the club's net current asset position.

The Statement of Financial Position details the same cash position of $103,644 against which further payments are owed to creditors and other liabilities of $6,675, and receipts are due from debtors of $9,383. Thus, as at 30 April 2018, the club's net liquid assets (assets that can be readily turned to cash or are cash) were $106,352 (LY $92,201). The Statement of Financial Position also details the club holds term investments of $51,907 (last year $38,741), of which $37,071 of these funds are set aside for future maintenance of the clubrooms. The club's equity position (assets less liabilities) has decreased to $808,949 (last year $833,377). Buildings, Plant and Equipment are carried at depreciated value of $643,003 (last year $694,886). No valuation adjustment has been made to the carrying value of the clubrooms and improvements that are carried at a depreciated cost of $503,566.

Tony Pattison
Chair

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Surf Life Saving Club

11. 2017/2018 Awards

Awards Presented at the Waimarama Prizegiving Night

Junior Surf	
Most Improved Junior Surf Member Under 10 years	Beck Allen
Most Improved Junior Surf Member 10-11 years	Jonty Lowe
U14 Most Improved	George Drury
Ocean Athlete of the Season - Girl	Zoe Collier
Ocean Athlete of the Season – Boy	Alex Finlayson
Steve Romans Memorial Cup	Angus Lowe
IRB Awards	
The Harman Single Rescue Trophy	Keegan Merwood, Luke Davis, Bella Herbison
Outstanding contribution to club power craft	Bella Herbison
Wally Houston Patrons Cup	Keegan Merwood, Luke Davis, Meg Russell
Most Improved IRB Patient	Meg Russell
Most Improved IRB Team	Tom and George Charteris, Meg Russell
Senior Trophies	
Tourist Trophy	Cydney Pattison
Logan Stone Trophy	Bella Bassett Foss
Most Outstanding Team	Male Open Canoe - Mike Harman, Luke Harman, Ben Cross and Michael Bassett-Foss
The Nilsson Cup	Jonty Laver
The Club Captains' Trophy	Bella Bassett Foss
Wright Family Cup – Iron Lady	Bella Bassett-Foss
Coleman Family Trophy – Iron Man	Jonty Laver
Liquid Embroidery Cup	Logan Sanko
Bassett-Foss Cup	Bella Bassett Foss
Master Athlete of the Year	Lou Corkery
Lifeguarding Awards	
Houston Trophy – Patroller of the Year	Kale MacKenzie
Rookie of the Year	Hugh Mackintosh
Rob Barr Memorial Cup	John Sanko
Hartley Smith Team Spirit Award	Meg Russell
The Y-Von Cup	Debbie Morgan
McCormick Cup	Jenny Finlayson

Awards Presented at the Hawkes Bay Sports Awards

Junior Surf	
10/11 Years Male	Jonty Lowe
Points Trophies from HB Champs	
Russell Cup (U19 Taplin)	Waimarama
Sport Trophies - Overall/General	
Legend Ironwoman - All Ages	Bella Bassett Foss
Legend Ironman - All Ages	Jonty Laver
Humes Cup - Most Improved Athlete	Logan Sanko

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SURF LIFE SAVING CLUB

Lifeguarding Awards and Trophies

Top 3 Patrollers – WMR	Kail McKenzie 103.50 Michael Peterson 86.50, Ken Laurie 86
Top Patrol Captain – WMR	John Sanko
Outstanding Contribution to Power Craft	Michael Harman
Most IRB Awards	Waimarama 21
Instructor of the Year	Jason Broome
Masters Sportsperson of the Year	Lou Corkery
Club of the Year	Waimarama SLSC
Ice Breaker Cup Mens	Logan Sanko
Ice Breaker Cup Womens	Bella Bassett-Foss

2018 Waimarama Awards – to be presented at the AGM

Pip Pearse	Service Award
Michael Peterson	Service Award
Graeme Ward	Service Award
Graeme Ward	Distinguished Service Award
Allister Hunter	Service Award
Allister Hunter	Distinguished Service Award

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Waimarama
Surf Life Saving Club

Club Executive and Life Members

Club Manager

Jenny Finlayson

Officers

President:	Harley McLaughlin
Club Captain:	Mike Harman

Awards and Honours Committee

Barry Coleman	Bob Dickson
Harley McLaughlin	Kim Nilsson

2017/2018 Board of Directors

Chair:	Tony Pattison
Director of Education:	Jason Broome
Director of Juniors:	Jarrod Lowe
Director of Lifeguarding:	Vacant for year
Director of Power Craft:	John Sanko
Director of Property:	James Laver
Director of Sponsorship and Funding:	Vacant for year
Director of Surf Sports:	Michael Bassett-Foss
General Directors:	Rhys Harman, Pip Pearse, Rachel Finlayson

Life Members

J A Durand	RL Grooby
HB Poppelwell	DB Poppelwell QSM
R Collins	E Collins
D Lawry	S I O'Shaughnessy
Barry Coleman	Kim Nilsson
Phil Harman	Noel Houston
Allan Thompson	Harley McLaughlin
Bob Dickson	



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SURF LIFE SAVING CLUB

13. Sponsors, Friends of Waimarama, Funders and Supporters

Thank you for your valued support over this last year.

SPONSORS

TREMAINS

FRIENDS OF WAIMARAMA

R and R Taylor

J and T Walsh

Tasman Smith Charitable Trust

Resene the paint the professionals use

WALLACE DEVELOPMENT Company Limited

furnware

BOSTOCK New Zealand

Cherry Grove

20 YEARS

FUNDERS

Joan Fernie Charitable Trust

Pam Torbett Charitable Trust

grassroots TRUST

NZCT

FIRSTLight

Pub Charity Limited

North & South Trust

Infinity Foundation

Eastern & Central COMMUNITY TRUST

NEW ZEALAND RACING BOARD

HASTINGS DISTRICT COUNCIL

SUPPORTERS

A few of our many supporters

HASTINGS HONDA

Rotary Havelock North

Hawke's Bay

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Hastings District Council

Annual Contestable Grants - Application Form

1.0 Background Context

Hastings District Council invites local community groups and organisations to work with Council as a contributor to meeting the needs of our community.

Our current and future needs are identified as*:

- **Assisting youth into training, skill development, and jobs**
- **Supporting and attracting businesses to provide jobs and revenue into the local economy**
- **Assistance and advice for people in need due to older age, adverse circumstances**
- **Creating an appealing district identity and visitor/student/business destination**
- **Creating safe and sustainable communities free of waste and crime**
- **Promoting participation in recreation, arts, and cultural activities**

**Adapted from the 2015-2025 Long Term Plan (p.7)*

2.0 Open and Closing Dates

Applications open 1 Marchand close 30 April each year.

Grants are available from 1 July each year.

Apply online:

http://www.hastingsdc.govt.nz/contestable-grants-fund

Or send to:

Community Grants Advisor
Hastings District Council
Private Bag 9002
Hastings 4156

3.0 Important information

- Please read the eligibility criteria before completing this form.
- Complete all parts of the application form or refer to clearly marked attachments where applicable for specific questions.
- For clarity please type or print in black ink as applications will be copied.
- If you have questions please contact the Community Grants Advisor, at Hastings District Council (871-5048.
- Applications will not be acknowledged until after the Community Grants Subcommittee meeting in May.
- You will be formally advised of the result of this application in writing.

PART ONE - Eligibility Criteria

- **Your organisation must be a legal entity, either:**
  - An Incorporated Society, or
  - Registered Charitable Trust, or
  - Formal not-for-profit organisation
- **Your organisation/group:**
  - Must be able to demonstrate they have applied to additional sources of funding to support this project/activity or service.
  - Must address one or more of the current and future needs in 1.0

- Must have a current Health & Safety Policy and plan

- Must have a current Child Protection Policy where applicable

- **Exclusions for funding include:**
  - Building or renovation costs
  - Purchase of a motor vehicle or other capital items
  - Activities that promote religious or political goals
  - Sponsorship of individuals
  - Limited liability companies
  - Activities which are outside the scope of Council's current and future needs

vii. Activities where there is no demonstrated need due to existing similar services

PART TWO – APPLICATION FORM

Section A - Tell us about your organisation

- **Organisation details**

Organisation Name: Te Taitimu Trust	
Postal Address: 8 Ayr Street, Flaxmere, Hastings	
City and Postcode: Hastings, 4120	
Phone: N/A	Mobile Phone:0274950009
Email: zack@tetaitimutrust.org.nz	Website:

- **Organisation legal status**

Is your organisation a legally constituted trust or incorporated society and registered with the Companies Office and/or Charities Commission? Yes** No
**If yes, please enclose a copy of the certificate/s

- **Key people in your organisation are:**

List your organisation's key contact people (governance group):

Name	Position	Email	Phone (day)
Rikki Te Kira	Chairperson	rikkitekira@hotmail.com	0210751616
Ross Gilbert	Deputy Chairperson	Ross.gibert@police.govt.nz	0211913304
Danielle Broadman	Trustee	Danielle.broadman002@cyf.govt.nz	027 6343240
Monica Watson	Trustee	Monica.watson001@cyf.govt.nz	0272578074
Zack Makoare	CE	zack@tetaitimutrust.org.nz	0274950003

- **Please indicate if you would like to present a brief summary of your application to the Community Grants Subcommittee.**

These hearings will be held in May each year

YES I /we wish to present to the Community Grants Subcommittee

- Please indicate if you are applying for Seed Funding* or an Establishment Grant*

Circle One: **Seed Funding**

*Seed funding is for grants up to $10,000 and is for new projects which have not applied previously to the Contestable Grants Fund

*Establishment Grant is for services who have previously applied to the Contestable Grants Fund and are able to demonstrate the achievement of satisfactory outcomes. The Establishment Grant can be awarded for 1 or 2 years.

Section B - Tell us about your project or service for which you are seeking funding:

- **Which of the Current and Future Needs of our community are you addressing?**

✓ Assisting youth into training, skill development, and jobs

Supporting and attracting businesses to provide jobs and revenue into the local economy

Assistance and advice for people in need due to older age, adverse circumstances

Creating an appealing district identity and visitor/student/business destination

✓ Creating safe and sustainable communities free of waste and crime

✓ Promoting participation in recreation, arts, and cultural activities

- **Describe how your project/service deliverables will contribute to meeting the need/s identified in i. above:**

  - What **activity/s** are within the scope of your project/service?

Rangatahi with mental health concerns are referred to the Trust via Police, Hawkes Bay District Health Board, Hastings District Council, schools and other Non-Government Agencies. Part of the approach is to get the rangatahi active as identified through the Mental Health Foundation five ways to wellbeing. These activities include but are not limited to small wananga, marae noho, a trip to Otago University, doing gardens, gathering, chopping up and stacking firewood to be given to the rangatahi whanau. These activities also create a sense of wellbeing and satisfaction. The activities cumulate with a whanau camp in January each year that focuses on kai gathering, mentoring, water safety etc. .....

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- How will your project or service be **measured** to identify the benefit to the community, i.e. what are the anticipated outcomes and measures of success?

Woven through the activities is resilience improvements, increased connectedness, improved confidence and leadership skills. The trust has received positive feedback over the years from both rangatahi, whanau, Police and a wide range of organisations. The Trust will work with a rangatagi for 12 months and with a view of them becoming a mentor (tuakana tiena system) the following year for new ranagathi. The Trust uses the Planning Alternative Tomorrows with Hope (PATH) plan model, the number of PATH plans done and completed for each rangatahi will also be a measure.....

- **The process** – how will you carry out your project or service, and where will it be delivered?

The rangatahi are referred to the trust who develop a PATH Plan for them which reflects their hopes and dreams going forward. The Trust will walk alongside the rangatahi helping them to realise these hopes. Woven through this process are the activities. The rangatahi are given training opportunities, exposed to role models, and given opportunities to experience new things and new ways of approaching life. Due to the increase in demand for our services we require the assistance of a navigator to help walk alongside the rangatahi and whanau .....

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- **The people** – who is involved? (include brief information about key individuals or organisations who you are working **collaboratively** with)

We currently have a range of partners we work with across a range of activities and kaupapa. These groups include but are **not** limited to :

Pukehou Marae, Kahuranaki Marae, New Zealand Police, Te Taiwhenua o Heretaunga, Nga Whenua Rahui, Ngati Pahauwera Development Trust, Hawkes Bay DHB, Te Rau Matatini, Te Aute College, Otago University, Kimiora Trust, Ngati Kahungunu Inc, Whanau First Whanau Hard Collective. .....

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- **Identify the anticipated budget for the year 1 July to 30 June** - where appropriate please include copies of quotes.

Project/Service Costs e.g. materials, venue hire/office rental, advertising/promotion, equipment hire, personnel costs, etc.

Item	Amount
Venue Hire	
Pukehou Marae x 3 wananga	$8000
Kahuranaki Marae x 3 wananga	$8000
Flaxmere Pools	$1500
Office Rental	$1500
Promotion	$2000
Staff	$10000
	$
	$
	$
	$
• Total Cost	$31000

Project/Service Income e.g. ticket sales, membership fees, other grants, donations, in-kind support, own contribution, existing funds, expected fundraising etc.

Income Source	Amount
ECCT	$3000
COGS	$3000
In-Kind	$5000

	$
	$
	$
	$
	$
(B)Total Income	$11000

Please work out below the amount of funding being requested.

The total cost of the project/service (A) minus total funds available for the project/service (B) will usually equal the maximum amount requested from the Hastings District Council Contestable Fund.

Income Source	Amount
• Total cost of project / service	$31000
• Less total funds available	$11000
Difference	$20000
Amount requested	$20000

- **Tell us about all other grants you have received through the Hastings District Council in the current and previous financial year:**

  Date/s:.....

  Project/Service name/s:.....

  .....

  Amount/s of funding received? $NIL

- **Please include a copy of your organisation's latest financial accounts with your application.**

Declaration

I/we declare that the information supplied here is correct.

If the application is successful, I/we agree to:

- Enter into a Contract for Service with Hastings District Council which will identify agreed deliverables for the funding awarded
- Complete and return six monthly and annual reports, and a set of financial accounts (audited accounts are required for grants of $15,000 or more)
- Participate in any funding audit of your organisation or project conducted by Hastings District Council, or an appointed contractor, if required
- Inform the Hastings District Council of any public event or issue arising out of your project or service
- Participate in Child Protection Training or provide an active Child Protection Policy for your organisation
- Provide a Health and Safety Plan which shall be submitted to Hastings District Council within one month of acceptance of the contract. The Health and Safety Plan shall include:
    - A hazard register for the services undertaken. The hazard register will identify the hazards and their associated risks and document the measures to eliminate or minimise the risks;
    - A procedure for dealing with accidents & incidents;
    - A procedure for dealing with potential emergencies;
    - A procedure or instruction for communicating the hazard register, and procedures with employees/ volunteer workers.
- Acknowledge the assistance of Hastings District Council at events, and use the Hastings District Council logo in all publicity/communications for this project

We understand that the Hastings District Council is bound by the Local Government Official Information and Meetings Act 1987. In this regard, we consent to it recording the personal contact details provided in this application, retaining and using these details.

We understand that our name and brief details about the project or service may be released to the media or appear in public material.

We undertake that we have obtained the consent of all people involved to provide these details. We understand that we have the right to have access to this information.

This consent is given in accordance with the Privacy Act 1993.

Name: Jack Henry Makoare Position in organisation: CE Te Taitimu Trust

Signature: ..... Date: 02/04/19

Item 4

Application No. 29

charities commission
Komihana Kaupapa Atawhai

Certificate of Registration

Te Tai Timu Trust

This is to certify that Te Tai Timu Trust was registered as a charitable entity under the Charities Act 2005 on 15 June 2009.

Registration number: CC40813

Sid Ashton
Chair

Trevor Garrett
Chief Executive

Ministry of Economic Development
Manatū Ohanga
Companies Office

CERTIFICATE OF INCORPORATION

TE TAI TIMU TRUST
2182569

This is to certify that TE TAI TIMU TRUST was incorporated under the Charitable Trusts Act 1957 on the 17th day of October 2008.

Neville Harris

Registrar of Incorporated Societies
21st day of October 2008

REGISTRAR OF INCORPORATED SOCIETIES NEW ZEALAND

For further details visit www.societies.govt.nz

Certificate printed 21 Oct 2008 11:56:51 NZT

1 OF 1

Performance Report

Te Taitimu Trust
For the year ended 31 March 2018

Prepared by Adapt Accounting Limited

Adapt ACCOUNTING

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Adapt ACCOUNTING

Entity Information

Te Taitimu Trust
For the year ended 31 March 2018

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

The Trust provides support for community led and driven development to promote the well being of Maori in particular Maori youth and the people of New Zealand generally.

Legal Name of Entity

Te Taitimu Trust

Entity Type and Legal Basis

The Te Taitimu Trust is a registered charitable Trust registered on 15 June 2009

Registration Number

CC40813

Entity's Purpose or Mission

Te Taitimu Trust has a vision to turn the tide of negative Maori health disparities by motivating rangatahi and whanau to navigate their respective waka towards realising positive notions of Whanau Ora. Te Taitimu Trust incorporates the philosophy of (Professor) Sir Mason Durie's model of Te Whare Tapa Wha and our guiding principles are to build resilience, connectedness, confidence and leaders within our rangatahi so they grow and become contributing adults within their respective communities

Entity Structure

Our Trust Deed states that we must have a minimum of three Trustees and a maximum of seven Trustees with their own portfolios. We currently have five Trustees that constitute our governance board. The Trust administrator/PA to Chief Executive is the board secretary.

Operational Structure:
Our operations are managed by the founder and Chief Executive. The Trust also has an administrator/PA. Volunteers support us with our various events throughout the year. The Trust has a large volunteer network.

Main Sources of Entity's Cash and Resources

The Trust has received its income from a mixture of Government Contracts, ie. Te Puni Kokiri,Te Rau Matatini, Health Board, MSD, etc, and other funding contractors such as, JR Mckenzie Trust, Todd Foundation, Water Safety NZ, local Council. Other sources of income is via Grants and Donations. These funding streams are more detailed in the financial reports.

Main Methods Used by Entity to Raise Funds

Our Chief Executive networking with funders' to obtain support and using contract funders to assist in raising funds.

Chief Executive negotiating discounts for various wananga (events) costs
Obtaining volunteer support to reduce the costs of wananga (events) and administration
Obtaining sponsorship by way of free vehicles for wananga (events)
Obtaining discounts or pro bono services from professionals and contractors to provide services to the entity
The Trust also rallies on whanau contribution and raises income from registrations from some wananga (events)

Entity's Reliance on Volunteers and Donated Goods or Services

The Trust is reliant on volunteers of all ages to help and assist at wananga. The time is significant.

The Trustees not only volunteer their time and travel for meetings but also in supporting the events and activities.

The Hawkes Bay Police,Te Rau Mataini, Water Safety NZ, have been long time collaborators and supporters, also provide substantial support and help with vehicles and staff members giving of their time to assist at some of the Trusts wananga

The Trust and Ngati Pahauwera collaborated to facilitate the January 2018 Annual Big Camp, hosted at Mohaka to assist in spreading the Trusts concept to deliver wellbeing and whanaungatanga within the community.

Unison have continued to be supportive of the Trust with the donation of storage container including funds to fit-out container and providing support to our events running workshops at annual camp.

The Trust also has a Futures Group who volunteer their time at some of our wananga throughout the year. The age range of this roopu (Group) are from 20-35 years of age.

This support is also given in assisting administration during larger wananga.
The Trust receives discounted goods and services.
Other groups involved with youth also provide their support either by facilitating or just assisting at some of our wananga.
The whanau of tamariki participating on wananga provide assistance, may it be in the kitchen or just assisting with the tamariki.

Additional Information

The entity is based in Flaxmere, Hawkes Bay New Zealand.

Physical Address

8 Ayr Street, Flaxmere, HASTINGS, New Zealand, 4120

Postal Address

PO Box 15085, Flaxmere, Hastings, New Zealand, 4154

Approval of Performance Report

Te Taitimu Trust
For the year ended 31 March 2018

The Board of Trustees are pleased to present the performance report including the historical financial statements of Te Taitimu Trust for year ended 31 March 2018

APPROVED

R. Te Kiri

Rikki Te Kiri
Chairperson

Date 06/08/18

Adapt ACCOUNTING

Statement of Service Performance

Te Taitimu Trust
For the year ended 31 March 2018

'What did we do?', 'When did we do it?'

Description of Entity's Outcomes

Te Taitimu Trust has a vision to turn the tide of negative Maori health disparities by motivating rangatahi and whanau to navigate their respective waka towards realising positive notions of Whanau Ora. Te Taitimu Trust incorporates the philosophy of (Professor) Sir Mason Durie's model of Te Whare Tapa Wha and our guiding principles are to build resilience, connectedness, confidence and leaders within our rangatahi so they grow and become contributing adults within their respective communities

Turning the Tide is about bringing communities and professionals together to support our hard to reach whanau in gangs.

Description and Quantification of the Entity's Outputs

Details	Dates	Number of Participants
Karitane & Otago - Dunedin	18th - 23rd May 2017	10
Matariki Celebrations at TAC	9th June 2017	30
Suicide Prevention Wananga with Kimiora Trust	9th -10th June 2017	30
Leadership Suicide Prevention_Tauranga	2nd September 2017	20
Hawaii Camp Volunteer Mentors	6th - 17th October 2017	10
I am Hope (Mike King)	23rd March 2018	5
Fishing & Boat Safety with WFWH - Pourere - 3 Wananga	1st-3rd December - 25- 28 August	100
Fundraising Dinner Takapau	8th April 2017	10
Leadership & Mentor Hui (before big Camp)- Water safety	18-19th January	25
Annual Summer Big Camp_Mohaka	20th - 26th January 2018	170
Hard to Reach Wh anau	April 2017 - March 2018	12
NI11Fish Hook Summit	May 2017	10
Lean on Me Wananga (Pukehou Maree)	April 2018	50
Waka Hourua/Mara Kai Wananga	25-26th August 2017	10
TRM Rangatahi & Grad Massey	9th - 11th May	12
National Rangatahi Wanaga - Pukehou	5th- 6th May	65

Additional Output Measures

Through engagement with rangatahi, Te Taitimu Trust has also forged links with whanau who have been encouraged to participate in most of our activities whether its a water safety kaupapa or providing opportunities of learning for our hard to reach whanau (le gang whanau). We have also been able to provide learning of indigenous cultures and University of Otago has helped bring about confidence, connectiveness and whanau resilience.
Te Taitimu Trust actively promotes its activities through FaceBook and engages AWA Media to record interviews and activities of the trust. AWA Media uses You Tube to share the footage they provide of trust events - following are links to footage from 2018 Annual Big Camp and 2017 Wanangas:
https://www.facebook.com/tetaitimu/videos/1674714455976127/

11 years of wananga/Camps for TE TAITIMU - www.facebook.com
11 years of wananga/Camps for TE TAITIMU TRUST our video from Ngati Pahauwera Development Trust in Jan 2018. Huge thanks to the haukainga and Waipapa...

Evaluations are completed after most wananga/event where participant (rangatahi) feedback is recorded and provided to funders or forms the basis of reporting back to funders.

Additional Information

The base of Te Taitimu kaupapa is focusing on wellness of its people moving into the future opposed to looking at deficit models.

Along with the Annual Big Camp at the start of each year and Symposium in the middle of year - the trust also hosts one-off wananga which are the result of the Trust seeing a need and providing an opportunity for rangatahi. Collaboration with other groups such as Whanau First, Whanau Hard (made up of eight different providers around Hastings/Flaxmere). The trust is also invited to attend wananga and workshops to present as guest speakers at events such as the "Leadership on Suicide Prevention - Tauranga" September 2017 to either present or take rangatahi with them to be a part of the learning.

Te Rau Matatini and the NZ Police have been long time collaborators and supporters of the work Te Taitimu Trust does with rangatahi in Hastings/Flaxmere - both these organisations have representatives who attend most of the wananga and camps for the trust.
Unison (Unison Networks Ltd is an electricity distribution and fibre optic network company, based in Hastings) who ran workshops for two days at annual camp and further donations in kind and monetary have been received during 2017-18.

2107/2018 saw a new relationship formed with Ngati Pahauwera Development Trust to deliver a rangatahi leadership and inspiration programme during January 2018 based on the Mohaka River, integrating unique Ngati Pahauwera cultural aspects of bush, beach learnings. Both trusts collaborated to facilitate the successful bringing wellbeing and whanaungatanga within the community.

Acknowledge the support from the Mahue Pera Trust in supporting with vehicle finance and storage of container on their land.

Statement of Financial Performance

Te Taitimu Trust

For the year ended 31 March 2018

	NOTES	2018	2017
Revenue			
Donations, fundraising and other similar revenue	1	29,575	26,900
Revenue from providing goods or services	1	293,496	208,676
Interest, dividends and other investment revenue	1	80	208
Other revenue	1	-	4,739
Total Revenue		323,152	240,524
Expenses			
Volunteer, employee, contractor related costs	2	140,020	105,659
Costs related to providing goods or service	2	140,590	119,077
Other expenses	2	5,179	4,510
Total Expenses		285,788	229,245
Surplus/(Deficit) for the Year		37,363	11,279

This statement must be read in conjunction with the accompanying Notes to the Accounts

Examined for Audit
Bay Audit & Accounting
Ltd

Statement of Financial Position

Te Taitimu Trust
As at 31 March 2018

'What the entity owns?' and 'What the entity owes?'

	NOTES	31 MAR 2018	31 MAR 2017
Assets			
Current Assets			
Bank accounts and cash	3	62,344	59,400
Debtors and prepayments	3	12,500	34,612
Total Current Assets		74,844	94,012
Non-Current Assets			
Property, Plant and Equipment	5	15,396	12,497
Total Non-Current Assets		15,396	12,497
Total Assets		90,240	106,509
Liabilities			
Current Liabilities			
Creditors and accrued expenses	4	9,821	3,929
Employee costs payable	4	1,586	3,170
Other current liabilities	4	633	58,573
Total Current Liabilities		12,040	65,672
Total Liabilities		12,040	65,672
Total Assets less Total Liabilities (Net Assets)		78,200	40,837
Accumulated Funds			
Accumulated surpluses or (deficits)		78,200	40,837
Total Accumulated Funds		78,200	40,837

This statement must be read in conjunction with the accompanying Notes to the Accounts

Examined for Audit
Bay Audit & Accounting Ltd

Statement of Cash Flows

Te Taitimu Trust
For the year ended 31 March 2018

'How the entity has received and used cash'

	2018	2017
Cash Flows from Investing and Financing Activities		
Donations, fundraising and other similar receipts	29,575	2,300
Interest, Dividends and other investment receipts	80	208
Cash receipts from providing goods or services	250,425	282,479
GST	11,333	(6,050)
Payments to suppliers and employees	(282,225)	(244,150)
Total Cash Flows from Investing and Financing Activities	9,188	24,787

	2018	2017
Cash Flows from Investing and Financing Activities		
Payments to acquire property, plant and equipment	(6,244)	(8,170)
Sale of property plant & equipment	-	9,566
Total Cash Flows from Investing and Financing Activities	(6,244)	1,396

	2018	2017
Net Increase/ (Decrease) in Cash		
Net Increase / (Decrease) in Cash	2,944	36,184

	2018	2017
Cash Balances		
Cash and cash equivalents at beginning of period	59,400	23,216
Cash and cash equivalents at end of period	62,344	59,400
Net change in cash for period	2,944	36,184

Examined for Audit
Bay Audit & Accounting Ltd

Statement of Accounting Policies

Te Taitimu Trust
For the year ended 31 March 2018

'How did we do our accounting?'

Basis of Preparation

The entity 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 Performance Report is prepared under the assumption that the entity will continue to operate in the foreseeable future.

Goods and Services Tax (GST)

The entity is registered for GST. All amounts are stated exclusive of goods and services tax (GST) except for accounts payable and accounts receivable which are stated inclusive of GST.

Income Tax

Te Taitimu Trust 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.

Changes in Accounting Policies

There have been changes in accounting policies as per Tier 3 Performance Reporting requirements, relating to the recording of unspent grant revenue as Revenue in the current year, it is no longer recognised as a liability as prior years. Grant Revenue has been further classified further between Fundraising, Donations and Revenue from providing goods or services.

Other Policies have been applied on a consistent basis with those of the previous reporting period.

Accounts Receivable

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

Leases

Finance Leases
Assets purchased or used pursuant to finance leases are included as fixed assets in the Statement of Financial Position and depreciated at maximum rates allowed by the Income Tax Act 2007. Finance leases, which effectively transfer to the lessee substantially all the risks and benefits incidental to ownership of the property, are capitalised at the present value of the minimum lease payments. A corresponding liability is also disclosed with lease payments being apportioned between the liability and interest payments.

Operating Lease
Operating leases are those which all the risks and benefits are substantially retained by the lessor. Lease payments are expensed in the periods the amounts are payable.

Examined for Audit
Bay Audit & Accounting Ltd

Revenue Recognition

Revenue is measured at the fair value of the consideration received or receivable for the sale of goods and services, excluding goods and services tax rebates and discounts, to the extent it is probable that the economic benefits will flow to the entity and revenue can be reliably measured.

Sales of services are recognised in the period by reference to the stage of completion of the transaction at the end of the reporting period.
Interest received is recognised as interest gross received.
Dividends received are recognised on receipt, net of non-refundable tax credits.
Government grants requiring specified future conditions to be met are recognised as a liability on receipt. The grants are recognised as income over the period that the specified conditions are complete and the associated costs are recognised.

Examined for Audit
Bay Audit & Accounting Ltd

Notes to the Performance Report

Te Taitimu Trust
For the year ended 31 March 2018

	2018	2017
1. Analysis of Revenue		
Donations, fundraising and other similar revenue		
Donations Other	300	100
Koha Income	-	2,200
COGS Dept of Intl Affairs	3,500	3,600
HB Foundation	-	1,500
Lion Foundation	4,166	4,500
Lotteries Grant	20,000	10,000
Maori Television	1,000	-
Springhill Charitable Trust & Primley Foundation	-	5,000
Unison	609	-
Total Donations, fundraising and other similar revenue	**29,575**	**26,900**
Revenue from providing goods or services		
Allocated Future Funding Allocation	-	(58,573)
Prior Period Grants to spend on Projects	58,573	-
Camp/ events Registration Fees	12,607	5,049
Anahera o Te Rangi Charitable Trust	-	2,000
Hastings District Council	5,000	10,000
HBDHB	10,000	10,000
Health Hawkes Bay	5,000	2,500
JR McKenzie Trust	40,000	40,000
Ministry of Social Development (Youth Development)	-	4,500
Ngati Kahungunu Iwi Grant	2,500	4,999
Ngati Pahauwara Development Trust	10,818	-
Nga Whenua Rahui	7,500	-
NZCT	5,000	7,500
TPK Grant	32,000	78,000
Te Rau Matatini	23,000	25,000
Trust House	3,500	-
Todd Foundation	40,000	40,000
Water Safety NZ	15,000	15,000
Whanau First Whanau Hard	23,000	22,800
Total Revenue from providing goods or services	**293,498**	**208,676**
Interest, dividends and other investment revenue		
Interest Income	80	208
Total Interest, dividends and other investment revenue	**80**	**208**
Other revenue		
Depreciation - Profit on Sale of Fixed Assets	-	3,000
Capital Gain/Loss on Disposal Fixed Asset	-	1,739
Total Other revenue	-	**4,739**

Examined for Audit
Bay Audit & Accounting Ltd

2. Analysis of Expenses

	2018	2017
Volunteer and employee related costs		
ACC Premiums	550	493
Holiday Pay Provision	1,403	183
Planning and Coordination Contractor	9,526	15,651
Professional Development	911	872
Salaries & Wages	119,536	88,235
Travel Expenses	576	24
Travel Expenses - Overseas	7,518	-
Total Volunteer and employee related costs	140,020	105,659
Costs related to providing goods or services		
Accounting	20,421	13,144
Advertising & Promotion	665	1,743
Cleaning	341	80
Computer Expenses	5,484	2,202
Consultancy	-	2,100
Contractor Operations	-	7,650
Entertainment	574	-
Finance Manager	-	4,500
Food & Supplies	19,120	14,117
Gear	12,972	11,185
General Expenses	-	135
Hireage	1,032	9,389
Hui Expenses	2,457	4,806
Koha Expense	2,159	500
Insurance	2,393	3,080
Licences & Registrations	44	-
Manaakitanga	472	146
Office Expenses	3,389	1,648
Office Rent	9,620	9,620
Postage & Stationery	-	16
Wananga/Delivery Event Hosting	15,044	12,801
Repairs and Maintenance	906	-
Resources & Consumables	3,139	705
Security Expenses	498	-
Storage	1,217	-
Subscriptions	-	43
Telephone & Internet	2,550	3,155
Transport & Travel	25,106	14,888
Vehicle Expenses	10,986	1,402
Total Costs related to providing goods or services	140,599	119,077
Other expenses		
Audit Fees	1,500	1,500

Examined for Audit
Bay Audit & Accounting Ltd

Bank Fees	63	33
Depreciation	3,344	2,976
Interest Paid	273	-
Total Other expenses	5,179	4,519

3. Analysis of Assets

	2018	2017
Bank accounts and cash		
BNZ Cheque Account	38,509	34,237
BNZ Debit Card	1,160	2,517
BNZ On Call Account	22,674	22,646
Total Bank accounts and cash	62,344	59,400
Debtors and prepayments		
Accounts Receivable	12,500	30,475
GST Refund	-	4,137
Total Debtors and prepayments	12,500	34,612

4. Analysis of Liabilities

	2018	2017
Creditors and accrued expenses		
Accounts Payable	3,871	2,369
Accrued Audit Fees	1,500	1,500
Samsung Galaxy Note8	693	-
GST	4,450	-
Witholding Tax	-	60
Total Creditors and accrued expenses	10,454	3,929
Employee costs payable		
Accrual Holiday Pay Entitlement	1,586	183
Wages Payable - Payroll	-	2,987
Total Employee costs payable	1,586	3,170
Unused donations and grants		
Funds for Future Projects	-	58,573
Total Unused donations and grants	-	58,573
Total Analysis of Liabilities	12,040	65,672

Examined for Audit
Bay Audit & Accounting Ltd

5. Property Plant & Equipment

Fixed assets are recorded at cost less accumulated depreciation except the donated Toyota Ute where the trade in value at the time of donation was used.
Fixed Assets are depreciated at rates calculated to allocate the assets' cost less residual value, over their estimated useful lives. The depreciation rates have been applied as set out in the attached Fixed Asset Schedule

This Year

Asset Class	Opening Carrying Amount	Purchases	Sales/Disposal	Current Year Depreciation and Impairment	Closing Carrying Amount
Equipment	12,497	6,243		3,344	15,396
Motor Vehicle	0		0		
Total	12,497	6,243	0	3,344	15,396

Last Year

Asset Class	Opening Carrying Amount	Purchases	Sales/Disposal	Current Year Depreciation and Impairment	Closing Carrying Amount
Equipment	7,304	8,170	-	2,976	12,497
Motor Vehicle	4,826		4,826	0	0
Total	12,130	8,170	4,826	2,976	12,497

Significant Donated Assets Recorded - Source and Date of Valuation	NIL
Significant Donated Assets - Not Recorded Container Storage (2017) - Unison	$4,000

6. Accumulated Funds

	2018	2017
Accumulated Funds		
Accumulated Funds		
Opening Balance	40,837	29,559
Accumulated surpluses or (deficits)	37,363	11,279
Total Accumulated Funds	78,200	40,837

7. Commitments

The Trust has an agreement with Z Makoare for rent of a portion of his personal residence @ $802 per month excluding GST commencing 9 June 2014 and ongoing until terminated by either party.
Rent reviewed August 2015 current rate effective from 1 September 2015

The Trust has an agreement with Te Taipari Limited for lease of motor vehicle - Toyota Hilux 2.8 4WD Ute, Registration KPB810 @ $622.40 per month excluding GST commencing 23rd May 2017. Term of lease 48 months

Examined for Audit
Bay Audit & Accounting Ltd

Adapt Accounting

8. Contingent Liabilities and Guarantees

There are no contingent liabilities or guarantees as at 31 March 2018 (Last year - nil)

9. Significant Grants and Donations with Conditions which have not been recorded as a liability:

Funding is available for carry forward to 2017-2018 period, $36,877 - reporting within Revenue for 2017-18 (2017: $58,573)

Description:	Original Amount	Not Fulfilled Amount	Purpose and Nature of the Conditions
Health Hawkes Bay	5,000	4,898	Engaging Rangatahi in their whanau and participating in Wananga programmes as delivered by the Trust for Suicide Prevention
JR McKenzie	40,000	1,385	To support the 'Nuturing Hearts and Minds of rangatahi leaders building tomorrow leaders
Te Rau Matatini	23,000	14,945	Investment into the mahi in nucuring Rangatahi - suicide supports for whanau, hapu, iwi
Nga Whenua Rahui	7,500	7,500	To support research and action towards Rangatahi and Mentors leadership around kaitiakitanga
Whanau First Whanau Hard	23,000	8,149	WFWH Flaxmere and Hastings working with Hard to Reach whanau gang members and Rangatahi with other providers - over 12 months providing 3 wananga and weekly visits pathways to Education
	98,500	36,877	

Examined for Audit
Bay Audit & Accounting Ltd

10. Related Parties

The Te Taitimu Trust has conducted the following types of transactions with related parties:

The Trust has entered into lease arrangement with Te Taipari Limited, the Chief Executive Officer (Z Makoare) is a director of this company, for lease of motor vehicle - Toyota Hilux 2.8 4WD Ute, Registration KPB810 @ $622.40 per month excluding GST commencing 23rd May 2017. Term of lease 48 months

Te Taipari Limited have provided labour and Event facilitation costs, to host Events E96, W14, W02, W11, W07 April - August 2017, These payments have been authorised by the Trustees.

Trust Expenses are reimbursed to the Chief Executive Office (Z Makoare),costs that have been paid through his personal bank account on behalf of the Te Taitimu Trust from time to time

The Trust occupies office space at the property of H & G Makoare (8 Ayre Street, Flaxmere) and pays rent of $801.67 per moth plus reimbursements relating to the space - total paid $9,620 to 31 March 2018 (2017: $9,620)

Te Taipari Limited, directors H & G Makoare - have incurred expenditure on behalf of the Trust, reimbursements paid ex the Trust, mainly relating to airfare travel paid plus sundry reimbursements to March 2017 $5,563 (2016: $6,451)

It is noted that family members of Chief Executive Officer (Z Makoare) are involved in the trust on a voluntary basis, assisting with the co-ordination, implementation of the Trusts programmes from time to time, especially during the summer and in particular for the Big Summer Camp.

The Trust has employed Cilla Te Kira from 29th May 2017 in the administrator/event coordinator position, it is noted Cilla is the wife of Board of Trustee Chairman, all payments have been processed through payroll at an hourly rate

The Board of Trustee Chairman has provided services to the Trust (hireage of equipment, transport van hire, Professional Development Training), all payments processed have been made on receipt of invoice as detailed below.

Zack (Henry) Makoare: CE Salary (PAYE) -	Gross	$65,000
Bonus Holiday Payment relating to past periods	Gross	$7,400
Te Taipari Contract Services - Catering Event Hosting	Invoiced	$7,990
Te Taipari Limited - motor vehicle lease (one month in advance)	Lease	$7,468.
H & G Makoare / Te Taipari Limited - Reimbursements - Trust Expenses incurred on behalf of Trust		$4,744
H & G Makoare - Office Rental		$9,620
Cilla Te Kira - PAYE Wages		$22,909
Rikki Te Kira - Hireage of sound system		$300
Rikki Te Kira - Van Hire - transport		$300
Rikki Te Kira - Professional Development Training		$200

11. Ability to Continue Operating

The entity will continue to operate for the foreseeable future

Examined for Audit
Bay Audit & Accounting Ltd

Adapt

Depreciation Schedule

Te Taitimu Trust
For the year ended 31 March 2018

NAME	RATE	COST	OPENING VALUE	PURCHASES	DISPOSALS	DEPRECIATION	CLOSING ACCUM DEP	CLOSING VALUE
Equipment								
40" high cube axis shipping container	7.00%	3,644	3,283	-	-	255	616	3,028
Aces Aspire Laptop (Zack)	50.00%	1,799	-	-	-	-	1,799	-
Alpha 4 Tents x3	20.00%	537	-	-	-	-	537	-
Banner	20.00%	1,080	-	-	-	-	1,080	-
Camera including battery	30.00%	1,728	1,555	-	-	518	691	1,037
Childrens Rakahu x 2	16.00%	1,200	-	1,200	-	48	48	1,152
Cooker Frames	10.50%	522	-	522	-	32	32	490
Defibrillator Heartstart FRx	30.00%	1,554	-	1,554	-	194	194	1,360
Drone	40.00%	1,256	-	1,256	-	293	293	963
Epson Projector & Screen	50.00%	1,503	-	-	-	-	1,503	-
Firmans Fishing Gear	20.00%	1,401	-	-	-	-	1,401	-
Freedom Hyatt Tent	20.00%	2,878	-	-	-	-	2,878	-
Generator	13.50%	2,347	2,241	-	-	317	422	1,925
GOPRO	30.00%	764	726	-	-	229	268	497
Hangi Cooker	10.50%	930	890	-	-	98	138	792
HP Laptop Corel5(Chris)	50.00%	1,052	-	-	-	-	1,052	-
HP Laptop (3)Nys)	50.00%	822	-	-	-	-	822	-
Kiwi Outdoor Equipment	20.00%	2,189	-	-	-	-	2,189	-
Lenovo Notebook	50.00%	957	-	-	-	-	957	-
Makita 3 piece Skill Saw	16.00%	912	-	912	-	85	85	827
Marquee and tables	17.50%	2,400	2,120	-	-	420	700	1,700
metal shelving units *6	13.50%	1,560	1,262	-	-	211	509	1,051
Microsoft Surface Pro 3(Zack)	50.00%	1,624	-	-	-	-	1,624	-

Examined for Audit
Bay Audit & Accounting Ltd

Application No. 29 - Te Taitimu Trust

Depreciation Schedule

Adapt

NAME	RATE	COST	OPENING VALUE	PURCHASES	DISPOSALS	DEPRECIATION	CLOSING ACCUM DEP	CLOSING VALUE
Prescott Trailer	20.00%	2,522	420	-	-	420	2,522	-
Samsung Galaxy Note 8	67.00%	799	-	799	-	223	223	576
Sierra Tents x 2	20.00%	758	-	-	-	-	758	-
Total Equipment		38,737	12,497	6,243	-	3,344	23,341	15,396
Total		38,737	12,497	6,243	-	3,344	23,341	15,396

Examined for Audit
Bay Audit & Accounting Ltd

Application No. 29

Bay Audit & Accounting Ltd

INDEPENDENT AUDITOR'S REPORT

To the Trustees of Te Taitimu Trust

Opinion

We have audited the accompanying performance report of Te Taitimu Trust on pages 8 to 20, which comprise the statement of financial position as at 31 March 2018, the statement of financial performance and statement of cash flows for the year then ended, the statement of accounting policies and other explanatory information.
In our opinion, the accompanying performance report presents fairly, in all material respects, the financial position of Te Taitimu Trust as at 31 March 2018, and its financial performance and its cash flows for the year then ended in accordance with the requirements of Public Benefit Entity Simple Format Reporting – Accrual (Not-For-Profit), issued in New Zealand by the New Zealand Accounting Standards Board, relevant to reporting financial position, financial performance and cash flows.

Basis for Opinion

We conducted our audit in accordance with International Standards on Auditing (New Zealand) (ISAs (NZ)). Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Performance Report section of our report. We are independent of Te Taitimu Trust in accordance with Professional and Ethical Standard 1 (Revised) Code of Ethics for Assurance Practitioners issued by the New Zealand Auditing and Assurance Standards Board, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Other than in our capacity as auditor we have no relationship with, or interests in, Te Taitimu Trust.

Restriction on Responsibility

This report is made solely to the Trustees, as a body, in accordance with section 42F of the Charities Act 2005. Our audit work has been undertaken so that we might state to the Trustees those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the Trustees as a body, for our audit work, for this report, or for the opinions we have formed.

Other Information

The Trustees are responsible for the other information. The other information comprises the entity information and statement of service performance but does not include the performance report and our auditor's report thereon.
Our opinion on the performance report does not cover the other information and we do not express any form of assurance conclusion thereon.

continued on the next page

Level 1, 15 Shakespeare Road
Napier
Box 702 Napier

Telephone 06 280 5033
Mobile 021 127 1114
karreen@bayaa.co.nz

continued from the previous page

In connection with our audit of the performance report, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the performance report or our knowledge obtained in the audit or otherwise appears to be materially misstated. If based, on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

Trustees' Responsibility for the Performance Report

The Trustees are responsible on behalf of the entity 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-ForProfit) issued in New Zealand by the New Zealand Accounting Standards Board, and
(c) for such internal control as the Trustees determine 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 Trustees are responsible on behalf of the entity for assessing the entity'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 Trustees either intend to liquidate the entity 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) 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 decisions of users taken on the basis of this performance report.

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

- Identify and assess the risks of material misstatement of the 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.

continued on the next page

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- 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 Trustees and, based on the audit evidence obtained, 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. 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 entity to cease to continue as a going concern.

We communicate with the Trustees 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.

BAY AUDIT & ACCOUNTING LTD
Napier
7 August 2018

Bay Audit & Accounting Ltd

7 August 2018

The Trustees
Te Taitimu Trust
P O Box 15085
Flaxmere
HASTINGS 4154

Dear Trustees,

Te Taitimu Trust - Audit Management Letter

We have completed the audit of your Performance Report for the year ended 31 March 2018.

The primary aim of our audit is to form an opinion as to whether your Performance Report fairly reflects the results of your organisation's activities for the reporting period and its financial position at balance date. The audit report expresses this opinion.

In forming our audit opinion we conducted detailed tests of selected transactions and reviewed the key controls in place to ensure the effective operation of your accounting systems and internal controls. To ensure you receive maximum benefit from our audit we provide feedback from our evaluation of your systems and highlight areas of possible weakness or where we believe improvements can be made. That is the major purpose of this letter.

Required Communications

As required by the Auditing Standards we affirm that:

- We have had no disagreements with management during our audit nor have we had any serious difficulties in dealing with management.
- We have not identified any instances of fraud involving senior management or any other frauds that have caused a material misstatement in the Performance Report.
- We have not noted any significant risks or exposures that are required to be separately disclosed in the Performance Report.

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

Specific Matters

There are a number of matters arising and observations from our audit work which we now bring to your attention. We bring these things to your attention and ask that you reply to this letter with specific responses to the issues raised, as ultimately you are responsible for your financial systems, internal controls and Performance Report.

Level 1, 15 Shakespeare Road
Napier
Box 702 Napier

Telephone 06 280 5033
Mobile 021 127 1114
karreen@bayaa.co.nz

Audit Adjustments

Please find attached a list of adjusted and unadjusted errors found during the course of our work. Management believes that the unadjusted errors are immaterial individually and in aggregate and we concur with this.

Financial Reporting Qualitative Assessment

The following comments relate to qualitative aspects of Te Taitimu Trust's accounting practice, policies and estimates:

1. We have not audited the Statement of Service Performance and this has been noted in the audit report.
2. There was instances where a funding provider paid a supplier's invoice addressed to Te Taitimu direct to the supplier. In this instance the grant income and expenses should have been increased to reflect the payment made.

These points are not necessarily exhaustive as they arose from our general Performance Report audit rather than a specific systems audit. The report is prepared solely for the use of the Trustees and senior management of Te Taitimu Trust. It may not be provided to third parties without our prior written permission.

Thanks to yourselves and to staff who assisted us in the completion of our audit work. Please contact us with your proposed responses to our recommendations and if you have any questions on any issues raised.

Yours faithfully,
BAY AUDIT & ACCOUNTING LTD

Karreen Mathers CA
Director

email: karreen@bayaa.co.nz

Te Taitimu Trust

31 March 2018

Unadjusted Errors

Prepayments

Vehicle lease $470.63 - 23 days in advance

New Zealand Post $118.90 - 322 days in advance

Koru Club $889.56 1 year 6 months in advance

Holiday Provision $124.64 – calculating holiday pay to 31 March 2018.

Drone should have been $1749.78 NZ Dollars and not $1256.53 US Dollars

Total unadjusted errors $2096.98

Adjusted Errors

Funding in advance reduced from $36,877 to Nil.

Paid by NPDT

HIRE AGREEMENT Tax Invoice No. 13770

between **KEA HIRE Ltd.** cnr Queen & Locke Sts. Wairoa

Telephone (06) **838 6548** (24 hrs). fax / a/hrs (06) 838 8829 GST reg. 81-946-884

of the one part – hereinafter called **'The Owner'**

AND

Name ZACK MAKOARE (NPDT)

Address TE TAITIMU TRUST

Phone 027495 0009 Vehicle Reg No. KPB810 Make Toyota Colour Black

Drivers Licence No. _____ Other I.D. or Order No. _____

of the other part hereinafter called **'The Hirer'**

Description	Period	Rate	$	c
H2 Chutter	8day	$170	1020	
Minimum Rate - Part day = upto 4hrs hire		Delivery		
Daily Rate = over 4hrs & upto 8hrs or by special arrangement		Bond (if any)		
		Total Due	1020	

Time and Date Goods Taken 4:30 19:1:18

Time and Date Goods To Be Returned __:__ __:__:__ Returned __:__ __:__:__

Received on hire the equipment scheduled above in good order and condition and under the Terms, Rates, and Conditions as nominated on the back of this agreement, **in particular the provisions of clause 7.1.6** and being a duly authorised person I acknowledge receiving written or verbal instructions relative to the safe use and operation of the said equipment

Insurance Any cover required is Hirers responsibility. NO cover provided by Kea Hire Ltd

Workplace use Yes / No

For and on behalf of HIRER

Signature X.....X

For and on behalf of

KEA HIRE Ltd **H.I.A.N.Z**

Member of the Hire Industry Association of NZ

ENTERED 30-1-18

N24 NPDT

Raft Fish NZ
123 Mcvicar road, rd2
Napier
0279395200

Invoice– **043**

09/02/ 2018
Te Taitimu Trust

Date	Description	Qty	Price	Total
21/01/18	raft trip [1]	11 rafts	$20 000	$20 000

- **Total $20 000**

Raft Fish NZ account number 060701051959300 anz bank.

[1] ✓ NPDT To pay direct

R2

Te Taipari Limited
C/- Zack Makoare, 8 Ayr Street, Flaxmere, Hastings

email: zack.m@xtra.co.nz
Phone: 0274 950009

TAX INVOICE: 350_L 23-May-17

GST REG: 121-432-684

TO: Te Taitimu Trust
C/- 8 Ayr Street
Flaxmere

Motor Vehicle Lease
Toyota Hilux 2.8 4WD SR5 Double Cab
REG: KPB 810 $ 7,468.80
Term: 48 months
ANNUAL - 23 May 2017 - 23 April 2018
Monthly: 622.4
Plus GST 93.36
715.76

Sub Total	$	7,468.80
GST	$	1,120.32
TOTAL DUE	$	8,589.12

PAYMENT DETAILS:
Payable Monthly: $ 715.76
First instalment due: 22nd June 2017
Te Taipari Limited
03-0642-0034583-00

nditional Tax Invoice

THIS BECOMES A TAX INVOICE WHEN PAID

New Zealand Post

RENEWAL OF ANNUAL PO BOX OR PRIVATE BAG SERVICE CONTRACT FROM 17 FEBRUARY 2018 TO 16 FEBRUARY 2019

This top portion is your copy - please keep it for your records. Contract conditions overleaf.

Te Taitimu Trust
PO Box 15085
Flaxmere
Hastings 4154

Invoice date:	20 February 2018
Customer number:	65853423
Invoice number:	217520000156
GST Reg number:	27 - 351 - 767
Fee:	$134.78
GST:	$20.22
Total due:	**$155.00**

Due date: **20 March 2018**

BOXAC 2175200001566585342315500

If you have any queries relating to this invoice please contact **0800 838 839** or your nearest PostShop.

0208077 03624 02 10871

Pay your PO Box or Private Bag bill online now

Do it the easy way at www.nzpost.co.nz/privatebox
All major credit cards accepted

New Zealand Post

REMITTANCE ADVICE
Te Taitimu Trust
PO Box 15085
Flaxmere
Hastings 4154

Customer number:	65853423
TOTAL DUE:	**$155.00**

DATE STAMP

How to pay

- online at nzpost.co.nz/privatebox (credit card only)
- direct credit 02-0500-0821822-00 (BNZ, Wellington) using your customer number as the reference
- at a PostShop
- by cheque using the FreePost envelope included with this conditional invoice, or post to Private Bag 4708, Christchurch 8140

If you have any queries relating to this invoice please contact 0800 838 839 or your nearest PostShop.

BOXAC 2175200001566585342315500

⑈0080⑆ ⑈217520000156⑆ ⑈0065853423⑆ ⑈0000015500⑈

Bag Camp W24 Mathews, Todd -

Welcome to Best Buy #763
478 ALAKAWA ST
HONOLULU, HI 96817
(808) 525-7132

Val #:000135-237958-722047-[illegible]-908546-632

0763 058 5333 10/16/17 12:07

5634403	AQSTY-001	0.00
KARMA BATTERY		
99.99	Was Price	
99.99-	DRONES BNDL 1	
Sales Tax	0.00	
6029300	QKWXX-601	1199.99
KARMA WITH HERO5 BLACK		
0.00	DRONES BNDL 1	
Sales Tax	56.54	

Subtotal	1199.99
Sales Tax	56.54
Total	1256.53

[illegible]5543 ChipRead USD$ 1256.53
Debit MasterCard - MASTERCARD
CARD/PREPAID CURRENCY
Approval 151358
Remaining Balance: NOT AVAILABLE
Verified By PIN

MODE: Issuer
AID: A0000000041010

DRONES BNDL 1 Savings: 99.99
Total Savings: 99.99

Upon return, if bundle is broken, the savings will be removed and current prices and/or bundles will be applied. This may result in additional charges.

Devices that can be activated and cell phones have a 14-day return policy for all customers. 15-day return period on almost everything else.

Restocking fee applies on select items

A valid receipt is required for all returns. Except where prohibited, we may request an ID. ID info may be stored in a secure, encrypted database used for tracking returns and exchenses.

Returned items missing packaging or accessories are subject to a missing item deduction.

For return promise details and a complete list of exceptions, ask for a policy flyer or go to www.BestBuy.com/Returns.

To learn about our privacy practices please visit www.BestBuy.com/privacy.

KORU AIR NEW ZEALAND

63A000015-AU0101498710-AIR001-DAYPST_124-KORULP01
Mr Henry Makoare
8 Ayr Street
Flaxmere
Hastings 4120

Dear Henry

With Koru membership it's our great range of benefits that make all the difference, so here's a few important points to help get your Koru experience underway.

Your Koru membership card
Keep it handy whenever you're flying with us*, so you can take advantage of benefits like priority check-in and lounge access. Likewise when you're booking a flight with us, you'll want to enter your Koru membership number (which is your Airpoints™ number) into your booking.
Your Koru membership is valid until 30-Sep-19.

Your Koru bag tags
Attaching these to your checked baggage with the blue loop fasteners will not only give you the look of a seasoned frequent flyer, it will also allow you to take advantage of our Fast Bag service on eligible regional flights.

Your Koru benefits
We've highlighted the key benefits in this pack and there's a full list online at www.airnewzealand.co.nz/koru. It's worth reading up about all the extras and options available so you can get the most out of your Koru membership.

Yours sincerely,

Susan Willoughby-Graham
Koru Programme Manager

*Koru member benefits are available when used in conjunction with a departing Air New Zealand operated flight (with an Air New Zealand ticket and flight number).
Terms and Conditions apply see www.airnewzealand.co.nz/koru-terms-conditions

DO NOT PAY ON THIS INVOICE
Payment has already been made to Air New Zealand Koru

63A000015-AU0101498710-AIR001-DAYPST_124-KORULP01
Mr Henry Makoare
8 Ayr Street
Flaxmere
Hastings 4120

TAX INVOICE : GST 10-795-869
Invoice for GST tax purposes only

ITEM / PRODUCT	PRICE
Individual Membership - 2 years	$1186.09
GST	$177.91
Total Paid (GST inclusive)	NZ$ 1364.00

KORU CONTACT CENTRE
Private Bag 93537 Takapuna North Shore City 0740 New Zealand Telephone toll free within NZ 0800 736 000 outside NZ +64 9 3780286 Email korucc@airnz.co.nz | Facsimile +64 9 3088306

Hastings District Council

Annual Contestable Grants - Application Form

PART TWO – APPLICATION FORM

Section A - Tell us about your organisation

i. Organisation details

Organisation Name: Peoples Advocacy Society.....

Postal Address: PO Box 908.....

City and Postcode: Hastings 4120.....

Phone: 06 6506412..... Mobile Phone: .....

Email: admin@pashb.nz..... Website: www.peoplesadvocacy.co.nz ...

ii. Organisation legal status

Is your organisation a legally constituted trust or incorporated society and registered with the Companies Office and/or Charities Commission? **X Yes**** ☐ No

**If yes, please enclose a copy of the certificate/s

iii. Key people in your organisation are:

List your organisation's key contact people (governance group):

Name	Position	Email	Phone (day)
Renata Lehmann	Chair person	Rlehmann174@gmail.com	021335131
Remco Mensert	Board member	rinmuf@gmail.com	0211218263
Jane Jackamn	Manager	jane@pashb.nz	0211933601

iv. Please indicate if you would like to present a brief summary of your application to the Community Grants Subcommittee.

These hearings will be held in May each year

YES ___ I /we wish to present to the Community Grants Subcommittee

~~NO ___ I /we do not wish to present to the Community Grants Subcommittee~~

v. Please indicate if you are applying for Seed Funding* or an Establishment Grant*:

Circle One: ~~Seed Funding~~ **Establishment Grant**

*Seed funding is for grants up to $10,000 and is for new projects which have not applied previously to the Contestable Grants Fund

*Establishment Grant is for services who have previously applied to the Contestable Grants Fund and are able to demonstrate the achievement of satisfactory outcomes. The Establishment Grant can be awarded for 1 or 2 years.

Section B - Tell us about your project or service for which you are seeking funding:

i. Which of the Current and Future Needs of our community are you addressing?

☐ ~~Assisting youth into training, skill development, and jobs~~

☐ ~~Supporting and attracting businesses to provide jobs and revenue into the local economy~~

X **Assistance and advice for people in need due to older age, adverse circumstances**

☐ ~~Creating an appealing district identity and visitor/student/business destination~~

☐ Creating safe and sustainable communities free of waste and crime

☐ ~~Promoting participation in recreation, arts, and cultural activities~~

ii. Describe how your project/service deliverables will contribute to meeting the need/s identified in i. above:

a. **What activity/s are within the scope of your project/service?**

Peoples Advocacy Society (PAS) is a Hawkes Bay based charitable organisation, which is actively advocating for individuals who are suffering financial hardship and, for a variety of reasons, have procedural or substantive issues when dealing with welfare organisations.

Our clients are often under severe financial stress and struggling to obtain the welfare benefits that they are entitled to for the necessities of life. If this situation is ongoing, it can lead to homelessness, hunger and the deprivation of basic practical resources that can impact the individual, whanau and greater Hawkes Bay community with social issues such as crime, homelessness, addiction and mental illness.

We assist our clients to access their benefit entitlements, child support and housing so that they are able to live in safer, healthier circumstances, providing a knock-on effect to the greater community.

b. **How will your project or service be measured to identify the benefit to the community, i.e. what are the anticipated outcomes and measures of success?**

Due to the nature of our advocacy activities the outcomes are sometimes difficult to measure. The effect of supporting and empowering people cannot always be quantified. However, we do keep records of feedback information as well as other statistical information re ethnicity, age, types of issue etc.

The majority (>80%) of our clients come to PAS because they have an issue with accessing their benefits from Work and Income (W&I). Clients who require assistance and/or advocacy are quite often dealing with several other issues as well. These are sometimes related to financial, health or social/care issues. Advocating for individuals about one issue, quite often results in a better way and understanding of how to deal with the other issues as well. PAS is closely working together with other community-based organisations, as part of a dynamic referral network.

Based on our experience that shows an increased need for advocacy services within the local community, as well as part of our long term strategy, we will broaden and widen our activities. This would allow for more client's to use our service.

Based on our feedback information, we believe we have seen an improvement of our clients' ability to find their own way forward in life. Although difficult, to quantify this, it is our experience that this also results in better overall well being of the individuals involved.

c. The process – how will you carry out your project or service, and where will it be delivered?

PAS expects a continuation of high level advocacy needs within the local community. We have seen a shift towards more complex cases and expect this trend to continue. We also expect more requests for additional information and support other than those related to W&I issues. We are currently in the process of broadening our expertise and capacity to full fill these needs. This will require further training for our volunteers and staff. It will also require further investment in (local) networking activities. We are also actively trying to increase our numbers of volunteers. They will help us to display more advocacy activities, as well as allow us to further extend our opening hours of our offices.

We are only able to do this properly if we are able to continue to employ our manager. The funds will therefore be used to contribute towards the wages of our manager. This will allow PAS to further develop and maintain a professional management of our advocates, update our database system and increase awareness of our services within the local community.

From experience we know that our advocates often have to deal with complex cases. And from time to time this can have an impact on their own personal lives. It is our firm believe that a professional level of training and support to assist our advocates is essential. Our manager is important in ensuring that dedicated and committed support is in place wherever our advocates require this.

d. The people – who is involved? (include brief information about key individuals or organisations who you are working collaboratively with)

PAS works closely with similar local community based organisations. They are all involved in a form of supporting or advocating for individuals and refer client's to each other. Quite often more than one organisation is assisting the same client. These organisations include the Hasting Budgeting Service, the CAB in Hastings, Community Law Hawkes Bay and Heretaunga Women's Centre. By supporting each other's clients, all these organisations combined are in their own unique way able to assist individuals and thereby working towards a better and stronger form of community based care and well being.

PAS is continuously working towards a broader and wider established base with our local community. We will also continue to invest in a more professional online presence in order to maximize our profile within the local community.

In addition, we will also continue our local network activities in order to ensure our services and facilities are known to as many as possible potential client groups.

iii. **Identify the anticipated budget for the year 1 July to 30 June** - where appropriate please include copies of quotes.

Project/Service Costs e.g. materials, venue hire/office rental, advertising/promotion, equipment hire, personnel costs, etc.

Item	Amount
Advertising	$ 500
Electricity	$ 1200
Computer support	$ 800
Insurance	$ 780
Internet (web page support etc)	$ 1200
Photocopying	$ 540
Printing and stationary	$ 240
Rent	$ 7300
Telephone	$ 240
Salary	$ 13000
Travel expenses volunteers	$ 1400
(A) **Total Cost**	$ 27301

Project/Service Income e.g. ticket sales, membership fees, other grants, donations, in-kind support, own contribution, existing funds, expected fundraising etc.

Income Source	Amount
Ministry of Social Development	$ 11033
Other grants	$ 7500
(B)Total Income	$ 18533

Please work out below the amount of funding being requested.

The total cost of the project/service (A) minus total funds available for the project/service (B) will usually equal the maximum amount requested from the Hastings District Council Contestable Fund.

Income Source	Amount
A. **Total cost of project / service**	$ 27301
B. **Less total funds available**	$ 18533
Difference	$ 8768
Amount requested	$ 8768

Please note that the costs and income as listed above represent 50% of the total, the other 50% is allocated to our office in Napier

iv. .....

Tell us about all other grants you have received through the Hastings District Council in the current and previous financial year:

Date/s: 2018/2019 financial year 29/7/2018 .....

Project/Service name/s: Peoples Advocacy Society.....

Amount/s of funding received? $ 5750…(including GST).

v. **Please include a copy of your organisation's latest financial accounts with your application.**

Declaration

I/we declare that the information supplied here is correct.

If the application is successful, I/we agree to:

- Enter into a Contract for Service with Hastings District Council which will identify agreed deliverables for the funding awarded
- Complete and return six monthly and annual reports, and a set of financial accounts (audited accounts are required for grants of $15,000 or more)
- Participate in any funding audit of your organisation or project conducted by Hastings District Council, or an appointed contractor, if required
- Inform the Hastings District Council of any public event or issue arising out of your project or service

- Participate in Child Protection Training or provide an active Child Protection Policy for your organisation

- Provide a Health and Safety Plan which shall be submitted to Hastings District Council within one month of acceptance of the contract. The Health and Safety Plan shall include:

  i. A hazard register for the services undertaken. The hazard register will identify the hazards and their associated risks and document the measures to eliminate or minimise the risks;

  ii. A procedure for dealing with accidents & incidents;

  iii. A procedure for dealing with potential emergencies;

  iv. A procedure or instruction for communicating the hazard register, and procedures with employees/ volunteer workers.

- Acknowledge the assistance of Hastings District Council at events, and use the Hastings District Council logo in all publicity/communications for this project

We understand that the Hastings District Council is bound by the Local Government Official Information and Meetings Act 1987. In this regard, we consent to it recording the personal contact details provided in this application, retaining and using these details.

We understand that our name and brief details about the project or service may be released to the media or appear in public material.

We undertake that we have obtained the consent of all people involved to provide these details. We understand that we have the right to have access to this information.

This consent is given in accordance with the Privacy Act 1993.

Name: Rennie Meisel Position in organisation: Peoples Advocacy Society Board member

Signature: ..... Date: 24-4-2019

BAFNZ

Beneficiary Advocacy Federation of New Zealand

Beneficiary Advocacy Federation of New Zealand
C/O Homebuilders Family Service
5 Hexham Street
Warkworth

6th of December 2007

Peoples Advocacy Society
62 Raffles Street
Napier

Dear Sir or Madam

The Peoples Advocacy Society is a member of BAFNZ (Beneficiary Advocacy Federation of New Zealand). BAFNZ is a national organisation supporting people on low incomes and beneficiaries through providing support and networking amongst its members.

If there are any queries please do not hesitate to contact me on 09 425 7048.

Yours faithfully

Angela Crabb
Secretary

PEOPLES ADVOCACY SOCIETY INCORPORATED

FINANCIAL STATEMENTS

FOR THE YEAR

ENDED 30 JUNE 2018

CONTENTS:

Statement of Profit or Loss

Balance Sheet

Schedule of Assets and Depreciation

Notes to the Financial Statements

PEOPLES ADVOCACY SOCIETY INCORPORATED
STATEMENT OF PROFIT OR LOSS
For the Year ended 30 June 2018

		2018	*2017*
Income	*Note*	$	$
Grants and Donations	*2*	46,569	31,365
Donations		150	
Interest Received		35	193
Total income		46,755	31,557
Expenditure			
Accounting fees		468	
Advertising		692	1,438
Advocate expenses		1,698	267
Audit fee		200	200
Computer expenses		2,349	2,051
General Expenses		634	183
Insurance		701	691
Light, Power, Heating		2,431	131
Photocopying		697	450
Printing & Stationery		1,052	355
Rent		11,487	7,718
Repairs & maintenance		0	250
Salaries		16,022	10,430
Telephone		3,255	2,589
Training		108	305
Travel expenses		0	205
Total Expenditure		41,794	27,254
Add: non cash expenditure			
Depreciation		1,437	533
Total expenses		43,231	27,787
Net surplus (deficit)		$3,524	$3,770

Signed for and on behalf of Peoples Advocacy Society Incorporated

Christine Smith, B Com
Treasurer

These statements must be read in conjunction with the notes to the financial statements.

Page 1

PEOPLES ADVOCACY SOCIETY INCORPORATED
BALANCE SHEET
As at 30 June 2018

	Note		2018 $	2017 $
Opening accumulated funds			22,849	25,350
Surplus (deficit) for year			3,524	(2,501)
Closing accumulated funds			**26,372**	**22,849**
Represented by:				
Current Assets				
Bank Accounts				
Westpac Cheque account		2,047		4,388
Westpac Savings Account		25,767		23,734
			27,815	28,122
Other current assets				
Accounts Receivable		5,750		4,600
Rent paid in Advance	2	-		671
Total current assets			5,750	5,271
Fixed Assets				
Computers and accessories	2	3,333		2,353
Office Equipment	2	532		699
Total Fixed Assets			3,865	3,052
TOTAL ASSETS			37,429	36,445
Liabilities				
Accounts payable	2	1,851		1,211
GST Payable	2	119		600
PAYE Payable		59		254
Unexpended Grants	2	9,027		11,531
			11,057	13,596
TOTAL LIABILITIES			11,057	13,596
NET ASSETS			**26,372**	**22,849**

Signed for and on behalf of Peoples Advocacy Society Incorporated

Christine Smith, B Com
Treasurer

These statements must be read in conjunction with the notes to the financial statements. Page 1

PEOPLES ADVOCACY SOCIETY INCORPORATED
SCHEDULE OF FIXED ASSETS AND DEPRECIATION
AS AT 30 JUNE 2018

Descripn	Date of Purchase	Total Cost	Accum Deprecn	Book value 1.7.2017	Sale/ Purchase	Deprecn Rate	Deprecn 2018	Book Value 30.6.2018
		$	$	$			$	$
Computer Equipment								
Computer screens (4)								
Keyboards (4)								
Swivel chairs (4)								
Portable hard drive	1.4.2009	274	274	0				0
Laptop	Mar-15	668	529	139	0	50%	70	70
Dell Optiplex 980 Tower	Mar-15	370	293	77	0	50%	39	39
Increased ram	Mar-15	200	158	42	0	50%	21	21
Computer package	22.8.16	1,072	491	581		50%	291	291
Computer - Hastings	5.9.16	1,081	450	631		50%	316	316
Computer package	5.9.16	1,516	632	884		50%	442	442
Paua Software	Jun-18	0	0	0	2,250	50%	94	2,156
Total Computer Equipment		**5,181**	**2,827**	**2,354**	**2,250**		**1,271**	**3,333**
Office Equipment								
Napier Office Equipment								
Phone for Answer phone	Feb-98	539	539	0				0
Data base	1.6.2009	2,000	2,000	0	0			0
Rexel Shredder	12.8.16	312	72	240		25%	60	180
External flag	28.2.17	339	28	311		20%	62	249
Hastings Office Equipment								
Uniden SSE35 Telephones	7.4.16	**228**	**80**	**148**	0	30%	44	104
Total Office Equipment		**3,418**	**2,719**	**699**	**0**		**167**	**532**
Office Furniture								
Bookshelves (5)								
Chairs (6)								
Credenza								
Cupboards (6)								
Desks (4)								
Total Assets		**$8,599**	**$5,546**	**$3,053**	**$2,250**		**$1,437**	**$3,866**

Assets costing less than $200 are not capitalised.

Application No. 30 - Peoples Advocacy Society

PEOPLES ADVOCACY SOCIETY INCORPORATED
Notes to the Financial Statements
For the year ended 30 June 2018

Note 1: Reporting Entity

The reporting entity is Peoples Advocacy Society Incorporated, which is an incorporated society under the Incorporated Societies Act 1908.
The Society is registered as a charity under the Charities Act 2005.
The society is governed by its constitution and supports those requiring assistance in their dealings with Work & Income and other agencies.

Note 2: Statement of Accounting Policies

Basis of Preparation

The Financial Statements are General Purpose Financial Reports as defined by the NZ Institute of Chartered Accountants and have been prepared in accordance with the Generally Accepted Accounting Practices as published by the NZ Institute of Chartered Accountants.

The Financial Statements have been prepared for the members of the society, the Charties Commission and funders.

Measurement Base

The Financial Statements have been prepared on the basis of historical cost with the exception of certain items for which specific accounitng policies are identified.

Changes in Accounting Policies

All accounting policies have been applied on a basis consistent with those of the previous period.

Differential reporting

The entity qualifies for differential reporting within the NZ Institute of Chartered Accountants.
Differential Reporting framework is on the basis that the entity is not large and is not publicly accountable.
The entity has taken advantage of all available differential reporting exemptions.

Specific Accounting policies

The following specific accounting policies which materially affect the measurement of financial performance and financial position have been applied.

(a) Fixed assets

Assets are shown at their original cost, less an allowance for depreciation.
Assets have been depreciated on a diminishing value basis at the depreciation rates noted in the Schedule of Fixed Asseets and Depreciation.
Assets purchased with a value of less than $200 have been expensed.

(b) Goods and Services Tax

The Society is registered for GST and the financial statements have been prepared on a GST exclusive basis, with the exception of Accounts Receivable, Accounts Payable and Rent Paid in Advance.
Funds received as unconditional gifts and donations are not subject to GST.

(c) Taxation
The Society is recognised by Inland Revenue as a charitable organisation and is not liable for income tax.
All other taxes are calculated and returned to theInland Revenue where appropriate.

(d) Donated goods
Only cash donations and donations of fixed assets are recognised. Donated time is not included in these financial statements.
The Society has received grants totalling $9,027 which has been tagged for future spending in the 2019 income year. These are shown as a liability for unexpended grants.

(e) Contingent Liabilities
There are no claims of a contingent nature, that could if successful, result in a liability to the organisation with the exception of contractual obligations with the Ministry of Social Development. The Society has met their target of 250 clients to retain their funding from MSD. The entity has not granted any securities nor given any guarantees in respect of contingent liabilities payable by it or any other party.

Note 3: Grants and donations received for the year ended 30 June 2018

	2018	*2017*
	$	*$*
Napier City Council	4,000	2,000
Ministry of Social Development	19,565	19,565
COGS	5,000	0
Endeavour Community	0	1000
Hawkes Bay Foundation	1,500	2500
Hastings District Council	5,000	0
Eastern & Central	0	3700
Lion Foundation	3,000	0
NZ Lotteries	10,000	10000
TOTAL	48,065	38,765

Date	Client Name	Advocate Name	Fairly treated	How heard of service?	How helpful?	Improvement ideas/comments
		Malcolm	Yes	WOM	Very	
		Malcolm	Yes	Flyer&Radio&Newspaper	Extremely	
		Malcolm	Yes	WOM	Extremely	
		Brenda	Yes	WOM	Extremely	
		Christine	Yes	Friend/Family	Extremely	
		Malcolm	Yes	WOM	Very	Its not this service that has the prob
		Malcolm	Yes	WOM	Extremely	My 1st experience - extremely helpf
		Malcolm	Yes	WOM	Very	I have always found this service ver
		Malcolm	Yes	WOM	Extremely	As far as I'm concern our advise was
		Christine	Yes	WOM	Extremely	Find them extremely helpful
		Christine	Yes	WOM	Extremely	
		Brenda	Yes	WOM WINZ	Very	Keep doing what your doing/keep o
		Margaret	Yes	WOM CAB	Extremely	Your service is very very important t
		Brenda	Yes	Flyer/poster	Extremely	
		Malcolm	Yes	WOM	Very	I was well looked after and treated !
		Christine	Yes	WOM	Extremely	
		Christine	Yes	WOM	Extremely	Your absolutely on point with my ne
		Brenda	Yes	WOM	Useful	
		Brenda	Yes	WOM	Useful	
		Linda	Yes	WOM	Extremely	
		Malcolm	Yes	WOM	Extremely	
		Linda	Yes	WOM	Very	
		Malcolm	Yes	WOM	Very	
		Malcolm	Yes	WOM	Extremely	Give more support
		Malcolm		WOM	Extremely	
		Brenda	Yes	WOM	Extremely	
		Linda	Yes	WOM	Extremely	A great outcome as I have been trar
		Malcolm	Yes	WOM CAB	Very	Thanks for support
		Malcolm	Yes	WOM	Extremely	Helping for morning tea
		Malcolm	Yes	WOM WINZ	Extremely	More funding to offer more assistar
		Malcolm	Yes	WOM	Extremely	Can't improve it, it's excellent alrea
		Malcolm	Yes	WOM	Extremely	Malcolm was of great help, informa

Malcolm	Yes	WOM	Extremely	Very effective
Linda	Yes	WOM	Very/Extremely	Very helpful and thank you so much
Malcolm	Yes	WOM (sister)	Very	
Malcolm	Yes	Poster	Useful	Thank you
Malcolm	Yes	WOM	Extremely	Advertise more to public. Promotio
Linda	Yes	WOM	Very	
Malcolm	Yes	WOM	Extremely	
Malcolm	Yes	WOM - friend	Extremely	Very efficient thank you
Malcolm	Yes	WOM	Extremely	
Malcolm	Yes	WOM	Extremely	
Sharon	Yes	Previous client	Extremely	
Brenda	Yes	WOM	Extremely	Carol has been extremely helpful in
Brenda	Yes	WOM	Extremely	Awesome services I can't think of ar
Carol	Yes	WOM	Extremely	
Jeremy	Yes	WOM	Extremely	
Bob/Sharon	Yes	WOM	Very	
Brenda	Yes	WOM - friend	Extremely	Kay Burton was talking to me on Fa
Brenda	Yes	WOM - friend	Very	Very good
Malcolm	Yes	WOM	Some use	
Pene	Yes	WOM - CAB	Extremely	
Pene	Yes	Other - counsellor	Extremely	
Brenda	Yes	Other	Some use	Service was very helpful - good advi
Brenda	Yes	WOM	Very	Thank You!!!!
Jeremy/Bob	Yes	WOM	Extremely	
Jeremy/Bob	Yes	WOM	Extremely	
Malcolm	Yes	Friend/Family	Very	Thanks
Eva	Yes	Budget Advisor	Extremely	The service was extremely useful I g
Malcolm	Yes	WOM	Very	Don't need to improve it was exera
Malcolm	Yes	Flyer/poster/WOM	Very	Very welcoming. Listened to my cor
Bill	Yes	OTHER Street Sign	Extremely	You cant its excellent already. Mayb
Malcolm	Yes	WOM	Extremely	
Bob	Yes	Previous client	Extremely	

ɔlem but the services that they have to deal with
ful. Many thanks.
y useful and their service is fair. Thank you.
s given with a lot of help. Thank you.

ɪn keeping on! Great help can't go wrong
to me. Thank you very much Margaret

fairly - great services

ɜeds. Thank you :-)

ɪsferred to the correct benefit and will receive some back pay. I am very relieved and will recommend service to others.

ɪce or more people in this organisation
dy
tive am very happyh with everything. Thank you, Malcolm.

ı for your help

n flyers around the community.

the past - hence the reason for coming back.
ıything to improve it. But good services :-)

ceBook and suggested I come here to Peoples Advocacy for my section 70A

ice

ɡot all the support needed and the advocacy was amazing :-)
nt
ıcerns and gave appropriate advice.
ɔe more funding, greater advertising.

Item 4

Application No. 30