# Rates Remission Applications

<table>
<thead>
<tr>
<th>Number</th>
<th>Applicant</th>
<th>Page No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Feilding Civic Centre Trust</td>
<td>3</td>
</tr>
<tr>
<td>2</td>
<td>Feilding and Districts Steam Rail Society</td>
<td>43</td>
</tr>
<tr>
<td>3</td>
<td>Central Districts Playcentre</td>
<td>69</td>
</tr>
<tr>
<td>4</td>
<td>Te Kawau Playcentre</td>
<td>93</td>
</tr>
<tr>
<td>5</td>
<td>Manchester House Social Services Society</td>
<td>134</td>
</tr>
</tbody>
</table>
Rates Remission Application Form for Community Organisations

The purpose of granting rates support is to reduce the rating obligations on those community organisations that will benefit the community and who support Council’s Vision and Outcomes.

Applicant Details

Valuation Reference Number/s 141010 7200

Full name of organisation FEILDING CIVIC CENTRE TRUST

Contact person DAVID YOUNG (SECRETARY)

Daytime phone number 3236670

Physical & Postal Address Details

Physical Address 84 Aorangi Street, Feilding

PO Box 442

Town FEILDING Postcode 4740

Email manager@feildingciviccentre.org.nz

Funding Criteria

Council rates support will be administered annually and may be made for a multi-year term to a maximum of three years. Council may remit rates where the application meets the following criteria:
Directly links with the Council’s vision statement, outcomes; and

A rating unit that may be owned by Council or owned and occupied by a charitable organisation, which is used principally for sporting, recreation, art or community purposes; or

A rating unit that is leased by a charitable organisation for a period of at least one year is used principally for recreation, sporting or community purposes, and where the organisation is liable for the payment of the Council’s rates under the property’s lease agreement.

Definition of “charitable organisation” is a charitable entity which means a society, an institution, or the trustees of a trust that is or are registered as a charitable entity under the Charities Act 2005.

**Organisation Details**

Please give a brief description of what your organisation’s objectives are.

MDC created the Civic Centre Trust to promote and encourage participation of the community of all ages in the arts, culture, environment, recreation and sport.

________________________________________________________________________

Demonstrate how the purpose of your organisation aligns with Council’s vision, outcomes.

*ESTIMATE THAT 40,000 MANAWATU RESIDENTS AND OTHERS USE THE CIVIC CENTRE ANNUALLY. THE WIDE RANGE OF ACTIVITIES OFFERED PROVIDES OPPORTUNITY FOR PARTICIPATION AND ACCESSIBILITY TO MANAWATU DISTRICT RESIDENTS.*
Demonstrate how your organisation's service or services meet the current and future needs of Manawatu District residents.

The extensive use of the facility is proof that we are meeting the current needs of residents and the Trust's ongoing development plans ensures future need will also be met.

Demonstrate how accessible your property and the service or services your organisation provides are to Manawatu District residents as well as how these residents are given the opportunity to participate.

The Trust's venue charges are within easy reach for individuals and groups.

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Estimated number of active members, clients or participants

| ESTIMATE 40,000 RESIDENTS USE FACILITY Annually. |

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Do other organisations use your facilities?

☑ Yes      ☐ No

If yes, please give details of these organisations.

Attached is a schedule of the many organisations which have used our facilities in past six months.
Financial Information

What is your organisation's legal status?  
Registered Charitable Trust

What is your Charities Commission registration number?  
CC 11199

What is your Charities Commission registration date?  
20 September 2007

If you do not have a legal identity, please explain why, name your umbrella group and supply at least three letters in support of your application.

Does your organisation have its accounts audited each year?  
☑ Yes  ☐ No

If yes, please attach the Audited Accounts for the last financial year including the Auditor's report. If these audited accounts are more than six months old at the time of applying, please also enclose the most recent income and expenditure statement.

If no, please attach a statement of current financial position that includes an income and expenditure statement, or a copy of the unaudited management accounts; and a declaration, signed by two signatories of your organisation, attesting to the accuracy of the financial update included.

Please provide a copy of the following documentation to support your application.

- Your organisation's constitution
- Proof of charitable status and/or a copy of income tax exemption certificate.
- A copy of a lease agreement of the property (if not owned)
Declaration

☑ The details in all sections of the application are true and correct to the best of our knowledge.

☑ We have the authority to commit our organisation to this application to the Manawatu District Council.

☑ We understand and agree prior to any awarding of Contract of Service, the Manawatu District Council may make further checks in relation to credit worthiness of our organisation.

☑ We understand that the Council may disclose to, or obtain from, any government department or agency, private person or organisation, any information about our organisation for the purposes of gaining or providing information related to our organisation.

In addition:

☑ The Council will be advised of any significant change to our finances between the date of this application and the date of decision-making.

☑ All reasonable information has been provided to support our application.

We understand that the Manawatu District Council:


☑ We also 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 of our organisation may be released to the media or appear in Council documentation.

☑ 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.

1st Signatory

<table>
<thead>
<tr>
<th>Name</th>
<th>DAVID STRoud</th>
</tr>
</thead>
<tbody>
<tr>
<td>Position in Organisation</td>
<td>CHAIRMAN</td>
</tr>
<tr>
<td>Signature</td>
<td></td>
</tr>
<tr>
<td>Date</td>
<td>27 April 2016</td>
</tr>
</tbody>
</table>
2nd Signatory

Name: DAVID CLIFFORD YOUNG
Position in Organisation: SECRETARY / TREASURER
Signature: [Signature]
Date: 27 April 2016

Final Check

Make sure you have

☑ Completed all the sections
☑ Provided financial details
☑ Attached supporting documents

Need Help?

Please contact the following if you need advice on your application:

Janine Hawthorn
Community Development Adviser
Manawatu District Council
Telephone 06 323 0000 or
Email janine.hawthorn@mdc.govt.nz
FEILDING CIVIC CENTRE TRUST

Background
The Feilding Civic Centre Trust was established by Council in July 2004.
The Feilding Civic Centre Trust is responsible for achieving the Trust’s and Council’s objectives.
It operates as a Charitable Trust and a Council Controlled Organisation.

The Feilding Civic Centre, which the Trust manages day to day operations, was built in the mid 1950s and was the result of huge public involvement. In addition, volunteer labour from the community was used in its construction.

The Feilding Civic Centre is a multi-purpose venue centrally located in the heart of Friendly Feilding at 84 Aorangi Street. The building houses three venues: Stadium, Concert Chamber and Cedar Room.

Facilities
There are various options available for hiring this facility.

Stadium
This is marked for Basketball (including Mini-Basketball), Badminton and Volleyball.
The Venue includes bleacher style seating for up to 400 patrons.

Concert Chamber
The Concert Chamber has a seating capacity of up to 431 patrons and it comes complete with a generously proportioned stage, sound and lighting system.

Cedar Room
The Cedar Room is a meeting venue suitable for up to 50 people.
CERTIFICATE OF INCORPORATION

FEILDING CIVIC CENTRE TRUST
1543011

FEILDING CIVIC CENTRE TRUST is incorporated under the Charitable Trusts Act 1957 this 5th day of August 2004.

Neville Harris
Registrar of Incorporated Societies
DATED 23 FEBRUARY 2016

BETWEEN

THE MANAWATU DISTRICT
DISTRICT COUNCIL
("The Landlord")

AND

FEILDING CIVIC CENTRE TRUST
("The Tenant")

DEED OF EXTENSION OF LEASE
FEILDING CIVIC CENTRE

Manawatu District Council
DEED OF EXTENSION OF LEASE dated this 23rd day of FEBRUARY 2016

BETWEEN MANAWATU DISTRICT COUNCIL

("the Landlord")

AND FEILDING CIVIC CENTRE TRUST

("the Tenant")

BACKGROUND

(A) By the Lease referred to in Clause 5.1 hereof the Premises referred to in Clause 5.1 hereof were leased at the rental and on the terms and provisions contained in the Lease.

(B) The Landlord and the Tenant are currently respectively the Landlord and Tenant under the Lease.

(C) The current term of the Lease of three (3) years expired on 7th July 2014.

(D) The Landlord has agreed to grant to the Tenant an extended term of the Lease upon the terms and conditions set forth.

THIS DEED WITNESSES

1. EXTENSION OF TERM

The Deed of Lease is extended for a period of fifteen (15) years from 8th July 2014 so that the Lease now shall terminate on 7th July 2029.

2. RENTAL RATES AND OTHER OUTGOINGS

2.1 During the Extended Term the rental shall remain the same.

2.2 In addition to the rental provided in clause 2.1 hereof the Tenant shall continue to pay all other amounts as provided in the Lease.

3. CONFIRMATION OF OTHER LEASE COVENANTS

3.1 The Tenant acknowledges and covenants with the Landlord that during the Extended Term the Tenant shall:

(a) Hold the Premises on the same terms and provisions expressed or implied in the Lease subject to the variations set out in this Deed; and

(b) Duly and punctually perform and observe the covenants and provisions of the Lease as set out in the Lease but as varied by this Deed.
4. **COSTS**

The Landlord will pay the costs and disbursements of this Deed.

5. **INTERPRETATION**

5.1 **IN THIS DEED:**

"the Premises" means the premises situated at Stafford Street, Feilding being Lots 4, 5, 6 and 18 DP 588 (area 2120 m²) and Lot 2 DP 73224 (area 0202 m²) subject to right of way.

"the Extended Term" means the extended term of the Lease evidenced by this Deed of Extension of Lease.

"the Lease" means Deed of Lease executed between the within Landlord and the within Tenant and includes any existing variation or renewal of the Lease.

5.2 This Deed is supplemental to the Lease and expressions and definitions used in this Deed bear the same meaning given to them in the Lease.

5.3 Where obligations bind more than one person those obligations shall bind those persons jointly and severally.

**THIS DEED** was executed on the 23rd day of **FEBRUARY 2016**

**SIGNED by MANAWATU DISTRICT COUNCIL**
by its Chief Executive in the presence of:

Lorraine Kaye Vincent
Chief Executive

**SIGNED by FEILDING CIVIC CENTRE TRUST**
by the affixing of its Common Seal in the presence of:

Trustee

Trustee
TRUSTEE RESOLUTION

FEILDING CIVIC CENTRE TRUST
A TRUST CONSTITUTED BY DEED DATED 8 JULY 2004

Dated the 16th day of November 2015

RESOLVED

1. That the Trust enter into and execute a Deed of Extension of Lease between MANAWATU DISTRICT COUNCIL as Landlord and the Trust as Tenant in respect of the Landlord's premises situated at Stafford Street, Feilding being Lots 4, 5, 6 and 18 DP 588 (area 2120 m²) and Lot 2 DP 73224 (area 0202 m²) subject to right of way, for a further term of 15 years commencing on 8 July 2014 and expiring on 7 July 2029 with the annual rental to remain at $10.00 per annum due on 8 July in each year during the term of the Lease. A copy of the Deed of Extension of Lease has been perused by the Trustees.

2. That the abovementioned Deed of Extension of Lease be executed on behalf of the Trust by two of the trustees signing under seal of the Trust.

Signed:

[Signatures]

Patrick Snowell

David Stroud

Allan Williams

Lindsay Taylor

Stuart Osborne

Tony Chapman

Helen Worboys

John Gregory
Feilding Civic Centre Trust Board
6 monthly Report
Up to 31st December 2015

I am pleased to report to the council on the past 6-month’s activities for the Civic Centre Complex. The booking calendar over this period has been busy seeing December being extremely busy with the local Schools end of year prizegiving/productions.
We have a range of regularly users which use the complex each month throughout the year.
These are:
- Zumba
  - Every Tuesday and Thursday night.
- Tempo Dance Studio
  - Every Wednesday Nights
- Feilding Badminton
  - Every Tuesday and Thursday nights.
- Spotlight Theatre
  - Every Tuesday and Thursday nights.
- CFL Health & Fitness
  - Monday and Wednesday evenings weekly
- Oroua Badminton Association
  - 2nd Tuesday every month
- Probus Club of Makino
  - Every fortnight
- Makino Magic Toast Masters
  - Twice a week days vary

July 2015
- Chilli Wind
  - 2nd
- Primary ITO
  - 3rd
- ACT Market
  - 4th
- Spot Lights Theatre Concert
  - 3rd and 4th
- NZ Meat workers Union
  - 6th
- Feilding Indoor Bowls
  - 12th 19th 20th
- Primary ITO
  - 15th
- Private Meeting Booking
  - 15th 20th
- Feilding Prayer Meeting
  - 19th
- Worksmart
  - 20th-24th and 27th-30th
- Step N Thyme Matching
  - 20th 27th
- Feilding Districts Steam Rail Society
  - 25th
- Dance unlimited
  - 26th
- Youth Fitness Class
  - Tuesday and Thursdays
- YMCA Basketball
  - Every Wednesday for term 3

Repairs and Maintenance:
- Heating installation in the Foyer
- Cleaning of the stadium floor
- Exit lights in Stadium Replaced
- Minor water damage in the cedar room ceiling from heavy rain repaired
August 2015
- ACT Market
- Feilding Indoor Bowls
- Work Smart
- Step N thyme marching
- YMCA Basketball
- Youth Fitness
- Blue light Disco
- Harbour City Coins
- Feilding High School Basketball
- Private Meeting Booking
- Kitchen Booking
- NZ Blood Service
- NZ meats Workers Union
- Central PHO
- Dance Unlimited
- Feilding Intermediate cultural Festival
- Hub Church

Every Wednesday term 3
Tuesdays and Thursdays
7th
10th
10th 17th 24th 31st
12th 17th 19th
13th 20th 25th 27th
18th
18th
21st
22nd
26th
30th

Repairs and Maintenance:
- Mesh covers to be fitted to the badminton lights.

September 2015
- NZ Blood Service
- MDC
- Youth Fitness
- YMCA Basketball
- ACT Market
- Child’s birthday party
- Dance Unlimited
- Harbour City Coins
- Feilding Business awards
- Work Smart
- Step N thyme
- Kainui Cluster
- Aerodrome AGM
- Manawatu Knights Chess Club
- Kitchen Hire
- Private booking

Every Wednesday Term 3
Tuesday and Thursdays
1st 1st
5th
6th
6th 13th
7th
9th - 12th
14th - 18th 21st - 25th 28th - 30th
14th
16th
19th
23rd
24th
5th 16th 21st 26th 30th

Repairs and Maintenance:
- Nil
October 2015

- Work Smart 1<sup>st</sup> – 2<sup>nd</sup>
- Coach Hose Museum 2<sup>nd</sup>
- Youth Fitness Tuesdays and Thursdays
- Harbour City Coins 5<sup>th</sup>
- Step N Thyme marching 5<sup>th</sup>
- St Brigid’s indoor bowls 6<sup>th</sup>
- Bird Show 10<sup>th</sup>
- YMCA Basketball Every Wednesday Term 3
- Young Achievers Award 14<sup>th</sup> 16<sup>th</sup>
- Northern Indoor Bowls 15<sup>th</sup>
- Watson Real Estate 15<sup>th</sup>
- Feilding & Districts Steam Rail Society 17<sup>th</sup> – 31<sup>st</sup>
- MDC Flood meeting 17<sup>th</sup>
- Oroua Badminton country Schools 20<sup>th</sup>
- Private Meeting Booking 14<sup>th</sup> 19<sup>th</sup> 20<sup>th</sup> 21<sup>st</sup>
- Te Kura-a-iwi O Ngati Kauwhata 23<sup>rd</sup>
- Private badminton booking 27<sup>th</sup>
- Goldco International Ltd 28<sup>th</sup>
- Pamir Rugs 30<sup>th</sup> – 31<sup>st</sup>

Repairs and Maintenance:
- Chair storage cupboard requires improved circulation as mould is damaging the chairs. Vents place in doors to improve ventilation.
- Repair strapping on insulation batts in the concert chamber ceiling.

November 2015

- Pamir Rugs 1<sup>st</sup>
- Harbour City Coins 2<sup>nd</sup>
- St Brigid’s Indoor Bowls 3<sup>rd</sup>
- Feilding Craft Market 5<sup>th</sup> – 8<sup>th</sup>
- Work Smart 9<sup>th</sup> – 13<sup>th</sup> 16<sup>th</sup> – 20<sup>th</sup> 23<sup>rd</sup> – 27<sup>th</sup> 30<sup>th</sup>
- Step N Thyme Marching 9<sup>th</sup> 16<sup>th</sup> 21<sup>st</sup>
- Private meeting booking 11<sup>th</sup> 18<sup>th</sup> 25<sup>th</sup>
- Feilding Brass Concert 14<sup>th</sup>
- Dance Unlimited 15<sup>th</sup>
- NZ Blood Service 16<sup>th</sup> 17<sup>th</sup>
- Northern Indoor Bowls 19<sup>th</sup>
- Pahiatua Repertory Society 22<sup>nd</sup> – 28<sup>th</sup>
- Dance Unlimited 29<sup>th</sup> 30<sup>th</sup>
Repairs and Maintenance:

- Cable that attaches the badminton lights snapped this will need to be fixed

December 2015

- Kitchen hire 1st
- Work Smart 1st - 4th, 7th - 11th, 14th - 18th
- St Brigids Indoor Bowls 1st
- Dance Unlimited 1st - 6th
- Private Meeting booking 2nd
- Eden Kindergarten Christmas Concert 2nd, 3rd
- Manchester Street School Cushion concert 2nd
- Mt Biggs Production 7th
- Feilding Intermediate production 8th
- St Joseph’s School Prize giving 9th
- Lytton Street School Prize giving 10th
- Spot Light Theatre Concert 11th - 13th
- Harbour City Coins 14th
- Feilding Intermediate Prize giving 14th
- Manchester Street School Prize giving 15th, 16th
- Taonui School prizing Giving 15th
- North street School Prize giving 16th
- Private meeting Booking 16th
- Rotary Christmas Carols 17th, 19th, 20th

Repairs and maintenance:

- Nil

Complex bookings over the next 6 months are again busy seeing our regular users continue to do so and some big events planned to be held in the complex which includes:

- Weddings
- Young Farmers Regional Finals Competition
- Feilding High School Ball
- Dancing With the stars
- Stars Search Manawatu
- ANZU Op Shop Fashion Parade
- Feilding Brass
- Manawatu Avicultural Society
- ANZAC Concert
- Seniors Blue light Dance
- Badminton competitions

We also have a large range of smaller bookings and bookings coming in every day.
<table>
<thead>
<tr>
<th>Income</th>
<th>Selected Period</th>
<th>Budgeted</th>
<th>S Difference</th>
<th>% Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Interest Received</td>
<td>$5,068.60</td>
<td>$3,600.00</td>
<td>$1,468.60</td>
<td>40.80%</td>
</tr>
<tr>
<td>Cedar Room Hire</td>
<td>$5,969.38</td>
<td>$5,040.00</td>
<td>$929.38</td>
<td>18.40%</td>
</tr>
<tr>
<td>Entire Complex Hire</td>
<td>$3,754.34</td>
<td>$4,200.00</td>
<td>($445.66)</td>
<td>-10.60%</td>
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<tr>
<td>Concert Chamber Hire</td>
<td>$7,609.90</td>
<td>$6,300.00</td>
<td>$1,309.90</td>
<td>20.80%</td>
</tr>
<tr>
<td>Equipment Hire - Staging etc</td>
<td>$3,551.41</td>
<td>$5,460.00</td>
<td>($1,908.59)</td>
<td>-35.00%</td>
</tr>
<tr>
<td>Events Income</td>
<td>$7,261.56</td>
<td>$5,000.00</td>
<td>$2,261.56</td>
<td>45.20%</td>
</tr>
<tr>
<td>Gas and Power Costs Recovered</td>
<td>$30.44</td>
<td>$90.00</td>
<td>($59.56)</td>
<td>-66.20%</td>
</tr>
<tr>
<td>Grants Received</td>
<td>$2,000.00</td>
<td>$0.00</td>
<td>$2,000.00</td>
<td>NA</td>
</tr>
<tr>
<td>Stadium Hire</td>
<td>$6,478.42</td>
<td>$7,560.00</td>
<td>($1,081.58)</td>
<td>-14.30%</td>
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<tr>
<td>Operating Grant</td>
<td>$76,335.12</td>
<td>$76,336.00</td>
<td>$0.12</td>
<td>0.00%</td>
</tr>
<tr>
<td>Total Income</td>
<td>$118,049.17</td>
<td>$113,586.00</td>
<td>$4,463.17</td>
<td>3.90%</td>
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<tr>
<td>Cost Of Sales</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Events Expenditure</td>
<td>$7,143.87</td>
<td>$3,500.00</td>
<td>$3,643.87</td>
<td>104.10%</td>
</tr>
<tr>
<td>Mezzanine Floor Costs</td>
<td>$525.00</td>
<td>$900.00</td>
<td>($375.00)</td>
<td>-41.70%</td>
</tr>
<tr>
<td>Total Cost Of Sales</td>
<td>$7,668.87</td>
<td>$4,400.00</td>
<td>$3,268.87</td>
<td>74.30%</td>
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<tr>
<td>Gross Profit</td>
<td>$110,380.30</td>
<td>$109,186.00</td>
<td>$1,194.30</td>
<td>1.10%</td>
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<tr>
<td>Expenses</td>
<td></td>
<td></td>
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<tr>
<td>Accident Compensation Levies</td>
<td>$179.01</td>
<td>$200.00</td>
<td>($20.99)</td>
<td>-10.50%</td>
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<tr>
<td>Audit Fees</td>
<td>$2,425.00</td>
<td>$2,350.00</td>
<td>$75.00</td>
<td>2.80%</td>
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<td>Cleaning Contract and Consumab</td>
<td>$10,078.49</td>
<td>$11,250.00</td>
<td>($1,171.51)</td>
<td>-10.40%</td>
</tr>
<tr>
<td>Computer Expenses</td>
<td>$1,400.11</td>
<td>$1,350.00</td>
<td>$50.11</td>
<td>3.70%</td>
</tr>
<tr>
<td>Electricity</td>
<td>$4,167.55</td>
<td>$4,500.00</td>
<td>($332.45)</td>
<td>-7.40%</td>
</tr>
<tr>
<td>Fire Alarm Monitoring</td>
<td>$872.91</td>
<td>$1,350.00</td>
<td>($477.09)</td>
<td>-35.30%</td>
</tr>
<tr>
<td>Gas</td>
<td>$1,208.74</td>
<td>$900.00</td>
<td>$308.74</td>
<td>34.30%</td>
</tr>
<tr>
<td>General Expenses</td>
<td>$1,582.23</td>
<td>$900.00</td>
<td>$682.23</td>
<td>75.80%</td>
</tr>
<tr>
<td>Insurance-Business</td>
<td>$3,414.00</td>
<td>$3,500.00</td>
<td>($86.00)</td>
<td>-2.50%</td>
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<tr>
<td>Printing &amp; Stationery</td>
<td>$1,232.15</td>
<td>$1,350.00</td>
<td>($117.85)</td>
<td>-8.70%</td>
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<td>Promotion of the Centre</td>
<td>$286.87</td>
<td>$900.00</td>
<td>($613.13)</td>
<td>-68.20%</td>
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<tr>
<td>Rates</td>
<td>$8,742.62</td>
<td>$8,000.00</td>
<td>$742.62</td>
<td>9.30%</td>
</tr>
<tr>
<td>Repairs &amp; Maintenance</td>
<td>$6,829.97</td>
<td>$11,700.00</td>
<td>($4,870.03)</td>
<td>-41.60%</td>
</tr>
<tr>
<td>Salaries</td>
<td>$25,979.36</td>
<td>$28,440.00</td>
<td>($2,460.64)</td>
<td>-8.70%</td>
</tr>
<tr>
<td>Telephone &amp; Tolls</td>
<td>$646.61</td>
<td>$900.00</td>
<td>($253.39)</td>
<td>-28.20%</td>
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<tr>
<td>Total Expenses</td>
<td>$69,044.62</td>
<td>$77,600.00</td>
<td>($8,555.38)</td>
<td>-11.00%</td>
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<tr>
<td>Operating Profit</td>
<td>$41,335.68</td>
<td>$31,586.00</td>
<td>$9,749.68</td>
<td>30.90%</td>
</tr>
</tbody>
</table>

Other Income
Feilding Civic Centre Trust

Statement of Comprehensive Income
for the year ended 30 June 2015

<table>
<thead>
<tr>
<th>Notes</th>
<th>2015</th>
<th>2014</th>
</tr>
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<tbody>
<tr>
<td></td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td><strong>INCOME</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Operating Grant</td>
<td>1</td>
<td>75,208</td>
</tr>
<tr>
<td>Venue Hireage</td>
<td></td>
<td>37,994</td>
</tr>
<tr>
<td>Interest on Bank Deposits</td>
<td></td>
<td>8,759</td>
</tr>
<tr>
<td>Events</td>
<td></td>
<td>239</td>
</tr>
<tr>
<td><strong>Total Operating Income</strong></td>
<td></td>
<td>122,200</td>
</tr>
<tr>
<td><strong>EXPENDITURE</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Personnel Costs</td>
<td></td>
<td>34,663</td>
</tr>
<tr>
<td>Depreciation and amortisation</td>
<td></td>
<td>50,834</td>
</tr>
<tr>
<td>Other Expenses</td>
<td>3</td>
<td>72,890</td>
</tr>
<tr>
<td><strong>Total operating expenditure</strong></td>
<td></td>
<td>158,387</td>
</tr>
<tr>
<td><strong>Surplus/(deficit) for the year</strong></td>
<td></td>
<td>(36,187)</td>
</tr>
<tr>
<td><strong>Total Comprehensive Income (Deficit)</strong></td>
<td></td>
<td>(36,187)</td>
</tr>
</tbody>
</table>

NOTE: Venue Hireage:
In the 2013/14 Financial year, the venue hireage was reduced because the Concert Chamber was closed January/February 2014 and the Stadium January to June 2014 to allow for major earthquake strengthening work and asbestos removal to be undertaken.

The accompanying notes and policies form part of these financial statements.
Feilding Civic Centre Trust

Statement of Changes in Equity
for the year ended 30 June 2015

<table>
<thead>
<tr>
<th></th>
<th>2015</th>
<th>2014</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Balance at 1 July</td>
<td>595,534</td>
<td>628,818</td>
</tr>
<tr>
<td>Total comprehensive deficit for the year</td>
<td>(36,187)</td>
<td>(33,284)</td>
</tr>
</tbody>
</table>

| Balance at 30 June   | 559,347 | 595,534 |

The accompanying notes and policies form part of these financial statements.
Feilding Civic Centre Trust

Balance Sheet
As at 30 June 2015

<table>
<thead>
<tr>
<th>Notes</th>
<th>2015</th>
<th>2014</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td><strong>ASSETS</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Current Assets</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cash and cash equivalents</td>
<td>4</td>
<td>191,348</td>
</tr>
<tr>
<td>Debtors and other receivables</td>
<td>5</td>
<td>4,374</td>
</tr>
<tr>
<td><strong>Total Current Assets</strong></td>
<td></td>
<td>195,722</td>
</tr>
<tr>
<td>Non-current Assets</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Property, Plant and Equipment</td>
<td>6</td>
<td>374,442</td>
</tr>
<tr>
<td><strong>Total Assets</strong></td>
<td></td>
<td>570,164</td>
</tr>
<tr>
<td><strong>LIABILITIES</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Current Liabilities</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Creditors and other payables</td>
<td>7</td>
<td>7,649</td>
</tr>
<tr>
<td>Employee entitlements</td>
<td>7</td>
<td>3,168</td>
</tr>
<tr>
<td><strong>Total Current Liabilities</strong></td>
<td></td>
<td>10,817</td>
</tr>
<tr>
<td>Equity</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Retained earnings</td>
<td></td>
<td>559,347</td>
</tr>
<tr>
<td><strong>Total Equity</strong></td>
<td></td>
<td>559,347</td>
</tr>
<tr>
<td><strong>Total Liabilities and Equity</strong></td>
<td></td>
<td>570,164</td>
</tr>
</tbody>
</table>

David Stroud
Chairperson
Date: 28 August 2015

Stuart Osborne
Trustee
Date: 28 August 2015

The accompanying notes and policies form part of these financial statements.
### Statement of Cashflows
For the year ended 30 June 2015

#### Cash flows from operating activities

<table>
<thead>
<tr>
<th>Notes</th>
<th>2015</th>
<th>2014</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Receipts from Operating Grants</td>
<td>75,208</td>
<td>73,920</td>
</tr>
<tr>
<td>Interest received</td>
<td>9,096</td>
<td>9,105</td>
</tr>
<tr>
<td>Goods and services tax (net)</td>
<td>8,568</td>
<td>0</td>
</tr>
<tr>
<td>Receipts from other revenue</td>
<td>39,530</td>
<td>56,187</td>
</tr>
</tbody>
</table>

#### Cash was disbursed to:

<table>
<thead>
<tr>
<th>Notes</th>
<th>2015</th>
<th>2014</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Payments to suppliers and employees</td>
<td>(131,400)</td>
<td>(97,652)</td>
</tr>
<tr>
<td>Goods and services tax (net)</td>
<td>0</td>
<td>(10,431)</td>
</tr>
</tbody>
</table>

#### Net Cash from Operating Activities

<table>
<thead>
<tr>
<th>Notes</th>
<th>2015</th>
<th>2014</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td></td>
<td>1,002</td>
<td>31,129</td>
</tr>
</tbody>
</table>

#### Cash Flows from Investing activities

<table>
<thead>
<tr>
<th>Notes</th>
<th>2015</th>
<th>2014</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Purchase of property, plant and equipment</td>
<td>(72,551)</td>
<td>(18,657)</td>
</tr>
</tbody>
</table>

#### Net (decrease)/increase in cash and cash equivalents

<table>
<thead>
<tr>
<th>Notes</th>
<th>2015</th>
<th>2014</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td></td>
<td>(71,549)</td>
<td>12,472</td>
</tr>
</tbody>
</table>

#### Cash and cash equivalents at beginning of the year

<table>
<thead>
<tr>
<th>Notes</th>
<th>2015</th>
<th>2014</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td></td>
<td>262,897</td>
<td>250,425</td>
</tr>
</tbody>
</table>

#### Cash and cash equivalents at the end of the year

<table>
<thead>
<tr>
<th>Notes</th>
<th>2015</th>
<th>2014</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td></td>
<td>191,348</td>
<td>262,897</td>
</tr>
</tbody>
</table>

The accompanying notes and policies form part of these financial statements.
Feilding Civic Centre Trust

Statement of Accounting Policies
for the year ended 30 June 2015

Reporting Entity

The Feilding Civic Centre Trust is an exempt Council Controlled Organisation as defined by Section 6 of the Local Government Act 2002. The Feilding Civic Centre Trust is a charitable trust under the Charitable Trust Act 1957 and is domiciled in New Zealand.

The primary objective of the Trust is to provide services to the community rather than making a financial return. Accordingly, the Trust has designated itself as a public benefit entity for the purposes of New Zealand equivalents to International Financial Reporting Standards (NZ IFRS).

The financial statements of the Trust for the year ended 30 June 2015 were authorised for issue in accordance with a resolution by the trustees.

Basis of Preparation

The financial statements have been prepared in accordance with the requirements of the Financial Reporting Act 1993.

The Trust qualifies for differential reporting exemptions on the basis that it is not publicly accountable and is not considered large in terms of the Financial Reporting Act (1993). All exemptions have been applied except for NZIAS 7 Cashflows and these accounts are prepared on a GST exclusive basis.

The accounting policies set out below have been applied consistently in the preparation of these financial statements.

The financial statements are prepared in whole New Zealand dollars and on a historical cost basis.

Revenue

Revenue is measured at the value of consideration received.

The Feilding Civic Centre Trust received operating grants which are recognised as revenue as conditions pertaining to eligible expenditure have been fulfilled.

Revenue from hireage of facilities is recognised when the hireage is complete. Interest income is recognised using accrual accounting.

Grants for capital expenditure are recorded separately, as are donations.

Income Tax

The Trust is exempt from income tax under section CW41-43 of the Income Tax Act 2007 as it is a registered charity.

Cash and Cash Equivalents

Cash and cash equivalents includes cash in hand, deposits held at call with banks, other short term highly liquid investments with maturities of three months or less.

Equity

Equity is the community's interest in the Trust and is measured as the difference between total assets and total liabilities.
Debtors and other receivables
Trade and other receivables are measured at fair value less any provision for impairment.

Impairment of financial assets
At each balance sheet date the Trust assesses whether there is any evidence that an asset or group of assets is impaired. Any impairment losses are recognised and written off.

Property, plant and equipment
Property, plant and equipment is shown at cost less accumulated depreciation and impairment losses.

Disposals
Gains and losses on disposals are determined by comparing the proceeds with the carrying amount of the asset. Gains and losses on disposals are reported net as a surplus or deficit.

Depreciation
Depreciation is provided on a Diminishing Value basis on all property, plant and equipment other than land, at rates that will write off the cost (or valuation) of the assets to their estimated residual values over their useful lives. The useful lives of major classes of assets have been estimated as follows.

* Leasehold improvements 8 - 50 years Rates 4% to 25% DV
* Plant and Equipment 3 to 50 years Rates 4% to 60% DV

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

Goods and Service Tax (GST)
All items in the financial statements are stated exclusive of GST, except for receivables and payables, which are stated on a GST inclusive basis.

The net GST paid to, or received from the IRD, including the GST relating to investing and financing activities, is classified as an operating cash flow in the statement of cash flows.
# Feilding Civic Centre Trust

**Notes to the Financial Statements**  
*As At 30 June 2015*

<table>
<thead>
<tr>
<th>2015</th>
<th>2014</th>
</tr>
</thead>
<tbody>
<tr>
<td>$</td>
<td>$</td>
</tr>
</tbody>
</table>

## 1 Operating Grant (for day to day running costs)
Manawatu District Council - Operating Grant  
2015: $75,208  
2014: $73,920

## 2 Other Grants
Manawatu District Council - Creative Communities Grant  
2015: $0  
2014: $1,000

## 3 Other Expenses

<table>
<thead>
<tr>
<th>Description</th>
<th>2015</th>
<th>2014</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alarm Testing &amp; Monitoring</td>
<td>1,265</td>
<td>1,430</td>
</tr>
<tr>
<td>Audit Fee</td>
<td>2,360</td>
<td>2,360</td>
</tr>
<tr>
<td>Bad debts</td>
<td>163</td>
<td>0</td>
</tr>
<tr>
<td>Cleaning</td>
<td>16,459</td>
<td>11,169</td>
</tr>
<tr>
<td>Computer</td>
<td>1,805</td>
<td>1,581</td>
</tr>
<tr>
<td>Events Expenses</td>
<td>100</td>
<td>29,562</td>
</tr>
<tr>
<td>Electricity &amp; Gas</td>
<td>6,624</td>
<td>5,552</td>
</tr>
<tr>
<td>General Expenses</td>
<td>3,094</td>
<td>2,525</td>
</tr>
<tr>
<td>Insurance</td>
<td>10,483</td>
<td>10,242</td>
</tr>
<tr>
<td>Maintenance</td>
<td>7,094</td>
<td>11,456</td>
</tr>
<tr>
<td>Heating System checks</td>
<td>4,127</td>
<td>0</td>
</tr>
<tr>
<td>Re-coating Stadium Floor</td>
<td>4,951</td>
<td>0</td>
</tr>
<tr>
<td>Replace cables and pulleys for lights</td>
<td>2,803</td>
<td>0</td>
</tr>
<tr>
<td>Marketing</td>
<td>550</td>
<td>1,095</td>
</tr>
<tr>
<td>Printing/Stationery</td>
<td>1,543</td>
<td>1,400</td>
</tr>
<tr>
<td>Rates</td>
<td>8,063</td>
<td>7,176</td>
</tr>
<tr>
<td>Telephone</td>
<td>1,071</td>
<td>1,102</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>72,859</td>
<td>78,549</td>
</tr>
</tbody>
</table>

## 4 Cash & cash equivalents

**Cash at bank and in hand**

<table>
<thead>
<tr>
<th>Description</th>
<th>2015</th>
<th>2014</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANZ Bank Trading Account</td>
<td>8,092</td>
<td>407</td>
</tr>
<tr>
<td>ANZ Bank Savings Account</td>
<td>20,253</td>
<td>45,931</td>
</tr>
<tr>
<td>ANZ Bank Events Trading Account</td>
<td>6,250</td>
<td>9,387</td>
</tr>
<tr>
<td>ANZ Bank Events Savings Account</td>
<td>6,738</td>
<td>6,219</td>
</tr>
<tr>
<td>ANZ Bank Short Term Deposits</td>
<td>150,000</td>
<td>150,000</td>
</tr>
<tr>
<td>ANZ Bank Short Term Deposit</td>
<td>0</td>
<td>50,953</td>
</tr>
<tr>
<td><strong>Total cash and cash equivalents</strong></td>
<td>191,343</td>
<td>262,867</td>
</tr>
</tbody>
</table>

(Refer Cashflow statement)

The carrying value of short-term deposits with maturity of three months or less approximates their fair value.
5 Debtors & other receivables

<table>
<thead>
<tr>
<th></th>
<th>2015</th>
<th>2014</th>
</tr>
</thead>
<tbody>
<tr>
<td>Trade receivables</td>
<td>2,875</td>
<td>4,172</td>
</tr>
<tr>
<td>Interest accrued</td>
<td>813</td>
<td>1,155</td>
</tr>
<tr>
<td>GST Refund</td>
<td>681</td>
<td>9,249</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>4,374</strong></td>
<td><strong>14,576</strong></td>
</tr>
</tbody>
</table>

The carrying value of trade and other receivables approximates their fair value.

There is no concentration of credit risk with respect to trade receivables, as the Trust has a large range of customers.

6 Property, Plant and Equipment, Leasehold Improvements

<table>
<thead>
<tr>
<th></th>
<th>2015</th>
<th>2014</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cost</td>
<td>962,830</td>
<td>975,680</td>
</tr>
<tr>
<td>Accumulated depreciation</td>
<td>(618,388)</td>
<td>(570,065)</td>
</tr>
<tr>
<td>Book Value</td>
<td>344,442</td>
<td>405,615</td>
</tr>
<tr>
<td><strong>Depreciation Expense for year</strong></td>
<td><strong>50,834</strong></td>
<td><strong>58,613</strong></td>
</tr>
</tbody>
</table>

7 Creditors and Other Payables

<table>
<thead>
<tr>
<th></th>
<th>2015</th>
<th>2014</th>
</tr>
</thead>
<tbody>
<tr>
<td>Trade Payables</td>
<td>5,283</td>
<td>81,437</td>
</tr>
<tr>
<td>Audit Fee accrual</td>
<td>2,360</td>
<td>2,360</td>
</tr>
<tr>
<td>Employee entitlements</td>
<td>3,168</td>
<td>3,767</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>10,817</strong></td>
<td><strong>87,564</strong></td>
</tr>
</tbody>
</table>
8 Related Party Transactions
Manawatu District Council (MDC) is the ultimate parent of the Feilding Civic Centre Trust.

The following material transactions were carried out with related parties:

<table>
<thead>
<tr>
<th></th>
<th>2015</th>
<th>2014</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>(A) Manawatu District Council</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Operating grant</td>
<td>75,208</td>
<td>73,920</td>
</tr>
<tr>
<td>Community grant</td>
<td>0</td>
<td>1,000</td>
</tr>
<tr>
<td>Services provided by MDC (Rates, Insurance, Licences)</td>
<td>22,430</td>
<td>14,175</td>
</tr>
<tr>
<td>(B) During the year the Trust contracted with Dewe Electrical Co Ltd of which trustee Lindsay Taylor is a shareholder/employee. The value of services provided totalled $3,758 (2014 $12,075). All work was negotiated on normal commercial terms.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

9 Reconciliation of net surplus/(deficit) to net cash flow from operating activities

<table>
<thead>
<tr>
<th></th>
<th>2015</th>
<th>2014</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Operating Surplus/(deficit) for the year</td>
<td>(38,187)</td>
<td>(33,284)</td>
</tr>
<tr>
<td>Add/(less) non-cash items</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Depreciation and amortisation</td>
<td>50,834</td>
<td>58,613</td>
</tr>
<tr>
<td>Add/(less) movements in working capital items:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(Increase)/Decrease in Accounts Receivable</td>
<td>10,202</td>
<td>(8,943)</td>
</tr>
<tr>
<td>Increase/(Decrease) in Accounts Payable</td>
<td>(23,248)</td>
<td>14,668</td>
</tr>
<tr>
<td>Increase/(Decrease) in Employee Benefits</td>
<td>(586)</td>
<td>75</td>
</tr>
<tr>
<td>Net cash inflow from operating activities</td>
<td>1,902</td>
<td>31,129</td>
</tr>
</tbody>
</table>

10 Capital Commitments
There are no capital commitments as at 30 June 2015 (2014 Nil).

11 Subsequent Events
There are no significant events after balance date which affect these financial statements.

12 Contingent Liabilities
The Trust has no contingent liabilities as at 30 June 2015. (2014 Nil)
INDEPENDENT AUDITOR’S REPORT

To the Trustees of the Feilding Civic Centre Trust

Report on the Financial Statements

We have audited the financial statements of Feilding Civic Centre Trust on pages 1 to 9, which comprise the balance sheet as at 30 June 2015, and the statement of comprehensive income, statement of changes in equity and cash flow statement for the year then ended, and a summary of significant accounting policies and other explanatory information.

Trustees’ Responsibility for the Financial Statements

The trustees are responsible for the preparation and fair presentation of these financial statements in accordance with generally accepted accounting practice in New Zealand and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor’s Responsibility

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

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor’s judgement, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity’s preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity’s internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Other than in our capacity as auditor we have no relationship with, or interests in, Feilding Civic Centre Trust.

Opinion

In our opinion, the financial statements on pages 1 to 9 present fairly, in all material respects, the financial position of Feilding Civic Centre Trust as at 30 June 2015 and its financial performance and its cash flows for the year then ended in accordance with generally accepted accounting practice in New Zealand.

Cotton Kelly
28 August 2015
DATED 8th day of July 2004

BETWEEN MANAWATU DISTRICT COUNCIL

("the Settlor")

AND PATRICK SNOXELL, JAN LOCKETT-KAY, DAVID STROUD, FRANK DEW, LINDSAY TAYLOR, STUART OSBORNE and TONY CHAPMAN

("the Trustees")

DEED OF TRUST CREATING THE FEILDING CIVIC CENTRE TRUST

COOPER RAPLEY

LAWYERS

Palmerston North & Feilding
FEILDING CIVIC CENTRE TRUST

THIS DEED made on 8th day of July 2004

PARTIES

1. MANAWATU DISTRICT COUNCIL ("the Settlor")

2. PATRICK SNOXELL, JAN LOCKETT-KEY, DAVID STROUD, FRANK DEW, LINDSAY TAYLOR, STUART OSBORNE and TONY CHAPMAN ("the Trustees")

BACKGROUND

A The Settlor owns the property situated at Stafford Street, Feilding known as the Feilding Civic Centre.

B The Settlor wishes to constitute a Trust for the following purposes:-

B1 Any charitable purposes within the Manawatu region.

B2 To create a fund to be used for:

B2.1 The promotion of any purpose or purposes within the Manawatu region for the advancement of education particularly in the arts, culture, environment, recreation and sport and the fostering of a sense of community;

B2.2 Engendering a feeling of regional pride through strategies reflecting the positive image within the Manawatu region.

B2.3 Creating an awareness of the arts, culture, environment, recreation and sport of the Manawatu region.

B2.4 Encouraging participation of the community of all ages and persuasions including youth and amateur in the arts, culture, environment, recreation and sport.
B2.5 To manage, control, develop, promote, market, enhance and maintain the Civic Centre for the use and enjoyment of the Manawatu Community and the wider New Zealand community and to accept gifts and grants of whatever description. Provided that any private benefit conferred on any individual is incidental to the above purposes.

C The Settlor has paid to the Trustees the sum of $10.00 to be held by the Trustees on the trust and with the powers set out in this Deed.

IT IS AGREED:

1. Definitions

1.1 In this Deed:

"Trust Fund" means the sum of TEN DOLLARS ($10.00) advanced by the Settlors to the Trustees. It also includes any money, investments, intellectual property or other property paid or given to or acquired by the Trustees after this Deed has been signed with the intention that it be held by the Trustees on the trusts and powers set out in this Deed.

2. Declaration of Trust

2.1 The Trustees will hold the Trust Fund on trust in perpetuity for the benefit of the residents of the Manawatu region to the extent that this is a charitable purpose under the laws from time to time applying in New Zealand.

2.2 Without limiting clause 2.1 the objectives of this Trust are set out in Background B.

3. Trustees

3.1 The power to appoint new Trustees, including the power to appoint additional Trustees, shall be vested in the Settlor. The number of Trustees shall not be less than six. The Trustees shall vacate office if:
3.1.1. The Trustee shall die.

3.1.2. The Trustee shall fail to attend two consecutive meetings of the Trustees without leave of the other Trustees.

3.1.3. Shall resign by notice in writing to the other Trustees of not less than one (1) month.

3.1.4. Shall refuse to act or become unfit to act or become incapable of acting as Trustee.

3.1.5. The Trustee shall become bankrupt.

3.1.6. Shall be required to resign by resolution adopted without dissent by the other Trustees.

3.1.7. If required to do so by the Settlor.

3.2 Notwithstanding and in addition to clause 3.1 one half (1/2) of the Trustees shall resign every 18 months commencing 18 months after the date of this Deed so that every three (3) years all Trustees have resigned. Resigning Trustees shall be eligible for reappointment at the sole discretion of the Settlor.

4. NAME

4.1 The Trust established by the Deed shall be known as the Feilding Civic Centre Trust until the Trustees decide otherwise.

5. REMUNERATION

5.1 Each Trustee may be reimbursed for actual and reasonable out of pocket expenses in carrying out responsibilities under this Deed.

5.2 Trustees shall also be entitled to reasonable remuneration if engaged or employed on a professional fee or salary basis to discharge any particular function or duty on behalf of the Trustees as if the Trustee concerned were not a Trustee providing that a Trustee who is paid remuneration for services rendered to or for business activities of the
Trust shall not be able to determine or materially influence the amount, nature or the circumstances in which such remuneration is to be paid and received by that Trustee. Any such Trustee remuneration must be line with current open market values relating to the services performed by any such Trustee receiving remuneration.

6. **PERSONAL PECUNIARY PROFIT**

6.1 Any income benefit or advantage shall be applied to the charitable purposes of the Trust.

6.2 No Trustee or person associated with the Trust shall derive any income benefit or advantage from the Trust where they can materially influence the payment of the income benefit or advantage except where that income benefit or advantage is derived from a professional services Trust redirected in the course of business charged at no greater rate than current market rates or interest on money lent at no greater rate than current market rates.

7. **DUTIES**

7.1 The duties of the Trustees shall be to make and implement policy and decisions relating to the purposes of the Trust including but not so as to limit distribution or retention of income and capital of the Trust Fund for the purposes of this Trust.

8. **PROCEEDINGS**

8.1 Decisions of the Trustees must be unanimous.

8.2 Meetings of Trustees must be held on any Trustee giving fourteen (14) days notice to the others. Meetings must be held in Feilding unless the Trustees decide otherwise. Telephone and teleconference meetings may also be held.
8.3 Any business that may be done by the Trustees may also be done by resolution signed by all Trustees.

8.4 Minutes shall record all proceedings.

9. **TRUSTEE'S INVESTMENT POWERS**

9.1 **General Power:** The Trustee may invest or re-invest the Trust Fund (whether in New Zealand or elsewhere) as the Trustee from time to time thinks fit. The Trustee shall not be liable for, and shall be indemnified by and out of the Trust Fund in respect of, any loss or liability that may be sustained or incurred by reason of the exercise of their power of investment.

9.2 **Trustee Act Part II:** Clauses 9 and 10 will apply in precedence to any rule of law or the provisions of any statute (in particular sections 13B and 13C of the Trustee Act 1956) and this is to be treated as an expression of a contrary intention for the purposes of section 13D(1) of that Act.

9.3 **The Trustee Act 1956:** The Trustee shall have all the powers of a Trustee specified in Part III of the Trustee Act 1956.

10. **TRUSTEES' INDEMNITY IN RELATION TO INVESTMENTS**

10.1 Without restricting the wide and general nature of clause 9, the Trustees:

10.1.1 Need not diversify investments or maintain a balanced investment strategy;

10.1.2 The Trustees may retain any investments coming into the Trustees' hands as part of the Trust Fund even if they are of a wasting, speculative or reversionary nature.

10.1.3 May retain intellectual property, land or interests in land or bank deposits or bank accounts or any other type of investments as the sole or predominant asset class in the Trust Fund;
10.1.4 May adopt a portfolio approach to investment, with or without taking advice;

10.1.5 May delegate investment decisions, management or allocation to a professional investment manager or advisor or a Trustee Corporation (as defined in the Trustee Act 1956).

11. **NOT LIABLE**

11.1 The Trustees will not be liable for any loss incurred as a result of investing any part of the Trust Fund in a manner specified in clauses 9 and 10.

12. **FURTHER TRUSTEES' POWERS**

12.1 **Purchase:** The Trustees may purchase any property in New Zealand or elsewhere which the Trustees consider will benefit the Trust Fund on such terms and conditions as he or she thinks fit.

12.2 **Licence:** The Trustees may licence, let, lease or bail any part of the Trust Fund or any part thereof on such terms and conditions as the Trustees thinks fit. He or she may also manage any tenancies, leases and bailments forming part of the Trust Fund and accept surrenders of them.

12.3 **Sell:** The Trustees may sell all or any part of the Trust Fund in the manner and on the terms he or she thinks fit, including a term allowing all or part of the purchase price to remain owing on mortgage.

12.4 **Postpone Sale:** The Trustees may postpone the sale, calling in and conversion of any part of the Trust Fund for so long as he or she thinks desirable even if it is of a wasting speculative or reversionary nature.

12.5 **Sub-divide or Develop:** The Trustees may sub-divide or develop the whole or any part of the land forming part of the Trust Fund. For this purpose the Trustees may employ surveyors, builders, land agents, architects or contractors or prepare plans, make roads, lay drains and
do anything else the Trustees considers desirable or necessary for the proper carrying out of the sub-division or development.

12.6 **Maintenance:** The Trustees may maintain, manage and improve any property that forms part of the Trust Fund in whatever manner the Trustees think fit. For those purposes, the Trustees may pay and apply any part of the capital and income of the Trust Fund and he or she thinks fit.

12.7 **Grant Options:** The Trustees may grant an option or options to purchase, lease or exchange any property forming part of the Trust Fund on such terms and conditions as the Trustees think fit. Any option may be incidental to or independent of any sale, lease, exchange or other disposition.

12.8 **Borrow:** The Trustees may borrow money on such terms and conditions and for such purposes as the Trustees think fit. The Trustees may give security for repayment over the whole or any part of the Trust Fund, even if some part given as security does not benefit from the borrowing.

12.9 **Lend:** The Trustees may lend any money to any person on such terms and conditions (including as to security, interest rate and time of repayment) as he or she thinks fit.

12.10 **Guarantee:** The Trustees may guarantee the obligations or any person, company, organisation, institute or company on terms and conditions and for such purposes as the Trustees think fit. The Trustees may give security with respect to any guarantee given by them over the whole or any part of the Trust Fund, even if some part given as security does not benefit from the giving of the guarantee.

12.11 **Joint Ventures:** The Trustees may join with any other person in acquiring and retaining undivided interests less than the whole in any property or to hold such property as tenant in common or to permit such property to be held in the name of a nominee.
12.12 **Insurance:** The Trustees may affect insurance in respect of any property forming part of the Trust Fund on such terms and conditions as he or she thinks fit.

12.13 **Depreciation or Reserve Funds:** The Trustees may set aside income from the Trust Fund at any time as a depreciation or reserve Fund. The Trustees may determine whether the Funds so set aside are income or capital.

12.14 **Carry On Business:** The Trustees may acquire, commence or carry on any type of business either alone or in partnership with any other person or persons for such time as the Trustees think fit. The Trustees may use any part of the Trust Fund as capital in such business and may employ such persons as he or she thinks necessary.

The Trustees will not be liable for any loss caused by carrying on the business but will meet any business losses for any accounting period fixed by the Trustees out of the income and capital of the Trust Fund in such proportions as the Trustees think fit.

12.15 **Delegation:** The Trustees may delegate any of their functions and/or duties under this Deed to a nominee as determined by them from time to time and will not be liable for any loss caused by the act of nomination or the action or inaction of their nominee.

12.16 **Charitable Trusts Act 1957:** The Trustees may register the Trust as a Charitable Trust Board under the Charitable Trusts Act 1957.

12.17 **Advisory Trustee:** The Trustees may appoint any person or persons at any time or times as Advisory Trustee or Advisory Trustees of the trusts hereof (such person or persons shall have the status and powers conferred on advisory Trustees by the Trustee Act 1956 (or any statutory modification or re-enactment thereof)

12.18 **Natural Person:** Notwithstanding any other provision in this Deed, but subject to all laws and in particular laws relating to charities, the
Trustees in fulfilling their duties set out in this Deed shall have all the
powers of a natural person.

12.19 Intellectual Property: To hold and protect intellectual property through
such means as are appropriate including applications for trade marks
and other intellectual property protection measures and to licence and
control the use of that intellectual property for the purposes of this
Trust.

13. LIABILITY OF TRUSTEE FOR BREACHES OF TRUST

13.1 No Trustee shall be liable for any loss that is not attributable either:

13.1.1 To dishonesty or to willful commission by that Trustee; or

13.1.2 To any act known by that Trustee to be in breach of Trust.

13.2 The Trustees shall be indemnified out of the Trust fund for any costs,
expenses and damages arising from any claim not attributable to
dishonesty or willful commission.

14. INCOME BENEFIT OR ADVANTAGE TO BE APPLIED TO CHARITABLE PURPOSES

14.1 Any income or benefit or advantage shall be applied to the charitable
purposes of the Trust.

15. AMENDMENTS TO TRUST DEED

15.1 The Trustees may by deed at any time or times, revoke, add or vary all
or any of the terms and provisions of, and, without limiting the generality
thereof, all or any of the Trust's beneficial interests powers and
discretions set out or contained in, this Deed as varied from time to time
provided that no part of the Trust Fund or the income there from shall
become subject to any Trusts other than Trusts for Charitable
Purposes.
16. **Winding Up**

16.1 On winding up of the Trust Fund after all legitimate expenses have been accounted for the Trust Fund shall be distributed in consultation with the Settlor to a charitable body within the Manawatu region as determined by the Trustees in consultation with the Settlor or in default as determined by the High Court.

SIGNED for and on behalf of
MANAWATU DISTRICT COUNCIL
by:

LORRAINE VINCENT (COMMUNITY SERVICES MANAGER)

A. H. Hawthorn
Committee Secretary (Witness)

SIGNED by
PATRICK SNOXELL
in the presence of:

J. M. Snodell
Witness

Tramper
Occupation

Halcombe Rd, Feilding
Address
SIGNED by JAN LOCKETT-KAY in the presence of:    

Witness Farmer

Occupation RD5 FEILDING

Address

SIGNED by DAVID STROUD in the presence of:    

Witness Farmer

Occupation Holcombe Park, Feilding

Address

SIGNED by FRANK DEW in the presence of:    

Witness Retired

Occupation 19 Highfield Rd, Feilding

Address
SIGNED by  
LINDSAY TAYLOR  
in the presence of:  

Witnes  
John Allen  
Occupation  
RTG. Blunden  
Address  
Felling

SIGNED by  
STUART OSBORNE  
in the presence of:  

Witness  
Sharon Osborne  
Occupation  
Care Enor  
Address  
Haggie fl  

SIGNED by  
TONY CHAPMAN  
in the presence of:  

Witness  
M. Snedell  
Occupation  
Farmer  
Address  
Hatcombe Rd. Felling
Rates Remission Application Form for Community Organisations

The purpose of granting rates support is to reduce the rating obligations on those community organisations that will benefit the community and who support Council's Vision and Outcomes.

### Applicant Details

<table>
<thead>
<tr>
<th>Valuation Reference Number/s</th>
<th>14101 37000</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full name of organisation</td>
<td>Feilding &amp; Districts Steam Rail Society Incorporated</td>
</tr>
<tr>
<td>Contact person</td>
<td>John Cannon Treasurer</td>
</tr>
<tr>
<td>Daytime phone number</td>
<td>06 323 9026</td>
</tr>
</tbody>
</table>

### Physical & Postal Address Details

<table>
<thead>
<tr>
<th>Physical Address</th>
<th>26-28 Gladstone Street Feilding</th>
</tr>
</thead>
<tbody>
<tr>
<td>PO Box</td>
<td>P.O. Box 197 Feilding</td>
</tr>
<tr>
<td>Town</td>
<td>Feilding</td>
</tr>
<tr>
<td>Email</td>
<td><a href="mailto:steam_treasurer@gmail.com">steam_treasurer@gmail.com</a></td>
</tr>
<tr>
<td>Postcode</td>
<td></td>
</tr>
</tbody>
</table>

### Funding Criteria

Council rates support will be administered annually and may be made for a multi-year term to a maximum of three years. Council may remit rates where the application meets the following criteria:
• Directly links with the Council's vision statement, outcomes; and
• A rating unit that may be owned by Council or owned and occupied by a charitable organisation, which is used principally for sporting, recreation, art or community purposes; or
• A rating unit that is leased by a charitable organisation for a period of at least one year is used principally for recreation, sporting or community purposes, and where the organisation is liable for the payment of the Council's rates under the property's lease agreement.

Definition of "charitable organisation" is a charitable entity which means a society, an institution, or the trustees of a trust that is or are registered as a charitable entity under the Charities Act 2005.

**Organisation Details**

Please give a brief description of what your organisation's objectives are.
- Feilding Steam Rail was formed to lease, buy or otherwise acquire steam locomotives and carriages. To restore these to a standard where they can be used on the mainline and to operate these for the benefit of people throughout the lower North Island.
- To display old railway rolling stock and old railway equipment to members of the public.
- To assist other charities with fund raising.

Demonstrate how the purpose of your organisation aligns with Council's vision, outcomes.
All our excursions depart and return to Feilding. This attracts large numbers of people to Feilding for excursions.
Also our open weekend attracts people from all over the lower North Island to Feilding to enjoy what we have to display.
This contributes to a vibrant and thriving Manawatu District
23.2 Prior to the disposal of, or any scrapping of any of the Society’s heritage property it shall first be offered to other heritage rail organisations.

24 COMMON SEAL
The Society shall have a Common Seal to be kept by the Secretary. It shall only be fixed to an instrument, deed, paper or other writing by resolution of the Committee.

25 ALTERATION OF RULES
These rules can only be altered by the decision of a majority of 75% of members attending a special general meeting called for that purpose, provided that no alteration or addition can be made to the charitable objects, personal benefit or the winding up clauses that materially detracts from the charitable nature of the Society.

26 WINDING UP
26.1 If a majority of members present at a general meeting convened for the purpose, resolve that the Society be dissolved as from a date to be named, such resolution is to be confirmed at a subsequent General Meeting as provided for by Section 24 of the Incorporated Societies Act 1908. Notice of any such resolution is to be sent to the Registrar of Incorporated Societies.

26.2 On winding up, any assets remaining after the satisfaction of all liabilities shall be disposed of to a similar charitable organisation as decided upon by the members at the meeting.

27 CONSTITUTION BINDING ON MEMBERS
27.1 All members shall, by virtue of their membership, be bound by the rules in this Constitution, and by any rules which from time to time the Committee may formally advise the members of the society, and by the Safety Case and Safety System as approved by the New Zealand Transport Agency.

27.2 Upon admission to the Society, or as soon as soon as practical afterwards, each member shall have a copy of the Constitution made available to them.

27.3 No member shall be absolved from the effect of this Constitution on the grounds that they do not have full knowledge of it, or of any provision in it.

27.4 A copy of the Constitution and all its amendments shall be kept in the office of the Society available for inspection by members.

27.5 A copy of the Safety Case and Safety System (including associated documents) shall be kept in the Society’s office available for inspection by members.
18.6 No members shall be eligible to vote, unless they are a financial or life member.

18.7 Balloted votes for election of officers and Committee members shall be counted by at least two scrutineers appointed by the meeting.

18.8 At a General meeting a quorum shall consist of 10 members who are qualified to vote being personally present.

18.9 The chairperson, if present, shall occupy the chair. In the event of their absence, or their express wish not to occupy the chair, the deputy Chairperson may occupy the chair, or failing them, the meeting shall elect from the members present a chairperson who shall not be the Secretary or the Treasurer.

19 COMMITTEE MEETINGS

19.1 The next meeting of the Committee shall be set by the Committee at the end of each meeting. If three members of the Committee sign a requisition asking for a meeting, it must be called.

19.2 Only officers and members of the Committee may attend a Committee meeting as of right, but other persons may attend as observers and speak only at the invitation of the Committee.

19.3 At all meetings of the Committee 50% of the committee members shall form a quorum.

19.4 The chairperson, if present, shall occupy the chair. In the event of their absence, or their express wish not to occupy the chair, the deputy Chairperson may occupy the chair, or failing them, the meeting shall elect from the members present a chairperson.

20 SUBSCRIPTIONS

The Annual subscription shall be fixed at the AGM and shall be due on 1 July each year. The Committee shall have the power to remit the subscription of any member if the circumstances justify it doing so.

21 FINANCIAL YEARS

The financial year for the Society shall be from 1 July to 30 June the following year.

22 LIABILITY

No officer of the Society shall be liable for the acts, receipts, neglects, or defaults of any officer of the Society or for any loss occasioned by any error of judgement or oversight on their part or for any other damage, misfortune whatever which shall happen in the execution of the duties or their office or in relation to them unless the same happens through their own wilful default or dishonesty.

23 PROPERTY OF THE SOCIETY

23.1 A comprehensive list of the Society's property and assets shall be made available to members of the Society.
keep all accounts of the Society and prepare a statement of financial position and a statement of financial performance to be submitted to the AGM of the Society.

15 CHEQUES
All cheques drawn on the Society's cheque accounts shall be signed by two approved members of the Committee. Any direct credit for the payments of accounts shall be approved by a second approved member of the Committee.

16 AUDIT
The accounts shall be audited or reviewed as required by law. The auditor/reviewer shall be an accredited professional who shall be independent of the Society.

17 PUBLIC STATEMENTS
Public statements on behalf of the Society shall be made only by the Chairperson or on his express authority.

18 GENERAL AND SPECIAL MEETINGS
18.1 The AGM of the Society shall be held within three months after the balance date each year for the purposes of considering the Annual Report and the statement of financial position and the statement of financial performance, election of Committee, fixing the amount of subscriptions, appointment of auditor/reviewer, and such other business as shall have been specified in the notice convening the meeting.

18.2 A special General Meeting may be convened whenever the Committee considers it necessary or advisable to do so, or shall be called by the Secretary within 14 days after they receive a written request to that effect signed by no less than 10 members of the Society, specifying the reason for the meeting.

18.3 No business shall be transacted at any Special General meeting except that specified in the notice calling the meeting.

18.4 Fourteen days' notice of any General Meeting (Special or Annual) must be given. The notice must specify the place, time, date and purpose of the meeting, and shall be given to every member of the Society.

18.5 Motions arising at any General Meeting (Special or Annual) (except the election of the Committee members which is done by ballot) shall be determined by a majority of 75% ascertained by a show of hands, but by ballot if required by any members present. Voting members may appoint a proxy, who must be a voting member present at the meeting, by written notice to the Secretary. In the event of equality of votes the Chairperson shall have a casting vote.
such bank(s) as the Committee shall appoint, pay accounts promptly.

1.4 Treasurer

Society and the Committee, and perform general secretarial duties.

After three months of becoming members, conduct correspondence of the
Society Act 1908 showing the names, addresses, and dates they
Enrolled Incorporated
registered as members of the Society (in accordance with the

1.4.3 Secretary

from time to time, and may have other duties as deemed by the Committee
required, and shall stand in for the Chairman in his/her absence as
Society, and assist the Committee and the Chairman with the running of the
Society's activities during the previous financial year ended 30 June.

1.4.2 Deputy Chairman

Present to the AGM an Annual Report covering all aspects of the

1.4.1 Chairman

The duties of the following offices include the following.

DUTIES AND RESPONSIBILITIES OF OFFICERS

13.8.1 Make a declaration of association (i.e. agree to
friends or family relationships with other rail organisations).

13.8.2 On election or appointment, sign a non-disclosure agreement.

13.8.3 Make a declaration of conflict of interest (DOC) regarding any
memberships of the Society, pending a formal hearing.

13.8.4 Suspension from attending committee meetings and/or from
breaches of the NDA may include (but are not limited to)
any judicial decision made by the
committee in the event of a breach of the NDA. Sanctions for
the Society and abide by any judicial decision reached by the
NDAC (provided the commercial and/or financial interests of
NDAC) in accordance with any other rail

13.8.5 Accept all committee nominations and appointed officers shall be required to:

amended or reversed by at least two thirds of the members voting in
shall be general meeting on all members will be cancelled;

13.7 Every decision of the Committee which is not inconsistent with, or

13.1 All committee members and appointed officers shall be required to:

48
12 COMMITTEE AND OFFICERS

12.1 The Committee shall consist of a Chairperson, Treasurer, Secretary and up to eight other members to be elected at the annual general meeting (AGM). The number of Committee members shall be determined at each AGM.

12.2 In the event of any vacancy occurring in the Committee during the year the remaining Committee members can either co-opt a new member to fill the vacancy until the next AGM or not fill the vacancy.

12.3 The Committee may co-opt new Committee members when necessary.

12.4 The office of any officer or member of the Committee shall be vacated if the holder:
   12.4.1 Ceases to be a member of the society for any reason
   12.4.2 Voluntarily resigns from the committee
   12.4.3 Is removed from office by resolution of at least two-thirds of the members voting in person at a special general meeting convened for that purpose
   12.4.4 Any member of the Committee failing to attend three consecutive meetings, unless leave of absence is given by the Committee, shall be deemed to have resigned from the Committee.

12.5 Decisions arising at any meeting of the Committee shall be determined by a majority of votes. If the voting is equal, the Chairperson shall have the casting vote.

12.6 The Chairperson may, at any time, summons a meeting of the Committee.

12.7 The Committee shall appoint a Deputy Chairperson.

13 RESPONSIBILITIES OF THE COMMITTEE

The Committee shall be responsible for:

13.1 Controlling generally the affairs and all the activities of the Society.

13.2 Controlling the Society's finances and ensuring that authority to make payments on behalf of the Society is clearly delegated.

13.3 Ensuring the safe custody of the Society's property.

13.4 Appointing executive officers to control the various activities of the Society and to assist members of the Committee.

13.5 Arranging any other activities, in addition to those already mentioned, provided that such additional activities are in furtherance of the objects of the Society.

13.6 Any formal contract entered into by the Committee for and on behalf of the Society shall be by written deed, carrying the common seal of the Society, and a copy of every such deed shall be available for inspection by any member of the society by appointment with the Secretary.
inconsistent with any provision of the Constitution, may bring such action to the notice of the Committee, who shall ensure that if such inconsistency exists, remedial action is taken in a judicial manner.

9.9 Members of the Society shall familiarise themselves with the requirements of the Society’s safety Case and safety System (including associated documents), undertake any required training programmes to maintain or increase their level of expertise, and if the situation arises accept any necessary and prescribed disciplinary action taken by officers appointed by the Committee.

10 TERMINATION OF MEMBERSHIP

Membership of the Society shall be terminated at any time by any one of the following:

10.1 Voluntary resignation in writing.
10.2 Formal decision of the committee based on belief of a member’s misconduct, or action(s) detrimental to the Society’s interests. A notice of intention must first be given the member. The member concerned will have the right of appeal to the Committee as follows:
   a) Within 14 days of receipt of a notice of intention of termination of membership, the member concerned may either forward a written submission to the secretary for consideration of appeal by the Committee, or may give written notice of their wish to appear personally before the Committee.
   b) On receipt of either a written submission or a notice of intention to appear, the secretary must call, within 28 days of receipt, a meeting of the Committee to either hear the appeals from the member, or consider the written submission.
   c) If the member makes no appeal against the intention of termination of membership, their membership is terminated and the member shall be given notice in writing of the decision to terminate the membership.

10.3 On death.
10.4 Non payment of subscription fees by 31 October.
10.5 There shall be no refund of subscriptions paid.

11 PATRON

11.1 The members present and entitled to vote, at a general meeting, may appoint any person as patron of the Society.
11.2 Any person so appointed shall receive the same rights, privileges and responsibilities as ordinary members.
11.3 The term of office of a patron shall be for an indefinite period, or a specified number of years, as determined at the general meeting at which such appointment is made.
8.4 Ordinary Members: Any person 18 years or over (at the commencement of the financial year) may become an Ordinary member. They shall be entitled to one vote.

8.5 Family Members: Family membership shall be available to family groups consisting of at least one adult and partner or offspring. There shall be one vote per family.

8.6 Prospective members must complete a membership form and submit it to the Secretary along with the subscription fees.

9 CONDUCT AND RESPONSIBILITY OF MEMBERS

9.1 No members shall derive any pecuniary gain from the property or operations of the Society. The income of the Society from all sources shall be applied solely towards the promotion of the objects of the Society and no portion of the funds shall be paid directly or indirectly by way of bonus or dividend to any member of the Society. This does not prevent the reimbursement or reasonable expenses to members.

9.2 Payment to a member of the Society, or person associated with a member, must be for goods or services that advance the purposes of the Society. Such payments must be reasonable and consistent with payments that would be made between unrelated parties.

9.3 No member of the Society, or anyone associated with a member, may take part in or influence any decision made by the Society in respect of payments of any income, benefit or advantage to or on behalf of that member or associated person.

9.4 No member of the Society is entitled to use the name of the Society, or the fact that they are a member of the Society, when endeavouring to obtain personal favours from any outside person or organisation, nor in any circumstances which may lead other persons to misconstrue their communication as an official communication on behalf of the Society.

9.5 The Society will not be held responsible for any acts or statements of individuals members made without the express authority of the Committee.

9.6 Members shall not hold the Society, or any other party involved, responsible in respect of personal injury, damage or loss of personal property, suffered by members whilst participating in the Society’s activities or visits arranged by the Society to private premises, or places not normally open to the public.

9.7 Members of the Society shall maintain a high and exemplary standard of conduct at all times when travelling on trains or on railway property or engaged in any activity that may be construed as society activity.

9.8 Any member who is of the belief that any action, whether carried by the Committee or on its authority, or by any individual member, is
6.19 To acquire by way of purchase, lease or otherwise any real or personal property and sell any of the same on terms and conditions as it thinks fit.

6.20 To raise or borrow such sums of money as is necessary or expedient for the purposes of the society, upon mortgage or other charge of any real leasehold or personal property of the Society, and to issue such debenture or mortgage charging the whole of any part of the assets of the Society or to borrow money from its bankers or other persons with or without security.

6.21 To enter into negotiations, contracts, agreements or undertakings in the name and on behalf of the Society that it considers to be in the interests of the Society.

6.22 To invest and deal with all moneys of the Society, not immediately required, upon such securities and in such manner as it may determine.

6.23 To authorise the use of the Common Seal of the Society.

6.24 To carry on any business in New Zealand.

6.25 To apply for, and receive financial grants for, and on behalf of the society.

6.26 To guarantee and give guarantees and to indemnify and give indemnities for the payment of money or the performance of contract or obligations of any Society, including this Society, company, trust board, or other organisation not formed for profit, and having objects altogether or in part similar to those of the society.

6.27 To deal with any contingency not provided for in this Constitution.

7 SERVICE OF NOTICES

7.1 Notices shall be deemed to be served if given in writing by any means at the current postal/email address recorded in the member register.

7.2 It shall be the responsibility of the members to keep the secretary informed of their current address.

8 MEMBERSHIP AND VOTING RIGHTS

8.1 There shall be four classes of members: “Life Members”, “Family Members”, “Junior Members” and “Ordinary Members”.

8.2 Life Members: Any person, who the Society decides at its AGM, may be declared a Life member for the rest of their lifetime. They shall be entitled to one vote.

8.3 Junior Members: Any person under the age of 18 years (at the commencement of the financial year) may become a Junior Members. They shall have no vote if under the age of 14 years.
donations, legacies, grants and any other sources for the
furtherance of the objects of the Society.
6.2 To secure in such manner as the Society shall think fit the
repayment of any moneys borrowed or raised by the Society AND to
give and execute any mortgages, AND other instruments as security
for such payments and repay, redeem or purchase any such
securities.
6.3 To accept the custody, control and manage any real or personal
property which may be bequeathed or donated to the Society. And
to carry out any trusts attached to gifts or bequests to the Society.
6.4 To invest all moneys held by the Society in investments authorised
by law in New Zealand for the investment of trust funds.
6.5 To raise money and to obtain property to further the objects of the
Society.
6.6 To operate trading and savings accounts with a Bank.
6.7 To institute, defend, compromise or abandon legal proceedings
involving the property or affairs of the Society.
6.8 To appoint any subcommittee for any purpose it deems necessary
to achieve the objects and delegate any of its powers and duties to
that subcommittee.
6.9 To regulate its meetings as it thinks fit.
6.10 To appoint and remunerate, subject to paragraph 9.2 and 9.3, from
the membership or otherwise, any persons to assist the Committee
with the business of the Society.
6.11 To organise any fund-raising activities in furtherance of the objects
of the Society.
6.12 To refuse, at its discretion, any application for membership.
6.13 To appoint any person to act as editor or publisher for any Society
publications and to fix amounts to be charged for such publications.
6.14 To suspend or dismiss such other officers, staff, employees or
servants as may be required.
6.15 To allow non-members to participate in any Society activity.
6.16 To decline, at its discretion, any particular application or
applications, whether from members or non-members, to
participate in any trip, tour, excursion, or other activity of the
society.
6.17 To impose such penalties as may be considered necessary for the
enforcement of the rules of the society, pursuant to section 3 of the
Incorporated Societies Amendment Act 1922.
6.18 To make satisfactory arrangements for the co-operation with other
organisations whose objects are altogether or in part similar to
those of the Society, and to arrange affiliations with such
organisations where desirable.
3 REGISTERED OFFICE
The registered office of the Society shall be at such place as the Committee may determine. The Secretary shall give notice to the Registrar of Incorporated Societies of any change of place.

4 OBJECTS
The objects of the Society shall be to:
4.1.1 Restore, refurbish, maintain, renovate and operate working steam and diesel and other locomotives, rolling stock and railway equipment for the benefit of all persons in New Zealand.
4.1.2 Undertake anything else to achieve the above.
4.1.3 Maintain, be responsible for, and provide facilities for steam locomotives, rolling stock and equipment owned, leased or managed by the Society.
4.1.4 Promote the activities set out in that section of the constitution titled ACTIVITIES.
4.1.5 To undertake and execute any charitable work within Manawatu or elsewhere in New Zealand.

5 ACTIVITIES
The activities of the Society shall be to:
5.1.1 Acquire, buy, rent or lease a site or sites suitable for the storage of locomotives, rolling stock, spares and equipment.
5.1.2 Construct or provide a building or buildings suitable for the protection of the above mentioned, and to promote a suitable environment for their restoration, preservation or renovation.
5.1.3 Acquire, store and catalogue a comprehensive stock of spare parts for the maintenance and servicing of steam locomotives and rolling stock;
5.1.4 Promote, where practical, usage of locomotives or rolling stock by way of excursions or other similar activities for the benefit of the public, the Society and its members.
5.1.5 Conduct such social activities as the Committee may from time to time determine.
5.1.6 Publish, print, distribute and advertise, periodicals, books, magazines, or other printed matter on topics of railway or related interest, or which relates to the Society’s activities.

6 POWERS
The Society will have the widest possible powers to do anything which may be necessary to promote the Society’s objects including:

6.1 To raise, receive, hold and administer funds from subscriptions,
Constitution and Rules
Of the
Feilding and District Steam Rail Society Incorporated

1 NAME
The name of the Society shall be the Feilding and District Steam Rail Society Incorporated. It is also known as Feilding Steam Rail.

2 INTERPRETATION
In the constitution, except where a contrary intention is obvious:
“Society” means Feilding and District Steam Rail Society Incorporated
“Member” generally means all classes of members, unless preceded by the words “ordinary”, “family”, “life”, “junior”, “financial”.
“Membership” shall carry a similar interpretation as “member”
“Rules” means the Constitution of the Society and any other rules or bylaws that the management committee shall from time to time deem necessary.
“Committee” means the Executive Committee of the Society.
“General Meeting” means any gathering of ordinary and other members, called in the manner prescribed elsewhere in this Constitution, for the purposes of discussing and resolving any Society matters deemed necessary by the Committee or individual members.
“Misconduct” means, with reference to any member of the Society:
(a) Any act or acts carried out which are contrary to any provision of this constitution; or
(b) Any act or acts against statutory or common law, directed at or towards the Society; or
(c) Any statement made, or act or acts carried out which, by their nature, would bring, or are likely to bring, the good name of the society in to disrepute; or
(d) Any involvement in activities, which by their similar nature, are in direct competition with those of the Society, and are likely to have a detrimental effect on the Society’s welfare, income, or public support and/or acts likely to be misconstrued by the general public as being part of or associated with the Society’s activities; or
(e) Any act contrary to the provisions of the safety Case, the safety System or any Policy, Standard, Code or Procedure arising from them (e.g. the society’s Drug and Alcohol Policy)

Words importing the singular number shall include the plural number and vice versa, and words importing only the masculine gender shall include the feminine.
### Trial Balance

**Feilding Steam Rail**

**Feilding & District Steam Rail Society**

**GST Exclusive**

**Months: Jul 2015 to Apr 2016**

Accounts: Westpac Business Account, Souvenirs Account, Excursion Account, Westpac Savings Account, Kiwi Bank

<table>
<thead>
<tr>
<th>Category</th>
<th>Debit</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Contra</td>
<td>$33,400.00</td>
<td>$33,400.00</td>
</tr>
<tr>
<td>2 IRD GST</td>
<td>$5,724.53</td>
<td>$5,724.53</td>
</tr>
<tr>
<td></td>
<td>Returns to IRD GST</td>
<td>$299.78</td>
</tr>
<tr>
<td></td>
<td>Returns to Loans</td>
<td>$3,789.39</td>
</tr>
<tr>
<td>10 Interest</td>
<td>$3,118.26</td>
<td>$3,118.26</td>
</tr>
<tr>
<td>21 Booze sales</td>
<td>$5,833.30</td>
<td>$5,833.30</td>
</tr>
<tr>
<td>22 Fund Raising</td>
<td>$1,869.57</td>
<td>$1,869.57</td>
</tr>
<tr>
<td>25 Excursions</td>
<td>$3,770.00</td>
<td>$3,770.00</td>
</tr>
<tr>
<td></td>
<td>Returns to Excursions</td>
<td>$198.26</td>
</tr>
<tr>
<td></td>
<td>Charters</td>
<td>$1,230.43</td>
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<tr>
<td>50 Sale surplus equipment</td>
<td>$2,200.00</td>
<td>$2,200.00</td>
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<tr>
<td>51 Rents</td>
<td>$5,119.13</td>
<td>$5,119.13</td>
</tr>
<tr>
<td>60 Subs</td>
<td>$1,350.67</td>
<td>$1,350.67</td>
</tr>
<tr>
<td>61 Donations</td>
<td>$432.83</td>
<td>$432.83</td>
</tr>
<tr>
<td>62 Sales - sausage sizzle</td>
<td>$190.00</td>
<td>$190.00</td>
</tr>
<tr>
<td>64 Raffles</td>
<td>$350.67</td>
<td>$350.67</td>
</tr>
<tr>
<td>70 Society Expenses</td>
<td>$1,800.00</td>
<td>$1,800.00</td>
</tr>
<tr>
<td>72 Membership fees</td>
<td>$2,010.87</td>
<td>$2,010.87</td>
</tr>
<tr>
<td>73 Audit fees</td>
<td>$40.96</td>
<td>$40.96</td>
</tr>
<tr>
<td>74 Safety System</td>
<td>$1,742.37</td>
<td>$1,742.37</td>
</tr>
<tr>
<td>80 Secretarial Expenses</td>
<td>$1,367.53</td>
<td>$1,367.53</td>
</tr>
<tr>
<td>81 Communication Expenses</td>
<td>$1,668.70</td>
<td>$1,668.70</td>
</tr>
<tr>
<td>85 Rates</td>
<td>$3,395.61</td>
<td>$3,395.61</td>
</tr>
<tr>
<td>86 Rubbish Disposal/ Cleaning</td>
<td>$459.06</td>
<td>$459.06</td>
</tr>
<tr>
<td>88 Sundry</td>
<td>$656.78</td>
<td>$656.78</td>
</tr>
<tr>
<td>89 Repairs &amp; Maint - Buildings</td>
<td>$507.30</td>
<td>$507.30</td>
</tr>
<tr>
<td></td>
<td>Returns to Repairs &amp; Maint - Buildings</td>
<td>$53.88</td>
</tr>
<tr>
<td>90 Repairs &amp; Maint - Proper</td>
<td>$441.53</td>
<td>$441.53</td>
</tr>
<tr>
<td>91 Repairs &amp; Maint - Plant</td>
<td>$148.93</td>
<td>$148.93</td>
</tr>
<tr>
<td>92 Repairs &amp; Maint - General</td>
<td>$322.04</td>
<td>$322.04</td>
</tr>
<tr>
<td>93 Consumables</td>
<td>$824.32</td>
<td>$824.32</td>
</tr>
<tr>
<td>94 Repairs &amp; Maint - Engines</td>
<td>$6,891.33</td>
<td>$6,891.33</td>
</tr>
<tr>
<td>96 Repair &amp; Maint - Carriages</td>
<td>$1,426.41</td>
<td>$1,426.41</td>
</tr>
<tr>
<td>99 Tools</td>
<td>$89.11</td>
<td>$89.11</td>
</tr>
<tr>
<td>100 Engine running - Steam</td>
<td>$8,392.63</td>
<td>$8,392.63</td>
</tr>
<tr>
<td>101 Engine Running - Diesel</td>
<td>$930.86</td>
<td>$930.86</td>
</tr>
<tr>
<td></td>
<td>Returns to Beer and Wine purchases</td>
<td>$380.36</td>
</tr>
<tr>
<td>120 Souvenirs Purchases</td>
<td>$1,641.57</td>
<td>$1,641.57</td>
</tr>
<tr>
<td>121 Sausage sizzle / Tea</td>
<td>$66.96</td>
<td>$66.96</td>
</tr>
<tr>
<td>122 Fund raising expenses</td>
<td>$69.57</td>
<td>$69.57</td>
</tr>
<tr>
<td>123 Raffle Expenses</td>
<td>$13.04</td>
<td>$13.04</td>
</tr>
<tr>
<td>124 Staff Dinner</td>
<td>$95.65</td>
<td>$95.65</td>
</tr>
</tbody>
</table>
ACCOUNTANT'S REPORT

I have reviewed the financial statements of Fielding and District Steam Rail Society Incorporated for the year ended 30 June 2015 in accordance with the Review Engagement Standard issued by the External Reporting Board.

A review is limited to inquiries of Committee personnel and analytical review procedures applied to financial data and thus provides less assurance than an audit. I have not performed an audit and, accordingly, I do not express an audit opinion.

Based on my review, nothing has come to my attention that causes me to believe that the accompanying financial statements, which have been prepared using the accrual basis of accounting, do not give a true and fair view.

23.9.2015

D G Pinny
Qualified Auditor
Chartered Accountant
Palmerston North

Darryl Pinney
Chartered Accountant
<table>
<thead>
<tr>
<th>2015 year</th>
<th>Cost</th>
<th>Accumulated Depreciation</th>
<th>Book Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Land</td>
<td>72,000</td>
<td>22,000</td>
<td>27,599</td>
</tr>
<tr>
<td>Track</td>
<td>50,102</td>
<td>23,152</td>
<td>19,239</td>
</tr>
<tr>
<td>Fences &amp; Lighting</td>
<td>42,524</td>
<td>104,408</td>
<td>295,098</td>
</tr>
<tr>
<td>Buildings</td>
<td>399,583</td>
<td>13,813</td>
<td>385,761</td>
</tr>
<tr>
<td>Engines - not in use</td>
<td>36,651</td>
<td>15,476</td>
<td>21,175</td>
</tr>
<tr>
<td>Shanties &amp; Wagons</td>
<td>20,455</td>
<td>6,979</td>
<td>13,476</td>
</tr>
<tr>
<td>Carriages</td>
<td>14,841</td>
<td>14,841</td>
<td>0</td>
</tr>
<tr>
<td>Carriages - not in use</td>
<td>235,949</td>
<td>38,222</td>
<td>197,727</td>
</tr>
<tr>
<td>Other Plant &amp; Equipment</td>
<td>5,617</td>
<td>4,463</td>
<td>1,154</td>
</tr>
<tr>
<td>Other Plant &amp; Equipment - not in use</td>
<td>33,396</td>
<td>33,396</td>
<td>0</td>
</tr>
<tr>
<td>Vehicles - not in use</td>
<td>5,000</td>
<td>5,000</td>
<td>0</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>1,208,697</strong></td>
<td><strong>278,488</strong></td>
<td><strong>932,209</strong></td>
</tr>
</tbody>
</table>

G. Related Party Transactions

Various amounts have been advanced to the company, being interest free and repayable on demand. During the year, one member made an advance of $5,000 for seven years. The repayment terms are as outlined above.

H. General Comment

The company has prepared the financial accounts on a going concern basis.
Fielding & District Steam Rail Society Incorporated
Notes to the Financial Accounts
For the year ended 30 June 2015

LOANS:

<table>
<thead>
<tr>
<th></th>
<th>2014</th>
<th>2015</th>
</tr>
</thead>
<tbody>
<tr>
<td>MDC - Mortgage</td>
<td>$71,000</td>
<td>$71,000</td>
</tr>
<tr>
<td>Labour Party Properties Inc.</td>
<td>$12,500</td>
<td>$11,100</td>
</tr>
<tr>
<td>Member Loans</td>
<td>$8,500</td>
<td>$8,500</td>
</tr>
<tr>
<td>Member Loans (secured)</td>
<td>$24,000</td>
<td>$6,000</td>
</tr>
<tr>
<td>Member Loan (secured)</td>
<td>$15,000</td>
<td>$15,000</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>$130,800</td>
<td>$111,400</td>
</tr>
<tr>
<td>LESS: Current Portion</td>
<td>$12,500</td>
<td>$10,350</td>
</tr>
<tr>
<td><strong>NON CURRENT PORTION</strong></td>
<td>$118,300</td>
<td>$101,050</td>
</tr>
</tbody>
</table>

The member loan for $15,000 is payable interest only at 5% p.a. payable 30 April 2015, 2016, 2017 and thereafter repayments are to be $400.00 per month. The term of the loan expires in December 2021. Earlier repayments are permitted. The member has taken a charge of the Main Trunk Van FXXX as security for this loan. At the date of the audit report, this charge had not been registered.

D. Contingent Liabilities and Capital Commitments

There are no contingent liabilities or capital commitments as at 30 June 2015 (2014: Nil).

E. Bank Overdraft Facility

The society has a $5,000 overdraft limit with Westpac Bank NZ. The current interest rate is 10.95% p.a.

F. Schedule of Property, Plant and Equipment

<table>
<thead>
<tr>
<th>2014 Year</th>
<th>Cost</th>
<th>Accumulated Depreciation</th>
<th>Book Value</th>
<th>Current Depreciation Charge</th>
</tr>
</thead>
<tbody>
<tr>
<td>Land</td>
<td>72,000</td>
<td>72,000</td>
<td>72,000</td>
<td>2,642</td>
</tr>
<tr>
<td>Tracks</td>
<td>50,102</td>
<td>30,380</td>
<td>29,722</td>
<td>2,398</td>
</tr>
<tr>
<td>Fences &amp; Lighting</td>
<td>42,522</td>
<td>21,107</td>
<td>21,415</td>
<td>11,987</td>
</tr>
<tr>
<td>Buildings</td>
<td>399,565</td>
<td>307,083</td>
<td>92,482</td>
<td>5,021</td>
</tr>
<tr>
<td>Engines restored</td>
<td>136,541</td>
<td>84,927</td>
<td>51,615</td>
<td>915</td>
</tr>
<tr>
<td>Engines - not in use</td>
<td>38,660</td>
<td>38,660</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Shunters &amp; Wagons</td>
<td>20,453</td>
<td>14,336</td>
<td>6,119</td>
<td></td>
</tr>
<tr>
<td>Shunters &amp; Wagons - not in use</td>
<td>14,841</td>
<td>14,841</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Carriages</td>
<td>249,149</td>
<td>199,563</td>
<td>49,586</td>
<td>9,097</td>
</tr>
<tr>
<td>Carriages not in use</td>
<td>155,559</td>
<td>155,559</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other Plant &amp; Equipment</td>
<td>5,647</td>
<td>1,280</td>
<td>4,367</td>
<td>1,174</td>
</tr>
<tr>
<td>Other Plant &amp; Equipment - not in use</td>
<td>35,306</td>
<td>35,306</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vehicles - not in use</td>
<td>5,000</td>
<td>5,000</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Totals</strong></td>
<td><strong>1,225,547</strong></td>
<td><strong>980,350</strong></td>
<td><strong>244,998</strong></td>
<td><strong>33,624</strong></td>
</tr>
</tbody>
</table>
Society continuous to obtain a copy of the publication and copies of some chapters in Publication.

The difference is that the Research Director is not responsible for the modification of the structure of the publication. The aim of the copy is for the Board on the Board.

Commercial

Property is no longer included. The commercial use of the copy is no longer included in the publication.

The Society agrees to distribute the commercial use of the copy in no less than a month.

The following specific accounting policies have been adopted by the Society:

1. The financial statements of the Society for the financial year ended 30th June 2005 have been prepared in accordance with generally acceptable accounting practices.

2. The financial statements of the Society for the financial year ended 30th June 1998 have been prepared in accordance with generally acceptable accounting practices.

3. The financial statements of the Society for the financial year ended 30th June 1997 have been prepared in accordance with generally acceptable accounting practices.

4. The financial statements of the Society for the financial year ended 30th June 1996 have been prepared in accordance with generally acceptable accounting practices.

5. The financial statements of the Society for the financial year ended 30th June 1995 have been prepared in accordance with generally acceptable accounting practices.

6. The financial statements of the Society for the financial year ended 30th June 1994 have been prepared in accordance with generally acceptable accounting practices.

7. The financial statements of the Society for the financial year ended 30th June 1993 have been prepared in accordance with generally acceptable accounting practices.

8. The financial statements of the Society for the financial year ended 30th June 1992 have been prepared in accordance with generally acceptable accounting practices.

9. The financial statements of the Society for the financial year ended 30th June 1991 have been prepared in accordance with generally acceptable accounting practices.

10. The financial statements of the Society for the financial year ended 30th June 1990 have been prepared in accordance with generally acceptable accounting practices.

11. The financial statements of the Society for the financial year ended 30th June 1989 have been prepared in accordance with generally acceptable accounting practices.

12. The financial statements of the Society for the financial year ended 30th June 1988 have been prepared in accordance with generally acceptable accounting practices.
Fellings District Steam Rail Society Incorporated

Statement of Assets and Liabilities
Year ended 30 June 2016

<table>
<thead>
<tr>
<th>2014</th>
<th>2015</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current Assets:</td>
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<tr>
<td>-1,309</td>
<td>$1,314.00</td>
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<tr>
<td>$2,001</td>
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<tr>
<td>$164</td>
<td>$7,015.00</td>
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<tr>
<td>$64</td>
<td>$1,076.17</td>
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<td>$1,985</td>
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<tr>
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<td>$1,410</td>
<td>$4,135.20</td>
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<tr>
<td>$15,170</td>
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<td>$50</td>
<td>$4,200.00</td>
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<td>$2,325</td>
<td>$7,034.61</td>
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<tr>
<td>$18,795</td>
<td>$20,839.61</td>
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<tr>
<td>Restorations Expenses Capitalized:</td>
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<td>$175,202</td>
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<td>20</td>
<td>$20</td>
</tr>
<tr>
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<td>$20</td>
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<tr>
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<tr>
<td>$493,567</td>
<td>$332,534.00</td>
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<td>$38,259</td>
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<tr>
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<td>$20</td>
</tr>
<tr>
<td>$28,319</td>
<td>$28,319.00</td>
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<tr>
<td>$287,580</td>
<td></td>
</tr>
<tr>
<td>Total Value of Rolling Stock:</td>
<td></td>
</tr>
<tr>
<td>$72,000</td>
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</tr>
<tr>
<td>20</td>
<td></td>
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<td></td>
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<tr>
<td>$22,792</td>
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<tr>
<td>Less accumulated depreciation</td>
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<tr>
<td>$747</td>
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<td>20</td>
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<tr>
<td>$387,283</td>
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<tr>
<td>Buildings (as donated by Roverdown)</td>
<td>$159,000.00</td>
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<tr>
<td>Buildings Alterations</td>
<td>$221,866.00</td>
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<tr>
<td>20</td>
<td>$20</td>
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<tr>
<td>$159,000.00</td>
<td></td>
</tr>
<tr>
<td>Total Land and Buildings</td>
<td>$64,068.00</td>
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<tr>
<td>Other Assets:</td>
<td></td>
</tr>
<tr>
<td>$35,849</td>
<td>$35,849.00</td>
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<tr>
<td>20</td>
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<tr>
<td>$5,159</td>
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<tr>
<td>$3,887</td>
<td>$3,887.00</td>
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<tr>
<td>$1,150</td>
<td></td>
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<tr>
<td>$5,000</td>
<td></td>
</tr>
<tr>
<td>$5,000</td>
<td>$5,000.00</td>
</tr>
<tr>
<td>Total Assets:</td>
<td>$987,599.48</td>
</tr>
</tbody>
</table>

These financial accounts are to be read in conjunction with the notes to the accounts and Auditor's Report.
<table>
<thead>
<tr>
<th>Year</th>
<th>Expenses</th>
<th>2014</th>
<th>2015</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Property Expenses</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Power</td>
<td>$1,563</td>
<td>$1,607.10</td>
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<td></td>
<td>Rates</td>
<td>$5,416</td>
<td>$5,046.78</td>
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<td></td>
<td>Less Rates Rebates</td>
<td>$420.00</td>
<td>$4,626.78</td>
</tr>
<tr>
<td></td>
<td>Rubbish disposal</td>
<td>$378</td>
<td>$389.47</td>
</tr>
<tr>
<td></td>
<td>Consumables</td>
<td>$1,719</td>
<td>$1,992.10</td>
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<tr>
<td></td>
<td>Rent</td>
<td>$1,782</td>
<td>$1,443.34</td>
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<tr>
<td></td>
<td>Rent Rebate</td>
<td>$1,680.00</td>
<td>-$218.66</td>
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<tr>
<td></td>
<td>Property / Buildings R &amp; M</td>
<td>$9,849</td>
<td>$121.18</td>
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<tr>
<td></td>
<td>Other Train Running Expenses:</td>
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<td></td>
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<tr>
<td></td>
<td>Safety system expenses</td>
<td>$88</td>
<td>$59.88</td>
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<td></td>
<td>Certifications</td>
<td>$460</td>
<td>$4,448.26</td>
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<td></td>
<td>Diesel shunter expenses</td>
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<td>$0.00</td>
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<td></td>
<td>RAM General</td>
<td>$20</td>
<td>$492.48</td>
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<td></td>
<td>R&amp;M Plant</td>
<td>-$380</td>
<td>$304.70</td>
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<tr>
<td></td>
<td>R&amp;M Other</td>
<td>$0</td>
<td>$0.00</td>
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<tr>
<td></td>
<td>Training</td>
<td>$92</td>
<td>$399.87</td>
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<tr>
<td></td>
<td>Tools</td>
<td>$73</td>
<td>$420.33</td>
</tr>
<tr>
<td></td>
<td>Admin Expenses:</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>Bank Fees</td>
<td>$57</td>
<td>$56.65</td>
</tr>
<tr>
<td></td>
<td>Interest</td>
<td>$503</td>
<td>$1,017.45</td>
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<td></td>
<td>Audit Fees</td>
<td>$2,000</td>
<td>$2,079.30</td>
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<td></td>
<td>Transport</td>
<td>$395</td>
<td>$226.81</td>
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<tr>
<td></td>
<td>Conference Expenses / Membership</td>
<td>$1,193</td>
<td>$3,422.17</td>
</tr>
<tr>
<td></td>
<td>Communication costs</td>
<td>$1,296</td>
<td>$1,453.41</td>
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<tr>
<td></td>
<td>Licence fees</td>
<td>$1,026</td>
<td>$449.95</td>
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<tr>
<td></td>
<td>Postage Secretarial Expenses</td>
<td>$1,016</td>
<td>$335.77</td>
</tr>
<tr>
<td></td>
<td>Other Expenses:</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Promotion</td>
<td>$312.14</td>
<td>$538.12</td>
</tr>
<tr>
<td></td>
<td>Other / Sundry</td>
<td></td>
<td>$226.03</td>
</tr>
<tr>
<td></td>
<td>Cash Expenses Total</td>
<td>$19,098</td>
<td>$24,097.97</td>
</tr>
<tr>
<td></td>
<td>Depreciation</td>
<td>$33,640</td>
<td>$31,411.00</td>
</tr>
<tr>
<td></td>
<td>Net Surplus:</td>
<td></td>
<td>$2,853.48</td>
</tr>
</tbody>
</table>

These financial accounts are to be read in conjunction with the notes to the accounts and Auditor's Report.
### Pecking District Steam Rail Society Incorporated

#### Statement of Income and Expenditure

**Year ended 30 June 2015**

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Operating income:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ticket Sales</td>
<td>$16,900</td>
<td>$17,000</td>
<td>$11,975</td>
<td>$12,175</td>
</tr>
<tr>
<td>Trading Surplus</td>
<td>$1,400</td>
<td>$1,300</td>
<td>$1,200</td>
<td>$1,100</td>
</tr>
<tr>
<td>Income from Members</td>
<td>$3,000</td>
<td>$3,000</td>
<td>$2,000</td>
<td>$2,000</td>
</tr>
<tr>
<td>Total Operating Income</td>
<td>$21,300</td>
<td>$21,300</td>
<td>$25,175</td>
<td>$25,275</td>
</tr>
<tr>
<td>Less: Income from Members</td>
<td>$3,000</td>
<td>$3,000</td>
<td>$2,000</td>
<td>$2,000</td>
</tr>
<tr>
<td>Net Operating Income</td>
<td>$18,300</td>
<td>$18,300</td>
<td>$23,175</td>
<td>$23,275</td>
</tr>
<tr>
<td>Operating expenses:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Club &amp; General expenses</td>
<td>$4,200</td>
<td>$4,300</td>
<td>$3,200</td>
<td>$3,300</td>
</tr>
<tr>
<td>Trading expenses</td>
<td>$2,000</td>
<td>$2,000</td>
<td>$1,000</td>
<td>$1,000</td>
</tr>
<tr>
<td>Total Operating Expenses</td>
<td>$6,200</td>
<td>$6,300</td>
<td>$4,200</td>
<td>$4,300</td>
</tr>
<tr>
<td>Income from Sale of Surplus Equipment</td>
<td>$5,000</td>
<td>$5,000</td>
<td>$5,000</td>
<td>$5,000</td>
</tr>
<tr>
<td>Total Income</td>
<td>$24,500</td>
<td>$24,600</td>
<td>$34,375</td>
<td>$34,575</td>
</tr>
<tr>
<td>Less: Expenditure</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Expenditure</td>
<td>$30,500</td>
<td>$30,600</td>
<td>$37,700</td>
<td>$37,900</td>
</tr>
<tr>
<td>Income &amp; Expenditure</td>
<td>$4,000</td>
<td>$4,000</td>
<td>$3,325</td>
<td>$3,400</td>
</tr>
</tbody>
</table>

**Excess / (Deficiency) for the Year**

$1,555

**Total Income:** $24,500

**Total Expenditure:** $30,600
2nd Signatory

<table>
<thead>
<tr>
<th>Name</th>
<th>JOHN CANNON</th>
</tr>
</thead>
<tbody>
<tr>
<td>Position in Organisation</td>
<td>TREASURER</td>
</tr>
<tr>
<td>Signature</td>
<td>John Cannon</td>
</tr>
<tr>
<td>Date</td>
<td>26/4/2016</td>
</tr>
</tbody>
</table>

Final Check

Make sure you have

- [x] Completed all the sections
- [ ] Provided financial details
- [x] Attached supporting documents

Need Help?

Please contact the following if you need advice on your application:

Janine Hawthorn
Community Development Adviser
Manawatu District Council
Telephone 06 323 0000 or
Email janine.hawthorn@mdc.govt.nz
Declaration

- The details in all sections of the application are true and correct to the best of our knowledge.
- We have the authority to commit our organisation to this application to the Manawatu District Council.
- We understand and agree prior to any awarding of Contract of Service, the Manawatu District Council may make further checks in relation to credit worthiness of our organisation.
- We understand that the Council may disclose to, or obtain from, any government department or agency, private person or organisation, any information about our organisation for the purposes of gaining or providing information related to our organisation.

In addition:

- The Council will be advised of any significant change to our finances between the date of this application and the date of decision-making.
- All reasonable information has been provided to support our application.

We understand that the Manawatu District Council:

- We also 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 of our organisation may be released to the media or appear in Council documentation.
- 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.

1st Signatory

<table>
<thead>
<tr>
<th>Name</th>
<th>[Signature]</th>
</tr>
</thead>
<tbody>
<tr>
<td>Position in Organisation</td>
<td>CHAIRMAN</td>
</tr>
<tr>
<td>Signature</td>
<td>[Signature]</td>
</tr>
<tr>
<td>Date</td>
<td>23-4-16</td>
</tr>
</tbody>
</table>
Financial Information

What is your organisation's legal status?  
Incorporated Society & Charity

What is your Charities Commission registration number?  
CC 24390

What is your Charities Commission registration date?  
1/7/2008

If you do not have a legal identity, please explain why, name your umbrella group and supply at least three letters in support of your application.

Does your organisation have its accounts audited each year?  
☑ Yes  □ No

If yes, please attach the Audited Accounts for the last financial year including the Auditor's report. If these audited accounts are more than six months old at the time of applying, please also enclose the most recent income and expenditure statement.

If no, please attach a statement of current financial position that includes an income and expenditure statement, or a copy of the unaudited management accounts; and a declaration, signed by two signatories of your organisation, attesting to the accuracy of the financial update included.

Please provide a copy of the following documentation to support your application.

- Your organisation's constitution
- Proof of charitable status and/or a copy of income tax exemption certificate.
- A copy of a lease agreement of the property (if not owned)
Demonstrate how your organisation's service or services meet the current and future needs of Manawatu District residents.
Many of our regular passengers are from the Manawatu and Palmerston North Area. Also we have members who work regularly at the depot, these members are from the Feilding area, and the Palmerston North area.

Demonstrate how accessible your property and the service or services your organisation provides are to Manawatu District residents as well as how these residents are given the opportunity to participate.
Feilding Steam Rail's premises is open to the public every Saturday and Wednesday, also can be opened and tours by arrangement at other times.
We have an open weekend at which many hundreds of people toured our premises.
At Christmas we operate a Christmas Parade Train where locals can ride a steam train to Karapoti, and return for a very modest amount.
Steam train to Karapoti, and return for a very modest amount. We ran about seven excursions from Feilding, in which we took 1300 passengers to various destinations in the lower North Island.

| Estimated number of active members, clients or participants | We have about 80 members, but probably 2,000-2,500 members of the public enjoy the service we provide to them. |

Do other organisations use your facilities?

☐ Yes  ☑ No

If yes, please give details of these organisations.
The purpose of granting rates support is to reduce the rating obligations on those community organisations that will benefit the community and who support Council's Vision and Outcomes.

Applicant Details

Valuation Reference Number/s 14081 735 00

Full name of organisation Central Districts Playcentre & Feilding Playcentre

Contact person Jo Anne Wilson, Treasurer, Feilding Playcentre

Daytime phone number 021 182 6458 / 06 360 1828 (hm)

Physical & Postal Address Details

Physical Address 254a Kimbulton Road, Feilding

PO Box

Town Feilding

Postcode 4702

Email feilding.playcentre@gmail.com

Funding Criteria

Council rates support will be administered annually and may be made for a multi-year term to a maximum of three years. Council may remit rates where the application meets the following criteria:
- Directly links with the Council's vision statement, outcomes; and
- A rating unit that may be owned by Council or owned and occupied by a charitable organisation, which is used principally for sporting, recreation, art or community purposes; or
- A rating unit that is leased by a charitable organisation for a period of at least one year is used principally for recreation, sporting or community purposes, and where the organisation is liable for the payment of the Council's rates under the property's lease agreement.

Definition of "charitable organisation" is a charitable entity which means a society, an institution, or the trustees of a trust that is or are registered as a charitable entity under the Charities Act 2005.

Organisation Details

Please give a brief description of what your organisation's objectives are.

- The Whanau Family is valued and supported as the most important setting for the education and well-being of children. Preschool children have the opportunity to reach their full potential, when whanau understand their development and take part in their learning.
- Parents, with training and support available through Playscape, can expand their skills, knowledge and understanding; and make a contribution to the ECE.
- High-quality ECE experiences for our children, relevant and educational.
- Resources available to all children, regardless of age, gender or ability.
- Playscape is a non-profit organisation and run by a committee of skilled parents and caregivers; each bringing their unique skills and experience. All decisions are made by consensus by the parent-run committee.

Demonstrate how the purpose of your organisation aligns with Council's vision, outcomes.

- To Attract & Retain residents:
  - Providing an option for residents when selecting an Early Childhood Education Centre in Manawatu. Quality education experiences for children, alongside the whanau.
  - A welcoming, supportive environment for both adults and children; to build friendship and connection within the community. We have many families who are new to the area, plus local families looking for opportunities to connect with other families.
  - Education & support for parents to be involved in their children's learning & play
Demonstrate how your organisation's service or services meet the current and future needs of Manawatu District residents.

- Provides a quality ECE service, providing for whanau to participate in child's learning. Feilding Playcentre caters for ages 0 to 6 years, so whanau can bring all their preschool-aged children together.
- Continues to plan for future generations of Playcentre children. We have just completed our outdoor area project, with new marking, shade sails and a garden area. We are currently planning a new sleep area and then a compact area upgrade, all funded by fundraising and grants.

Demonstrate how accessible your property and the service or services your organisation provides are to Manawatu District residents as well as how these residents are given the opportunity to participate.

Located in Feilding, our centre is open to all residents in Manawatu. We have families travel from Bulls, Awahuri, Kimbolton and all over Feilding. We are continually promoting our centre, and accepting new enrolments. Families are welcome to visit anytime plus receive 3 free visits before they decide to enrol.

Our fees are an affordable and payable and subsidies such as War and 20 hours Free ECE are available to all qualifying families.

| Estimated number of active members, clients or participants | Approx 48 families – Approx. 90-110 including parents, children, staff & extended family. |

Do other organisations use your facilities?

☐ Yes  ☑ No

*If yes, please give details of these organisations.*
Financial Information

<table>
<thead>
<tr>
<th>What is your organisation's legal status?</th>
<th>Incorporated Society</th>
</tr>
</thead>
<tbody>
<tr>
<td>What is your Charities Commission registration number?</td>
<td>CC 33323</td>
</tr>
<tr>
<td>What is your Charities Commission registration date?</td>
<td>30 June 2008</td>
</tr>
</tbody>
</table>

If you do not have a legal identity, please explain why, name your umbrella group and supply at least three letters in support of your application.

Does your organisation have its accounts audited each year?

☐ Yes  ☐ No

If yes, please attach the Audited Accounts for the last financial year including the Auditor's report. If these audited accounts are more than six months old at the time of applying, please also enclose the most recent income and expenditure statement.

If no, please attach a statement of current financial position that includes an income and expenditure statement, or a copy of the unaudited management accounts; and a declaration, signed by two signatories of your organisation, attesting to the accuracy of the financial update included.

Please provide a copy of the following documentation to support your application.

- Your organisation's constitution ✔
- Proof of charitable status and/or a copy of income tax exemption certificate.
- A copy of a lease agreement of the property (if not owned) ✔
# Declaration

- The details in all sections of the application are true and correct to the best of our knowledge.
- We have the authority to commit our organisation to this application to the Manawatu District Council.
- We understand and agree prior to any awarding of Contract of Service, the Manawatu District Council may make further checks in relation to credit worthiness of our organisation.
- We understand that the Council may disclose to, or obtain from, any government department or agency, private person or organisation, any information about our organisation for the purposes of gaining or providing information related to our organisation.

In addition:

- The Council will be advised of any significant change to our finances between the date of this application and the date of decision-making.
- All reasonable information has been provided to support our application.

We understand that the Manawatu District Council:

- We also 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 of our organisation may be released to the media or appear in Council documentation.
- 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.

## 1st Signatory

<table>
<thead>
<tr>
<th>Name</th>
<th>Jo-Anne Wilson</th>
</tr>
</thead>
<tbody>
<tr>
<td>Position</td>
<td>Treasurer</td>
</tr>
<tr>
<td>Signature</td>
<td></td>
</tr>
<tr>
<td>Date</td>
<td>26-4-16</td>
</tr>
</tbody>
</table>

**Rates Remission for Community, Sporting and Other Organisations Application Form**

73
2nd Signatory

<table>
<thead>
<tr>
<th>Name</th>
<th>Kristy Rowe</th>
</tr>
</thead>
<tbody>
<tr>
<td>Position in Organisation</td>
<td>President</td>
</tr>
<tr>
<td>Signature</td>
<td></td>
</tr>
<tr>
<td>Date</td>
<td>27/4/16</td>
</tr>
</tbody>
</table>

Final Check

Make sure you have

☐ Completed all the sections

☐ Provided financial details

☐ Attached supporting documents

Need Help?

Please contact the following if you need advice on your application:

Janine Hawthorn  
Community Development Adviser  
Manawatu District Council  
Telephone 06 323 0000 or  
Email janine.hawthorn@mdc.govt.nz
# Monthly Financial Statement

**Page 2**

**Feilding Playcentre**

For: **February 2016**

**BANK RECONCILIATION**

CLOSING CASHBOOK BALANCE FOR MTH ENDING **29/02/16**

<table>
<thead>
<tr>
<th>Date</th>
<th>Chq No</th>
<th>Amt</th>
</tr>
</thead>
<tbody>
<tr>
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</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**PLUS Unpresented Cheques (payments in Cash Book not on Bank Statement)**

<table>
<thead>
<tr>
<th>Date</th>
<th>Chq No</th>
<th>Amt</th>
</tr>
</thead>
<tbody>
<tr>
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<td></td>
<td></td>
</tr>
<tr>
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<td></td>
</tr>
</tbody>
</table>

**LESS Outstanding Lodgements (deposits in Cashbook not on Bank Statement)**

<table>
<thead>
<tr>
<th>Date</th>
<th>Receipt No</th>
<th>Amt</th>
</tr>
</thead>
<tbody>
<tr>
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<td></td>
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<tr>
<td></td>
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</tr>
</tbody>
</table>

**PLUS/LESS Other (e.g. items on Bank Statement being queried)**

<table>
<thead>
<tr>
<th>Date</th>
<th>Reference</th>
<th>Amt</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**BANK STATEMENT BALANCE**

| (on Stmt Page #: ) | **$3,225.91** |

This total should equal balance on bank statement!

---

**CASH BOOK RECONCILIATION**

Cashbook reconciles okay

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Opening Balance on 1/09/15</td>
<td><strong>$8,993.02</strong></td>
</tr>
<tr>
<td>Add YearToDate Receipts</td>
<td><strong>$111,489.22</strong></td>
</tr>
<tr>
<td>Deduct YearToDate Payments</td>
<td><strong>-$117,256.33</strong></td>
</tr>
<tr>
<td>Cashbook Closing Balance for month ending 29/02/16</td>
<td><strong>G $3,225.91</strong></td>
</tr>
<tr>
<td>Expected Balance</td>
<td><strong>G $3,225.91</strong></td>
</tr>
</tbody>
</table>

---

**Transfers To /From Other Accounts RECONCILIATION**

Transfers reconcile okay

**In cheque account:**

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transfers from Other Accounts</td>
<td><strong>$31,970.26</strong></td>
</tr>
<tr>
<td>Transfers to Other Accounts</td>
<td><strong>$25,886.20</strong></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$6,084.06</strong></td>
</tr>
</tbody>
</table>

**In Other accounts:**

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Out:</td>
<td><strong>$31,970.26</strong></td>
</tr>
<tr>
<td>In:</td>
<td><strong>$25,886.20</strong></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$6,084.06</strong></td>
</tr>
</tbody>
</table>

---

**CONFIRMATION** of Presentation to Centre Meeting (Note: Both pages to be signed)

Presidents Signature: [Signature]

Treasurer's Signature: [Signature]

Date Printed: 3/03/2016
FINANCIAL RECORDS
(including Cashbook, Monthly Financial Statements and Statement of Receipts & Payments)

Feilding Playcentre
of the
Central Districts Association
(NZ Playcentre Federation Inc.)

For Financial Year
01 September 2014 to 31 August 2015

Name (& Email): Feilding
Telephone: 06 323 6100

Association: Central Districts
Telephone: 06 323 7221

Association Treasurer: Nola Fox
Telephone: 022 018 9550

Assn Financial Convenor:

Centre President: Kylie Marshall
Telephone: 06 323 8947

Centre Secretary: Kim Morgan
Telephone: 021 045 9170

Centre Treasurer: Jo-Anne Wilson
Telephone: 06 354 8345

Auditor: Cotton & Kelly
Telephone: 06 354 3685
Most totals on this Additional Info sheet and the following Statement pages, are taken from the Ministry of Education Adjustments workbook that follows on from Mh12_Aug. 

You need to open the Mh13_ECO workbook and save it, to bring all the year's totals thru to this workbook.

Please review the information on this Additional Info view, to confirm some of the totals and to split up other categories.

If you wish to make any adjustments between categories, enter the double-sided journals needed into Mh13_ECO. 

If you are having trouble preparing your end of year Statement, refer to the Extra End Of Year Help document.

RECEIPTS

Note for GST-Registered Centres: Enter GST exclusive values here.

Ministry of Education Funding

(Please identify the amounts received from MOE for the various funding types that were recorded in the MOE Funding column.)

| Funding total for year | $71,796.25 |

(Bulk of the funding amount, before any deductions were made e.g. levies).

MOE ATIS total for year | $0.00 

Did the Ministry of Education give you ATIS funding in addition to your MOE Equity funding?

ECD Funding total for year | $0.00 

Total MOE Funding | $71,796.25

Note: Total MOE funding from cashbook

Total checked ok. Entered funding equals total MOE funding in cashbook

MOE Equity Funding

(Please give breakdown of any MOE Equity received with each (bulk funding payment, from payment advice details. Note that this is not Payperment Equity).

<table>
<thead>
<tr>
<th>Category</th>
<th>Payment #1</th>
<th>Payment #2</th>
<th>Payment #3</th>
</tr>
</thead>
<tbody>
<tr>
<td>November</td>
<td>634.99</td>
<td>712.58</td>
<td>1,062.42</td>
</tr>
<tr>
<td>March</td>
<td>644.51</td>
<td>644.51</td>
<td>961.23</td>
</tr>
<tr>
<td>July</td>
<td></td>
<td></td>
<td>2,361.11</td>
</tr>
<tr>
<td>Total MOE Equity</td>
<td>$1,359.25</td>
<td>$1,352.57</td>
<td>$2,023.95</td>
</tr>
<tr>
<td>Total cashbook</td>
<td>$4,970.78</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Donations/Grants

(please list major sources...)

- Trust House Foundation: $2,000.00
- MDC Creative NZ: $3,022.50
- Trillian Trust: $4,000.00
- John bol Charitable Trust: $1,500.00
- Push Charity: $10,000.00
- Other: $1,655.60

Total donations: $27,178.10

Total donations from cashbook

Total checked ok. Entered donations equal total donations in cashbook

Equipment Reimbursements

This is required to be zero at the end of year.

(please use journals in the Mh13 workbook in the Receipts & Payments sheet to apply any Reimbursements received to the correct Payment category.

-e.g. Remove $100 reimbursements in Receipts sheet by entering -$100 journal (JNL) line, and enter Payment line for $100 with disc of 'Less Equipment Reimbursements' or similar.

Total Equipment Reimbursements: $0.00

Total checked ok. No outstanding Equipment Reimbursements

Refunds

This is required to be zero at the end of year.

(please use journals in the Mh13 workbook in the Receipts & Payments sheet to apply any Refunds received to the correct Payment category.

-e.g. Remove $100 Refunds in Receipts sheet by entering -$100 journal (JNL) line, and enter Payment line for $100 with disc of 'Less Refund' or similar.

Total Refunds: $0.00

Total checked ok. No outstanding Refunds

Other Receipts

Note: By entering an interest rate on the Receipts sheet throughout the year, you can see the Code Analysis workbook to give you subtotals for the various types of Other Receipts.

-(If you are registered for GST, please enter GST Refunded by inland Revenue Dept here)

-(If you received Playcentre Equity from other centres, please enter here)

GST Refunds from IRD (if eligible): $3,062.52

Playcentre Equity: $0.00

Other: $259.13

Total Other Receipts: $3,385.73

Total other receipts from cashbook

Total checked ok. Other Receipts listed equals total in cashbook

PAYMENTS

If the Asoic (adjusted) levies during the year, and the levy amount has not been entered into the Cashbook yet, then enter the levies value here, and add the same amount into the Bulk funding amount in the Receipts sheet above.

Total Fundraising Payments: $282.36

Ok. Fundraising expenses are reported separately now.

Other Payments

Note: By entering an interest rate in the Payments sheet throughout the year, you can see the Code Analysis workbook to give you subtotals for the various types of Other Payments.

-(If you are registered for GST, please enter the GST paid to Inland Revenue Dept here)

-(If you paid Playcentre Equity to other centres, please enter)

GST Paid to IRD (if registered): $6,790.50

Donations/Grants: $0.00

Repayment of Grants Unused: $3,065.00

Other: $345.79

Total Other Payments: $7,190.35

Total other payments from cashbook

Total checked ok. Other Payments listed equals total in cashbook

CHECK Transfers To/from Other Accounts

In cheque account:

<table>
<thead>
<tr>
<th>Accounts</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transfers from Other Accounts</td>
<td>$17,397.93</td>
</tr>
<tr>
<td>Transfers to Other Accounts</td>
<td>$33,193.41</td>
</tr>
</tbody>
</table>

($18,795.48) ($15,795.48)

Total checked ok. Transfers entered for Chq accts equals Transfers in Other Accts

DETERMINE NET GST, for including in new Receipts Items on Stmnt of Receipts & Payments

GST Receipts (if registered): 14,194.85

Other Receipts - GST Refunds from IRD (if registered): 3,082.82

GST Payments (if registered): 7,898.82

Other Payments - GST Paid to IRD (if registered): 6,579.56

Total Net GST: 2,786.99
Opening Cashbook Balances at 01.09.14

Cheque Account ....................................................... $3,481.92
Savings 025 Account ................................................... $1,884.91
Other Accounts 2 to 5 ................................................. $2,632.09

Total Opening Balances as at 01 September 2014 ...................................................... $7,998.92

RECEIPTS for the year

Ministry of Education Funding (before any deductions e.g. levies) ........................................... $71,796.25

Included in above: MOE ATIS Funding ................................................. $0.00
MOE ECD Funding ......................................................... $0.00

MOE Equity Funding (Total A from Page 3) ......................................................... $4,970.78

Fees /Subscriptions: ........................................................................................................... $16,055.92

Donations/Grants: Trust House Foundation ................................................. $2,000.00
MDC Creative NZ ......................................................... $3,022.50
Trillian Trust ......................................................... $4,000.00
John Ikiot Charitable Trust ................................................. $1,500.00
Pub Charity ......................................................... $15,000.00
Other ......................................................... $1,655.60

Interest: Cheque Account ................................................. $49.00
Savings 025 Account ..................................................... $0.00
Other Accounts 2 to 5 ................................................. $240.78

Fundraising Receipts only: .................................................................................................. $289.78

Net GST (if registered): GST Receipts ................................................. $14,164.85
plus GST Refunds from IRD ................................................. $3,082.62
less GST Payments ......................................................... $7,898.82
less GST Paid to IRD ......................................................... $6,579.56

Other Receipts (Please provide details): Playcentre Equity ................................................. $273.11
Other ......................................................... $0.00

Total Receipts ......................................................... $125,015.91

PAYMENTS for the year (less any Refunds)

Levies ......................................................... $32,121.30
Supervision Expenses /PAYE /ACC Levy ................................................. $41,444.24
Education /Training ......................................................... $1,396.52
Equipment Consumables (less Equipment Reimbursements) ................................................. $964.61
Equipment Fixed Assets (less Equipment Reimbursements) ................................................. $6,608.24
Housekeeping ......................................................... $568.03
Centre Administration (including Bank Charges on Call or Investment accounts) ................................................. $2,888.84
Rent /Mortgage ......................................................... $0.00
Utilities ......................................................... $9,933.66
Property Maintenance ......................................................... $6,428.14
Fundraising Payments ......................................................... $262.36
Centre Activities ......................................................... $243.82

Other Payments (please provide details):
Donations /Gifts ......................................................... $0.00
Repayment of Grants Unused ................................................. $265.00
Other ......................................................... $345.79

Total Payments ......................................................... $103,468.55

Surplus /(Deficit) for the year

(Total Receipts less Total Payments) ......................................................... $21,547.36

Closing Cashbook Balances at 31.08.15

Cheque Account ......................................................... $8,993.02 *
Savings 025 Account ....................................................... $2,784.91 *
Other Accounts 2 to 5 ....................................................... $17,768.35 *

Total Closing Balances as at 31 August 2015 ......................................................... $29,546.28

Check Total Closing Balances Equal 'Total Opening Balances plus Surplus OR less Deficit'

Differences

*These Closing Balances must agree with (be proven by) Reconciled Bank Statements. Transfers between accounts are not required.

Copies of End of Year Bank Statements, Bank Reconciliations and schedules of Accounts Receivable and Payable
are to accompany presentation of this report to the Centre AGM.

Updated: Aug 2016

Date Printed: 26/09/2015
1 INTERNAL FUNDING
Funding set aside for: ____________________________ Date set aside: ____________ Amount: ____________
- Holiday Pay Dec 2015 (Acct 025 Savings) 2014/15 $2,784.91

2 EXTERNAL FUNDING
Funding received from: ____________________________ Funding set aside for: ____________________________ Date set aside: ____________ Amount: ____________
- Outdoor Shedding (Acct 001 Grants Trust House Found) 21/09/14 $2,000.00
- Safety Matting (Acct 001 Grants Pub Charity) 29/05/15 $15,000.00

ACCOUNTS RECEIVABLE:
Fees /Subscriptions outstanding for the year: $1,054.50
Other Receipts due: $420.50
Total of any amounts owed to the Centre as at 31 August 2015: $1,475.00

ACCOUNTS PAYABLE:
Accounts still to be Passed for Payment for the year: $1,353.10
Other Payments due: $0.00
Total of any accounts to be paid by the Centre as at 31 August 2015: $1,353.10

PREPARATION OF FINANCIAL STATEMENT:
Verification by President and Treasurer that the Annual Financial Statement gives a true and fair view of the financial position of the Centre and the results of its activities.
Name: Kylie Marshall Position: President Signature: ____________________________
Name: Jo Anne Wilson Position: Treasurer Signature: ____________________________

REVIEWER’S /AUDITOR’S REPORT
My Review/Audit opinion follows on a separate page attached
Name: Cotton Kelly Position: Audit + Assurance Signature: ____________________________
Address: P.O Box 5257 Palmerston North.
Qualification: BBS CA CPP

PRESENTATION OF FINANCIAL STATEMENT (As required by s.23 of the Incorporated Societies Act 1908)
Verification by Chairperson at the AGM that the Financial Statement has been presented and approved by the Annual General Meeting of the Playcentre.
Name: Kylie Marshall Position: Chairperson for the AGM Signature: ____________________________
Date of AGM: 1/10/15.

NOTE: This form is to be completed in duplicate on yellow paper. One copy is to be retained by the Playcentre and the other copy is to be sent to the Association Treasurer/Secretary by 31st October 2015, together with the Reviewer’s/Auditor’s Report. Please ensure that both copies have been signed by the Playcentre President, Treasurer, the Reviewer/Auditor and the Chairperson before being sent to the Association.
28 September 2015

The President
Feilding Playcentre
254A Kimbolton Road
FEILDING

Dear Kylie,

AUDIT OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2015

The audit progressed very well this year and is now complete. The signed audit report and financial statements have been returned.

We have conducted our audit in accordance with New Zealand Auditing Standards and International Standards on Auditing (New Zealand) as applicable based on effective dates, with the objective of expressing an opinion on the financial statements prepared by management in accordance with generally accepted accounting practice in New Zealand. The engagement team and the firm have complied with relevant ethical requirements regarding independence.

It is our responsibility to provide those charged with governance with timely observations arising from the audit that are significant and relevant to the Committee’s responsibility to oversee the financial reporting process. This management letter allows us to communicate with those charged with governance (CDPA).

Based on significant findings and other matters which arose during the course of the audit, we have the following comments and recommendations to make:

1. AUDIT REPORT

The Audit Report on the 2015 financial statements is a qualified audit report and contains the following matters that the Committee needs to consider further.

QUALIFICATION – COMPLETENESS OF REVENUE

Due to the nature of the organisation, there are no practical efficient audit procedures that we can complete to ensure that all income due to the Playcentre for income other than MOE Funding and Grants is received. The result of this is a standard comment that appears in your audit report. This is common for all organisations of your size. However, it is the Committee’s responsibility to ensure that it has appropriate procedures in place so that all income is accounted for in the financial records.

Suggestion:

That the Committee note the audit procedure used and the qualification in the Auditors Report.
2. LEGISLATIVE COMPLIANCE RESPONSIBILITIES

It is the responsibility of the Committee, with the oversight of those charged with governance (CDPA), to ensure that the Playcentre's operations are conducted in accordance with the provisions of laws and regulations, including compliance with the provisions of laws and regulations that determine the reported amounts and disclosures in the Playcentre's financial statements.

There are a number of specific legislative provisions that we review each year as a result of our requirements as auditor. However, the auditor is not responsible for preventing non-compliance and cannot be expected to detect non-compliance with all laws and regulations.

Suggestion:

That the Committee continues to monitor its compliance with all applicable legislative provisions.

3. FRAUD

The primary responsibility for the prevention and detection of fraud rests with both those charged with governance of the Playcentre and management. It is important that management, with the oversight of those charged with governance, place a strong emphasis on fraud prevention and fraud deterrence. This involves a commitment to creating a culture of honesty and ethical behaviour which can be reinforced by an active oversight by those charged with governance. The auditor is responsible for obtaining reasonable assurance that the financial statements taken as a whole are free from material misstatement, whether caused by fraud or error.

During our audit, we have not identified a fraud or obtained information that indicates that a fraud may exist. Additionally, we have not identified any other matters related to fraud that are, in our judgement, relevant to the Committee's responsibilities that should be brought to the Committee's attention.

Suggestion:

That the Committee continues to ensure that appropriate internal controls are in place for the prevention and detection of fraud.

4. REVIEW OF INTERNAL CONTROLS

Internal controls and appropriate segregation of duties are a critical part of any accounting system. These are the responsibility of management, and the risks associated with any lack of segregation of duties must always be assessed to ensure that the financial statements are free from material misstatement, whether due to fraud or error.

One of the key items to indicate that a check has occurred is the evidencing by use of a signature; e.g. invoices that are paid should be signed as approved for input into the system by a cheque signatory as sighted and approved, expenditure listings should be approved for payment, timesheets signed as approved by the supervisor. The use of a signature by an
“authorised” staff member clearly shows that the transaction has occurred (goods or services received) or is approved for action through the accounting system.

As part of the audit process we reviewed and enquired about the accounting procedures and internal control processes that are in place. Because of the inherent limitations of an audit, there is an unavoidable risk that some material misstatements may not be detected, even though the audit is properly planned and performed in accordance with New Zealand Auditing Standards.

During the audit, we identified the following area in internal control that we consider should be brought to the Committees attention:

• MINUTES

At present only some of the minutes filed are signed, with some of the reports attached.

SUGGESTION

We suggest that the minutes are signed as true and correct at the meeting they are passed at. All reports should be attached as these hold additional information to support the minutes.

• CASHBOOK DATES

The cashbook dates are in no particular order.

SUGGESTION

We suggest that the cashbook has all entries entered in date order to correspond with the bank statement. This will make all transactions far easier to locate if looking up a particular transaction.

5. LAST YEARS MANAGEMENT REPORT

It is pleasing to report that all of our suggestions made at the end of last year’s audit have been implemented by the Committee. This has made the systems of internal control within the Playcentre significantly stronger.

CONCLUSION

Please pass on our thanks to Jo-Anne for her cooperation and support during the audit.

If you have any questions with respect to the items contained in this letter please do not hesitate to contact us.

Yours sincerely,

Viv Cotton
Partner
INDEPENDENT AUDITOR’S REPORT

To the Members of the Feilding Playcentre

Report on the Financial Statements

We have audited the statement of receipts and payments and associated information on pages 1 and 2 of the Feilding Playcentre for the year ended 31 August 2015. The financial statement has been prepared using the receipts and payments basis.

Committees’ Responsibility
The Committee is responsible for the preparation and fair presentation of the financial statement in accordance with the cash receipts and payments basis, this includes determining that the cash receipts and payments basis of accounting is an acceptable basis for the preparation of the financial statement in the circumstances, and for such internal control as the Committee determine is necessary to enable the preparation of the financial statement that is free from material misstatement, whether due to fraud or error.

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

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor’s judgment, including the assessment of the risks of material misstatement of the financial statement, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity’s preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity’s internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Other than in our capacity as auditor we have no relationship with, or interests in, the Feilding Playcentre.

Basis for Qualified Opinion on Statement of Receipts and Payments
Control over receipts other than MOE funding and grants, prior to being recorded is limited and there are no practical audit procedures to determine the effect of this limited control. Consequently, we were unable to determine whether any adjustments to these amounts were necessary.

Opinion
In our opinion, except for the possible effects of the matter described in the Basis for Qualified Opinion paragraph, the financial statement on pages 1 and 2 presents fairly, in all material respects, the cash receipts and payments of the Feilding Playcentre for the year ended 31 August 2015 in accordance with the cash receipts and payments basis of accounting.

Cotton Kelly
28 September 2015
RULES FOR FEILDING PLAYCENTRE
ORGANISATION AND CONDUCT

Playcentre refers to either the collective membership of the group or to the play sessions

1. Playcentre Affiliation
   (a) A Playcentre is recognised as affiliated to the Central Districts Playcentre Association (hereafter referred to as the Association or CDPA) by acceptance of affiliation application at a CDPA, Special or Annual General meeting.

   (b) Affiliation requires the agreement of the Playcentre to operate in a manner consistent with the Association and NZPF Constitutions, policies and procedures at all times.

   (c) A group of parents may with the consent of the Association, agreed to at a CDPA, Special or Annual General meeting, set up a Playcentre if it:

      (i) obtains premise including an outdoor area satisfactory to the CDPA Executive;
      (ii) applies to the Ministry of Education, through the CDPA Executive for the approval of those premises;
      (iii) undertakes to inform each parent, through an introductory process in the philosophy of Playcentre as laid down from time to time by the Association;
      (iv) Drafts and adopts policies and other documents as set by the Ministry of Education, and/or the Association, under guidance from the CDPA Executive or delegated sub-committee/person(s).

   A Playcentre is a centre which:

   (d) is organised, equipped and managed on a co-operative basis by:

      (i) the whanau/families of the children attending the Playcentre
      (ii) caregivers of children attending that Playcentre
      (iii) any other person deemed by the Playcentre to be members.

   (e) has the following that form part of the Supervision Team:

      (i) the whanau/families of the children attending the Playcentre
      (ii) caregivers of children attending that Playcentre
      (iii) any other person deemed by the Playcentre to be members
      (iv) a paid employee or voluntary worker who is not deemed a member of the Playcentre.

   (f) provides early childhood education environments approved by the CDPA Executive.

   (g) provides sessional early childhood education in groups not exceeding 30 children, or the relevant licence number, whichever is the lower.

   (h) admits children (birth - school starting age), providing that children under the age of two and half years are accompanied by a parent or caregiver.

   (i) provides at least one and not more than five half-day sessions per week for any one child.

   (j) works under supervision arrangements as approved by the CDPA Executive and accepted by the members of the Playcentre, as detailed in the Playcentre minutes.

   (k) provides information for parents concerning their children’s needs and follows policies and procedures regarding appropriate programme planning.

   (l) encourages attendance at discussions and courses, or other means whereby parents may obtain such information as necessary for running a Playcentre.
(m) accepts enrollment of child(ren) where the parent/caregiver agrees to abide by all policies and procedures.

2. Membership

The following shall be members of a Playcentre:

(a) All persons who have children enrolled at the Playcentre

(b) Any paid or voluntary employees accepted by the Playcentre, detailed in an agreement and/or the Playcentre minutes.

(c) Any other persons who apply to the Playcentre for Associate Membership and whom the Playcentre accept.

(d) Members co-operatively run the Playcentre and in particular shall be responsible for the organisation, finance, supervision, parent education and equipment of that Playcentre. All of such members shall be required as a condition of membership to take an active part in such running.

3. Duties and Obligations

(a) To provide a minimum of 2½ hour available play for each session run. No Playcentre or group may open for more than four (4) hours for any one session.

(b) To provide up to but not more than five (5) sessions each week for any one child.

(c) To conduct a Playcentre for groups of children from birth to school entry being 0 – 6 years.

(i) All children under the age of 2 ½ years be accompanied by an adult.

(ii) All children over 2 ½ years of age, in attendance without a parents or caregiver is as per the Playcentre documented policy.

(iii) Where applicable, the Certificate of Licence stating the maximum number of children allowed, the roll shall not exceed this.

(d) To maintain a committee comprising of officers as per Rule 7.

(e) To provide delegates in accordance with Association regulations for CDPA, Special and Annual General meetings and representation at other Association meetings as requested by the CDPA Executive.

(f) To carry out a Parent Education Programme in accordance with the policies and support determined by the Association.

(g) To keep rolls and records as set by Association policy.

(h) To receive reports from these appointed to work for the Playcentre.

(i) To fill in promptly forms require by the Ministry of Education, New Zealand Playcentre Federations and the Central Districts Playcentre Association (CDPA) Executive.

(j) To receive grants, set membership fees and to raise funds for the purpose of fulfilling the objects and duties of the Playcentre. Such monies to be administered using appropriate standard financial management practices, including audited annual accounts.

(k) The Playcentre was established and is maintained exclusively for charitable purposes of its member families.

(l) To abide by all Association policies at all times.

(m) Agrees to the Association acting as agent for receipt of any government funding monies and payment of all levies from such funding as set from time to time.
(n) Accept that the CDPA Executive shall have the power to review all decisions of the Playcentre and in extreme circumstance to take such action/s as it deems appropriate.

(o) To provide the CDPA Executive with all of the Playcentres Financial Books to do an audit, if requested to do so, at any time.

(p) The Playcentre shall close its books on the 31st August each year.

4. Meetings

(a) Annual General Meetings:
   (i) The audited Annual Financial statement must be available at this meeting, along with reports to the Playcentre members.
   (ii) The AGM must be held no later than that of 15th October each year.
   (iii) Playcentres must state at their AGM’s their quorum numbers for all Playcentre meetings for the forthcoming year.
   (iv) Playcentres must state at their AGM’s their fees to be charged per child per session or the forthcoming year.
   (v) Playcentres must ratify a previously circulated budget at their AGM.
   (vi) Playcentre must elect officers as per rule 7
   (vii) Appoint an Auditor for the forthcoming year.
   (viii) Consider any general business, which has been circulated before the meeting

(b) Regular meetings shall be held, a minimum of every two months, at which time reports shall be received from the committee members and supervision teams, this shall included the treasurer who shall present a financial statement for each calendar month.

(c) CDPA Liaison Officers shall be notified of and shall have the right to attend and shall receive minutes of all meetings.

(d) Any five members of a Playcentre shall be entitled to request a Special General meeting. Application for such a meeting shall be made to the Playcentre Secretary stating the business which the members wish to put before the meeting. In the event of the Secretary not complying, the members shall have the power to call the meeting themselves. The Liaison or Association support should be called on to chair this meeting.

(e) The quorum at any General Meeting shall be set at the AGM. Failure to set will mean the quorum is that of the Association meetings.

5. Decision Making Processes

(a) Consensus Decision making will be the primary method for reaching an acceptable outcome for any proposal with the exception of the appointment of officers and all monetary decisions. Where there is continuing strong opposition and no consensus, the topic can be abandoned by the majority decision of the meeting.
   Or
   Where consensus does not produce a decision, the outlined formal process of voting will apply.

The proposal shall be made by a formal motion with a seconder and, subject to usual meeting procedure being observed or as otherwise set out in this constitution, the resolution shall be passed by a simple majority (or fail as case may be).

(b) Every Playcentre family holds one vote. Officeholder positions do not carry any votes. The President retains a casting vote for status quo where the vote is split 50-50.
6. Duties of the Playcentre Committee
   (a) The committee shall conduct the administrative affairs of the Playcentre and may exercise all the
   rights and functions vested in the Playcentre but subject to any direction of the Association. A
   committee shall also be subject to any direction of a General or Special Meeting of the Playcentre.
   (b) Shall be responsible for adequate supervision of all groups within the Playcentre and
   recommending such supervision arrangements to the Association’s Executive for approval.
   (c) Shall handle all finance subject to direction of general meetings.
   (d) Shall pay on invoice to the Association for insurance cover on all property and equipment of the
   Playcentre.
   (e) Shall at committee meetings receive regular reports from the supervision teams and officers of
   the Playcentre.
   (f) Shall ensure the Association Parent Education Programme is maintained.
   (g) Shall have the power to terminate membership of any member who no longer complies with
   accepted Playcentre policies and procedures as defined by the Playcentre, but not in conflict with
   Association and NZPF policies and procedures.
   (h) Shall co-operate with the Supervision team in all matters concerning the running of the
   Playcentre.
   (i) Shall be responsible for maintaining standards of hygiene, health and safety.
   (j) The Playcentre Treasurer operates the cash books and reporting methods as provided by and
   instructed by the Association.

7. Officers of the Playcentre
   (a) The Officers of the Playcentre shall consist of
      PRESIDENT
      SECRETARY
      TREASURER
      INFORMATION
   The following positions must also be held by a member of the Playcentre at all times:
      PARENT EDUCATION
      HEALTH & SAFETY
   Job Description guidelines are provided by the Association.
   Other positions recommended but not mandatory for the running of a Playcentre are:
      EQUIPMENT
      PROPERTY
      PUBLIC RELATIONS
      LIBRARY
      INDIVIDUAL SUPPORT
      FUNDRAISING
   (b) Each officer shall report regularly to the General Meetings and shall be subject to its guidance.

8. Employees of a Playcentre
   (a) All Playcentres are the Employer in the Employee-Employer relationship. It is the decision of
   the Playcentre members whether to have paid, unpaid and rate of pay, keeping within legal
   requirements of being a good employer.
(b) Each Playcentre shall appoint and dismiss its own employees in accordance with the guidelines provided by the Association.

(c) The Association provides support for Playcentres as the Employer.

(d) Playcentres can direct the Association, at a CDPA, Special or Annual General meeting, to assist in providing Professional Development opportunities for employees, with payment of costs decided at the time of direction.

9. Closing a Playcentre

(a) A Playcentre, which ceases all sessions, shall be deemed to be in recess and shall have its funds and other assets held in trust by the Association for two years, or until the Playcentre recommences. After two years of recess a Playcentre shall normally be wound up. The Association, at a CDPA, Special or Annual General meeting can decide to waive the two year recess period.

(b) The physical assets of the Playcentre in recess will be managed by the CDPA Executive. The bank accounts will be closed with monies transferred to tagged Association account for audit purposes.

(c) The financial books of any recessed Playcentre will be audited no later than three months after the recess meeting.

(d) The Association will maintain accurate records of all income and expenditure relating to the recess centre, including loaning of equipment and/or premises rental through the CDPA Executive. A full accounting of transactions will be provided to the wind-up meeting or new Playcentre committee if the Playcentre reopens.

(e) Upon the winding-up of a Playcentre the assets of the Playcentre are owned by the Association and the Playcentre shall transfer such assets to the Association. The Association is a not for profit organization and any distribution of assets and/or monies to other community not for profit organizations including other Playcentres.

(f) An affiliated Playcentre, which, in opinion of the Association Executive, fails in a significant way to meet the standards of the Association or to conform to their charter obligations or polices of the Association may, by CDPA, Special or Annual General meeting resolution be placed in to recess, providing that reasonable opportunity for rectification or hearing has first been given.
PROPERTY OCCUPANCY DOCUMENT

EARLY CHILDHOOD CENTRE

NUMBER:

52009

CENTRE:

Feilding Playcentre

TAKE NOTICE that pursuant to Section 319 of the Education Act 1989 the Secretary for Education notifies this Property Occupancy Document, comprising the First, Second and Third Schedules attached. This document may from time to time be varied by any special conditions notified in the Third Schedule.

This notification is issued by:

.................................................... (Signature)

John Simpson .................................. (Full Name)

.................................................... (Designation)

acting for the Secretary pursuant to an Instrument of Delegation.

Dated at Wellington . . . . . . . . . 22nd . . . . day of

June . . . . . . . . . . . . . . . . . 19.93

Two copies of this document are dispatched to Centre Management who are requested to acknowledge receipt of this notification by completing the details below:

.................................................... (Name)

Only ONE copy dispatched as National

.................................................... (Designation)

Association has advised second copy . . . . . . . . . . . . will not be returned.

.................................................... (Full name of Centre Management)

Dated at . . . . . . . . . . . . . . . . . . . . day of . . . . . . . . . . . . . . . . . . . . . . . . 19.....

Retain one copy in a safe place and forward the other copy to Manager, Property Information Systems, Ministry of Education, PO Box 1666, WELLINGTON.
**PROPERTY OCCUPANCY DOCUMENT FOR AN EARLY CHILDHOOD CENTRE ON CROWN OWNED LAND**

**INDEX**

**FIRST SCHEDULE**

<table>
<thead>
<tr>
<th>Section</th>
<th>Description</th>
<th>Page(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.00</td>
<td>Definitions</td>
<td>(p 3-4)</td>
</tr>
<tr>
<td>2.00</td>
<td>Notification (of this Document)</td>
<td>(p 4)</td>
</tr>
<tr>
<td>3.00</td>
<td>Scope (of this Document)</td>
<td>(p 4)</td>
</tr>
<tr>
<td>4.00</td>
<td>Operating costs (payable by Centre)</td>
<td>(p 4)</td>
</tr>
<tr>
<td>5.00</td>
<td>Property Occupancy fee (payable by Centre)</td>
<td>(p 5)</td>
</tr>
<tr>
<td>6.00</td>
<td>Insurance</td>
<td>(p 5-6)</td>
</tr>
<tr>
<td>7.00</td>
<td>Repairs and Maintenance</td>
<td>(p 6)</td>
</tr>
<tr>
<td>8.00</td>
<td>Alterations</td>
<td>(p 7)</td>
</tr>
<tr>
<td>9.00</td>
<td>Capital Works</td>
<td>(p 7)</td>
</tr>
<tr>
<td>10.00</td>
<td>Emergencies</td>
<td>(p 7)</td>
</tr>
<tr>
<td>11.00</td>
<td>Regulations</td>
<td>(p 7)</td>
</tr>
<tr>
<td>12.00</td>
<td>Standards of Work</td>
<td>(p 7)</td>
</tr>
<tr>
<td>13.00</td>
<td>Right of Entry (of M.o.E.)</td>
<td>(p 8)</td>
</tr>
<tr>
<td>14.00</td>
<td>Cancellation of P.O.D.</td>
<td>(p 8-9)</td>
</tr>
<tr>
<td>15.00</td>
<td>Amendments to this P.O.D.</td>
<td>(p 9)</td>
</tr>
<tr>
<td>16.00</td>
<td>General Terms and Conditions</td>
<td>(p 9-11)</td>
</tr>
<tr>
<td>17.00</td>
<td>Arbitration</td>
<td>(p 11)</td>
</tr>
</tbody>
</table>

**SECOND SCHEDULE**

**THIRD SCHEDULE**

(p 12)
5.0 PROPERTY OCCUPANCY FEE

5.1 In addition to the operating costs specified in Clause 4.0 Centre Management shall pay an occupancy fee which is to be notified from time to time by the Secretary to Centre Management. The Secretary shall nominate the instalments by which the occupancy fee is to be paid and this shall for the purposes of Section 319 (b) (i) of the Education Act 1989 be deemed to be "rent".

5.2 The occupancy fee payable to the Ministry shall be payable as and from 1st January 1993 unless otherwise specified in the Third Schedule.

6.0 INSURANCE

6.1 Buildings and Facilities funded by the Centre or built with Government Grant or Subsidy

(a) Centre Management shall at its own cost comprehensively insure in its name as occupier and the Ministry as owner, those Buildings where Centre Management fully or partially funded the establishment costs.

(b) Where more than 50% of the insurance cover on any Building becomes payable by the insurer Centre Management agrees the Secretary may nominate, subject to the prior rights of any Insurer, whether reinstatement shall take place.

6.2 Buildings and Facilities Fully Funded by Government

(a) Centre Management shall at its own cost comprehensively insure in the name of the Ministry and its name as occupier Buildings which were fully funded by Government.

(b) Centre Management has no claim to any proceeds from insurance effected under clause 6.2
Ministry of Education
Asset Register

Playcentre Name: FEILDING

Address: 254A KIMBOLTON ROAD, FEILDING

Legal Description: PART LOT 1 DP13413 SHOWN 'A' ON SO 33204

Area: 447m²

Status: PRE-SCHOOL EDUCATION (PLAYCENTRE) C.T. (if current)

Gaz: 1982 p.2353

Owner: HER MAJESTY THE QUEEN

Doc: 506922.1

Immediately Prior C.T. (if no current C.T.)

Territorial Local Authority Ref No. 039 MANAWATU DISTRICT
Region Ref No. 08 MANAWATU-WANGANUI
Ward Ref No. 03904 OROUA
Meshblock No. 1771200

Copies of the following attached:
SO 33204
DOC 506922.1

1 OF 2....
The purpose of granting rates support is to reduce the rating obligations on those community organisations that will benefit the community and who support Council’s Vision and Outcomes.

**Applicant Details**

- Valuation Reference Number/s: 14260/03200
- Full name of organisation: Te Kawa Playcentre
- Contact person: Nicola Rees
- Daytime phone number: 06 3248 246 (centre), 06 3248 994 (Nicola).

**Physical & Postal Address Details**

- Physical Address: 16 Medway Street
- PO Box: PO Box 214
- Town: Rongotea
- Postcode: 4865
- Email: TekawaPlaycentre2015@gmail.com.

**Funding Criteria**

Council rates support will be administered annually and may be made for a multi-year term to a maximum of three years. Council may remit rates where the application meets the following criteria:
• Directly links with the Council’s vision statement, outcomes; and

• A rating unit that may be owned by Council or owned and occupied by a charitable organisation, which is used principally for sporting, recreation, art or community purposes; or

• A rating unit that is leased by a charitable organisation for a period of at least one year is used principally for recreation, sporting or community purposes, and where the organisation is liable for the payment of the Council’s rates under the property’s lease agreement.

*Definition of “charitable organisation” is a charitable entity which means a society, an institution, or the trustees of a trust that is or are registered as a charitable entity under the Charities Act 2005.*

---

**Organisation Details**

---

Please give a brief description of what your organisation’s objectives are.

*Te Kawai Playcentre purpose and objectives are to run an Early Childhood Education Centre. We provide an early childhood education option of whanau/families, which offer a safe and secure learning environment for children from birth to 6 years; which emphasise child initiated play and the importance of whanau/families as first and most important educators of their children; and which are run co-operatively by families as an extension to the whanau/family setting.

*Providing Adult Education to parents. We provide a participatory programme of education for whanau/parents that emphasises self-help and personal development. This covers areas such as child development, play and learning, parenting skills, planning and delivering early childhood education programmes, group and facilitation skills and management skills.*

Demonstrate how the purpose of your organisation aligns with Council’s vision, outcomes.

*The main purpose of Te Kawai Playcentre is to provide family/whanau orientated early childhood education in the local community. We are aligned with the council’s vision on being focused and creating the best place to help raise a family. Our centre is providing services to attract families and retain them in the local area by providing a strong, fun, inclusive facility orientated to teaching our Tamariki to become confident, competent self-directed learners. We display a strong sense of kaitakaranga as we believe our Tamariki are our future and safe guarding them is what we are here as an organisation to do.*
Demonstrate how your organisation's service or services meet the current and future needs of Manawatu District residents. As a parent lead organisation, our focus is on what parents and therefore Manawatu residents want for their children. This can be a constantly changing environment as members come and go depending on age of children and new families arriving. Therefore we have learnt to adapt easily to change to meet the needs of our Tamaiti and their whanau family whilst ensuring our role as an Early Childhood Educator are being met.

Demonstrate how accessible your property and the service or services your organisation provides are to Manawatu District residents as well as how these residents are given the opportunity to participate. Our centre is located in Pongotia and is the only early childhood centre in the immediate area. We hold 5 sessions per week to children aged between 0-6 years of age. We are supported by families not only in the immediate rural area, but also as far as Oroua Doons, Glenora, and Bulls. All families are actively involved in providing our children's learning programmes. Our centre is actively involved in working with and supporting other groups within our community including the Lions and local schools. Our centre activity promotes itself in local publications to ensure all local Manawatu residents are aware of our service and sees the great work that occurs with our Tamariki.

Estimated number of active members, clients or participants

Currently have 25 families (34 children) enrolled in our service.

Do other organisations use your facilities?

☐ Yes  ☑ No

If yes, please give details of these organisations.
Financial Information

What is your organisation’s legal status?  
Charitable Trust under Charities Act 2005

What is your Charities Commission registration number?  
CC 33325

What is your Charities Commission registration date?  
30 June 2008.

If you do not have a legal identity, please explain why, name your umbrella group and supply at least three letters in support of your application.

Does your organisation have its accounts audited each year?  
☑ Yes  ☐ No

If yes, please attach the Audited Accounts for the last financial year including the Auditor’s report. If these audited accounts are more than six months old at the time of applying, please also enclose the most recent income and expenditure statement.

If no, please attach a statement of current financial position that includes an income and expenditure statement, or a copy of the unaudited management accounts; and a declaration, signed by two signatories of your organisation, attesting to the accuracy of the financial update included.

Please provide a copy of the following documentation to support your application.

- Your organisation’s constitution
- Proof of charitable status and/or a copy of income tax exemption certificate.
- A copy of a lease agreement of the property (if not owned)
Declaration

☐ The details in all sections of the application are true and correct to the best of our knowledge.

☐ We have the authority to commit our organisation to this application to the Manawatu District Council.

☐ We understand and agree prior to any awarding of Contract of Service, the Manawatu District Council may make further checks in relation to credit worthiness of our organisation.

☐ We understand that the Council may disclose to, or obtain from, any government department or agency, private person or organisation, any information about our organisation for the purposes of gaining or providing information related to our organisation.

In addition:

☐ The Council will be advised of any significant change to our finances between the date of this application and the date of decision-making.

☐ All reasonable information has been provided to support our application.

We understand that the Manawatu District Council:


☐ We also 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 of our organisation may be released to the media or appear in Council documentation.

☐ 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.

1st Signatory

<table>
<thead>
<tr>
<th>Name</th>
<th>Nicola Rees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Position in Organisation</td>
<td>Treasurer</td>
</tr>
<tr>
<td>Signature</td>
<td>NRees</td>
</tr>
<tr>
<td>Date</td>
<td>14.04.16</td>
</tr>
</tbody>
</table>
2nd Signatory

<table>
<thead>
<tr>
<th>Name</th>
<th>Francie Mullin</th>
</tr>
</thead>
<tbody>
<tr>
<td>Position in Organisation</td>
<td>President</td>
</tr>
<tr>
<td>Signature</td>
<td>fmm</td>
</tr>
<tr>
<td>Date</td>
<td>14.04.16</td>
</tr>
</tbody>
</table>

Final Check

Make sure you have

- [ ] Completed all the sections
- [ ] Provided financial details
- [ ] Attached supporting documents

Need Help?

Please contact the following if you need advice on your application:

Janine Hawthorn  
Community Development Adviser  
Manawatu District Council  
Telephone 06 323 0000 or  
Email janine.hawthorn@mdc.govt.nz
### Monthly Financial Statement (Page 1)

**Te Kauwhi Playcentre Playcentre**

For month ending: 29-02-16

**Copy for: Minute Book / Accounts / Association**

#### MAIN OPERATING CHEQUE ACCOUNT

**OPENING BALANCE as at 31-01-16**

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Interest</td>
<td>$6.60</td>
</tr>
<tr>
<td>Fundraising</td>
<td>$1,600.30</td>
</tr>
<tr>
<td>Equipment Reimbursements</td>
<td>$0.00</td>
</tr>
<tr>
<td>Refunds</td>
<td>$0.00</td>
</tr>
<tr>
<td>Transfers from Other Accounts</td>
<td>$0.00</td>
</tr>
<tr>
<td>Other Receipts</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

**TOTAL RECEIPTS FOR PERIOD**

A $5,978.97

**DEDUCT PAYMENTS...**

Accounts Passed for Payment on / / $1,211.54 D

These payments were approved for payment last month, yet are included below as they were paid this month.

Note: some Centres / Assns don’t use this area, or the related Payments to Approve worksheet.

Accounts paid during the month (previously budgeted or approved, or not yet passed for payment) ...

Mark payments paid during the month & not yet passed for payment, with an # in column C or L, if approval reqd...

Total of (8) Accounts paid during the month and needing to be passed & minuted for payment. $3,662.31 E

ChqNo/Payee/Details ChqNo/Payee/Details

BP Bank Fees $10.00 #
BP 993 Float for Waitangi Day $400.00 #
BP Rongotai Garage $10.00
BP Joy Hess (Reimbursement for S $25.49
BP RICOH $57.51
BP MDC Rates $95.25 #
BP WINZ overpayment $141.48
BP IRD GST $977.06
BP Nicola Rees (Reimbursement f $20.00 #
BP Nicola Rees (Reimbursement f $8.58 #
BP CDPA $13.50 #
BP F Mullin (Reimbursement for $14.28 #
BP Joy Hess (Reimbursement for $25.00 #
BP Spark $77.34 #
BP Waitangi Gala transfer to fu $1,160.30 #
BP Nova $76.11 #
BP Kim Gloyn $298.87 #
BP Margareite Fissenden $1,458.08 #
BP DB Fee $5.00 #
JNL ACC levy incorrect -$147.03
JNL ACC levy corrected $147.03

**TOTAL PAYMENTS**

(all accounts paid this month (D+E)) - F $4,873.85

**CLOSING CASHBOOK BAL AT MTH ENDING 29-02-16**

(A+B-F) G $3,277.94

(Total G becomes Total A next month)

#### TERM DEPOSIT / INVESTMENTS / OTHER ACCOUNTS

as at 29-02-16

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Opening Balance for the month</td>
<td>$3,377.51</td>
</tr>
<tr>
<td>Interest</td>
<td>$4.39</td>
</tr>
<tr>
<td>Transfers In</td>
<td>$1,160.30</td>
</tr>
<tr>
<td>Transfers Out</td>
<td></td>
</tr>
</tbody>
</table>

**Closing Balance**

<table>
<thead>
<tr>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>$4,542.20</td>
</tr>
</tbody>
</table>

These totals should equal balance on bank statements for each Other Account.

**Total of Other Funds**

$4,542.20

**CONFIRMATION** of Presentation to Centre Meeting (Note: Both pages to be signed)

Presidents Signature

Treasurer’s Signature

'Monthly Financial Statement' in Mth06_Feb.xls

Date Printed: 15-03-16
**Monthly Financial Statement**

For month ending: 29-02-16
Date of meeting: 15-03-16

For: February 2016
Copy for: Minute Book / Accounts / Association

---

**BANK RECONCILIATION**

**CLOSING CASHBOOK BALANCE FOR MTH ENDING**

<table>
<thead>
<tr>
<th>Date</th>
<th>Chq No</th>
<th>Amt</th>
</tr>
</thead>
</table>

(G) $3,277.94

**PLUS Unpresented Cheques (payments in Cash Book not on Bank Statement)**

<table>
<thead>
<tr>
<th>Date</th>
<th>Chq No</th>
<th>Amt</th>
</tr>
</thead>
</table>

+ $0.00

**LESS Outstanding Lodgements (deposits in Cashbook not on Bank Statement)**

<table>
<thead>
<tr>
<th>Date</th>
<th>Receipt No</th>
<th>Amt</th>
</tr>
</thead>
</table>

- $0.00

**PLUS/LESS Other (e.g. items on Bank Statement being queried)**

<table>
<thead>
<tr>
<th>Date</th>
<th>Reference</th>
<th>Amt</th>
</tr>
</thead>
</table>

+ $0.00

**BANK STATEMENT BALANCE**

(on Stmt Page #: 

This total should equal balance on bank statement!

$3,277.94

---

**CASH BOOK RECONCILIATION**

Cashbook reconciles okay

**Opening Balance on 1-09-15**

(Total A, opening balance at beginning of year) $8,215.55

Add YearToDate Receipts $22,712.61

Deduct YearToDate Payments -$27,650.22

Cashbook Closing Balance for month ending 29-02-16 (G) $3,277.94

Expected Balance (Total G, closing balance at end of this month) G $3,277.94

---

**Transfers To/From Other Accounts RECONCILIATION**

Transfers reconcile okay

<table>
<thead>
<tr>
<th>In cheque account:</th>
<th>In Other accounts:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transfers from Other Accounts $1,416.00</td>
<td>Out: $1,416.00</td>
</tr>
<tr>
<td>Transfers to Other Accounts $1,472.30</td>
<td>In: $1,472.30</td>
</tr>
<tr>
<td>- $56.30</td>
<td></td>
</tr>
</tbody>
</table>

---

**CONFIRMATION** of Presentation to Centre Meeting (Note: Both pages to be signed)

Presidents Signature  

Treasurer's Signature  

Date Printed: 15-03-16
# Monthly Financial Statement (Page 3 optional)

**Te Kauwhi Playcentre Playcentre**  
**For February 2016**

This worksheet has several purposes…

**Purpose 1:**
Calculate the money unspent/available at the time of the meeting, by listing the known payments & receipts for March

**Purpose 2:**
Allows highlighting of the next months payments that need formal pre-approval from the centre meeting...

Area H: Use this area to list any payments that you have had to pay since 01-03-16
Area I: Use this area to list the payments that you know you will have to make in March
Area E: On pg 1 of the Monthly Financial Stmt, use # to identify any payments paid this month without pre-approval.

## PAYMENTS TO APPROVE / AVAILABLE BALANCE

<table>
<thead>
<tr>
<th>Payee/Details</th>
<th>ChqNo</th>
<th>Payee/Details</th>
<th>ChqNo</th>
</tr>
</thead>
<tbody>
<tr>
<td>Trevs Plumbing</td>
<td>$100.45</td>
<td></td>
<td></td>
</tr>
<tr>
<td>F Mullin</td>
<td>$37.44</td>
<td></td>
<td></td>
</tr>
<tr>
<td>S Procter</td>
<td>$129.16</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Office Max</td>
<td>$103.05</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gilmours</td>
<td>$49.29</td>
<td></td>
<td></td>
</tr>
<tr>
<td>RICOH</td>
<td>$96.92</td>
<td></td>
<td></td>
</tr>
<tr>
<td>IRD PAYE</td>
<td>$286.65</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ameyes</td>
<td>$27.70</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Closing Cash Book Balance for month ending 29-02-16 (G)** $3,277.94

## ACCOUNTS PAID FROM THE 1ST AND NOT YET PASSED FOR PAYMENT

Note: To reduce data entry, enter these transactions into the Payments sheet in next month's Workbook first (as they will need to be entered there anyway), then select the relevant cells for the prepaid payments (i.e. Payee/Details, Chq, Total of Chq), copy them (ctrl C) and then use Paste Special with Values only (ctrl + Alt + V) to insert here without copying the formatting.

**TOTAL PAYMENTS MADE ALREADY for March (H)** $800.65

## ACCOUNTS TO BE PAID AND PASSED FOR PAYMENT AT THIS MEETING

Note: To reduce data entry, see previous note.

<table>
<thead>
<tr>
<th>Payee/Details</th>
<th>ChqNo</th>
<th>Payee/Details</th>
<th>ChqNo</th>
</tr>
</thead>
</table>

**TOTAL PROPOSED PAYMENTS for March (I)** $0.00

**TOTAL PAYMENTS TO APPROVE at meeting (H + I) (J)** $800.65

**DEPOSITS MADE TO (K)** $0.00

**TAGGED FUNDS in cheque account to be used in future for (L)** $0.00

**TOTAL BALANCE IN CHEQUE ACCOUNT at this meeting after payment of these accounts (G-H+I-K-L) (M)** $2,477.29

### CONFIRMATION of Presentation to Centre Meeting

<table>
<thead>
<tr>
<th>Presidents Signature</th>
<th>Treasurer's Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>n/Reed</td>
</tr>
</tbody>
</table>

"Payments to Approve" in Mth06_Feb.xls

101
<table>
<thead>
<tr>
<th>Date</th>
<th>Payer/Details</th>
<th>Rpt No</th>
<th>Amount Received</th>
<th>Total Banked</th>
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<th>GST Non-taxable Receipts</th>
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Total receipts for Month 2,172.82
Add Total receipts to date for year 20,539.79
Total receipts to end of month 22,712.61

Double-check totals from files for previous months: 20,539.79
Presidents Signature
Treasurer's Signature

Date printed: 15-03-16
### CASHBOOK Payments

#### Te Kauwai Playcentre Playcentre

**February 2016**

**Copy for: Accounts / Association**

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<td></td>
<td>5.00</td>
<td></td>
</tr>
<tr>
<td>30-12-15</td>
<td>JNL ACC levy incorrect</td>
<td>-147.03</td>
<td>-147.03</td>
<td>-147.03</td>
<td></td>
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<td>-147.03</td>
<td></td>
</tr>
<tr>
<td>30-12-15</td>
<td>JNL ACC levy correct</td>
<td>147.03</td>
<td>147.03</td>
<td>147.03</td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td>147.03</td>
<td></td>
</tr>
</tbody>
</table>

**Totals:**

- **Total payments for Month:** 4,873.85
- **Add Total Payments to date for year:** 22,776.37
- **To Total Payments to end of month:** 27,650.22

**Paid by:**
- **Double-check totals from files for previous months:** 22,776.37

**Signed by:**
- **President's Signature:** [Signature]
- **Treasurer's Signature:** [Signature]

**Date Printed:** 15-03-16
30 September 2014

The President
Te Kauwau Playcentre
P O Box 214
RONGOTEA 5454

Dear Francie,

AUDIT OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2014

The audit progressed very well this year and is now complete. The signed audit report and financial statements have been returned.

We have conducted our audit in accordance with New Zealand Auditing Standards and International Standards on Auditing (New Zealand) as applicable based on effective dates, with the objective of expressing an opinion on the financial statements prepared by management in accordance with generally accepted accounting practice in New Zealand. The engagement team and the firm have complied with relevant ethical requirements regarding independence.

It is our responsibility to provide those charged with governance with timely observations arising from the audit that are significant and relevant to the Committee’s responsibility to oversee the financial reporting process. This management letter allows us to communicate with those charged with governance (CDPA).

Based on significant findings and other matters which arose during the course of the audit, we have the following comments and recommendations to make:

1. AUDIT REPORT

The Audit Report on the 2014 financial statements is a qualified audit report and contains the following matter that the Committee needs to consider further.

QUALIFICATION – COMPLETENESS OF REVENUE

Due to the nature of the organisation, there are no practical efficient audit procedures that we can complete to ensure that all income due to the Playcentre for income other than MOE Funding and Grants is received. The result of this is a standard comment that appears in your audit report. This is common for all organisations of your size. However, it is the Committee’s responsibility to ensure that it has appropriate procedures in place so that all income is accounted for in the financial records.

Suggestion:

That the Committee note the audit procedure used and the qualification in the Auditors Report.
2. LEGISLATIVE COMPLIANCE RESPONSIBILITIES

It is the responsibility of the Committee, with the oversight of those charged with governance (CDPA), to ensure that the Playcentre's operations are conducted in accordance with the provisions of laws and regulations, including compliance with the provisions of laws and regulations that determine the reported amounts and disclosures in the Playcentre's financial statements.

There are a number of specific legislative provisions that we review each year as a result of our requirements as auditor. However, the auditor is not responsible for preventing non-compliance and cannot be expected to detect non-compliance with all laws and regulations.

**Suggestion:**

That the Committee continues to monitor its compliance with all applicable legislative provisions.

3. FRAUD

The primary responsibility for the prevention and detection of fraud rests with both those charged with governance of the Playcentre and management. It is important that management, with the oversight of those charged with governance, place a strong emphasis on fraud prevention and fraud deterrence. This involves a commitment to creating a culture of honesty and ethical behaviour which can be reinforced by an active oversight by those charged with governance. The auditor is responsible for obtaining reasonable assurance that the financial statements taken as a whole are free from material misstatement, whether caused by fraud or error.

During our audit, we have not identified a fraud or obtained information that indicates that a fraud may exist. Additionally, we have not identified any other matters related to fraud that are, in our judgement, relevant to the Committee's responsibilities that should be brought to the Committee’s attention.

**Suggestion:**

That the Committee continues to ensure that appropriate internal controls are in place for the prevention and detection of fraud.

4. REVIEW OF INTERNAL CONTROLS

Internal controls and appropriate segregation of duties are a critical part of any accounting system. These are the responsibility of management, and the risks associated with any lack of segregation of duties must always be assessed to ensure that the financial statements are free from material misstatement, whether due to fraud or error.

One of the key items to indicate that a check has occurred is the evidencing by use of a signature; e.g. invoices that are paid should be signed as approved for input into the system by a cheque signatory as sighted and approved, expenditure listings should be approved for payment, timesheets signed as approved by the supervisor. The use of a signature by an "authorised" staff member clearly shows that the transaction has occurred (goods or services received) or is approved for action through the accounting system.
As part of the audit process we reviewed and enquired about the accounting procedures and internal control processes that are in place. Because of the inherent limitations of an audit, there is an unavoidable risk that some material misstatements may not be detected, even though the audit is properly planned and performed in accordance with New Zealand Auditing Standards.

During the audit, we identified the following area in internal control that we consider should be brought to the Committees attention:

- **CASH BOX KEY**

  During the audit, we noted that the key for the cash box is left (hidden) on the premises. It is important to ensure that all cash is safely locked away and the keys are held safely by a minimal number of people.

  **Suggestion:**
  *That the key be held by a Committee Members ie: The Treasurer. A locked drawer with a slot for “posting” money in is an easy way to keep funds secure while also limiting the level of access.*

- **SIGNATORIES**

  During the audit, Andrea queried whether the Playcentre had the right number of authorisers for internet banking.

  **Suggestion:**
  *That only one signatory is the administrator, taking responsibility for adding new payees and setting up payments. Any others (we suggest two) are set up as authorisers only.*

**CONCLUSION**

Please pass on our thanks to Andrea for their cooperation and support during the audit.

If you have any questions with respect to the items contained in this letter please do not hesitate to contact us.

Yours sincerely,

Viv Cotton
Partner
INDEPENDENT AUDITOR’S REPORT

To the Members of the Te Kauau Playcentre

We have audited the statement of receipts and payments and associated information on pages 1 and 2 of the Te Kauau Playcentre for the year ended 31 August 2014. The financial statement has been prepared using the receipts and payments basis.

Committees’ Responsibility

The Committee is responsible for the preparation and fair presentation of the financial statement in accordance with the cash receipts and payments basis, this includes determining that the cash receipts and payments basis of accounting is an acceptable basis for the preparation of the financial statement in the circumstances, and for such internal control as the Committee determine is necessary to enable the preparation of the financial statement that is free from material misstatement, whether due to fraud or error.

Auditor’s Responsibility

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

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor’s judgment, including the assessment of the risks of material misstatement of the financial statement, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity’s preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity’s internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Other than in our capacity as auditor we have no relationship with, or interests in, the Te Kauau Playcentre.

Basis for Qualified Opinion on Statement of Receipts and Payments

Control over receipts other than MOH funding and grants, prior to being recorded is limited and there are no practical audit procedures to determine the effect of this limited control. Consequently, we were unable to determine whether any adjustments to these amounts were necessary.

Opinion

In our opinion, except for the possible effects of the matter described in the Basis for Qualified Opinion paragraph, the financial statement on pages 1 and 2 presents fairly, in all material respects, the cash receipts and payments of the Te Kauau Play centre for the year ended 31 August 2014 in accordance with the cash receipts and payments basis of accounting.

Cotton Kelly
30 September 2014
FINANCIAL RECORDS
(including Cashbook, Monthly Financial Statements and Statement of Receipts & Payments)

Te Kawau Playcentre Playcentre
of the
Central Districts Association
(NZ Playcentre Federation Inc.)

For Financial Year
01 September 2013 to 31 August 2014

Name (& Email): Telephone:
Playcentre: Te Kawau Playcentre 06 324 8246
Association: Central Districts 06 323 7221
Association Treasurer: Raelene Dawson 06 324 8066
cdpa_treasurer@vodafone.co.nz
Asn Financial Convenor:
Centre President: Francie Mullin 06 329 7956
david.francie@vodafone.co.nz
Centre Secretary: Kim Gloyn 06 324 8344
ash.kim@xtra.co.nz
Centre Treasurer: Andrea Davis 06 329 7966
andyl_davis@yahoo.com
Auditor: Cotton Kelly Audit Assurance 06 354 3685
New Zealand Playcentre Federation Inc.
Statement of Receipts & Payments for the year ended 31 August 2014
Central Districts Association  Te Kauw Playcentre Playcentre

Opening Cashbook Balances at 01.09.13
Cheque Account: .................................................. $6,777.08
Other Account 1 .................................................. $6,884.50
Other Accounts 2 to 5 ........................................... $0.00

Total Opening Balances as at 01 September 2013 ................................................. $13,661.58

RECEIPTS for the year
GST Receipts (if registered) ............................................ $7,249.32
Ministry of Education Funding (before any deductions e.g. levies) included in above: MOE ATIS Funding: .............. $0.00
MOE ECD Funding ..................................................... $0.00
MOE Equity Funding (Total A from Page 3) ........................................ $0.00
Fees /Subscriptions ........................................................................ $7,451.28
Donations/Grants: Waitangi Gala ........................................... $1,129.00
Xmas Float Prize ........................................................................ $300.00
Other ................................................................................. $125.00
Total ................................................................................. $1,554.00
Interest: Cheque Account ...................................................... $6.59
Other Account 1 ...................................................................... $14.12
Other Accounts 2 to 5 ......................................................... $0.00
Total ................................................................................. $20.71
Fundraising (Receipts less Payments) ..................................................... $1,162.95
Other Receipts (Please provide details):
   GST Refunds from IRD (if registered) ................................ $385.35
   Playcentre Equity .......................................................... $0.00
   Other .............................................................................. $37.39
   Total Receipts ...................................................................... $422.74

Total Receipts ........................................................................... $54,022.72

PAYMENTS for the year (less any Refunds)
GST Payments (If registered) ................................................... $4,599.33
Levies ................................................................................. $15,197.35
Supervision Expenses /PAYE /ACC Levy .................. $20,633.34
Education /Training ............................................................... $498.70
Equipment Consumables (less Equipment Reimbursements) .............................................. $2,741.66
Equipment Fixed Assets (less Equipment Reimbursements) ......................................... $957.11
Housekeeping ................................................................. $730.43
Centre Administration (including Bank Charges on Call or Investment accounts) .......... $2,304.37
Rent /Mortgage ......................................................................... $0.00
Utilities ............................................................................... $2,086.60
Property Maintenance ......................................................... $1,564.72
Centre Activities ................................................................. $417.38
Other Payments (please provide details):
   GST Paid to IRD (if registered) ..................................... $2,583.69
   Donations /Gifts ............................................................. $0.00
   Playcentre Equity .......................................................... $0.00
   Other .............................................................................. $0.00
   Total Payments ..................................................................... $5,408.69

Surplus /Deficit for the year (Total Receipts less Total Payments) ................................................. $284.06

Closing Cashbook Balances at 31.08.14
Cheque Account ................................................................. $6,978.90 *
Other Account 1 ................................................................. $6,198.62 *
Other Accounts 2 to 5 ......................................................... $0.00 *

Total Closing Balances as at 31 August 2014 ................................................................. $13,177.52

Difference
$13,177.52
$0.00 (difference should be $0)

*These Closing Balances must agree with (be proven by) Reconciled Bank Statements. Transfers between accounts are not required.

Copies of End of Year Bank Statements, Bank Reconciliations and schedules of Accounts Receivable and Payable are to accompany presentation of this report to the Centre AGM.

Page 1

Updated: Nov 2011  Date Printed: 25/09/14

109
TAGGED FUNDS:
If your centre has any of your closing balances tagged, please complete this section.

1 INTERNAL FUNDING
Funding set aside for:
Rongotai Water Scheme Upgrade       Date set aside       Amount
                                       31/03/15            $2,000.00
Property Maintenance                 31/02/15            $2,000.00

$4,000.00

2 EXTERNAL FUNDING
Funding received from:               Funding set aside for: Date set aside Amount

$0.00

ACCOUNTS RECEIVABLE:
Fees /Subscriptions outstanding for the year .................................................. $660.69
Other Receipts due ................................................................. $0.00
Total of any amounts owed to the Centre as at 31 August 2014 $660.69

ACCOUNTS PAYABLE:
Accounts still to be Passed for Payment for the year ....................................... $5,213.00
Other Payments due ........................................................................... $0.00
Total of any accounts to be paid by the Centre as at 31 August 2014 $5,213.00

PREPARATION OF FINANCIAL STATEMENT:
Verification by President and Treasurer that the Annual Financial Statement gives a true and fair view of the financial position of the Centre and the results of its activities.

Name: Francel Mulvin          Position: President
Signature: FM

Name: Andrea Davis           Position: Treasurer
Signature: 

REVIEWER'S /AUDITOR'S REPORT
My Review /Audit opinion follows on a separate page attached
Name: Cotton Kelly          Date: 30 September 2014
Address: P O Box 5257        Qualification: BBS CA CPP
Palmerston North            Signature: 

PRESENTATION OF FINANCIAL STATEMENT (As required by s.23 of the Incorporated Societies Act 1908)
Verification by Chairperson at the AGM that the Financial Statement has been presented and approved by the Annual General Meeting of the Playcentres.

Name: Francel Mulvin        Date of AGM: 16 October 2014
Chairperson for the AGM     Signature: FM

NOTE: This form is to be completed in duplicate on yellow paper. One copy is to be retained by the Playcentre and the other copy is to be sent to the Association Treasurer /Secretary by 31st October 2014, together with the Reviewer's /Auditor's Report. Please ensure that both copies have been signed by the Playcentre President, Treasurer, the Reviewer /Auditor and the Chairperson before being sent to the Association.
www.eCashbook.co.nz
Updated: Nov 2011
Additional Information for Statement of Receipts & Payments for the year ended 31 August 2014
Te Kawau Playcentre Playcentre

Most totals on this Additional Info sheet and the following Statement pages, are taken from the Mth13_EOV Adjustments workbook, that follows on from Mth13_Aug.

You need to open the Mth13_EOV workbook and save it, to bring all the year's totals thru to this workbook.

Please review the information on this Additional Info sheet, to confirm some of the totals and to split up other categories.

If you wish to make any adjustments between categories, enter in the double-sided journals needed into Mth13_EOV.

If you are having trouble preparing your end of year Statement, refer to the Extra End Of Year Help document.

Guides Help Extra End Of Year Help doc

RECEIPTS
Note for GST-Registered Centres: Enter GST exclusive values here.

Ministry of Education Funding:
(please identify the amounts received from MOE for the various funding types that were recorded in the MOE funding column.)

Bulk Funding total for year $36,161.72
MOE ATIS total for year $0.00
ECD Funding total for year $0.00
Total MOE Funding $36,161.72
(20561.72 Total MOE funding from cashbook
Total checked ok. Entered funding equals total MOE funding in cashbook

MOE Equity Funding
(please give breakdown of any MOE Equity income with each Subfunding portion, from payment advice details. Note that this is not Paycentre Equity)

<table>
<thead>
<tr>
<th>Category</th>
<th>Payment #1</th>
<th>Payment #2</th>
<th>Payment #3</th>
<th>Category Totals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Low Socio-Economic</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Special Needs and Non-English Speaking Backgrounds</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Language and Culture other than English</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Isolation</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Total MOE Equity</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

Total checked ok. Total MOE Equity from cashbook

Donations

<table>
<thead>
<tr>
<th>Donations</th>
<th>November</th>
<th>December</th>
<th>January</th>
</tr>
</thead>
<tbody>
<tr>
<td>Waitangi Gaia</td>
<td>$3,129.00</td>
<td>$300.00</td>
<td>$125.00</td>
</tr>
<tr>
<td>Total donations</td>
<td>$4,554.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total checked ok. Entered donations equal total donations in cashbook

Equipment Reimbursements
This is required to be zero at the end of year.
(please use journals in the Mth13 workbook (in the Receipts & Payments sheets) to apply any Reimbursements received to the correct Payment category.

- Remove $100 reimbursments in Receipts sheet by entering $100 journal (JNL) line, and enter Payment line for $100 with desc of 'Less Equipment Reimbursements' or similar.

Total Equipment Reimbursements $0.00
Total checked ok. No outstanding Equipment Reimbursements

Refunds
This is required to be zero at the end of year.
(please use journals in the Mth13 workbook (in the Receipts & Payments sheets) to apply any Refunds received to the correct Payment category.

- Remove $100 Refunds in Receipts sheet by entering $100 journal (JNL) line, and enter Payment line for $100 with desc of 'Less Return' or similar.

Total Refunds $0.00
Total checked ok. No outstanding Refunds

Other Receipts
(please list major receipts here)

<table>
<thead>
<tr>
<th>Receipts</th>
<th>November</th>
<th>December</th>
<th>January</th>
</tr>
</thead>
<tbody>
<tr>
<td>GST Refunds from IRD (if registered)</td>
<td>$385.35</td>
<td>$0.00</td>
<td>$37.39</td>
</tr>
<tr>
<td>Playcentre Equity</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Other</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Total Other Receipts</td>
<td>$422.74</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total checked ok. Other Receipts from cashbook

PAYMENTS

Levies total for year $15,197.35
(If the Assoc deducted levies during the year, and the levy amount has not been entered into the Cashbook yet, then enter the levies value here, and add the same amount into the Building amount in the Receipts area above)

Fundraising Costs
This is required to be zero at the end of year.
(please use journals in the Mth13 workbook (in the Receipts & Payments sheets) to deduct any Fundraising payments from the Fundraising Receipts Payment category.

- Remove $100 costs in Payments sheet by entering $100 journal (JNL) line, and enter Receipts line for $100 with desc of 'Less Fundraising Expenses' or similar.

Total Fundraising Payments $0.00
Total checked ok. No outstanding Fundraising costs

Other Payments
(please list major Other Payments here)

<table>
<thead>
<tr>
<th>Payments</th>
<th>November</th>
<th>December</th>
<th>January</th>
</tr>
</thead>
<tbody>
<tr>
<td>GST Paid to IRD (if registered)</td>
<td>$2,583.89</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Donations - Gifts</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Playcentre Equity</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Other</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Total Other Payments</td>
<td>$2,583.89</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total checked ok. Other Payments from cashbook

CHECK Transfers To/from Other Accounts

| Transfers from Other Accounts | $3,000.00 |
| Transfers to Other Accounts | $3,500.00 |

In Other accounts:
| Out | $3,500.00 |
| In | $3,000.00 |
| $500.00 |
Total checked ok. Transfers entered for Chq acct equals Transfers in Other Accts
New Zealand Playcentre Federation Inc.
Ministry of Education Equity Funding Details
for the year ended 31 August 2014
Central Districts Association Te Kauwai Playcentre Playcentre

MOE EQUITY FUNDING

<table>
<thead>
<tr>
<th>Category</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Low Socio-Economic</td>
<td>$0.00</td>
</tr>
<tr>
<td>Special Needs &amp; Non-English Speaking Backgrounds</td>
<td>$0.00</td>
</tr>
<tr>
<td>Language and Culture other than English</td>
<td>$0.00</td>
</tr>
<tr>
<td>Isolation</td>
<td>$0.00</td>
</tr>
<tr>
<td><strong>Total A</strong></td>
<td><strong>$0.00</strong></td>
</tr>
</tbody>
</table>

(Transfer total A to page 1)

Description of how MOE Equity funding has been used.

For whichever component(s) of funding you receive, briefly describe the goods/services or purpose to which the funding was applied.

This page must be included with the yellow Receipts and Payments form as per minimum requirement under MOE Funding Handbook.

Updated: Nov 2011
Compliance Schedule 110
Section 107 Building Act 2004

The Owner
Name of owner Central Districts Playcentre
Mailing address PO Box 214, RONGOTEA 4865
Phone No

The Building
Street location 16 Medway St, Rongotea
Legal description SEC 161 DP 160
Building name: Te Kawau Playcentre
Valuation No: 14260 / 03200
Current, lawfully established use Early Childhood Education Centre
Year first constructed
Annual Expiry Date August

Specified systems
The following specified systems are covered by the compliance schedule for this building:
SS2: AUTOMATIC OR MANUAL EMERGENCY WARNING SYSTEMS
SS14/2: SIGNS
SS15/2: FINAL EXITS
SS15/4: SIGNS FOR COMMUNICATING INFORMATION INTENDED TO FACILITATE EVACUATION

The compliance schedule is kept at:
16 Medway Street, Rongotea

On behalf of Manawatu District Council
Date 1 February 2010

Name Chris Henry
Position Team Leader- MDC Building Services
Certificate of Registration

Te Kawau Playcentre

This is to certify that Te Kawau Playcentre was registered as a charitable entity under the Charities Act 2005 on 30 June 2008.

Registration number: CC33325

Sid Ashton  
Chair

Trevor Garrett  
Chief Executive
CDPA Constitution

Central Districts Playcentre Association Incorporated Constitution

1. Name
2. Office
3. Interpretation
4. Object
5. Role
6. Membership
7. Te Tiriti o Waitangi
8. Affiliation and Disaffiliation
9. Rules
10. Association and Executive
11. Sub-committees of the Association
12. CDPA Meeting
13. Annual General Meeting
14. Special Meetings
15. Funds and Property
16. Constitutional Changes
17. Matters Not Fully Provided For
18. Winding Up
19. Common Seal

RULES FOR PLAYCENTRE ORGANISATION AND CONDUCT

1. Playcentre Affiliation
2. Membership
3. Duties & Obligations
4. Meetings
5. Decision Making Processes
6. Duties of the Playcentre Committee
7. Officers of the Playcentre
8. Employees of the Playcentre
9. Closing a Playcentre

RULES FOR OTHER GROUPS

Tangata Whenua Group(s)

1. Name
2. Function/Objectives/Purpose
3. Decision Making Processes
4. Appointment and election
5. Meetings and Reporting
6. Financial Management
7. Closure of group

Adopted: March 2011
CDPA Constitution

1. Name

The Society shall be called CENTRAL DISTRICTS PLAYCENTRE ASSOCIATION INCORPORATED
(hereinafter called "the Association")

2. Office

The Office of the Association shall be at such place as the Executive from time to time decides.

3. Interpretation

In these rules (consistent with the context: "Association" means the Central Districts Playcentre Association Incorporated)
"Executive Committee" means the Executive Committee of the Association.
"Playcentre Committee" means any meeting of Playcentre members who meet to carry out business for the running of the Playcentre, provided the meeting is advertised and open to all members and meets quorum requirements.
"Parent" includes a guardian or other person in loco-parentis.
"Playcentre" means a group of parents who affiliates to the Association as provided by in Rule 8 of the Association Constitution.
"Supervisor" means a Supervisor or Session Co-ordinator of a Playcentre (employed or appointed) by the Playcentre as provided by Rule 8 of Rules for Playcentre Organisation and Conduct.
"Treasurer" means the Treasurer for the time being of the Association.
"Sub-committee" can also mean Team.
"Ancillary Group" means any group that does not make up the Executive quorum.
"CDPA Meeting" refers to meetings where all affiliated Playcentres meet to discuss business of the Association.

4. Object

The objects of the Association shall be:

(a) To provide for the education and development of young children.
(b) To promote, co-ordinate and encourage Playcentre activities throughout the Central Districts region.
(c) To provide parent education, Playcentre Education Training and to encourage parent participation in Playcentre activities.
(d) To provide a supportive environment for families of young children in order to promote positive family relationships.
(e) To maintain standards as agreed upon by the New Zealand Playcentre Federation and Ministry of Education and any other government departments/agencies.
(f) The Association was established and is maintained exclusively for charitable purposes of its member affiliated Playcentres. Any profits from trading are used for benefit of all affiliated Playcentres.
(g) Any income, benefit, or advantage must be used to advance the charitable purposes of the organization.
(h) Any payments made to a member of the organisation, or person associated with a member, must be for goods or services that advance the charitable purpose and must be reasonable and relative to payments that would be made between unrelated parties.

Adopted: March 2011
CDPA Constitution

5. Role

The Role of the Association shall be:

(a) To own and insure properties on behalf of affiliated Playcentres.

(b) To raise, receive, hold and administer funds from subscriptions, donations, legacies, bequests, grants, loans, and other sources for the benefit of the Association and to purchase, acquire, hold, improve, hire, rent, sell, mortgage and dispose of property whether freehold, leasehold, chattel, expertise, or other property right convenient for carrying out the purposes of the Association.

(c) To act as agent to receive various government funding for all affiliated Playcentres.

(d) To act as agent for purposes of Police Vetting.

(e) To pursue the objects of the Association jointly and in co-operative ventures with other persons and organisations.

(f) To maintain standards as agreed upon by the New Zealand Playcentre Federation and the Ministry of Education.

(g) To develop public awareness of the Playcentre movement and to increase public consciousness of the welfare of the children and their families.

(h) To publicly endorse the New Zealand Playcentre Federation's commitment to Te Tiriti O Waitangi as the founding document of Aotearoa New Zealand within the Playcentres of the Association.

(i) To ensure that the objects of the Association are carried out in the most appropriate way.

6. Membership

The members of the Association shall consist of:

(a) Ordinary members, who shall be those persons who are financial or elected members of an affiliated Playcentre, or persons whom an affiliated Playcentre deems to be one of their members.

(b) Associate Members, who shall pay an annual subscription fixed at every Annual General Meeting. Persons wishing to become Associate Members shall apply to the Executive directly. Association Officers, Sub-Committee Members, and Ancillary group members may by resolution of the Executive be exempted from paying subscriptions.

(c) Life Members, who shall be persons who have made outstanding contribution to the Association and have been elected at an Annual General or Special Meeting on the recommendation of the Executive. Life members are exempt from paying subscriptions.

(d) Honorary Officers, who shall be:
   (i) The Honorary Accountant and the Honorary Legal Advisor, both who shall be appointed at each Annual General meeting
   (ii) Honorary Advisors, an Immediate Past President, whom may be appointed by the Executive as necessary.
   (iii) A Patron may be appointed at any Annual General meeting, where a majority of voting Playcentres are agreed to such an appointment.

Provided that persons who tender their resignation from the Association either in writing or verbally to an Association Officer shall be deemed to have resigned, effective from the day the verbal resignation was given.

Adopted: March 2011
CDPA Constitution

7. Te Tiriti o Waitangi
All members affiliated to the Association acknowledge Te Tiriti o Waitangi as the founding document in guiding a tiriti based relationship with tangata whenua. All members are expected to work towards building and maintaining strong healthy relationships.

8. Affiliation and Disaffiliation

(a) Any Playcentre which agrees to abide by the Constitution and Rules of the Association may apply to become affiliated to the Association.

(b) A Playcentre is affiliated to the Association by a decision of acceptance of affiliation application at a CDPA, Special or Annual General meeting.

(c) Rules for special affiliation may be established by the Association Executive and submitted to the Annual General Meeting or a Special General Meeting for approval. When such rules have been approved by resolution of that meeting, they shall be binding on each affiliated Playcentre as if they were included in this constitution.

(d) The CDPA Meeting may in the best interests of the Association terminate any affiliated Playcentre’s membership of the Association only after the Association Complaints procedure policy has been implemented.

(e) The Executive may, in the best interests of the Association terminate any individual’s membership of the Association only after the Associations Complaints Policy has been implemented.

(f) Societies affiliated to the Association: If there is an ambiguity or conflict between the Constitution and/or policies of the Association and the Constitution and/or policies of a Playcentre, or a Sub-Association affiliated to the Association, the Constitution and/or policies of the Association shall override and take precedence over those of any affiliated group.

(g) The Executive may from time to time set out the Association’s Complaint Policy which shall be binding on all members and affiliated Playcentres upon such resolution being passed.

9. Rules

9.1 Rules governing affiliated Playcentres, Association members, and ancillary groups created from time to time may be established by the Association Executive and submitted to the Annual General Meeting or a Special General Meeting for approval. When such rules have been approved by resolution of that meeting, they shall be binding on all members as if they were included in this constitution.

9.2 From time to time the Association or the Executive may decide to create additional groups and/or committees to ensure efficient and effective management of workloads. Any such groups will have the following guidelines documented and be submitted for approval at an Annual General or Special General Meeting:

1. Name
2. Function/Objectives/Purpose
3. Decision Making Processes
4. Appointment and election
5. Meetings and Reporting
6. Financial Management
7. Closure of group.
CDPA Constitution

10. Association and Executive

10.1 The Officers of the Association shall consist of:
   President (elected)
   Vice-President (elected)
   Treasurer (elected)
   Convenor of the Liaison Team (appointed)
   Convenor(s) of any sub-committee(s) or ancillary group (appointed by each sub-committee, ratified by the Executive)

10.2 The Creation of Officers:
   (a) No person shall be eligible to be nominated for or hold at the same time more than one Executive position.
   (b) The elected Association Officers shall be elected at the Annual General Meeting by a “Playcentre only” vote and shall hold office until retirement; removal from office or election of successors; provided that no elected or appointed Association Officer shall hold the same office for more than three years in succession.
   (c) Nominations for the positions of President and Vice-President/s can be in writing or accepted from those present from the floor at any Annual General or Special General meeting subject to confirmation of availability of the nominee.
   (d) The Convenor of the Liaison Sub-Committee is appointed by the Appointments Committee.
   (e) The President, Vice President and Treasurer are elected at a CDPA, Special or Annual General meeting.
   (f) All nominations must be seconded and voted on including those who volunteer.
   (g) If only one nomination for a position is received a vote of endorsement shall be held.
   (h) Where a position is not filled, the Annual General meeting must direct the Association Executive if and how it wants the vacant position dealt with.
   (i) All Association job descriptions are detailed in the Association Operations Manual.

10.3 The Association Executive:
   The affairs of the Association shall be administered by the Executive Committee who shall have such powers as are necessary to carry out such administration except as may be otherwise provided by this constitution.
   The Executive shall consist of the following:
   (a) President
   (b) Vice President
   (c) Immediate Past President and any Honorary Advisors as deemed necessary
   (d) Treasurer
   (e) Up to two representatives of each Sub-Committee

10.4 The Meetings of the Executive:
   (a) Meetings of the Executive Committee shall be held at least every two months. Additional meetings may be called by the President or by two members of the Executive request in writing to the President.
   (b) The general duties of the Executive Committee shall be
      (i) to attend to matters delegated to it by any CDPA Meeting,
      (ii) to attend to the day to day business and management of the Association.
      (iii) to attend to any urgent business between CDPA meetings.
      (iv) to report to each CDPA Meeting.

Adopted: March 2011
CDPA Constitution

(v) to ratify the appointment of paid or voluntary workers for the Association as it deems fit, including sub-committee/ancillary group convenors.
(vi) to set guidelines and policies for the conduct of Playcentres.
(vii) to formulate remits for New Zealand Playcentre Federation Conferences and generally maintain relations with the New Zealand Playcentre Federation Incorporated.

(c) The Executive shall have the power to co-opt up to two additional members to the Executive Committee in any given financial year. These positions do not hold voting rights.

10.5 Executive Meetings Decision Making:
(a) Consensus Decision making will be the primary method for reaching an acceptable outcome for any proposal with the exception of the appointment of officers and all monetary decisions.

Where there is continuing strong opposition and no consensus, the topic can be abandoned by the majority decision of the meeting.
Or
Where consensus does not produce a decision, the outlined formal process of voting will apply.

The proposal shall be made by a formal motion with a seconder and, subject to usual meeting procedure being observed or as otherwise set out in this constitution, the resolution shall be passed by a simple majority (or fail as the case may be).

(b) The following positions hold the following voting rights:
President – casting vote only
Vice president – one vote
Treasurer – one vote
Each subcommittee – 2 votes
Puriri Whakamaru o Central Districts – 2 votes

10.6 Executive Meetings Quorum:
Fifty percent attendance of Executive members with voting rights, excluding the 2 votes held by Puriri Whakamaru o Central Districts, shall be a quorum at any Executive Committee meeting. No decisions shall occur but information shared if meeting is without a quorum.

11. Sub-committees of the Association

11.1 The sub-committees of the Association shall be:
Property
Equipment
Appointments
Education
Liaison
SPACE
Promotions
Individual Support
and such others deemed necessary from time to time by the Executive as well as combining or separation of any existing teams to benefit running of the Association.

11.2 The creation of Convenors:
(a) Convenors are appointed by the sub-committee at the first sub-committee meeting after the Annual General Meeting and ratified at the next Executive meeting.

11.3 The creation of sub-committee members:
(a) Sub-committee members shall be appointed at the Annual General meeting.
(b) Any sub-committee shall have the power to co-opt or accept additional members during the financial year.
(c) All sub-committees have a limit of twenty members at any one time, in any one financial year.
CDPA Constitution

(d) Any sub-committee that active membership drops below three members must process all decisions and actions through the Executive for ratification prior to actioning.

11.4 The meetings of Sub-committees
All sub-committees must meet at least twice termly.

11.5 Sub-committee Decision Making
(a) Consensus Decision making will be the primary method for reaching an acceptable outcome for any proposal with the exception of the appointment of officers and all monetary decisions.

Where there is continuing strong opposition and no consensus, the topic can be abandoned by the majority decision of the meeting.
Or
Where consensus does not produce a decision, the outlined formal process of voting will apply.

The proposal shall be made by a formal motion with a seconder and, subject to usual meeting procedure being observed or as otherwise set out in this constitution, the resolution shall be passed by a simple majority (or fail as the case may be).

(b) All team members hold one vote each.

(c) Where the vote is evenly split, the decision is to be made by the Executive.

11.6 Sub-committee Quorums
Fifty percent attendance of sub-committee members with voting rights shall be a quorum at any Sub-committee meeting, notwithstanding that the number must be three or higher.

12. CDPA Meetings

The affairs of the Association shall be administered by the CDPA Meeting consisting of:

(a) An elected Association Officer (normally the President) who shall chair the meeting.

(b) The remaining Association Officers and members of the Executive Committee.

(c) Up to two delegates with decision making authority from each affiliated Playcentre.

12.1 Business of CDPA Meetings
The CDPA Meeting shall meet a minimum of two times a year, called by the Executive and its powers and duties shall include but not be restricted to:

(a) Reporting on and conducting the business of the Association.

(b) Delegation of any of its powers to the Executive Committee or any Sub-Committee or ancillary Group appointed by the Association.

(c) General overview of affiliated Playcentres and regulation of the conduct of affiliated Playcentres by issuing guidelines to meet minimum standards; creating policies and making rulings in particular cases.

(d) Filling of any sub-committee or elected position vacancies in the Association.

12.2 Notice of CDPA Meeting
Thirty days prior notice of meetings of CDPA Meetings of the Association shall be given in writing to all affiliated Playcentres and Association Members.
CDPA Constitution

12.3 CDPA Meeting Decision Making
(a) Consensus Decision making will be the primary method for reaching an acceptable outcome for any proposal with the exception of the appointment of officers and all monetary decisions.

Where there is continuing strong opposition and no consensus, the topic can be abandoned by the majority decision of the meeting.

Or

Where consensus does not produce a decision, the outlined formal process of voting will apply.

The proposal shall be made by a formal motion with a seconder and, subject to usual meeting procedure being observed or as otherwise set out in this constitution, the resolution shall be passed by a simple majority (or fail as case may be).

(b) At any CDPA Meeting (or any adjournment thereof) all members of the Executive Committee shall each have one vote, including Puriri Whakamaru o Central Districts. Exceptions are the President who shall have a casting vote only and those Executive members co-opted onto Executive who hold no voting powers.

(c) Each affiliated Playcentre shall have 2 votes. Any delegate can hold both votes for the Playcentre they are affiliated to only. Any delegate who is affiliated to more than one centre may hold the votes for only one Playcentre for the entire meeting. Recognised Proxy votes, as per Clause 12.4, are the only exception to this.

(d) Any Association Officer or sub-committee members with voting rights may not hold any other votes. Recognised Proxy votes, as per Clause 11.4, are the only exception to this.

(e) Any person with the power to vote at a CDPA Meeting may move that an issue be voted on by “A Playcentre only” vote. Upon such motion being proposed and seconded, the motion will be put to the affiliated Playcentres representative(s) at the meeting and approved by simple majority of such affiliated Playcentres. Where this “Playcentre only” motion is passed, the issue for which the motion was raised may only be voted upon by the delegate(s) for each affiliated Playcentre and not by other persons with power to vote at the meeting.

(f) The Executive may choose to use Postal Ballots where deemed necessary. Association members must receive ballot information 6 weeks prior to closing date. Participation rate must be at least 50% of affiliated Playcentres.

12.4 Proxies at CDPA Meetings:
Any member entitled to vote at a CDPA Meeting may appoint any other member to be a proxy for that meeting.

(a) Such proxy appointments shall be in writing and in the hands of the President prior to the Meeting.

(b) Proxy votes are to contain the name of the Affiliated Playcentre or Association Officer entitled to vote.

(c) Proxy votes can only be for matters previously circulated – and not applicable to matters arising during the course of the meeting.

(d) Proxy votes do not participate in the quorum.

12.5 Quorum at CDPA Meetings:
Forty five percent of the affiliated Playcentres in the Association (excluding proxy votes) shall be a quorum at any CDPA Meeting. No decisions shall occur but information shared if meeting is without a quorum.

Adopted: March 2011
CDPA Constitution

13. Annual General Meetings:

The business of an Annual General Meeting shall include but not be restricted to:

(a) The business of the Annual General Meeting shall be conducted as per the approved Agenda.

(b) The ratification and final approval of the Budget for the current financial year.

(c) The ratification and final approval of all levies for the current financial year.

(d) Appointment of the Honorary Officers.

(e) Election of the Association Officers.

(f) Appointment of Association sub-committee members.

(g) Setting of the Association Associate membership fee.

(h) General Business as per the approved agenda. Any additional General Business can only be discussed upon consensus. Where consensus cannot be reached a vote will be taken.

(i) The report, presentation and adoption of the audited financial statement for the past financial year of the Association.

(j) Presentation of President and Team annual reports.

13.1 Notice of Annual General Meetings:

(a) Thirty days prior notice of meetings of Annual General Meetings of the Association shall be given in writing to all affiliated Playcentres and Association Members.

(b) At least fourteen days notice of an Annual General Meeting shall be given publicly.

(c) Annual General Meetings of the Association shall be held not later than the last day of November each year.

13.2 Annual General Meeting Decision Making

(a) Consensus Decision making will be the primary method for reaching an acceptable outcome for any proposal with the exception of the appointment of officers and all monetary decisions.

Where there is continuing strong opposition and no consensus, the topic can be abandoned by the majority decision of the meeting.

Or
Where consensus does not produce a decision, the outlined formal process of voting will apply.

The proposal shall be made by a formal motion with a seconder and, subject to usual meeting procedure being observed or as otherwise set out in this constitution, the resolution shall be passed by a simple majority (or fail as the case may be).

(b) At any Annual General Meeting (or any adjournment thereof) all members of the Executive Committee shall each have one vote, including Puriri Whakamaru o Central Districts. Exceptions are the President who shall have a casting vote only and those Executive members co-opted onto Executive who hold no voting powers.

(c) Each affiliated Playcentre shall have 2 votes. Any delegate can hold both votes for the Playcentre they are affiliated to only. Any delegate who is affiliated to more than one centre may hold the votes for only one Playcentre for the entire meeting. Recognised Proxy votes, as per Clause 13.3, are the only exception to this.

Adopted: March 2011

Page: 9 of 20
CDPA Constitution

(d) Any Association Officer or sub-committee members with voting rights may not hold any other votes. Recognised Proxy votes, as per Clause 12.3, are the only exception to this.

(e) Any person with the power to vote at a Annual General Meeting may move that an issue be voted on by "A Playcentre only" vote. Upon such motion being proposed and seconded, the motion will be put to the affiliated Playcentres representative(s) at the meeting and approved by simple majority of such affiliated Playcentres. Where this "Playcentre only" motion is passed, the issue for which the motion was raised may only be voted upon by the delegate(s) for each affiliated Playcentre and not by other persons with power to vote at the meeting.

(f) The Executive may choose to use Postal Ballots where deemed necessary. Association members must receive ballot information 6 weeks prior to closing date. Participation rate must be at least 50% of affiliated Playcentres.

13.3 Proxies at Annual General Meetings:
Any member entitled to vote at an Annual General meeting of the Association may appoint any other member to be a proxy for that meeting.

(a) Such proxy appointments shall be in writing and in the hands of the President prior to the Meeting.

(b) Proxy votes are to contain the name of the Affiliated Playcentre or Association Officer entitled to vote.

(c) Proxy votes can only be for matters previously circulated – and not applicable to matters arising during the course of the meeting.

(d) Proxy votes do not participate in the quorum.

13.4 Quorum at Annual General Meetings:
Sixty percent of the affiliated Playcentres in the Association (excluding proxy votes) shall be a quorum at any Annual General Meeting of the Association. No decisions shall occur but information shared if meeting is without a quorum.

14. Special Meetings.

(a) Special Meetings of the Association may be called by the Executive or called by the Executive upon the written request of fifteen voting members.

(b) The purpose of the Special Meeting shall be stated in the written request (if applicable) and in the notice of such meeting.

14.1 Notice of Special Meetings:

(a) Thirty days prior notice of meetings of Special Meetings of the Association shall be given in writing to all affiliated Playcentres and Association Members.

(b) At least fourteen days notice of a Special Meeting shall be given publicly.

14.2 Special Meeting Decision Making

(a) Consensus Decision making will be the primary method for reaching an acceptable outcome for any proposal with the exception of the appointment of officers and all monetary decisions.

Where there is continuing strong opposition and no consensus, the topic can be abandoned by the majority decision of the meeting.

Or
Where consensus does not produce a decision, the outlined formal process of voting will apply.

Adopted: March 2011
CDPA Constitution

The proposal shall be made by a formal motion with a seconder and, subject to usual meeting procedure being observed or as otherwise set out in this constitution, the resolution shall be passed by a simple majority (or fail as case may be).

(b) At any Special Meeting (or any adjournment thereof) all members of the Executive Committee shall each have one vote, including Puriri Whakamaru o Central Districts. Exceptions are the President who shall have a casting vote only and those Executive members co-opted onto Executive who hold no voting powers.

(c) Each affiliated Playcentre shall have 2 votes. Any delegate can hold both votes for the Playcentre they are affiliated to only. Any delegate who is affiliated to more than one centre may hold the votes for only one Playcentre for the entire meeting. Recognised Proxy votes, as per Clause 13.3, are the only exception to this.

(d) Any Association Officer or sub-committee members with voting rights may not hold any other votes. Recognised Proxy votes, as per Clause 14.3, are the only exception to this.

(e) Any person with the power to vote at a Special Meeting may move that an issue be voted on by “A Playcentre only” vote. Upon such motion being proposed and seconded, the motion will be put to the affiliated Playcentres representative(s) at the meeting and approved by simple majority of such affiliated Playcentres. Where this “Playcentre only” motion is passed, the issue for which the motion was raised may only be voted upon by the delegate(s) for each affiliated Playcentre and not by other persons with power to vote at the meeting.

(f) The Executive may choose to use Postal Ballots where deemed necessary. Association members must receive ballot information 6 weeks prior to closing date. Participation rate must be at least 50% of affiliated Playcentres.

14.3 Proxies at Special Meetings:
Any member entitled to vote at a Special Meeting of the Association may appoint any other member to be a proxy for that meeting.

(a) Such proxy appointments shall be in writing and in the hands of the President prior to the Meeting.

(b) Proxy votes are to contain the name of the Affiliated Playcentre or Association Officer entitled to vote.

(c) Proxy votes can only be for matters previously circulated – and not applicable to matters arising during the course of the meeting.

(d) Proxy votes do not participate in the quorum.

14.4 Quorum at Special General Meetings:
Sixty percent of the affiliated Playcentres in the Association (excluding proxy votes) shall be a quorum at any Special Meeting of the Association. No meeting shall be conducted without a quorum.

15. Funds and Property:

(a) The funds and property of the Association shall be administered by the Executive in accordance with Association policies. Such policies are set at CDPA, Special and Annual General meetings.

(b) The Association shall have the power to lend and borrow money on such terms and security as the Executive or CDPA resolves.

(c) Notice of any proposal to lend or borrow any sum in excess of the total previous year's income from levies and training grants divided by the number of affiliated Playcentres shall be given in writing to all affiliated Playcentres and Association Members with the agenda for that meeting, for approval at that meeting.

Adopted: March 2011
CDPA Constitution

(d) No borrowing shall be secured against property used by an affiliated Playcentre without the agreement in writing of the Playcentre concerned.

(e) All monies received by the Association shall be accounted for by the person so delegated by the Executive. A signed receipt shall be issued upon request.

(f) The Executive shall authorise a minimum of three Association signatories each year to be available for cheque signing duties.

(g) All cheques, bank transfer documents and bills of exchange requiring signatures or endorsement shall be signed and endorsed by any two current Association signatories.

(h) The Association acts as agent for all affiliated Playcentres for the purposes of collection and/or payment of any government funding monies (of any kind); Association, CRCWS, NZPF levies; and any other levies as set from time to time.

(i) Where the Executive deems necessary, the Executive will request the uplifting of all financial records and control of funds of any Playcentre or group of special accounts being operated under the Association membership. Any such request must be complied with immediately by the affected Playcentre or Association member, sub-committee or group.

(j) The Association is responsible for arranging adequate insurance cover on all property and equipment of affiliated Playcentres and the Association.

(k) Where an affiliated Playcentre is incorporated in its own right, it retains ownership of assets unless recess occurs. Where a Playcentre operates under the umbrella of the Association Incorporated status, all assets are owned by the Association.

(l) The Association will operate in accordance with the Charities Act 2006 in all aspects to maintain Group Registration for all affiliated Playcentres (and any subsequent legislative changes) as charitable organisations.

16. Constitutional Changes:

(a) This constitution may be changed at any Special or Annual General Meeting. Where consensus cannot be reached a vote will be taken. The resolution must be passed by at least two-thirds majority of those members voting.

(b) Forty two days notice in writing of any proposed change shall be given to all Association members.

(c) No addition, amendment or alteration to this Constitution shall be permitted which in any way alters or detracts from the exclusively charitable nature of the Association.

17. Matters not fully provided for:

The Executive shall have the power to determine in such manner as it seems fit any matter not fully provided for in this constitution.

18. Winding Up:

18.1 In the event of the voluntary winding up of the association the disposition of its assets after all payments of debts shall be determined at the meeting at which such resolution authorising the winding up is approved or at any subsequent meeting.

18.2 Should the Association be dissolved or wound up otherwise than voluntarily the disposition of the surplus assets shall be determined at a general meeting specially convened for that purpose.

18.3 Any disposition of assets determined, pursuant to the foregoing provisions of this Rule, shall be made to a charity or charities within New Zealand.

Adopted: March 2011

Page: 12 of 20
CDPA Constitution

18.4 Failing such a determination for the disposition of surplus assets as is contemplated by the foregoing provisions of this Rule, the disposition of such assets shall be determined by the High Court of New Zealand.

19. Common Seal:

The Common Seal of the Association shall be kept in the custody of the Honorary Legal Advisor. The Common Seal may only be affixed to a document by resolution of the Executive. Any three Association officers, by Executive resolution shall sign every required instrument which has been directed to be sealed.
CDPA Constitution

RULES FOR PLAYCENTRE ORGANISATION AND CONDUCT

1. Playcentre Affiliation
2. Membership
3. Duties & Obligations
4. Meetings
5. Decision Making Processes
6. Duties of the Playcentre Committee
7. Officers of the Playcentre
8. Employees of the Playcentre
9. Closing a Playcentre

RULES FOR OTHER GROUPS

Tangata Whenua Group(s)
1. Name
2. Function/Objectives/Purpose
3. Decision Making Processes
4. Appointment and election
5. Meetings and Reporting
6. Financial Management
7. Closure of group

Adopted: March 2011
RULES FOR PLAYCENTRE ORGANISATION AND CONDUCT

Playcentre refers to either the collective membership of the group or to the play sessions

1. Playcentre Affiliation

(a) A Playcentre is recognised as affiliated to the Association by acceptance of affiliation application at a CDPA, Special or Annual General meeting.

(b) Affiliation requires the agreement of the Playcentre to operate in a manner consistent with the Association and NZPF Constitutions, policies and procedures at all times.

(c) A group of parents may with the consent of the Association, agreed to at a CDPA, Special or Annual General meeting, set up a Playcentre if it:
   (i) obtains premise including an outdoor area satisfactory to the Executive;
   (ii) applies to the Ministry of Education, through the Executive for the approval of those premises;
   (iii) undertakes to inform each parent, through an introductory process in the philosophy of Playcentre as laid down from time to time by the association;
   (iv) Drafts and adopts policies and other documents as set by the Ministry of Education and/or the Association, under guidance from the Executive or delegated sub-committee/person(s).

A Playcentre is a centre which:

(d) is organised, equipped and managed on a co-operative basis by:
   (i) the whanau/families of the children attending the Playcentre
   (ii) caregivers of children attending that Playcentre
   (iii) any other person deemed by the Playcentre to be members.

(e) has the following that form part of the Supervision Team:
   (i) the whanau/families of the children attending the Playcentre
   (ii) caregivers of children attending that Playcentre
   (iii) any other person deemed by the Playcentre to be members
   (iv) a paid employee or voluntary worker who is not deemed a member of the Playcentre.

(f) provides early childhood education environments approved by the Executive.

(g) provides sessional early childhood education in groups not exceeding 30 children, or the relevant license number, whichever is the lower.

(h) admits children (birth - school starting age), providing that children under the age of two and half years are accompanied by a parent or caregiver.

(i) provides at least one and not more than five half-day sessions per week for any one child.

(j) works under supervision arrangements as approved by the Executive and accepted by the members of the Playcentre, as detailed in the Playcentre minutes.

(k) provides information for parents concerning their children’s needs and follows policies and procedures regarding appropriate programme planning.

(l) encourages attendance at discussions and courses, or other means whereby parents may obtain such information as necessary for running a Playcentre.

(m) accepts enrollment of child(ren) where the parent/caregiver agrees to abide by all policies and procedures.

2. Membership

The following shall be members of a Playcentre:
CDPA Constitution

(a) All persons who have children enrolled at the Playcentre

(b) Any paid or voluntary employees accepted by the Playcentre, detailed in an agreement and/or the Playcentre minutes.

(c) Any other persons who apply to the Playcentre for Associate Membership and whom the Playcentre accept.

(d) Members co-operatively run the Playcentre and in particular shall be responsible for the organisation, finance, supervision, parent education and equipment of that Playcentre. All such members shall be required as a condition of membership to take an active part in such running.

3. Duties and Obligations

(a) To provide a minimum of 2½ hours available play for each session run. No Playcentre or group may open for more than four (4) hours for any one session.

(b) To provide up to but not more than five (5) sessions each week for any one child.

(c) To conduct a Playcentre for groups of children from birth to school entry being 0 – 6 years.
   (i) All children under the age of 2 ½ years be accompanied by an adult.
   (ii) All children over 2 ½ years of age, in attendance without a parents or caregiver is as per the Playcentre documented policy.
   (iii) Where applicable, the Certificate of Licence stating the maximum number of children allowed, the roll shall not exceed this.

(d) To maintain a committee comprising of officers as per Rule 7.

(e) To provide delegates in accordance with Association regulations for CDPA, Special and Annual General meetings and representation at other Association meetings as requested by the Executive.

(f) To carry out a Parent Education Programme in accordance with the policies and support determined by the Association.

(g) To keep rolls and records as set by Association policy.

(h) To receive reports from those appointed to work for the Playcentre.

(i) To fill in promptly forms required by the Ministry of Education, New Zealand Playcentre Federation and the Central Districts Playcentre Association Executive.

(j) To receive grants, set membership fees and to raise funds for the purpose of fulfilling the objects and duties of the Playcentre. Such monies to be administered on behalf of the Association.

(k) To abide by all Association policies at all times.

(l) Agrees to the Association acting as agent for receipt of any government funding monies and payment of all levies from such funding as set from time to time.

(m) Accept that the Executive shall have the power to review all decisions of the Playcentre and in extreme circumstance to take such action/s as it deems appropriate.

(n) To provide the Executive with all of the Playcentre’s Financial Books to do an audit, if requested to do so, at any time.

(o) The Playcentre shall close its books on the 31st August each year.

Adopted: March 2011
CDPA Constitution

4. Meetings

(a) Annual General Meetings:
   (i) The audited Annual Financial statement must be available at this meeting, along with reports to the Playcentre members.
   (ii) The AGM must be held no later than the 31st October each year.
   (iii) Playcentres must state at their AGM’s their quorum numbers for all Playcentre meetings for the forthcoming year.
   (iv) Playcentres must state at their AGM’s their fees to be charged per child per session for the forthcoming year.
   (v) Playcentres must ratify a previously circulated budget at their AGM.
   (vi) Playcentre must elect officers as per rule 7
   (vii) Appoint an Auditor for the forthcoming year.
   (viii) Consider any general business, which has been circulated before the meeting.

(b) Regular meetings shall be held, a minimum of every two months, at which time reports shall be received from the committee members and supervision teams, this shall include the treasurer who shall present a financial statement for each month.

(c) Liaison shall be notified of and shall have the right to attend and shall receive minutes of all meetings.

(d) Any five members of a Playcentre shall be entitled to request a Special General meeting. Application for such a meeting shall be made to the Playcentre Secretary stating the business which the members wish to put before the meeting. In the event of the Secretary not complying, the members shall have the power to call the meeting themselves. The Liaison or Association support should be called on to chair this meeting.

(e) The Quorum at any General Meeting shall be set at the AGM. Failure to set will mean the quorum is that of the Association meetings.

5. Decision Making Processes

(a) Consensus Decision making will be the primary method for reaching an acceptable outcome for any proposal with the exception of the appointment of officers and all monetary decisions. Where there is continuing strong opposition and no consensus, the topic can be abandoned by the majority decision of the meeting.
   Or Where consensus does not produce a decision, the outlined formal process of voting will apply.
   The proposal shall be made by a formal motion with a seconder and, subject to usual meeting procedure being observed or as otherwise set out in this constitution, the resolution shall be passed by a simple majority (or fail as the case may be).

(b) Every Playcentre family holds one vote. Officeholder positions do not carry any votes. The President retains a casting vote for status quo where the vote is split 50-50.

6. Duties of the Playcentre Committee

(a) The committee shall conduct the administrative affairs of the Playcentre and may exercise all the rights and functions vested in the Playcentre but subject to any direction of the Association. A committee shall also be subject to any direction of a General Meeting of the Playcentre.

(b) Shall be responsible for adequate supervision of all groups within the Playcentre and recommending such supervision arrangements to the Association’s Executive for approval.

(c) Shall handle all finance subject to direction of general meetings.

Adopted: March 2011
CDPA Constitution

(d) Shall pay on invoice to the Association for insurance cover on all property and equipment of the Playcentre.

(e) Shall at committee meetings receive regular reports from the supervision teams and officers of the Playcentre.

(f) Shall ensure the Association Parent Education Programme is maintained.

(g) Shall have the power to terminate membership of any member who no longer complies with accepted Playcentre policies and procedures as defined by the Playcentre, but not in conflict with Association and NZPF policies and procedures.

(h) Shall co-operate with the Supervision team in all matters concerning the running of the Playcentre.

(i) Shall be responsible for maintaining standards of hygiene, health and safety.

(j) The Playcentre Treasurer operates the cash books and reporting methods as provided by and instructed by the Association.

7. Officers of the Playcentre

(a) The following office holder positions must be held by a member of the Playcentre at all times, and be actively involved in the running of the Playcentre:
   PRESIDENT
   SECRETARY
   TREASURER
   INFORMATION
   PARENT EDUCATION
   HEALTH & SAFETY
   Job Description guidelines are provided by the Association.

   Other positions recommended but not mandatory for the running of a Playcentre are:
   EQUIPMENT
   PROPERTY
   PUBLIC RELATIONS
   LIBRARY
   INDIVIDUAL SUPPORT
   FUNDRAISING

(b) Each officer shall report regularly to the General Meetings and shall be subject to its guidance.

8. Employees of a Playcentre

(a) All Playcentres are the Employer in the Employee-Employer relationship. It is the decision of the Playcentre members whether to have paid, unpaid and rate of pay, keeping within legal requirements of being a good employer.

(b) Each Playcentre shall appoint and dismiss its own employees in accordance with the guidelines provided by the Association.

(c) The Association provides support for Playcentres as the Employer.

(d) Playcentres can direct the Association, at a CDPA, Special or Annual General meeting, to assist in providing Professional Development opportunities for employees, with payment of costs decided at the time of direction.

Adopted: March 2011
CDPA Constitution

9. Closing a Playcentre

(a) A Playcentre, which ceases all sessions, shall be deemed to be in recess and shall have its funds and other assets held in trust by the Association for two years, or until the Playcentre recommences. After two years of recess a Playcentre shall normally be wound up. The Association, at a CDPA, Special or Annual General meeting can decide to waive the two year recess period.

(b) The physical assets of the Playcentre in recess will be managed by the Executive. The bank accounts will be closed with monies transferred to a tagged Association account for audit purposes.

(c) The financial books of any recessed Playcentre will be audited no later than three months after the recess meeting.

(d) The Association will maintain accurate records of all income and expenditure relating to the recess centre, including loaning of equipment and/or premises rental through the Executive. A full accounting of transactions will be provided to the wind-up meeting or new Playcentre committee if the Playcentre reopens.

(e) Upon the winding-up of a Playcentre the assets of the Playcentre are owned by the Association and the Playcentre shall transfer such assets to the Association.

(f) An affiliated Playcentre, which, in the opinion of the Association Executive, fails in a significant way to meet the standards of the Association or to conform to their charter obligations or policies of the Association may, by CDPA, Special or Annual General meeting resolution be placed in to recess, providing that reasonable opportunity for rectification or hearing has first been given.
Dear Janine

ANNUAL SUBMISSION COMMUNITY RATES SUPPORT APPLICATION

Thank you for the opportunity to make a submission to the Council for consideration for a Rates Grant for 2015/2016.

Please find enclosed Applications for:

Valuation Reference Location
14101/18900 Fergusson Street, Feilding
14101/17500 115 Fergusson Street, Feilding
14101/02600 14 Bowen Street, Feilding

A copy of the Invoices for each of the buildings
A copy of the organisation's Constitution
A copy of the organisation's most recent Income and Expenditure statement
A copy of our Annual Reports and Accounts 2014 – 2015

If you have any queries, please do not hesitate to contact us.

Thank you for the support that you have provided in the past. Your assistance has enabled us to continue to provide help and support to those within our community who are in real need and to create the possibility of better outcomes for their lives.

Yours sincerely

Lilyana Hemopo
Funding Administrator
Community Rates Support Application Form

Purpose

The purpose of Community Rates Support is to provide rating support to organisations whose outcomes support Council’s Vision and Outcomes, and the Regional Development Strategy.

1. Applicant Details

<table>
<thead>
<tr>
<th>Valuation Reference Number/s</th>
<th>14101/17500 - Location: 115 Fergusson Street, Feilding</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full name of organisation</td>
<td>Manchester House Social Services Society Incorporated</td>
</tr>
<tr>
<td>Contact person</td>
<td>Debbie Pristen - Chief Executive</td>
</tr>
<tr>
<td>Daytime phone number</td>
<td>063237191 Email: <a href="mailto:director@mhss.org.nz">director@mhss.org.nz</a></td>
</tr>
</tbody>
</table>

2. Physical and Postal Address Details

<table>
<thead>
<tr>
<th>Physical Address</th>
<th>68 Aorangi St</th>
</tr>
</thead>
<tbody>
<tr>
<td>PO Box</td>
<td>P O Box 349</td>
</tr>
<tr>
<td>Town</td>
<td>Feilding</td>
</tr>
<tr>
<td>Postcode</td>
<td>4702</td>
</tr>
<tr>
<td>Email</td>
<td><a href="mailto:mhss@inspire.net.nz">mhss@inspire.net.nz</a></td>
</tr>
</tbody>
</table>

3. Funding Criteria

Council rates support will be administered annually. Council may remit rates where the application meets the following criteria:
• Directly links with the Council’s vision statement, outcomes and Regional Development Strategy goals.

• A rating unit that may be owned by Council or owned and occupied by a charitable organisation, which is used exclusively or principally for sporting, recreation, art or community purposes.

• A rating unit that is leased by a charitable organisation for a period of at least one year is used exclusively or principally for recreation, sporting or community purposes, and where the organisation is liable for the payment of the Council’s rates under the property’s lease agreement.

Exclusions:

• Organisations operated for private pecuniary profit, or which charge commercial fees.

• Groups or organisations whose primary purpose is to address the needs of adult members (over 18 years) for entertainment or social interaction, or who engage in recreational, sporting, or community services as a secondary purpose only.

4. Organisation Details

Please give a brief description of what your organisation’s objectives are.

Manchester House was established in 1972 following the development of an initiative by the Feilding Combined Churches, "to promote a Christian social work centre to serve Feilding and the surrounding district in the name of the Anglican, Methodist and Presbyterian congregations of Feilding, as an expression of their commitment to closer co-operation and unity." (Original Constitution). The catalyst for this action was a youth’s suicide and the recognition that if you were in need, and not part of a Church, there was no where to go to get help.

MISSION: To provide non-judgemental, non-discriminatory, compassionate, caring support for those in need in Feilding and the surrounding Manawatu district.

VISION: The aim is to:

a) Achieve individual, family/whanau and community well being through monitoring and evaluating their present and evolving needs.

b) Provide relevant developmental and preventative services that effectively address, and as far as possible, resolve their needs.

GUIDING PRINCIPLE:

As set out in the Rules of the Society the future direction and values of Manchester House as based on Jesus Christ’s teaching as expressed in the parable of the Good Samaritan.

We offer: advocacy, alcohol and drug youth worker, after/before school and holiday programmes, budgeting, counselling, debt management, ezee meals, family support worker, foodbank, grandparents as parents support group, information and social service helpdesk, legal advice, low cost essential items via our opportunity shop, senior support service, senior leisure and learning centre, taxi mobility vouchers, and vantrips for seniors
Demonstrate how the purpose of your organisation aligns with Council’s vision, outcomes and the Regional Development Strategy goals.

Our vision is to always continue to provide professional, quality services to those that are in need (children/young people/families/whanau and seniors) without costs being an issue. Manchester House is community oriented and based within the Manawatu District Councils area. The services provided are essential components for our communitys continued wellbeing. Long term outcomes:
* Healthy children who grow into healthy teenagers and adults
* Parents who enjoy parenting and provide positive role models contributing to a healthy community, eg low crime, reduced family violence and abuse etc
* Healthier community reflected in lower health costs and overall improved community health
* Debts repaid back to creditors including MDC

By achieving the above outcomes this helps create a healthy, happy vibrant and safe community which in turn attracts people and retain residents to raise their families in our community. That is why we do, what we do for the people in our community, keeping everyone connected.

---

Demonstrate how your organisation’s service or services meet the current and future needs of Manawatu District residents.

We work with a varied and dynamic group of people that often present with extremely complex issues. Many often require intensive and long term support by a multi disciplinary team of people for eg: living cost increases which has led to increased stress, breakdown of relationships, financial hardship, evictions, violence, mental health issues, loss & grief, depression, all of which inevitably has an huge impact on the entire family. By being able to provide the specific programmes/services that are readily available has given the clients confidence to take the initiative to be able to reduce debt, move into safer living environments, undertake parenting courses, young people wanting to further their education to improve future employment, children actively participating in early childhood programmes, many engaging with other organisations/services, which all helps create a healthy, happy vibrant and safe community.

---

Demonstrate how accessible your property and the service or services your organisation provides are to Manawatu District residents as well as how these residents are given the opportunity to participate.

This property is located on the Corner of Fergusson & Stafford Sts. This building is well sign posted and is wheelchair accessible.

Carparks are available directly outside the building as well as out along Fergusson & Stafford Sts, as well as over in the railway carparks. Access to this service are for anyone wanting good quality preloved clothing, linen, furniture etc at a low cost.

Residents can participate:
* by becoming a volunteer - they will be required to complete a police vetting and confidentiality form first or
* they can donate clothing, linen, furniture etc or
* they can purchase items, as all profits go back into helping Manchester House continue to provide our services for the people in our community.

The Op Shop hours are: Mon to Fri: 9am to 4.30 pm, Sat:10 am to 1pm.

---

<table>
<thead>
<tr>
<th>Estimated number of active members, clients or participants</th>
<th>Over the past financial year the Op Shop had 13,714 visits through this service</th>
</tr>
</thead>
</table>

We have 10 Council Members, 29 Paid Staff, 44 Volunteers, 40 Members. Over the last financial year we had 54,982 calls/visits for our services. The specific details can be seen on Page 4 of our Annual Report and Accounts 2014 - 2015, which has been enclosed.
Do other organisations use your facilities?

☐ Yes  ☒ No

If yes, please give details of these organisations.

---

5. Financial Information

<table>
<thead>
<tr>
<th>What is your organisation's legal status?</th>
<th>Incorporated Society</th>
</tr>
</thead>
<tbody>
<tr>
<td>What is your Charities Commission registration number?</td>
<td>cc28355</td>
</tr>
<tr>
<td>What is your Charities Commission registration date?</td>
<td>30 June 2008</td>
</tr>
</tbody>
</table>

If you do not have a legal identity, please explain why, name your umbrella group and supply at least three letters in support of your application.

---

Does your organisation have its accounts audited each year?

☒ Yes  ☐ No

If yes, please attach the Audited Accounts for the last financial year including the Auditor's report. If these audited accounts are more than six months old at the time of applying, please also enclose the most recent income and expenditure statement.

If no, please attach a statement of current financial position that includes an income and expenditure statement, or a copy of the unaudited management accounts; and a declaration, signed by two signatories of your organisation, attesting to the accuracy of the financial update included.
Please provide a copy of the following documentation to support your application.

- Your organisation's constitution
- A copy of a lease agreement of the property (if not owned)
- A copy of the statement/invoice which shows the amount of rates paid to the property owner or the Council for the previous financial year

6. Declaration

☐ The details in all sections of the application are true and correct to the best of our knowledge.

☐ We have the authority to commit our organisation to this application to the Manawatu District Council.

☐ We understand and agree prior to any awarding of Contract of Service, the Manawatu District Council may make further checks in relation to credit worthiness of our organisation.

☐ We understand that the Council may disclose to, or obtain from, any government department or agency, private person or organisation, any information about our organisation for the purposes of gaining or providing information related to our organisation.

In addition:

☐ The Council will be advised of any significant change to our finances between the date of this application and the date of decision-making.

☐ All reasonable information has been provided to support our application.

We understand that the Manawatu District Council:


☐ We also 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 of our organisation may be released to the media or appear in Council documentation.

☐ 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.
1st Signatory

Name
Debbie Proctor

Position in Organisation
CEO

Signature

Date
15/4/16

2nd Signatory

Name
Merren Ross

Position in Organisation
Finance Administrator

Signature

Date
15/4/16

8. Final Check

Make sure you have

☑ Completed all the sections

☑ Provided financial details

☑ Attached supporting documents

9. Need Help?

Please contact the following if you need advice on your application:

Janine Hawthorn
Community Development Adviser
Manawatu District Council
Telephone 06 323 0000 or
Email janine.hawthorn@mdc.govt.nz
## Rates Tax Invoice

Manawatu District Council, 135 Manchester Street, Private Bag 10 001, Feilding 4743
T (06) 323 0000  F (06) 323 0822  E rates@mdc.govt.nz  www.mdc.govt.nz
GST No. 52-867-193  OFFICE HOURS 8:00am - 5:00pm Monday to Friday

MANCHESTER HOUSE SOCIAL SERVICES SOCIETY
INC
PO BOX 349
FEILDING 4740

RATING UNIT DETAILS
Location 115 FERGUSSON STREET
Area (Hectares) 0.0223
Legal Description SEC 223 SUBDIVISION A MANCHESTER DIST

Payment options are shown on the reverse of this invoice. You can pay the full years balance of rates on the Friday, 27 November 2015.

For local council news, follow us on FACEBOOK

| Rateable Value | Land Value | $136,000.00 |
| Capital Value | $265,000.00 |

Penalties are GST exempt.

### STATEMENT OF ACCOUNT

<table>
<thead>
<tr>
<th>Period</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>OPENING BALANCE - 1st JULY</td>
<td>$0.00</td>
</tr>
<tr>
<td>ADJUSTMENT</td>
<td>$0.00</td>
</tr>
<tr>
<td>PREVIOUS INSTALMENTS</td>
<td>$0.00</td>
</tr>
<tr>
<td>PENALTY TO DATE</td>
<td>$0.00</td>
</tr>
<tr>
<td>PAYMENTS TO 17 July 2015</td>
<td>$0.00</td>
</tr>
<tr>
<td>CURRENT INSTALMENT</td>
<td>$1,121.61</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PAYMENT DUE</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>28 August 2015</td>
<td>$1,121.61</td>
</tr>
</tbody>
</table>

Total Rates for Current Year $4,486.42
Balance to clear all rates to 30 June $4,486.42

Payment Options

- **DD** Direct Debit
- **IB** Internet Banking
- **TB** Telephone Banking
- **CC** Cash / Eftpos or Cheque
- **CCP** Credit Card Payments (Surcharge applicable)

MDC bank account number: 02-0628-0040024-00
Please quote valuation 14101 175 00 as reference for payment.

<table>
<thead>
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<th>Payment Due</th>
<th>Amount</th>
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<tr>
<td>28 August 2015</td>
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Amount Enclosed

Amount to Clear to 30 June 2016 (if paid by the 27 Nov 2015) $4,486.42

A 10% penalty will be added to any portion of this invoice not paid within the payment due date.
Community Rates Support
Application Form

Purpose
The purpose of Community Rates Support is to provide rating support to organisations whose outcomes support Council's Vision and Outcomes, and the Regional Development Strategy.

1. Applicant Details

<table>
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<tr>
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<tr>
<td>Full name of organisation</td>
<td>Manchester House Social Services Society Incorporated</td>
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<td>Contact person</td>
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<td><a href="mailto:mhss@inspire.net.nz">mhss@inspire.net.nz</a></td>
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3. Funding Criteria
Council rates support will be administered annually. Council may remit rates where the application meets the following criteria:
Demonstrate how the purpose of your organisation aligns with Council’s vision, outcomes and the Regional Development Strategy goals.

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Demonstrate how your organisation’s service or services meet the current and future needs of Manawatu District residents.

We work with a varied and dynamic group of people that often present with extremely complex issues. Many often require intensive and long term support by a multi disciplinary team of people for eg: living cost increases which has led to increased stress, breakdown of relationships, financial hardship, evictions, violence, mental health issues, loss & grief, depression, all of which inevitably has an huge impact on the entire family. By being able to provide the specific programmes/services that are readily available, has given our clients the confidence to take the initiative to be able to reduce debt, moved into safer living environments, undertaken parenting courses, young people wanting to further their education to improve future employment, children actively participating in early childhood programmes, many engaging with other organisations/services, which all helps create a healthy, happy vibrant and safe community.

Demonstrate how accessible your property and the service or services your organisation provides are to Manawatu District residents as well as how these residents are given the opportunity to participate.

This property is located in Bowen St. This building is well sign posted and is wheel chair accessible. Carparks are available directly outside the building as well as out along Bowen St. Access to this service are for any senior people in times of need, those who are socially isolated, vulnerable with minimal or non existent family support networks, those that are wanting practical and social support, for those seniors that want a safe place to come into and have fellowship and attend various day programmes etc.
Residents can participate:
* by becoming a volunteer - they will be required to complete a police vetting and confidentiality form first or
* if they would like to join or require support or just want someone to talk to they can come in to talk to the ladies in the office or they can phone, if there is no answer, they can leave a message and they will get back to them.
The Senior Leisure and Learning Centre hours are: Mon & Fri: 9am to 2pm, Tues/Wed/Thurs: 9am to 3pm.

<table>
<thead>
<tr>
<th>Estimated number of active members, clients or participants</th>
<th>Over the last financial year the Senior Centre had 11,683 visits/calls through this service</th>
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In total, we have 10 Council Members, 29 Paid Staff, 44 Volunteers, 40 Members. Over the last financial year we had 54,982 calls/visits for our services. The specific details can be seen on Page 4 of our Annual Report and Accounts 2014-2015, which has been enclosed.
Do other organisations use your facilities?

- Yes  
- No

*If yes, please give details of these organisations.*
- Marion Kennedy Club - Mon & Fri
- Helen O'Grady Drama - Tuesday Evening
- Bay Oriology - Wednesday
- Centre PHO - Breathe Easy Tues & Thurs for 2hrs
- Christian Group - Sunday Mornings

---

### 5. Financial Information

<table>
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<th>What is your organisation's legal status?</th>
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</table>

*If you do not have a legal identity, please explain why, name your umbrella group and supply at least three letters in support of your application.*

---

### Does your organisation have its accounts audited each year?

- Yes  
- No

*If yes, please attach the Audited Accounts for the last financial year including the Auditor’s report. If these audited accounts are more than six months old at the time of applying, please also enclose the most recent income and expenditure statement.*

*If no, please attach a statement of current financial position that includes an income and expenditure statement, or a copy of the unaudited management accounts; and a declaration, signed by two signatories of your organisation, attesting to the accuracy of the financial update included.*

---

**Community Rates Support Application Form**

Page 4

144
Please provide a copy of the following documentation to support your application.

- Your organisation's constitution
- A copy of a lease agreement of the property (if not owned)
- A copy of the statement/invoice which shows the amount of rates paid to the property owner or the Council for the previous financial year

6. Declaration

☑️ The details in all sections of the application are true and correct to the best of our knowledge.

☑️ We have the authority to commit our organisation to this application to the Manawatu District Council.

☑️ We understand and agree prior to any awarding of Contract of Service, the Manawatu District Council may make further checks in relation to credit worthiness of our organisation.

☑️ We understand that the Council may disclose to, or obtain from, any government department or agency, private person or organisation, any information about our organisation for the purposes of gaining or providing information related to our organisation.

In addition:

☑️ The Council will be advised of any significant change to our finances between the date of this application and the date of decision-making.

☑️ All reasonable information has been provided to support our application.

We understand that the Manawatu District Council:


☑️ We also 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 of our organisation may be released to the media or appear in Council documentation.

☑️ 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.
1st Signatory

Name: Debbie Pastori
Position in Organisation: CEO
Signature: [Signature]
Date: 15/4/16

2nd Signatory

Name: Merren Rother
Position in Organisation: Finance Administrator
Signature: [Signature]
Date: 15/4/16

8. Final Check

Make sure you have

☐ Completed all the sections
☐ Provided financial details
☐ Attached supporting documents

9. Need Help?

Please contact the following if you need advice on your application:

Janine Hawthorn
Community Development Adviser
Manawatu District Council
Telephone 06 323 0000 or
Email janine.hawthorn@mdc.govt.nz
MANAWATU DISTRICT COUNCIL, 135 Manchester Street, Private Bag 10 001, Feilding 4743
T (06) 323 0000 F (06) 323 0822 E rates@mdc.govt.nz www.mdc.govt.nz
GST No. 52-867-193 OFFICE HOURS 8:00am - 5:00pm Monday to Friday

MANCHESTER HOUSE SOCIAL SERVICES SOCIETY
INC
PO BOX 349
FEILDING 4740

RATING UNIT DETAILS
Location 14 BOWEN STREET
Area (Hectares) 0.1012
Legal Description LOT 1 DP 19247

Date 1 August 2015
Instalment No 1
Instalment Period Covered 01 Jul 2015 - 30 Sep 2015
Due Date 28 August 2015
Valuation Ref 14101 026 00
Invoice No RA/201611250
Invoice Amount $1,547.08
Invoice Includes GST $201.81

RATEABLE VALUE
Land Value $155,000.00
Capital Value $465,000.00

Penalties are GST exempt.

Payment options are shown on the reverse of this invoice. You can pay the full years balance of rates on the Friday, 27 November 2015.

For local council news, follow us on FACEBOOK

PAYMENT APPROVED

DATE 31/8/2015

Payments will be allocated to oldest outstanding transaction in the first instance.

<table>
<thead>
<tr>
<th>STATEMENT OF ACCOUNT</th>
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<tbody>
<tr>
<td>OPENING BALANCE - 1st JULY</td>
</tr>
<tr>
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</tr>
<tr>
<td>PREVIOUS INSTALMENTS</td>
</tr>
<tr>
<td>PENALTY TO DATE</td>
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<tr>
<td>PAYMENTS TO 17 July 2015</td>
</tr>
<tr>
<td>CURRENT INSTALMENT</td>
</tr>
<tr>
<td>PAYMENT DUE 28 August 2015</td>
</tr>
</tbody>
</table>

Total Rates for Current Year $6,188.27
Balance to clear all rates to 30 June $6,188.27

Detach here

Rates Instalment Number 1
Valuation Ref 14101 026 00
Name MANCHESTER HOUSE SOCIAL SERVICES SOCIETY
Location 14 BOWEN STREET

Payment Options
Direct Debit
Internet Banking
Telephone Banking
Cash / Eftpos or Cheque
Credit Card Payments (surcharge applies)

MDC bank account number: 02-0528-0040024-00
Please quote valuation 14101 026 00 as reference for payment.

| Payment Due 28 August 2015 | $1,547.08 |
| Amount Enclosed | |
| Amount to Clear to 30 June 2016 (if paid by the 27 Nov 2015) | $6,188.27 |

A 10% penalty will be added to any portion of this instalment remaining unpaid after the due date.

Please note any change of postal address on reverse.
Community Rates Support Application Form

Purpose

The purpose of Community Rates Support is to provide rating support to organisations whose outcomes support Council's Vision and Outcomes, and the Regional Development Strategy.

1. Applicant Details

<table>
<thead>
<tr>
<th>Valuation Reference Number/s</th>
<th>14101 - 18900 - Location: Fergusson St, Feilding</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full name of organisation</td>
<td>Manchester House Social Services Society Incorporated</td>
</tr>
<tr>
<td>Contact person</td>
<td>Debbie Pristen - Chief Executive</td>
</tr>
<tr>
<td>Daytime phone number</td>
<td>063237191   Email: <a href="mailto:director@mhss.org.nz">director@mhss.org.nz</a></td>
</tr>
</tbody>
</table>

2. Physical and Postal Address Details

<table>
<thead>
<tr>
<th>Physical Address</th>
<th>68 Aorangi St</th>
</tr>
</thead>
<tbody>
<tr>
<td>PO Box</td>
<td>P O Box 349</td>
</tr>
<tr>
<td>Town</td>
<td>Feilding</td>
</tr>
<tr>
<td>Postcode</td>
<td>4702</td>
</tr>
<tr>
<td>Email</td>
<td><a href="mailto:mhss@inspire.net.nz">mhss@inspire.net.nz</a></td>
</tr>
</tbody>
</table>

3. Funding Criteria

Council rates support will be administered annually. Council may remit rates where the application meets the following criteria:
- Directly links with the Council's vision statement, outcomes and Regional Development Strategy goals.

- A rating unit that may be owned by Council or owned and occupied by a charitable organisation, which is used exclusively or principally for sporting, recreation, art or community purposes.

- A rating unit that is leased by a charitable organisation for a period of at least one year is used exclusively or principally for recreation, sporting or community purposes, and where the organisation is liable for the payment of the Council's rates under the property's lease agreement.

Exclusions:

- Organisations operated for private pecuniary profit, or which charge commercial fees.

- Groups or organisations whose primary purpose is to address the needs of adult members (over 18 years) for entertainment or social interaction, or who engage in recreational, sporting, or community services as a secondary purpose only.

4. Organisation Details

Please give a brief description of what your organisation's objectives are.

Manchester House was established in 1972 following the development of an initiative by the Feilding Combined Churches, "to promote a Christian social work centre to serve Feilding and the surrounding district in the name of the Anglican, Methodist and Presbyterian congregations of Feilding, as an expression of their commitment to closer co-operation and unity." (Original Constitution). The catalyst for this action was a youth’s suicide and the recognition that if you were in need, and not part of a Church, there was no where to go to get help.

MISSION: To provide non-judgemental, non-discriminatory, compassionate, caring support for those in need in Feilding and the surrounding Manawatu district.

VISION: The aim is to:

a) Achieve individual, family/whanau and community well being through monitoring and evaluating their present and evolving needs.
b) Provide relevant developmental and preventative services that effectively address, and as far as possible, resolve their needs.

GUIDING PRINCIPLE:

As set out in the Rules of the Society the future direction and values of Manchester House as based on Jesus Christ's teaching as expressed in the parable of the Good Samaritan.

We offer: advocacy, alcohol and drug youth worker, after/before school and holiday programmes, budgeting, counselling, debt management, ezee meals, family support worker, foodbank, grandparents as parents support group, information and social service helpdesk, legal advice, low cost essential items via our opportunity shop, senior support service, senior leisure and learning centre, taxi mobility vouchers, and vantrips for seniors
Demonstrate how the purpose of your organisation aligns with Council’s vision, outcomes and the Regional Development Strategy goals.

Our vision is to always continue to provide professional, quality services to those that are in need (children/young people/families/whanau and seniors) without costs being an issue. Manchester House is community orientated and based within the Manawatu District Councils area. The services provided are essential components for our communities continued wellbeing. Long term outcomes:
* Healthy children who grow into healthy teenagers and adults
* Parents who enjoy parenting and provide positive role models contributing to a healthy community, eg low crime, reduced family violence and abuse etc
* Healthier community reflected in lower health costs and overall improved community health
* Debts repaid back to creditors including MDC

By achieving the above outcomes this helps create a healthy, happy vibrant and safe community which in turn attracts people and retain residents to raise their families in our community. That is why we do what we do for the people in our community, keeping people connected.

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Demonstrate how your organisation’s service or services meet the current and future needs of Manawatu District residents.

We work with a varied and dynamic group of people that often present with extremely complex issues. Many often require intensive and long term support by a multidisciplinary team of people for eg: living cost increases which has led to increased stress, breakdown of relationships, financial hardship, evictions, violence, mental health issues, loss & grief, depression, all of which inevitably has an huge impact on the entire family. By being able to provide the specific programmes/services that are readily available has given clients the confidence to take the initiative to be able to reduce debt, move into safer living environments, undertake parenting courses, young people wanting to further their education to improve future employment, children actively participating in early childhood programmes, many engaging with other organisations/services, which all helps create a healthy, happy vibrant and safe community.

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Demonstrate how accessible your property and the service or services your organisation provides are to Manawatu District residents as well as how these residents are given the opportunity to participate.

This property is located on the Corner of Aorangi and Fergusson Sts. This building is well sign posted and is wheelchair friendly. Car parks are available directly outside the building as well as directly across the road in the railway car parks.

Access to this service are available to anyone requiring advocacy, budgeting, counselling, debt management, eze meals, family support, foodbank, information and social service helpdesk, legal advice, taxi mobility vouchers or if they require any other help and support

Residents can participate by becoming a volunteer - they will be required to complete a police vetting and confidentiality form first or if they require these service they can come in to talk to the ladies in the office or they can phone, if no-one answers they can leave a message and they will get back to them. Residents can also make donations to go towards any of the services that we offer. The Centre hours are: Mon to Fri: 9 am to 4.30 pm

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<table>
<thead>
<tr>
<th>Estimated number of active members, clients or participants</th>
</tr>
</thead>
</table>

We have 10 Council Members, 29 Paid Staff, 44 Volunteers, 40 Members. Over the last financial year we had 54,982 calls/visits for our services. The specific details can be seen on Page 4 of our Annual Report and Accounts 2014 - 2015, which has been enclosed.
Do other organisations use your facilities?

☐ Yes  ☐ No

If yes, please give details of these organisations:
Child, Youth & Family - FGCs - when required
Strengthening Families - once a month
Te Runanga (Levin) - 2hrs per week
Family Group Supervised Access Visits - 4hrs per week
Community Law Centre - 2hrs per fortnight

5. Financial Information

<table>
<thead>
<tr>
<th>What is your organisation's legal status?</th>
<th>Incorporated Society</th>
</tr>
</thead>
<tbody>
<tr>
<td>What is your Charities Commission registration number?</td>
<td>cc28355</td>
</tr>
<tr>
<td>What is your Charities Commission registration date?</td>
<td>30 June 2008</td>
</tr>
</tbody>
</table>

If you do not have a legal identity, please explain why, name your umbrella group and supply at least three letters in support of your application.

Does your organisation have its accounts audited each year?

☐ Yes  ☐ No

If yes, please attach the Audited Accounts for the last financial year including the Auditor's report. If these audited accounts are more than six months old at the time of applying, please also enclose the most recent income and expenditure statement.

If no, please attach a statement of current financial position that includes an income and expenditure statement, or a copy of the unaudited management accounts; and a declaration, signed by two signatories of your organisation, attesting to the accuracy of the financial update included.
Please provide a copy of the following documentation to support your application.

- Your organisation’s constitution
- A copy of a lease agreement of the property (if not owned)
- A copy of the statement/invoice which shows the amount of rates paid to the property owner or the Council for the previous financial year

6. Declaration

☒ The details in all sections of the application are true and correct to the best of our knowledge.

☒ We have the authority to commit our organisation to this application to the Manawatu District Council.

☒ We understand and agree prior to any awarding of Contract of Service, the Manawatu District Council may make further checks in relation to credit worthiness of our organisation.

☒ We understand that the Council may disclose to, or obtain from, any government department or agency, private person or organisation, any information about our organisation for the purposes of gaining or providing information related to our organisation.

In addition:

☒ The Council will be advised of any significant change to our finances between the date of this application and the date of decision-making.

☒ All reasonable information has been provided to support our application.

We understand that the Manawatu District Council:


☒ We also 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 of our organisation may be released to the media or appear in Council documentation.

☒ 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.
1st Signatory

Name: Debbie Preston
Position in Organisation: CEO
Signature: 
Date: 15/4/16

2nd Signatory

Name: Mareen Ross
Position in Organisation: Finance Administrator
Signature: 
Date: 15/4/16

8. Final Check

Make sure you have

☑ Completed all the sections
☑ Provided financial details
☐ Attached supporting documents

9. Need Help?

Please contact the following if you need advice on your application:

Janine Hawthorn
Community Development Adviser
Manawatu District Council
Telephone 06 323 0000 or
Email janine.hawthorn@mdc.govt.nz
**RATES TAX INVOICE**

Manawatu District Council, 135 Manchester Street, Private Bag 10 001, Feilding 4743
T (06) 323 0000 F (06) 323 0822 E rates@mdc.govt.nz www.mdc.govt.nz
GST No. 52-867-193 OFFICE HOURS 8:00am - 5:00pm Monday to Friday

MANCHESTER HOUSE SOCIAL SERVICES SOCIETY INC
PO BOX 349
FEILDING 4740

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**RATING UNIT DETAILS**

- **Location**: 68 AORANGI STREET
- **Area (Hectares)**: 0.098
- **Legal Description**: SEC 2 SO 35739-SUBJ TO R/W ON DP 7673

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Payment options are shown on the reverse of this invoice. You can pay the full years balance of rates on the Friday, 27 November 2015.

For local council news, follow us on FACEBOOK

**PAYMENT APPROVED**

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**DATE** 27/11/2015

Payments will be allocated to oldest outstanding transaction in the first instance.

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**STATEMENT OF ACCOUNT**

<table>
<thead>
<tr>
<th>OPENING BALANCE - 1st JULY</th>
<th>$0.00</th>
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<tr>
<td>PENALTY TO DATE</td>
<td>$0.00</td>
</tr>
<tr>
<td>PAYMENTS TO 17 July 2015</td>
<td>$0.00</td>
</tr>
<tr>
<td>CURRENT INSTALMENT</td>
<td>$881.80</td>
</tr>
</tbody>
</table>

**PAYMENT DUE** 28 August 2015 | $881.80

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**Total Rates for Current Year** | $3,527.20

**Balance to clear all rates to 30 June** | $3,527.20

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**Rate Instalment Number 1**

- **Valuation Ref**: 14101 189 00
- **Name**: MANCHESTER HOUSE SOCIAL SERVICES SOCIETY
- **Location**: 68 AORANGI STREET

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Please note any change of postal address on reverse

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**Payment Options**

- **Direct Debit**
- **Internet Banking**
- **Telephone Banking**
- **Cash / Eftpos or Cheque**
- **Credit Card Payments (charge applies)**

MDC bank account number: 02-0628-0040024-00
Please quote valuation 14101 189 00 as reference for payment.

**Payment Due** 28 August 2015 | $881.80

**Amount Enclosed**

**Amount to Clear to 30 June 2016**

(if paid by the 27 Nov 2015) | $3,527.20

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A 10% penalty will be added to any portion of this instalment remaining unpaid after the due date.
MANCHESTER HOUSE SOCIAL SERVICES SOCIETY (INCORPORATED)

RULES OF SOCIETY

Includes Amendments passed at the Extraordinary General Meetings

Held on 29th August 1995
And 28th June 2000
And 18th July 2001
And 26th July 2006
And 26th July 2007
And 23rd July 2009

*(Reg. No. of Inc. Soc. WIS 218711)

McIntosh & Signal
Barristers/Solicitors
P O Box 11
Tealby
MANCHESTER HOUSE SOCIAL SERVICES SOCIETY (INCORPORATED)

RULES OF SOCIETY

1. NAME

The name of the Society is MANCHESTER HOUSE SOCIAL SERVICES SOCIETY (INCORPORATED).

HISTORIC PREAMBLE

Manchester House was established in 1972 on the initiative of the Methodist Quarterly Meeting, “To promote a Christian social work centre to serve Feilding and the surrounding district in the name of the Anglican, Methodist and Presbyterian congregations of Feilding, as an expression of their commitment to closer cooperation and unity”. (Original Constitution).

The enterprise began as an Opportunity Shop in rented premises in Manchester Street staffed by volunteers from the member Churches, to serve the needs of people in the community. In 1974, when sufficient funds had been accumulated, a Social Service Director was appointed. The Opportunity Shop had been relocated in Goodbehere Street, with a separate office at 24 MacArthur Street for the Director. Between 1973 and 1978, Trade Aid, Legal Advice and Budget Advisory Service were added. Manchester House was registered as an Incorporated Society in 1981, in order to have legal protection and financial benefit. Also in 1981, a Youth Worker was appointed. The property at 10 MacArthur Street was purchased in 1981 and opened in 1982 as a Social Service Centre with financial help in the form of mortgages for $12,000.00 from the two local Presbyterian Churches, and in the same year the Horticulture Project was commenced. In 1985 the property at 2, 4 and 6 MacArthur Street was purchased to house the Opportunity Shop and Trade Aid.

At the end of 1986, St Paul’s Presbyterian Parish withdrew from partnership in the Society, necessitating relevant amendments to the Constitution. Also, the Horticulture Project was unfortunately terminated at the end of 1986, due to a change in Government policy.

It is clear that from the outset, Manchester House was intended as a Christian social service work. While support from members of the community has been sought, and welcomed, both the first and second Constitutions clearly intend that control of and responsibility for its operations remains with the member Churches. In the former, directly through the need for approval to be gained from Church Courts, and in the latter, indirectly by means of an incorporated Society comprised of representatives from the Churches concerned sitting on the Board of Governance.

It is intended that the motivation for, and conduct of all aspects of the work of Manchester House will be based on Gospel convictions and Christian standards.

2. OBJECTS

2.1 The objects for which the Society is formed are as follows:

(i) In fulfilment of the teachings of Jesus Christ, to provide for the residents of the town of Feilding and the surrounding country districts, social services and such services as may from time to time be required and made available by the Society.
(ii) To buy, sell and trade in merchandise of every description for the purpose of raising funds to finance and further the objects of the Society.

(iii) To employ upon such terms and conditions as the Society from time to time thinks fit the services of any person or persons, company or other organisation to assist the Society in attainment of any of its objects as herein declared. No member of the organisation, or anyone associated with a member, is allowed to take part in, or influence any decision made by the organisation in respect of payments to, or on behalf of, the member or associated person of any income, benefit, or advantage.

(iv) To raise and acquire funds by any means for the promotion of any object of the Society herein referred to or for any similar project to ensure that the aims and objects of the Society are maintained.

(v) To assume responsibility for the collection, management and disbursement of any funds so raised as aforesaid.

(vi) To lease, rent or purchase any buildings, furniture and effects and equipment necessary to conduct the business related to the aims and objects of the Society.

(vii) To conduct such other matters as are, in the opinion of the Board of the Society, incidental or ancillary to any of the objects above mentioned.

(viii) Any income, benefit or advantage must be used to advance the charitable purposes of the Society.

2.2 (a) Make regulations or bylaws to advance the attainment of any of the above objects.

(b) Do any act or thing incidental or conductive to the attainment of any of the above objects.

2.3 Notwithstanding the above mentioned rules:

(a) The Society shall be limited in furthering or attaining its objects to the advancement of charitable purposes in New Zealand, and

(b) No member of the Society shall derive any personal pecuniary gain from membership of the Society.

3 POWERS

3.1 In addition to its statutory powers, the Society:

(a) May use such of its funds to pay the costs and expenses of furthering or carrying out its objects, and for that purpose may employ such people as may seem expedient,

(b) May purchase, lease, hire or otherwise acquire, may exchange, and may sell, lease or otherwise dispose of property, rights or privileges to further or carry out its objects as may seem expedient,

(c) May invest in any investment in which a trustee might invest, and
(d) Shall have power to borrow or raise money by debenture, bonds, mortgage and other means with or without security, but such borrowing powers shall not be exercised other than by resolution of a General Meeting of which proposed resolution at least ten clear days' written notice was given by circulation to all Members or by notification in the public notices column of a local daily newspaper.

3.2 Notwithstanding any other provision, the Society shall not expend any money:
(a) Other than to further purposes recognised by law, nor

(b) For the sole personal or individual benefit of any Member.

3.3 Any transactions between the Society and any Member, officer or member of the Board, or any associated persons shall be at arms' length and in accordance with prevailing commercial terms on which the Society would deal with third parties not associated with the Society, and any payments made in respect of such transactions shall be limited to:
(a) A fair and reasonable reward for services performed,

(b) Reimbursement of expenses properly incurred,

(c) Usual professional, business or trade charges, and

(d) Interest at no more than current commercial rates.

4. MEMBERSHIP

4.1 The membership of the Society shall be open to any person who is sympathetic to the aims and objects of the Society on application being made in writing on the prescribed form and payment of the set fee/subscription.

The Board or its designated Committee shall decide whether to accept or decline a membership application.

4.2 The classes of membership and the method by which members are admitted to different classes of membership is as follows:
(a) **Individual Member**
   An Individual Member is an individual or incorporated or unincorporated body admitted to membership under Rule 6.0 and who or which has not ceased to be a member under any other Rule.

(b) **Supporting Member**
   A Supporting Member is an individual, incorporated or unincorporated body admitted to membership under Rule 6.0 and who or which has not ceased to be a member under any other Rule.

(c) **Corporate Member**
   A Corporate Member is an incorporated or unincorporated body admitted to membership under Rule 6.0 and which has not ceased to be a member under any other Rule.
(d) **Life Member**
A Life Member is a person honoured for meritorious services to the Society after recommendation by the Board and election as a Life Member by resolution of a General Meeting passed by a two-thirds majority of those present and voting. A Life Member shall have all the rights and privileges of an Individual Member and shall be subject to all the duties of an Individual Member except those of paying subscriptions and levies.

(e) **Honorary Member**
An Honorary Member is a person honoured for services to the Society or in an associated field elected as an Honorary Member by resolution of a General Meeting passed by a two-thirds majority of those present and voting. An Honorary Member shall have no membership rights, privileges or duties.

4.3 Every Individual, Supporting, and Corporate Member shall advise the Chief Executive Officer of any change of address.

4.4 The Chief Executive Officer shall keep a membership register of Individual, Supporting, and Corporate Members recording their names and addresses and the dates each member became a member.

4.5 All members (and Board members) shall promote the interests and the objects of the Society and shall do nothing to bring the Society into disrepute.

4.6 Copies of this constitution shall be provided (at cost) to any Member on request.

5 **ADMISSION OF MEMBERS**

5.1 Applicants for membership as Individual Members, Supporting Members, or Corporate Members shall complete an application form provided by the Chief Executive Officer and supply such information as may be required by the Chief Executive Officer.

5.2 Membership applications shall be considered by the Chief Executive Officer who may interview representatives of an applicant Individual Member or an applicant Corporate Member in consultation with the Board or its designated committee.

5.3 The Board or its designated committee shall have discretion whether or not to admit a membership applicant, and shall advise the applicant of its decision.

6 **SUBSCRIPTIONS AND LEVIES**

6.1 In the event of the Board of the Society deciding to levy annual subscriptions for membership of the Society then and in any such event the following provisions shall apply:

(i) Annual subscription for membership of the Society shall be such sum as shall be determined from time to time by the Annual General Meeting of the Society and the subscription so fixed shall be due and payable in advance as from the 1st day of July in each financial year.
(ii) Any member whose subscription for the preceding financial year is in arrears after the 30th day of June may be struck off the register of members, provided always however that the Board shall have the power to reinstate any person or persons so struck off if satisfactory explanation is received and payment is made by such person of all arrears of subscriptions then due.

6.2 The annual subscription (or the amount of any periodic payments if the General Meeting decides that it is payable by instalments) and any capitalisation fees for different classes of membership for the following calendar year shall be set by resolution of a General Meeting.

6.3 The Board or its designated committee may by resolution impose a levy or levies on members in different classes of membership in any calendar year up to a maximum totalling 50 per cent of the annual subscription for that year for each class of member.

6.4 Any member failing to pay the annual subscription (including any periodic payment), any levy, or any capitation fees within one calendar month of the date the same was set shall be considered as unfinancial and shall (without being released from the obligation of payment) have no membership rights and shall not be entitled to participate in any Society activity until all the arrears are paid. If such arrears are not paid within six months of the date the subscription or levy became due or such later date as the Chief Executive Officer may determine the member's membership shall be deemed to have been terminated and the member shall cease to hold himself or herself out as a member of the Society, and shall return to the Society all material produced by the Society (including any Membership certificate, handbooks and manuals).

7 CESSATION OF MEMBERSHIP

7.1 Any member may resign from that member's class of membership by written notice to the Chief Executive Officer, and each such resignation shall take effect from the end of the Society's then current financial year, but the member resigning shall remain liable to pay all subscriptions, levies and any other fees to the end of that year, and shall cease to hold himself or herself out as a member of the Society, and shall return to the Society all material produced by the Society (including any Membership certificate, handbooks and manuals).

7.2 The Board or its designated committee may declare that a member is no longer a member (from the date of that declaration or such date as may be specified) if that member ceases to be qualified to be a member or is convicted of any indictable offence or offence for which a convicted person may be imprisoned, is adjudged bankrupt, makes a composition with creditors, or (if a body corporate) is wound up or placed in receivership or liquidation.

8 RE-ADMISSION OF FORMER MEMBERS

8.1 Any former member may apply for re-admission in the manner prescribed for new applicants, and may only be re-admitted by decision of the Board.
8.2 However, if a former member's membership was terminated under either of Rules 7.1 or 7.2 the applicant shall not be re-admitted by the Board without the prior approval of a General Meeting.

9. GOVERNANCE

The affairs of the Society shall be governed by a Board of at least ten persons and not more than twelve persons which shall consist of the following:

(a) Two representatives appointed to membership of the Board by the Vestry of the Anglican Parishes of the Oroua District. Such representatives may include the Minister of the Parish.

(b) Two representatives appointed to membership of the Board by the Parish Council of the Feilding-Oroua Methodist Parish. Such representatives may include the Minister of the Parish.

(c) Two representatives appointed to membership of the Board by the Parish Council of Feilding Oroua Presbyterian Parish, Feilding. Such representatives may include the Minister of the Parish.

(d) The Chair is to be selected or appointed from the Church representatives or the Board representatives from the Community.

(e) Up to four other persons elected at the Annual General Meeting to be representatives of the wider community. A further two persons maybe co-opted or appointed on to the Board during the term of the Board. Such appointments to enable the Board to seek people with special skills that maybe required from time to time to assist the Board. A total of six persons from the wider community.

(f) All these people to be members of the Society in accordance with Rule 4.

(g) The Board shall have the power to establish such committees, subcommittees and working parties as it considers appropriate to assist it to carry out its functions. These shall be responsible to the Board.

(h) The office of a Board member becomes vacant if he or she dies, resigns, or that Member is, or becomes, in the opinion of the remaining Board Members by way of majority resolution of those Board Members, incapable or unfit to continue to hold office as a Board Member.

(i) The Board shall have the power to co-opt additional members based on their skills and expertise to assist in the governance by the Board, however Co-opted members do not necessarily need to be financial members. Such appointment is also available to replace any vacancies that may rise during the term of the Board from the Community representation.

(j) The role of the Board shall include but is not limited to the following:

(i) to establish and develop the strategic focus/plan of Manchester House and delegate the management or its implementation to the Chief Executive Officer including establishing boundaries, responsibility and accountability appropriately delegated.

(ii) appoint a Chief Executive Officer to manage the business with the authority to run and manage the business of Manchester House;
(iii) approve policies and ensure adherence to them, such adherence monitored by requiring the Chief Executive Officer to report against them monthly to the Board,

(iv) establish an annual budget and delegate the Chief Executive Officer its implementation with the Chief Executive Officer providing monthly reports to the Board,

(v) ensure that risks are identified and that appropriate mitigating policies and practices are established and monitored by the Chief Executive Officer with regular reports to the Board,

(vi) monitor the effective operation and financial performance of the business through the Chief Executive Officer.

(vii) to assess the strategic development of Manchester House regularly.

(k) Board members shall be appointed for a term of three years. Board Members shall be appointed for a maximum of two terms (i.e. six years). No Board Member is able to continue on the Board for more than six years. The Chair of the Board shall not hold that office for more than six years.

10. ELECTION OF OFFICERS AND EXECUTIVE

10.1 The following Board Member shall be elected annually at the AGM:

(a) Patrons (optional), and

(b) Four persons from the Membership shall be elected as community representatives. One of whom shall also be eligible to be Chair of the Society's Board.

(c) The Chair of the Board, who may be selected from eligible Board members.

10.2 The Board shall, in addition to all other duties described in these Rules, generally oversee and direct the affairs and business of the Society.

10.3 The election of Community Board Members shall be conducted as follows:

(a) Written nominations for nominees under Rule 10.1, accompanied by the written consent of each nominee, shall be received by the Secretary not less than 28 clear days before the date of the Annual General Meeting.

(b) Not less than seven clear days before the date of the Annual General Meeting the Secretary shall post to all Members a voting paper listing all Officer nominees and such information (not exceeding one side of an A4 sheet of paper) as may be supplied to the Secretary by or on behalf of each nominee in support of the nomination.

(c) If there are insufficient valid nominations received under sub Rule (a) above, but not otherwise, further nominations may be received from the floor at the Annual General Meeting.

(d) Votes shall be cast in such manner as the Chair of the Annual General Meeting shall determine.
(e) The Secretary and some other Member (who is not a nominee) designated by the Chair of the Annual General Meeting shall act as scrutineers for the counting of the votes and destruction of any voting papers.

(f) In the event of any vote being tied the tie shall be resolved by the incoming Board.

10.4 At a Board meeting to be held within one month of the Annual General Meeting each financial year, members of the Board shall be appointed to the offices of Deputy Chair, Secretary and Financial Officer, to hold office until their successors are appointed at a Board meeting following the next Annual General Meeting and establish the various Committees.

10.5 Any person nominated for the above office may signify his or her acceptance of such nomination, either in person or in writing, in the event of absence from such meeting. The Board of the Society has the power to fill casual vacancies during the course of any financial year.

10.6 If a vacancy in the position of Chair, Deputy Chair, Secretary, Financial Officer or other Board member occurs between Annual General Meetings that vacancy shall be filled by the Board.

10.7 Any officer or other member of the Board may be removed by a resolution of a General Meeting of which prior notice was given in the notice of meeting and which is passed by a two thirds majority of those present and voting.

11 MANAGEMENT BY THE CHIEF EXECUTIVE OFFICER

11.1 From the end of each Annual General Meeting until the end of the next, the Society shall be administered, managed and controlled by the Chief Executive Officer, who shall be accountable to the Board for the implementation of the policies of the Society as approved by any General Meeting.

11.2 Subject to these Rules and the resolution of any General Meeting, the Chief Executive Officer may exercise all the Society’s powers, other than those required by statute or by these Rules to be exercised by the Society in General Meeting.

11.3 The Chief Executive Officer shall report to with the Board at least monthly (but need only report once in the December/January period) at such times and places and in such manner (including by telephone or video conference) as it may determine and otherwise where and as convened by the Chair or Secretary.

11.4 All Board meetings shall be chaired by the Chair or in the Chair’s absence by the Deputy Chair, or in the absence of both of them by some other Board member elected for the purpose by the meeting, and any such Chair shall have a deliberative and casting vote.

11.5 The Board may co-opt any person to the Board for a specific purpose, or for a limited period, or generally until the next Annual General Meeting.

11.6 The quorum for Board meetings is at least half the number of the Board members.
11.7 Only Board members elected under Rule 11 or appointed under Rule 10.5 who are present in person or by telephone or video link shall be counted in the quorum and entitled to vote.

11.8 The Board may appoint subcommittees consisting of such persons (whether or not members of the society) and for such purposes as it thinks fit. Unless otherwise resolved by the Board:
(a) The quorum of every subcommittee is half the members of the subcommittee,
(b) No subcommittee shall have power to co-opt additional members,
(c) No subcommittee may commit the Society to any financial expenditure without express authority, and
(d) No subcommittee may delegate any of its powers.

11.9 The Board and any subcommittee may act by resolution approved by not less than two thirds of the members of the Board or subcommittee in the course of a telephone conference call or through a written ballot conducted by mail, facsimile or email.

11.10 The Board from time to time may make and amend regulations, bylaws and policies for the conduct and control of Society activities, but no such regulations, bylaws and policies shall be inconsistent with these Rules. These Rules, and such regulations, bylaws and policies shall be available at all reasonable times for inspection by members, and copies shall be provided (at cost) to any Member on request.

11.11 The Chair (and in the absence of the Chair the Deputy Chair) shall, in addition to all other duties described in these rules, generally supervise and direct the affairs and business of the Society.

11.12 Other than as prescribed by statute or these Rules, the Board may regulate its proceedings as it thinks fit.

11.13 Members of the Board and of subcommittees shall be entitled to be reimbursed by the society for any reasonable actual expenses incurred by them on behalf of the society as approved by resolution of the Board.

11.14 Subject to statute, these Rules and the resolutions of General Meetings, the decisions of the Board on the interpretation of these Rules and all matters dealt with by it in accordance with these Rules and on matters not provided for in these Rules shall be final and binding on all members.

11.15 Each officer shall within one calendar month of submitting a resignation or ceasing to hold office deliver to that officer's successor all books, papers and other property of the Society possessed by such former officer.

11.16 The Board may employ any person or company to administer or manage the affairs of the Society.

11.17 Indemnity for Board:
(a) No Officer or member of the Board shall be liable for the acts or defaults of any other Officer or member of the Board or any loss occasioned thereby, unless occasioned by their wilful default or by their wilful acquiescence.

(b) The Officers, Board and each of its members shall be indemnified by the Society for all liabilities and costs incurred by them in the proper performance of the functions and duties, other than as a result of their wilful default.

12 SECRETARY

12.1 The Board shall appoint from one of its members someone to hold the office of Secretary. That person shall be responsible for ensuring that there is:

(a) a record of the minutes of all General meetings and Board meetings, and all such minutes when confirmed by the next such meeting and signed by the Chair of that meeting shall be prima facie evidence that meeting was duly called and shall prima facie be a true and correct record of what occurred at that meeting.

(b) The Secretary shall be responsible for ensuring that the Chief Executive Officer and where appropriate Service Managers hold the Society's records, documents, and books.

(c) The Secretary shall deal with and answer correspondence and perform such other duties as directed by the Board. The Secretary shall be responsible for ensuring that the Chief Executive Officer answers all correspondence on behalf of the Board.

13 REGISTERED OFFICE

13.1 The Registered Office of the Society shall be at such place as the Board from time to time determines.

14 FINANCE

14.1 The Financial Officer shall be responsible for ensuring to review the monthly transactions submitted by the Chief Executive Officer; and provide annual reports to the Board and keep such books of account as may be necessary to provide a true record of the Society's financial position, report on the Society's financial position to each Board meeting, and present the official annual Statement of Accounts (Income and Expenditure Account and Balance Sheet) to the Annual General Meeting together with a budget for the next financial year as prepared by the Chief Executive Officer and Management.

14.2 (i) The funds of the Society shall be under the control of the Financial Officer according to policies laid down by the Board and its Committees and kept in bank accounts in the name of the Society with any Trading or Savings bank considered appropriate. All accounts are to be paid according to
predetermined delegations and payments approved by the Board or its Committees. All cheques are to be signed by two of those persons to whom the authority has been duly delegated by the Board.

If established, an Emergency Account shall be operated by the Board, CEO or Service Managers as appropriate.

(ii) Funding for the operations of the Society in addition to the profits from the Opportunity Shop shall be derived from: contracts, grants, gifts, donations, sponsorships, legacies, membership subscriptions and other means as determined by the Board or its Committees.

14.3 All money received on account of the Society shall be banked within seven days of being received.

14.4 All accounts paid or for payment shall be submitted to the Chief Executive Officer for approval of payment.

14.5 The Society's financial year shall commence on 1st July of each year and end on 30th June in the following year.

14.6 The Annual General Meeting each year may appoint an auditor (who is a member of the New Zealand Institute of Chartered Accountants and not a member of the Society) to audit the annual accounts of the Society and provide a certificate of correctness of the same, and if any such auditor is unable to act the Board shall appoint a replacement auditor.

14.7 The Board shall have power to borrow such sums of money and to give such security by way of debenture mortgages charge or lien over or upon the whole or any part of the Society's property or assets as it thinks fit PROVIDED HOWEVER that the Board shall first obtain the consent of not less than two thirds of the financial members of the Society present at an Ordinary or Extraordinary Meeting of the Society in any cases where the amount proposed to be borrowed as aforesaid exceeds the sum of Fifty thousand dollars ($50,000) by the Society only if a notice of twenty eight days has been posted to all members advising that at such meeting the Board will seek authority to exercise the powers of borrowing and granting of security.

15 EXECUTION OF DOCUMENTS

15.1 The Common Seal of the Society shall be retained by the Secretary.

15.2 Documents shall be executed for the Society pursuant to a resolution of the Board:

(a) By affixing the Common Seal witnessed by the Chair or Deputy Chair and countersigned by some other member of the Board, or

(b) Where the document is not required by statute to be executed under common seal, by the Chair or Deputy Chair and some other member of the Board signing on behalf of the Society.
16 GENERAL MEETINGS

16.1 The Annual General Meeting shall be held within three (3) months of the end of the financial year in each year at a time and place fixed by the Board.

16.2 Special General Meetings may be called by the Board or by written requisition to the Secretary care of the Chief Executive Officer signed by not less than a quarter of the financial Individual, Supporting, or Corporate Members.

16.3 At least fourteen days before any General Meeting the Chief Executive Officer on behalf of the Secretary shall post to all Individual, Supporting, or Corporate Members and Life Members written notice of the business to be conducted at the General Meeting (including in the case of Annual General Meetings copies of the Annual Report, Statement of Accounts, a list of and information about nominees, and notice of any motions and the Board’s recommendations in respect thereof). The failure for any reason of any Member to receive such notice shall not invalidate the meeting or its proceedings.

16.4 General meetings may be attended by all members of whatever class of membership, but only financial Individual, Supporting, or Corporate Members and Life Members are entitled to vote.

16.5 A financial Individual, Supporting, or Corporate Member or Life Member shall be entitled to vote by written proxy in favour of another financial Member present at the meeting, but no other proxy voting shall be permitted.

16.6 The quorum for General Meetings is ten.

16.7 All General Meetings shall be chaired by the Chair or in the Chair’s absence by the Deputy Chair or in the absence of both of them by some other Board member elected for the purpose by the Meeting, and any such Chair shall have a deliberative and casting vote.

16.8 (a) Votes shall be exercised as follows:

(i) At General Meetings voting shall be by voices, by show of hands or, on demand of the Chair or of any financial Member present, by secret ballot, and on any secret ballot each financial Member shall be entitled to one vote.

(ii) Unless otherwise required by these rules, all questions shall be determined by a simple majority of those present and voting at the General Meeting.

(iii) To determine any issue already lawfully before a General Meeting (including any election or amendment to these Rules) the meeting may resolve to hold a postal ballot in accordance with the procedures set out in paragraph (e) of this Rule.

(iv) To determine any issue (including any amendment to these Rules) the Board may resolve to hold a postal ballot in accordance with the procedures set out in paragraph (e) of this Rule.

(v) In respect of postal ballots held under this Rule:
   • Only financial Members may vote in any postal ballot,
• The resolution to hold a postal ballot shall set a closing date and
time for ballots to be received by the Secretary, but the closing
date shall be no earlier than a fortnight after the date ballot
papers are sent out to financial Members (excluding the date of
posting).

• In respect of any motion to amend these Rules by postal ballot,
the motion shall be accompanied by reasons and
recommendations from the Board, and such motion must be
passed by a two-thirds majority of those voting,

• Voting in a postal ballot may be by ballots returned to the
Secretary by mail, delivery, facsimile or email,

• The Secretary shall declare the result of the postal ballot, and

• The result of any postal ballot shall be as effective and binding
on Members as a resolution passed at a General Meeting.

(b) A resolution passed by the required majority at any General Meeting or by
postal ballot binds all members, irrespective of whether they were present
at the General Meeting where the resolution was adopted or whether they
voted.

16.9 The business of the Annual General Meeting shall be:
(a) Minutes of the previous General Meeting(s),

(b) Annual Report of the Chief Executive Officer,

(c) Audited Statement of Accounts, including Income and Expenses, Account
and Balance sheet for the present year,

(d) Election of any Patron(s), Chair and the Community Board members,

(e) Appoint the Auditor and Legal Advisor for the ensuing year.

(e) Motions of which notice has been given,

(f) Approval of a budget for the next financial year, and

(g) General business.

16.10 Any member wishing to give notice of any motion for consideration at the Annual
General Meeting shall forward written notice of the same to the Secretary not less
than 28 clear days before the date of the meeting. The Board may consider all
such notices of motion and provide recommendations to members in respect
thereof.

16.11 The Chair of the Society shall have the right to take the chair at all meetings of the
Society or of the Board, committees, sub-committees and working parties but should
the Chair be absent or decline his or her right to take the chair as aforesaid the
Deputy Chair if present shall have the right to preside but in his or her absence the
Society or Board as the case may be shall elect one of their number to take the chair at such meeting.

17 EXTRAORDINARY GENERAL MEETINGS

17.1 An Extraordinary General Meeting shall be convened by the Secretary at any time on the instructions of the Board, the Designated Committee or on written requisition signed by at least six financial members and setting out the business for which such meeting is desired. In the latter case the Extraordinary General Meeting shall be convened for a date within one month from the date on which the requisition was lodged. Seven days' notice in writing shall be given to all members of the Society including the Legal Advisor, of an Extraordinary General Meeting to consider all matters including the purchase, sale or mortgaging of real property except that when alteration of the Rules is to be considered, 28 days' notice shall be given, and such notice shall clearly indicate the nature of the business to be transacted.

18 PROCEDURE AT MEETING

18.1 At all meetings of the Society or of the Board and Committees the same shall be conducted in accordance with the recognised rules of debate and of the conduct of business meetings. The method of decision making at all meetings shall be by consensus with a vote being taken if unanimity cannot be achieved; the decision being that of the majority. If, however, a poll is demanded by at least five members then the method of voting shall be by ballot and for this purpose the meeting shall appoint two scrutineers who shall declare the result of such voting. Any motion or resolution shall be deemed to be carried if passed by the majority of such members as are present and being entitled to do so vote on such motion. The Chair of the meeting shall be entitled to a deliberative vote and in the event of any equality of votes the Chair shall in each case be entitled to a casting vote.

At any meeting, whenever a matter is to be discussed that a member or members have a vested interest in, they shall immediately declare that interest and withdraw from the discussion and not vote on the matter.

19 ALTERATION OF RULES

19.1 These rules may be amended or replaced by resolution of any General Meeting passed by a two thirds majority of those Members present and voting, provided that no amendment may be made which would alter:

(a) The exclusively charitable nature or tax-exempt status of the Society,

(b) The rules precluding Members from obtaining any personal benefit from their membership, or

(c) The rules as to winding up.

19.2 Any proposed motion to amend or replace these Rules shall be signed by a majority of Members and given in writing to the Secretary at least 28 clear days before the General Meeting at which the motion is to be considered, and accompanied by a written explanation of the reasons for the proposal.
19.3 At least 28 clear days before the General Meeting at which any such proposal is to be considered, the Secretary shall post written notice to all Individual Members and Corporate Members of the proposed motion, of the reasons for the proposal, and of any recommendations from the Board in respect thereof.

19.4 No alteration be made to the provisions of these Rules without first obtaining the consent in writing from the governing bodies of the three churches being Anglican Parishes of the Oroua District, Feilding-Oroua Methodist Parish and Feilding Oroua Presbyterian Parish to any such proposed alteration.

20. SERVICE OF NOTICES

20.1 In any case under these Rules where notices are required to be given to members of the Society such notices shall be deemed to have been duly given if they are posted to every member of the Society at the postal address of such member as appearing in the records of the Society.

21. WINDING UP

21.1 The Society may be wound up under the provisions of the Charitable Trusts Act 1957.

21.2 In the event of the Society being wound up, all property and funds of the Society after payment of all accounts and discharge of all liabilities on behalf of the Society shall thereafter be paid to or vested in the following bodies in equal shares for use in activities with similar aims to those of the Society:

The Vestry of the Anglican Parishes of the Oroua District, Feilding

The Parish Council of the Feilding-Oroua Methodist Parish

The Parish Council of the Feilding Oroua Presbyterian Parish, Feilding

or given or transferred to another organisation that is charitable under New Zealand law and has purposes similar to those of the Society within the region of Feilding and surrounding Manawatu District or in the absence of the above as the High Court directs.

21.3 The Society shall be wound up if at a General or Extraordinary General Meeting of the Society of which due notice has been given to members the majority of members present and entitled to vote pass a resolution for the winding up of the Society and provided further that such resolution is confirmed at a subsequent General or Extraordinary General Meeting of the Society held not later than thirty days from the date of passing of the first resolution.

22. CASES NOT PROVIDED FOR

Any matter that may arise in connection with the Society or its activities for which no provision or insufficient provision is made in these Rules and any question as to the interpretation of these Rules shall be dealt with and determined by the Board and the Board's decision thereon shall be conclusive and binding on all members.
Signed at Feilding this day of 2014

Chair

Deputy Chair/Member

Secretary
# Profit & Loss

Manchester House Social Services Society Incorporated  
1 July 2015 to 29 February 2016

<table>
<thead>
<tr>
<th>Income</th>
<th>29 Feb 16</th>
</tr>
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<tbody>
<tr>
<td>Contracts</td>
<td>172,432</td>
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<tr>
<td>Donations &amp; Fundraising</td>
<td>30,504</td>
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<td>Food Bank</td>
<td>3,508</td>
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<td>Grants</td>
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<td>Interest Income</td>
<td>1,762</td>
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<td>Membership</td>
<td>130</td>
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<td>Parent fees/WINZ ASAP</td>
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<td>Sales - Op Shop</td>
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<td>Sundry Income</td>
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<td><strong>Total Income</strong></td>
<td><strong>548,369</strong></td>
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<table>
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<tr>
<th>Less Cost of Sales</th>
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</thead>
<tbody>
<tr>
<td>Centre - cap items furn &amp; equip</td>
<td>3,315</td>
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<tr>
<td>Senior centre - capital items</td>
<td>1,077</td>
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<tr>
<td><strong>Total Cost of Sales</strong></td>
<td><strong>4,392</strong></td>
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| Gross Profit                        | 543,977   |

## Less Operating Expenses

<table>
<thead>
<tr>
<th>Administration Expenses</th>
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<tr>
<td>ACC Levy</td>
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<tr>
<td>Accounting</td>
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<tr>
<td>Audit fees</td>
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<td>Bank charges</td>
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<tr>
<td>General Expenses</td>
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<td>Insurance</td>
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<td>Postage</td>
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<tr>
<td>Rates &amp; Insurance</td>
<td>9,740</td>
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<tr>
<td>Telephone &amp; internet</td>
<td>8,457</td>
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<tr>
<td><strong>Total Administration Expenses</strong></td>
<td><strong>50,069</strong></td>
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</table>

<table>
<thead>
<tr>
<th>Operating Expenses</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Advertising</td>
<td>1,627</td>
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<tr>
<td>Computer Expenses</td>
<td>1,417</td>
</tr>
<tr>
<td>Conferences &amp; training</td>
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<tr>
<td>Electricity</td>
<td>11,172</td>
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<tr>
<td>Hire of Equipment</td>
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<tr>
<td>Laundry &amp; Cleaning</td>
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<td>Printing &amp; Stationary</td>
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<td>Programme Operating Expenses</td>
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<td>Repairs - Building</td>
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<td>Repairs - General</td>
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<td>Security</td>
<td>740</td>
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<td>Subscriptions</td>
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Profit & Loss       Manchester House Social Services Society Incorporated | 15 April 2016

172
# Profit & Loss

<table>
<thead>
<tr>
<th>Item</th>
<th>29 Feb 16</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supervision</td>
<td>3,131</td>
</tr>
<tr>
<td>Travelling expenses</td>
<td>4,246</td>
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<tr>
<td>Vehicle expenses</td>
<td>5,092</td>
</tr>
<tr>
<td>Volunteer travel &amp; expenses</td>
<td>189</td>
</tr>
<tr>
<td>Wages - Programmes</td>
<td>293,992</td>
</tr>
<tr>
<td>Wages Centre</td>
<td>113,205</td>
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<tr>
<td><strong>Total Operating Expenses</strong></td>
<td><strong>492,738</strong></td>
</tr>
<tr>
<td><strong>Total Operating Expenses</strong></td>
<td><strong>542,807</strong></td>
</tr>
</tbody>
</table>

**Net Profit**

| Net Profit                  | 1,170     |
## Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chairperson’s Report</td>
<td>2</td>
</tr>
<tr>
<td>Chief Director’s Report</td>
<td>4</td>
</tr>
<tr>
<td>Annual Financial Report</td>
<td>7</td>
</tr>
<tr>
<td>Statements of Financial Performance</td>
<td>2-3</td>
</tr>
<tr>
<td>Operating Deficit Reconciliation</td>
<td>3</td>
</tr>
<tr>
<td>Statement of Movement in Equity</td>
<td>4</td>
</tr>
<tr>
<td>Foodbank Trust Account</td>
<td>4</td>
</tr>
<tr>
<td>Statement of Financial Position</td>
<td>5</td>
</tr>
<tr>
<td>Notes to the Financial Statements</td>
<td>6-8</td>
</tr>
<tr>
<td>Schedule of Operating Grants and Contract Income</td>
<td>9</td>
</tr>
<tr>
<td>Allocation of Grants and Contract Income</td>
<td>10</td>
</tr>
<tr>
<td>Schedule of Rates Rebates Received</td>
<td>10</td>
</tr>
<tr>
<td>Independent Audit Report</td>
<td>12-13</td>
</tr>
</tbody>
</table>

MANCHESTER HOUSE SOCIAL SERVICES INC.
Chairpersons Report 2015

It is with pleasure that I present the Annual report of Manchester House Social Services Society Inc. In writing this report I am mindful & appreciative of those that have preceded me and the mission of the organisation:

To provide non-judgemental, no-discriminatory, compassionate caring support for those in need in Feilding and the surrounding Manawatu District.

This on-going mission is only possible through the generous support and involvement of the Anglican Parish of the Oroua, Feilding Oroua Presbyterian Parish, and Saint Mark’s Methodist Parish; who were a part of the formation of Manchester House as a Christian Social Service Outreach to respond to the needs in their community.

The 2015 annual report financial accounts have been submitted to all members, subject to audit by our appointed auditor Darryl Pinny. The reason for this is to ensure that they were received in sufficient time prior to the AGM, it is anticipated that there will be no significant adjustments required to pass the final accounts.

Client services in all areas have either met or exceeded our contracted requirements, e.g. well over 60,000 interactions or client contacts were made this year, which was more than last year.

The focus on longer-term funding arrangements (3-years) and increased funding from our existing major funders has allowed the organisation to finish the year in a reasonable financial position, with a modest yearend net operating surplus of $39,454.

Although this is pleasing, it falls well short of the actual operating funds required to meet the ever growing needs within our community. Recent changes to annual funding from Manawatu District Council although extended for 3 years as a “social partner”, it will effectively be a 70% reduction in funding in 2015-16. This position is similar to the Ministry of Social Development contract, although it is likely to be extended for 3 more years, this “High Trust” service contract still had a nil price increase, even after 9 years. The board continue to raise questions on the best future structure for the organisation and service delivery in the region, given the fragmented nature of funding and the proliferation of social service providers. Manchester House has been trusted & integral part of the local community for over 41 years and is therefore appropriately positioned to lead any regional social service transformation.

The current funding model has made it difficult for effective social services to survive and grow. It has been, without doubt, a challenging year for all staff and stakeholders associated with Manchester House balancing the needs of our community with the limited resources available.

One of the consistent aims of the MHSS Council is to build a substantial legacy fund, which will allow it to be proactive rather than reactive to those social needs and vagaries of funding support.

The three churches have reviewed and ratified, at a Special General Meeting held on 24th August 2015, a new “Rules of Society/Constitution” whose revised governance structure, is better suited to the new funding environment. The most noticeable change is the reduction of the board size from potentially 21 to 10 members (made up of 2 appointments from each Church, plus up to 4 Community representative) elected at the AGM. To those retiring Council members, thank you for your support around the board table and hope you will allow us to continue to call upon your experience and insight, to maintain and grow the work of Manchester House.
On behalf of the Council, I would like to thank all funders, staff, volunteers & supporters for your contribution, often your contribution appear to go unnoticed, but please be assured that you are all essential to the well-being of this organisation. We recognise and value each and everyone's time, effort, professionalism and goodwill.

Finally, I would like to personally thank the Council members and Debbie Priston for the help and support they have shown to me in my year as Chair.

Rodney Wong
Chairperson
Manchester House Social Services Inc.

Chief Executive’s Report for the Annual General Meeting

2015

The 2015 year has been a year that we have spent considering what the future holds and in what direction we move, whilst ensuring the vision and mission of the organisation is maintained.

VISION
To provide relevant Social Services that effectively and appropriately address the needs of individuals, families and the community.

MISSION
To provide non-judgemental, non-discriminatory, compassionate caring support for those in need in Feilding and the surrounding Manawatu District.

This work is only possible through the generous and ongoing support of the Anglican, Presbyterian and Methodist Parishes who were instrumental in the establishment of Manchester House Social Services Inc.

Because of the extraordinary efforts of all of the staff at Manchester House Social Services Inc. we have again exceeded all of our contractual requirements, with an increased volume of referrals across all service areas.

Senior support services and the senior leisure and learning centre team have done a fantastic job overall and are moving closer and closer to achieving the goal of having a one stop shop that meets the needs of the Feilding community.

The grandparents as parents support group is going from strength to strength with an increasing number of participants.

Amanda has done an outstanding job at the Op Shop despite the odds being mounted against her with the increased competition within the district.

The demand for ASAP’s programme has been huge and continues to grow, they now have an extensive waiting list and are continuing to receive enquiries on an almost daily basis.

As at year ending 1st July 2015 our Budget Service was managing a total debt of $805,895 with the total debt repaid being $248,220 and the total debt owed by advice only clients equalling $1,937,300 with the number of food parcels administered totalling 351.

Social work services continue to be in demand with this very unlikely to change in the future; the key reason for contact/referral over the past 12 months has been care and protection issues, parenting orders and domestic violence.

Also congratulations to Robyn Duncan on being nominated and receiving The Warehouse National Hero Award for 2015.
Overall we are extremely pleased with the growth and position that we have within the community and increasing reputation for ensuring the wellbeing and safety of not only children and young people in our care but that of entire families.

We have also participated and supported a number of community events over the past year, Feilding Dancing with the Stars, Evento and the AZNU (As new) Fashion Show.

Due to the fragile nature of funding and the ever increasing number of services seeking the same pool of funds as we do, we are working hard to look at new initiatives and alternative sources of revenue; therefore as we move forward our main focus continues to be ensuring the long term financial sustainability of Manchester House Social Services Inc.

I would like to acknowledge the ongoing support received from the wider community and other service providers, their support, encouragement and professionalism is much appreciated.

We are extremely grateful to all the funders that have supported us over the past year, so a big thank you to the Anglican Care Network – Tindall Foundation, Caroline Uren Bequest, Community Organisations Grants Scheme, Feilding Rotary Club, Fenix Foundation, Harcourt’s Team Manawatu, Horizons Rates Rebates, JBS Dudding Trust, James Gibb Fund, JR McKenzie Trust, Manawatu District Council, the Methodist Church of NZ PAC Distribution Group, NZ Lottery Grants Board Community, RC Reed Trust, Rotary Club Makino, Rotary Districts 9940 Grants Scheme, The Warehouse, Thomas George Macarthy Trust, Lions and Trust House.

The demands from within our community for our services for the 2014/2015 financial year totalled 54,982 (call/visits). The specific details for the financial year are as follows:

<table>
<thead>
<tr>
<th>Service</th>
<th>Contacts</th>
</tr>
</thead>
<tbody>
<tr>
<td>ASAP</td>
<td>18,936</td>
</tr>
<tr>
<td>Budgeting</td>
<td>2,995</td>
</tr>
<tr>
<td>Counselling</td>
<td>1,952</td>
</tr>
<tr>
<td>Foodbank</td>
<td>1,273</td>
</tr>
<tr>
<td>Housing NZ</td>
<td>13</td>
</tr>
<tr>
<td>Legal Advice</td>
<td>60</td>
</tr>
<tr>
<td>Information/Front Desk</td>
<td>3,068</td>
</tr>
<tr>
<td>Manawatu Rural Support</td>
<td>146</td>
</tr>
<tr>
<td>Opportunity Shop</td>
<td>13,714</td>
</tr>
<tr>
<td>Outside Services</td>
<td>200</td>
</tr>
<tr>
<td>Senior Support Services</td>
<td>11,683</td>
</tr>
<tr>
<td>Social Work</td>
<td>942</td>
</tr>
</tbody>
</table>

NB: Drop is due to Budget Service and Senior Leisure & Learning Centre numbers. In addition there are incoming calls which do not show in the above graph (+6,600), this will be amended for the next Annual General Meeting 2016.
*ASAP – After/Before School Activity & Holiday Programmes

To support this there were 20,714 outgoing calls to creditors, Child, Youth and Family, Work and Income Support, Mid-Central Health and many other organisations.

In closing a big thank you to Accountants, BDO Manawatu Limited, our Honorary Solicitor, Jane Signal, the Council, Volunteers and the Staff for their hard work, dedication and commitment to Manchester House Social Services Inc.

I look forward to what I am sure will be a challenging year, but also one filled with many highlights.

Debbie Priston
Chief Executive Officer
Manchester House Social Services Society Inc.

Annual Financial Report
For the 12 months ended 30 June 2015
## Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Pages</th>
</tr>
</thead>
<tbody>
<tr>
<td>Statement of financial performance</td>
<td>2-3</td>
</tr>
<tr>
<td>Operating Deficit Reconciliation</td>
<td>3</td>
</tr>
<tr>
<td>Statement of movements in equity</td>
<td>4</td>
</tr>
<tr>
<td>Foodbank Trust Account</td>
<td>4</td>
</tr>
<tr>
<td>Statement of financial position</td>
<td>5</td>
</tr>
<tr>
<td>Notes to the financial statements</td>
<td>6-8</td>
</tr>
<tr>
<td>Schedule of Operating Grants and Contract Income</td>
<td>9</td>
</tr>
<tr>
<td>Allocation of Operating Grants and Contract Income</td>
<td>10</td>
</tr>
<tr>
<td>Schedule of Rates Rebates Received</td>
<td>10</td>
</tr>
</tbody>
</table>
Manchester House Social Services Society Inc.

Statement of financial performance
For the 12 months ended 30 June 2015

<table>
<thead>
<tr>
<th>Note</th>
<th>June 2015</th>
<th>June 2014</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Income</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Grants</td>
<td>96,837</td>
<td>126,255</td>
</tr>
<tr>
<td>Donations &amp; Fundraising</td>
<td>60,637</td>
<td>51,309</td>
</tr>
<tr>
<td>Contracts</td>
<td>272,416</td>
<td>348,552</td>
</tr>
<tr>
<td>Parents Fees/WINZ ASAP</td>
<td>214,231</td>
<td>248,090</td>
</tr>
<tr>
<td>Interest</td>
<td>10,877</td>
<td>10,967</td>
</tr>
<tr>
<td>Membership</td>
<td>122</td>
<td>339</td>
</tr>
<tr>
<td>Sales - Op Shop &amp; Trading Post</td>
<td>143,006</td>
<td>164,363</td>
</tr>
<tr>
<td>Housing NZ Fees</td>
<td>-</td>
<td>121</td>
</tr>
<tr>
<td>Sundry Income</td>
<td>55,206</td>
<td>67,773</td>
</tr>
<tr>
<td>Gross income</td>
<td>853,332</td>
<td>1,017,769</td>
</tr>
<tr>
<td>Less expenses</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Operating Expenses</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Advertising</td>
<td>3,404</td>
<td>7,969</td>
</tr>
<tr>
<td>Computer Expenses</td>
<td>1,376</td>
<td>1,215</td>
</tr>
<tr>
<td>Conferences &amp; Training</td>
<td>3,804</td>
<td>2,730</td>
</tr>
<tr>
<td>Electricity</td>
<td>15,515</td>
<td>16,589</td>
</tr>
<tr>
<td>Hire of Equipment</td>
<td>5,981</td>
<td>6,920</td>
</tr>
<tr>
<td>Laundry &amp; Cleaning</td>
<td>4,049</td>
<td>5,048</td>
</tr>
<tr>
<td>Management Review</td>
<td>3,587</td>
<td>14,043</td>
</tr>
<tr>
<td>Printing &amp; Stationery</td>
<td>5,205</td>
<td>7,510</td>
</tr>
<tr>
<td>Programme Operating Expenses</td>
<td>68,818</td>
<td>105,965</td>
</tr>
<tr>
<td>Repairs - Buildings</td>
<td>4,332</td>
<td>790</td>
</tr>
<tr>
<td>Repairs - General</td>
<td>9,377</td>
<td>12,867</td>
</tr>
<tr>
<td>Security</td>
<td>1,020</td>
<td>1,464</td>
</tr>
<tr>
<td>Subscriptions</td>
<td>1,047</td>
<td>1,156</td>
</tr>
<tr>
<td>Supervisions</td>
<td>4,736</td>
<td>6,614</td>
</tr>
<tr>
<td>Travelling Expenses</td>
<td>6,303</td>
<td>9,815</td>
</tr>
<tr>
<td>Vehicle Expenses</td>
<td>9,335</td>
<td>5,056</td>
</tr>
<tr>
<td>Volunteer Travel &amp; Expenses</td>
<td>1,855</td>
<td>2,514</td>
</tr>
<tr>
<td>Wages Centre</td>
<td>166,172</td>
<td>200,568</td>
</tr>
<tr>
<td>Wages Centre Management</td>
<td>-</td>
<td>4,880</td>
</tr>
<tr>
<td>Wages - Programmes</td>
<td>429,413</td>
<td>520,013</td>
</tr>
<tr>
<td>Administrative Expenses</td>
<td>745,329</td>
<td>928,846</td>
</tr>
<tr>
<td>ACC Levy</td>
<td>1,578</td>
<td>2,636</td>
</tr>
<tr>
<td>Accounting Fees</td>
<td>9,789</td>
<td>16,123</td>
</tr>
<tr>
<td>Audit Fees</td>
<td>3,300</td>
<td>3,000</td>
</tr>
<tr>
<td>Bank Charges</td>
<td>187</td>
<td>457</td>
</tr>
<tr>
<td>General Expenses</td>
<td>2,675</td>
<td>5,973</td>
</tr>
<tr>
<td>Interest Mortgage</td>
<td>-</td>
<td>967</td>
</tr>
<tr>
<td>Legal Expenses Deductible</td>
<td>-</td>
<td>300</td>
</tr>
<tr>
<td>Postage</td>
<td>1,278</td>
<td>1,887</td>
</tr>
<tr>
<td>Rates &amp; Insurance</td>
<td>11,335</td>
<td>28,457</td>
</tr>
<tr>
<td>Telephone &amp; Tolls</td>
<td>13,305</td>
<td>16,516</td>
</tr>
<tr>
<td></td>
<td>43,447</td>
<td>76,316</td>
</tr>
</tbody>
</table>

This statement is to be read in conjunction with the statement of accounting policies, notes to the financial statements and the independent auditors report.

2

182
Manchester House Social Services Society Inc.

Statement of financial performance - continued
For the 12 months ended 30 June 2015

<table>
<thead>
<tr>
<th>Note</th>
<th>June 2015</th>
<th>June 2014</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Depreciation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>A S A P</td>
<td>2,856</td>
<td>3,405</td>
</tr>
<tr>
<td>Buildings</td>
<td>11,732</td>
<td>14,656</td>
</tr>
<tr>
<td>Computers &amp; Printers</td>
<td>2,214</td>
<td>5,524</td>
</tr>
<tr>
<td>Furnishings &amp; Equipment</td>
<td>3,908</td>
<td>5,217</td>
</tr>
<tr>
<td>Motor Vehicles</td>
<td>2,507</td>
<td>524</td>
</tr>
<tr>
<td>Senior Centre</td>
<td>4,699</td>
<td>6,322</td>
</tr>
<tr>
<td>Shop Fittings</td>
<td>4,978</td>
<td>6,635</td>
</tr>
<tr>
<td></td>
<td>32,894</td>
<td>42,283</td>
</tr>
<tr>
<td>Total Expenses</td>
<td>821,670</td>
<td>1,047,445</td>
</tr>
<tr>
<td>Surplus/(Deficit)</td>
<td>31,662</td>
<td>(29,676)</td>
</tr>
</tbody>
</table>

Operating Deficit Reconciliation
For the 12 months ended 30 June 2015

<table>
<thead>
<tr>
<th></th>
<th>2015</th>
<th>2014</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Surplus/(Deficit) as above</td>
<td>31,662</td>
<td>(29,676)</td>
</tr>
<tr>
<td>Add Capital Purpose Grants (as per schedule)</td>
<td>7,792</td>
<td>53,455</td>
</tr>
<tr>
<td>Operating Surplus/(Deficit)</td>
<td>39,454</td>
<td>23,779</td>
</tr>
</tbody>
</table>

This statement is to be read in conjunction with the statement of accounting policies, notes to the financial statements and the independent auditors report.
## Manchester House Social Services Society Inc.

### Statement of movements in equity
**For the 12 months ended 30 June 2015**

<table>
<thead>
<tr>
<th></th>
<th>June 2015</th>
<th>June 2014</th>
</tr>
</thead>
<tbody>
<tr>
<td>Balance as at July</td>
<td>1,054,204</td>
<td>1,030,425</td>
</tr>
<tr>
<td>Add: Surplus/(Deficit)</td>
<td>39,454</td>
<td>23,779</td>
</tr>
<tr>
<td>Balance as at 30 June</td>
<td>1,093,658</td>
<td>1,054,204</td>
</tr>
</tbody>
</table>

### Foodbank Trust Account
**For the 12 months ended 30 June 2015**

<table>
<thead>
<tr>
<th></th>
<th>2015</th>
<th>2014</th>
</tr>
</thead>
<tbody>
<tr>
<td>Opening Balance</td>
<td>16,860</td>
<td>17,888</td>
</tr>
<tr>
<td>ADD:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Grants</td>
<td>946</td>
<td>554</td>
</tr>
<tr>
<td>Donations</td>
<td>1,564</td>
<td>1,347</td>
</tr>
<tr>
<td>Christmas Appeal</td>
<td>6,620</td>
<td>6,474</td>
</tr>
<tr>
<td></td>
<td>9,130</td>
<td>8,375</td>
</tr>
<tr>
<td>LESS:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Purchases</td>
<td>1,005</td>
<td>1,967</td>
</tr>
<tr>
<td>Christmas Appeal Purchases</td>
<td>4,609</td>
<td>5,826</td>
</tr>
<tr>
<td>General Expenses</td>
<td>143</td>
<td>1,609</td>
</tr>
<tr>
<td></td>
<td>5,757</td>
<td>9,402</td>
</tr>
<tr>
<td>Closing Balance</td>
<td>20,233</td>
<td>16,860</td>
</tr>
</tbody>
</table>

This statement is to be read in conjunction with the statement of accounting policies, notes to the financial statements and the independent auditors report.
# Statement of financial position

As at 30 June 2015

<table>
<thead>
<tr>
<th>Note</th>
<th>June 2015</th>
<th>June 2014</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td><strong>Equity</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>1,093,658</td>
<td>1,054,204</td>
</tr>
<tr>
<td><strong>Current assets</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cash on hand</td>
<td>2</td>
<td>256,591</td>
</tr>
<tr>
<td>Accounts Receivables</td>
<td></td>
<td>19,943</td>
</tr>
<tr>
<td>Goods &amp; services tax</td>
<td></td>
<td>-</td>
</tr>
<tr>
<td>Prepayments</td>
<td></td>
<td>1,826</td>
</tr>
<tr>
<td>Stock on hand - Ezee Meals</td>
<td></td>
<td>1,515</td>
</tr>
<tr>
<td></td>
<td>279,875</td>
<td>247,301</td>
</tr>
<tr>
<td><strong>Non-current assets</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Furnishings &amp; Equipment</td>
<td>3</td>
<td>974,860</td>
</tr>
<tr>
<td></td>
<td>974,860</td>
<td>970,090</td>
</tr>
<tr>
<td><strong>Total assets</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>1,254,735</td>
<td>1,217,391</td>
</tr>
<tr>
<td><strong>Less liabilities:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Current liabilities</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Accounts Payables</td>
<td></td>
<td>60,099</td>
</tr>
<tr>
<td>Contract &amp; Grant Prepayments</td>
<td></td>
<td>15,774</td>
</tr>
<tr>
<td>ASAP Prepayments</td>
<td></td>
<td>2,829</td>
</tr>
<tr>
<td>Strengthen Families Discretionary</td>
<td></td>
<td>2,527</td>
</tr>
<tr>
<td>Foodbank Trust Account</td>
<td></td>
<td>20,233</td>
</tr>
<tr>
<td>Goods &amp; services tax</td>
<td></td>
<td>1,615</td>
</tr>
<tr>
<td></td>
<td>111,077</td>
<td>105,187</td>
</tr>
<tr>
<td><strong>Non Current liabilities</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Feilding-Oroua Presbyterian Parish loan</td>
<td></td>
<td>8,000</td>
</tr>
<tr>
<td>Manawatu District Council loan</td>
<td></td>
<td>50,000</td>
</tr>
<tr>
<td></td>
<td>50,000</td>
<td>58,000</td>
</tr>
<tr>
<td><strong>Total liabilities</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>161,077</td>
<td>163,187</td>
</tr>
<tr>
<td><strong>Net assets</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>1,093,658</td>
<td>1,054,204</td>
</tr>
</tbody>
</table>

Authorised for issue on behalf of the Council

_Rodney Wong_

Date: 14/9/2015

*This statement is to be read in conjunction with the statement of accounting policies, notes to the financial statements and the independent auditors report.*
Notes to the financial statements

1 Reporting Entity
The reporting entity is registered under the Incorporated Societies Act 1908. The entity is entitled to use differential reporting exemptions because it is not publically accountable and because it is not large and has taken advantage of all differential reporting exemptions.

Basis of preparation
The financial statements have been prepared on a historical cost basis. Accrual accounting is used to recognise expenses and revenues when they occur.

The financial statements are presented in New Zealand dollars and all values are rounded to the nearest dollar.

Nature of business
The entity conducts the business of a social services provider.

Changes in accounting policies
The accounting policies set out below have been applied consistently, to all periods presented in these financial statements.

Accounts receivables
Accounts receivables are stated at expected realisable value.

Inventories
Inventories are stated at the lower of cost, using a first-in first-out basis, and net realisable value. Donated opportunity shop stocks are shown at a nil value.

Property, Plant and Equipment
Property, plant and equipment are shown at cost less accumulated depreciation.

Leases
Operating leases
Lease payments under an operating lease are charged as expenses in the periods in which they occur.

Goods and services tax (GST)
All items in the financial statements are stated exclusive of GST, except for receivables and payables, which are stated on a GST inclusive basis.

Taxation
The entity has a full exemption from income tax as a registered charity.
Depreciation
Depreciation is charged at the same rate as permitted by the Income Tax Act 2007. Depreciation is charged to the statement of financial performance. The rates for each type of asset are as follows:

<table>
<thead>
<tr>
<th>Asset</th>
<th>Depreciation Rates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Land</td>
<td>N/A</td>
</tr>
<tr>
<td>Buildings</td>
<td>2% CP</td>
</tr>
<tr>
<td>Furnishings &amp; Equipment</td>
<td>6.5 - 16.2% CP &amp; 25% DV</td>
</tr>
<tr>
<td>Computers &amp; Printers</td>
<td>40% CP &amp; 50% DV</td>
</tr>
<tr>
<td>Shop Fittings</td>
<td>7 - 21% CP &amp; 25% DV</td>
</tr>
<tr>
<td>Senior Centre</td>
<td>2 - 7% CP, 8.5 - 48% DV</td>
</tr>
<tr>
<td>Out of School Activities</td>
<td>7-10% CP &amp; 4% DV</td>
</tr>
<tr>
<td>Motor Vehicles</td>
<td>25.2% CP</td>
</tr>
</tbody>
</table>

Change of balance date
During the 2014 year Manchester House Social Services Society Incorporated changed its balance date from 31 March to 30 June; all figures for the 2014 year are therefore covering a period of 15 months.

Contracts and Grants Revenue
Contacts and grants received are recognised in operating revenue, unless specific conditions attach to a contract or grant and repayment of the funds is required where these conditions are not met. In these cases, the revenue is treated as a liability until the conditions are met.

Changes in accounting policies
The have been no changes in accounting policies. All policies have been applied on a consistent basis with the previous year.

2 Cash on hand
Analysis of total cash book balances and deposit accounts as at 30 June:

<table>
<thead>
<tr>
<th></th>
<th>June 2015</th>
<th>June 2014</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cash on hand</td>
<td>$657</td>
<td>$1,347</td>
</tr>
<tr>
<td>Manchester House Centre cheque account</td>
<td>$58,426</td>
<td>$19,162</td>
</tr>
<tr>
<td>Manchester House Centre online saver account</td>
<td>$4,918</td>
<td>$44,127</td>
</tr>
<tr>
<td>Manchester House Centre van replacement fund</td>
<td>$6,433</td>
<td>$18,787</td>
</tr>
<tr>
<td>Ezene Meals cheque account</td>
<td>$3,054</td>
<td>$4,066</td>
</tr>
<tr>
<td>TSB Bank Premier cheque account</td>
<td>$122,819</td>
<td>$114,932</td>
</tr>
<tr>
<td>ASAP cheque account</td>
<td>$10,056</td>
<td>$4,975</td>
</tr>
<tr>
<td>ASAP Online saver account</td>
<td>$30,194</td>
<td>$16,897</td>
</tr>
<tr>
<td>ASAP Petty cash</td>
<td>-</td>
<td>$1,050</td>
</tr>
<tr>
<td>Westpac sinking fund</td>
<td>$20,034</td>
<td>-</td>
</tr>
<tr>
<td></td>
<td>$256,591</td>
<td>$225,343</td>
</tr>
</tbody>
</table>
Notes to the financial statements (continued)

3 Fixed Assets

<table>
<thead>
<tr>
<th>Asset</th>
<th>Cost</th>
<th>Accumulated Depreciation</th>
<th>Closing Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>2015</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Land</td>
<td>374,200</td>
<td>-</td>
<td>374,200</td>
</tr>
<tr>
<td>Buildings</td>
<td>586,589</td>
<td>113,312</td>
<td>473,277</td>
</tr>
<tr>
<td>Furnishings &amp; Equipment</td>
<td>98,899</td>
<td>82,507</td>
<td>16,392</td>
</tr>
<tr>
<td>Computers &amp; Printers</td>
<td>36,424</td>
<td>33,990</td>
<td>2,434</td>
</tr>
<tr>
<td>Shop Fittings</td>
<td>52,251</td>
<td>33,104</td>
<td>19,147</td>
</tr>
<tr>
<td>Senior Centre</td>
<td>67,982</td>
<td>23,782</td>
<td>44,200</td>
</tr>
<tr>
<td>Out of School Activities</td>
<td>56,508</td>
<td>35,133</td>
<td>21,375</td>
</tr>
<tr>
<td>Motor Vehicles</td>
<td>85,541</td>
<td>61,706</td>
<td>23,835</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>1,358,394</td>
<td>383,534</td>
<td>974,860</td>
</tr>
</tbody>
</table>

| **2014**                            |          |                          |                 |
| Land                                | 374,200  | -                        | 374,200         |
| Buildings                           | 586,589  | 101,580                  | 485,009         |
| Furnishings & Equipment             | 98,899   | 78,599                   | 20,300          |
| Computers & Printers                | 33,816   | 31,775                   | 2,041           |
| Shop Fittings                       | 51,386   | 28,126                   | 23,260          |
| Senior Centre                       | 66,462   | 19,082                   | 47,380          |
| Out of School Activities            | 49,923   | 32,279                   | 17,644          |
| Motor Vehicles                      | 59,454   | 59,198                   | 256             |
| **Total**                           | 1,320,729| 350,639                  | 970,090         |

4 Non-current liabilities

(1) The Manawatu District Council mortgage is for an indefinite term without repayment subject to the society continuing to operate a social services facility in the district. The loan is secured by a first mortgage over the Society’s Aorangi Street property.

(2) The Feilding Oroua Presbyterian Parish loan is for a term of two years from 14 July 2015, with no interest payable.

5 Future Capital Expenditure

Dependent upon funding the society will continue to upgrade the Feilding Senior Centre and to refurbish the first floor of the Opportunity Shop.

6 Contingent liabilities

The Society has no contingent liabilities as at 30 June 2015 (2014: Nil).

7 Events subsequent to balance date

There have been no significant events subsequent to balance date (2014: Nil)
## Schedule of Operating Grants and Contract Income

For the 12 months ended 30 June 2015

<table>
<thead>
<tr>
<th></th>
<th>June 2015</th>
<th>June 2014</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Contracts</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ministry of Social Development</td>
<td>192,798</td>
<td>189,298</td>
</tr>
<tr>
<td>OSCAR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Before School</td>
<td>9,125</td>
<td>9,125</td>
</tr>
<tr>
<td>After School</td>
<td>22,300</td>
<td>22,300</td>
</tr>
<tr>
<td>Holiday</td>
<td>6,925</td>
<td>6,925</td>
</tr>
<tr>
<td><strong>Grants</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Arthur Hopwood Charitable Trust</td>
<td>-</td>
<td>1,500</td>
</tr>
<tr>
<td>Budgeting Grant</td>
<td>371</td>
<td>-</td>
</tr>
<tr>
<td>Caroline Uren Bequest</td>
<td>3,500</td>
<td>-</td>
</tr>
<tr>
<td>Colyton Bunnythorpe Lions Club</td>
<td>-</td>
<td>500</td>
</tr>
<tr>
<td>Community Organisations Grant Scheme</td>
<td>4,500</td>
<td>5,000</td>
</tr>
<tr>
<td>Eastern &amp; Central Community Trust</td>
<td>-</td>
<td>30,000</td>
</tr>
<tr>
<td>Estate of Carlie Elizabeth Beard</td>
<td>-</td>
<td>20,000</td>
</tr>
<tr>
<td>Feilding Kowhai Lions Club</td>
<td>-</td>
<td>1,000</td>
</tr>
<tr>
<td>Feilding Rotary Club</td>
<td>-</td>
<td>3,000</td>
</tr>
<tr>
<td>Fenix Foundation</td>
<td>100</td>
<td>100</td>
</tr>
<tr>
<td>Harcourts Manawatu</td>
<td>1,200</td>
<td>-</td>
</tr>
<tr>
<td>J Iloot Charitable Trust</td>
<td>-</td>
<td>2,000</td>
</tr>
<tr>
<td>J R McKenzie Trust</td>
<td>5,000</td>
<td>5,000</td>
</tr>
<tr>
<td>James Gibb Fund</td>
<td>3,000</td>
<td>4,000</td>
</tr>
<tr>
<td>JBS Dudding Trust</td>
<td>5,000</td>
<td>5,000</td>
</tr>
<tr>
<td>Kingdom Foundation</td>
<td>-</td>
<td>4,498</td>
</tr>
<tr>
<td>Lions Club of Bulls</td>
<td>-</td>
<td>500</td>
</tr>
<tr>
<td>Manawatu District Council</td>
<td>51,739</td>
<td>54,405</td>
</tr>
<tr>
<td>Methodist Church of NZ PAC Distribution Group</td>
<td>5,000</td>
<td>4,000</td>
</tr>
<tr>
<td>NZ Lottery Grants Board Community</td>
<td>50,000</td>
<td>42,000</td>
</tr>
<tr>
<td>R C Reed Trust</td>
<td>400</td>
<td>1,000</td>
</tr>
<tr>
<td>R &amp; J Hart donation</td>
<td>-</td>
<td>750</td>
</tr>
<tr>
<td>Rotary Club of Feilding</td>
<td>2,000</td>
<td>-</td>
</tr>
<tr>
<td>Rotary Club of Makino</td>
<td>2,000</td>
<td>-</td>
</tr>
<tr>
<td>Rotary District 9940</td>
<td>8,000</td>
<td>-</td>
</tr>
<tr>
<td>T G McCarthy Trust</td>
<td>7,500</td>
<td>7,500</td>
</tr>
<tr>
<td>Theme for a Dream</td>
<td>869</td>
<td>-</td>
</tr>
<tr>
<td>Tindall Foundation</td>
<td>3,864</td>
<td>-</td>
</tr>
<tr>
<td>Trust House Foundation</td>
<td>1,000</td>
<td>-</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>386,191</td>
<td>419,501</td>
</tr>
<tr>
<td><strong>Add opening prepayments</strong></td>
<td>19,001</td>
<td>129,157</td>
</tr>
<tr>
<td><strong>Less closing prepayments</strong></td>
<td>15,774</td>
<td>19,001</td>
</tr>
<tr>
<td><strong>Grand Total</strong></td>
<td>389,418</td>
<td>529,657</td>
</tr>
</tbody>
</table>
### Allocation of Operating Grants and Contract Income
For the 12 months ended 30 June 2015

<table>
<thead>
<tr>
<th>Area of Financial Support</th>
<th>June 2015</th>
<th>June 2014</th>
</tr>
</thead>
<tbody>
<tr>
<td>Budgeting Contracts &amp; Grants</td>
<td>76,378</td>
<td>86,849</td>
</tr>
<tr>
<td>Counselling Contracts &amp; Grants</td>
<td>66,666</td>
<td>80,742</td>
</tr>
<tr>
<td>Elderly Support Grants</td>
<td>21,400</td>
<td>28,654</td>
</tr>
<tr>
<td>Social Workers Contracts</td>
<td>53,832</td>
<td>69,867</td>
</tr>
<tr>
<td>Programs Contracts &amp; Grants (incl. Young Dreams)</td>
<td>27,694</td>
<td>63,650</td>
</tr>
<tr>
<td>Strengthening Families Contracts</td>
<td>5,232</td>
<td>13,081</td>
</tr>
<tr>
<td>Fielding Seniors</td>
<td>25,000</td>
<td>50,299</td>
</tr>
<tr>
<td>Theme for a dream</td>
<td>2,587</td>
<td>-</td>
</tr>
<tr>
<td>Skip Contracts</td>
<td>-</td>
<td>27,500</td>
</tr>
<tr>
<td>Before School - OSCAR Grants</td>
<td>11,125</td>
<td>12,125</td>
</tr>
<tr>
<td>After School - OSCAR Grant</td>
<td>28,300</td>
<td>25,800</td>
</tr>
<tr>
<td>Holiday - OSCAR Grant</td>
<td>8,925</td>
<td>8,425</td>
</tr>
<tr>
<td>FoodBank Grants (Including Christmas Appeal)</td>
<td>946</td>
<td>554</td>
</tr>
<tr>
<td>Centre Contracts &amp; Grants</td>
<td>61,333</td>
<td>62,111</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>389,418</td>
<td>529,657</td>
</tr>
</tbody>
</table>

### Schedule of Rates Rebates Received
For the 12 months ended 30 June 2015

<table>
<thead>
<tr>
<th>rebate (on rates)</th>
<th>2015</th>
<th>2014</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rebates on Rates</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Manawatu District Council</td>
<td>8,131</td>
<td>7,703</td>
</tr>
<tr>
<td>Horizons MW</td>
<td>801</td>
<td>831</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>8,932</td>
<td>8,534</td>
</tr>
</tbody>
</table>

**Applied as follows:**

<table>
<thead>
<tr>
<th>rebate (on rates)</th>
<th>2015</th>
<th>2014</th>
</tr>
</thead>
<tbody>
<tr>
<td>Senior Centre</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Horizons MW</td>
<td>305</td>
<td>304</td>
</tr>
<tr>
<td>Manawatu District Council</td>
<td>4,367</td>
<td>4,052</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>4,672</td>
<td>4,356</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>rebate (on rates)</th>
<th>2015</th>
<th>2014</th>
</tr>
</thead>
<tbody>
<tr>
<td>Opportunity Shop</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Horizons MW</td>
<td>204</td>
<td>236</td>
</tr>
<tr>
<td>Manawatu District Council</td>
<td>1,193</td>
<td>1,227</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>1,397</td>
<td>1,463</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>rebate (on rates)</th>
<th>2015</th>
<th>2014</th>
</tr>
</thead>
<tbody>
<tr>
<td>Centre</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Horizons MW</td>
<td>292</td>
<td>291</td>
</tr>
<tr>
<td>Manawatu District Council</td>
<td>2,571</td>
<td>2,424</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>2,863</td>
<td>2,715</td>
</tr>
</tbody>
</table>

**Total applied**                            | 8,932| 8,534|
INDEPENDENT AUDITORS REPORT

To the members of Manchester House Social Services Society Incorporated

Report on the Financial Statements

We have audited the financial statements on pages 2 to 10 which comprise the statement of financial position as at 30 June 2015, and the statement of financial performance, statement of movement in equity for the year then ended, and a summary of significant accounting policies and other explanatory information.

Council’s responsibility for the financial statements

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

Auditor’s responsibility

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

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

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 Manchester House Social Services Society Incorporated.
Basis of qualified opinion on financial performance

There was no system of internal control over income from Donations and Fund-raising, Sales - Op Shop and Trading Post and Sundry Income on which we could rely for the purpose of our audit, and there were no practical audit procedures that we could adopt to independently confirm that all income from donations and fund-raising was properly recorded. The Council recorded operating revenue from Donations and Fund-raising, Sales - Op Shop and Trading Post of $216,477 (2014: $229,204).

Qualified Opinion on financial performance

In our opinion, except for the possible effects of the matters described in the Basis for qualified opinion paragraph above, the financial statements in pages 2 to 10:

# Comply with generally accepted accounting practice; and
# Presents fairly, in all material aspects the financial position of Manchester House Social Services Society Incorporated as at 30 June 2015, and of its financial performance for the year then ended.

D G Pinny
Chartered Accountant
14 September 2015
Palmerston North