

# Rangiora-Ashley Community Board

## Agenda

**Wednesday 11 May 2022**

**7.00pm**

***Council Chamber  
215 High Street  
Rangiora***

***Members:***

Jim Gerard Q.S.O (Chairperson)  
Duncan Lundy (Deputy Chairperson)  
Kirstyn Barnett  
Robbie Brine  
Murray Clarke  
Monique Fleming  
Jason Goldsworthy  
Morris Harris  
Sarah Lewis  
Joan Ward  
Andrew Wells  
Paul Williams

**AGENDA FOR THE MEETING OF THE RANGIORA-ASHLEY COMMUNITY BOARD TO BE HELD IN THE COUNCIL CHAMBER, 215 HIGH STREET, RANGIORA ON WEDNESDAY 11 MAY 2022 AT 7PM.**

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**RECOMMENDATIONS IN REPORTS ARE NOT TO BE CONSTRUED AS COUNCIL POLICY UNTIL ADOPTED BY THE COUNCIL**

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**BUSINESS**

PAGES

**1. APOLOGIES**

**2. CONFLICTS OF INTEREST**

**3. CONFIRMATION OF MINUTES**

**3.1. Minutes of the Rangiora-Ashley Community Board – 13 April 2022**

5-14

*RECOMMENDATION*

**THAT** the Rangiora-Ashley Community Board:

- (a) **Confirms**, as a true and accurate record, the circulated Minutes of the Rangiora-Ashley Community Board meeting, held on 13 April 2022.

**3.2. Matters Arising**

**4. DEPUTATIONS AND PRESENTATIONS**

Nil.

**5. ADJOURNED BUSINESS**

Nil.

**6. REPORTS**

**6.1. Application to the Rangiora-Ashley Community Board's 2021/22 Discretionary Grant Fund – Kay Rabe (Governance Adviser)**

15-62

*RECOMMENDATION*

**THAT** the Rangiora-Ashley Community Board:

- (a) **Receives** report No. 220419059267.
- (b) **Approves** a grant of \$..... to the South Island (Te Waipounamu) Branch of the Muscular Dystrophy Association of New Zealand Inc. towards hosting the monthly support group.

**OR**

- (c) **Declines** the application from the South Island (Te Waipounamu) Branch of the Muscular Dystrophy Association of New Zealand Inc.
- (d) **Approves** a grant of \$..... to the Okuku Pony Club towards the cost of St Johns ambulance attending the event.

**OR**

- (e) **Declines** the application from the Okuku Pony Club.
- (f) **Notes** that, should the group require advice related to other funding opportunities and the development of more sustainable funding for their wider endeavours, they can contact staff at the Waimakariri District Council Community Team.

## 7. **CORRESPONDENCE**

Nil.

## 8. **CHAIRPERSON'S REPORT**

### 8.1. **Chair's Diary for April 2022**

63

*RECOMMENDATION*

**THAT** the Rangiora-Ashley Community Board:

- (a) **Receives** report No. 220502066880.

## 9. **MATTERS FOR INFORMATION**

- 9.1. **Oxford-Ohoka Community Board Meeting Minutes 4 April 2022 (Trim 220411054488)**
- 9.2. **Woodend-Sefton Community Board Meeting Minutes 11 April 2022 (Trim 220412055620)**
- 9.3. **Kaiapoi-Tuahiwi Community Board Meeting Minutes 11 April 2022 (Trim 220413056526)**
- 9.4. **Cam River Enhancement Fund – works update – Report to Land and Water Committee Meeting 22 March 2022 – Circulates to the Rangiora-Ashley and Kaiapoi-Tuahiwi Community Boards.**
- 9.5. **Private well study – results from 2021 – Land and Water Committee Meeting 22 March 2022 – Circulates to all Boards.**
- 9.6. **Health Safety and Wellbeing Report April 2022 – Report to Council Meeting 5 April 2022 – Circulates to all Boards.**
- 9.7. **May 2021, December 2021 & February 2022 Flood Events – Service Requests Update – Report to Utilities and Roding Committee Meeting 26 April 2022 – Circulates to all Boards.**

### **PUBLIC EXCLUDED REPORTS**

- 9.8. **Strategic Property Dealings - Rangiora – Report to Council Meeting 1 April 2022 – Circulates to the Rangiora-Ashley Community Board.**
- 9.9. **Passenger Transport Year One – Request to Accept Invited Price – Report to Management Team Meeting 21 March 2022 – Circulates to the Rangiora-Ashley Community Board.**
- 9.10. **Rangiora Site Divestment – Commercial Real Estate Agency Recommendation – Report to Council Meeting 5 April 2022 – Circulates to all Boards.**

*RECOMMENDATION*

**THAT** the Rangiora-Ashley Community Board:

- (a) **Receives** the information in Items 9.1 to 9.7.
- (b) **Receives** the public excluded information in items 9.8 to 9.10, which would remain public excluded and was circulated separately.

**Note:**

- 1. *The links for Matters for Information were circulated separately to members.*
- 2. *Hard copies of the Public Excluded items were circulated separately to members.*

**10. MEMBERS' INFORMATION EXCHANGE**

*The purpose of this exchange is to provide a short update to other members in relation to activities/meetings that have been attended or to provide general Board related information.*

**11. CONSULTATION PROJECTS**

Nil.

**12. BOARD FUNDING UPDATE**

**12.1. Board Discretionary Grant**

Balance as at 31 March 2022: \$10,547.

**12.2. General Landscaping Fund**

Carryover from 2020/21: \$1,580.

Allocation for 2021/22: \$25,430.

Balance as at 31 March 2022: \$27,010.

**13. MEDIA ITEMS**

**14. QUESTIONS UNDER STANDING ORDERS**

**15. URGENT GENERAL BUSINESS UNDER STANDING ORDERS**

**NEXT MEETING**

The next meeting of the Rangiora-Ashley Community Board is scheduled for 7pm, Wednesday 8 June 2022.

**Workshop**

- *Members Forum*



**MINUTES OF THE MEETING OF THE RANGIORA-ASHLEY COMMUNITY BOARD HELD VIRTUALLY VIA ZOOM ON WEDNESDAY 13 APRIL 2022 AT 7.00PM.**

**PRESENT:**

J Gerard (Chairperson), D Lundy (Deputy Chairperson), K Barnett, R Brine, M Clarke, M Fleming, J Goldsworthy, M Harris, S Lewis, J Ward, A Wells and P Williams.

**IN ATTENDANCE**

T Tierney (Manager Planning and Regulation), K LaValley (Project Delivery Manager), G Stephens (Green Space Design and Planning Team Leader), V Thompson (Business and Centres Advisor), S Binder (Transportation Engineer), T Stableford (Greenspace Landscape Architect), T Kunkel (Governance Team Leader) and E Stubbs (Governance Support Officer).

**1. APOLOGIES**

There were no apologies.

**2. CONFLICTS OF INTEREST**

There were no conflicts of interest declared.

**3. CONFIRMATION OF MINUTES**

**3.1. Minutes of the Rangiora-Ashley Community Board – 9 March 2022**

Moved: P Williams                      Seconded: D Lundy

**THAT** the Rangiora-Ashley Community Board:

- (a) **Confirms**, as a true and accurate record, the circulated Minutes of the Rangiora-Ashley Community Board meeting, held on 9 March 2022.

**CARRIED**

**3.2. Matters Arising**

K Barnett asked if there had been an update on her request for consideration of a bilingual name for the Millton Reserve. In addition she enquired whether mana whenua were involved in the selection of indigenous plants for the development. T Kunkel undertook to follow –up with the Greenspace Team.

**4. DEPUTATIONS AND PRESENTATIONS**

Nil.

**5. ADJOURNED BUSINESS**

Nil.

## 6. REPORTS

### 6.1. Town Centre Lighting Concepts and Themes for Rangiora and Kaiapoi – V Thompson (Business and Centres Advisor)

V Thompson spoke to the report noting the purpose was to seek the Board's endorsement of the Town Centre Lighting Concepts and Themes for Rangiora. She explained that the designs were created by Kevin Cawley of Total Lighting Ltd, who was selected by the Town Centre Lighting Feature Working Group as the preferred consultant. The concepts and themes would guide future town centre lighting decisions from a design and funding point of view. It would also provide business and property owners with a design guide if they were looking at upgrading their own stores and properties. She noted that the budgets were currently out of date and would be subject to review when the Council looked at progressing with the lighting upgrades.

In response to questions from P Williams, V Thompson explained that hardware costs was estimate of just over \$1 million, and as the budget in the 2021/31 Long Term Plan was set at \$750,000, there was currently a shortfall of approximately \$250,000. It was expected that there would also be other costs involved, such as consultant fees and cabling. The design was aspirational and there would be opportunities to pick and choose from the options offered.

M Fleming asked if the current lighting foundations could be used for the upgrade. V Thompson commented capacity upgrades may be required to achieve the desired look and feel of the warm glow at street level.

Moved: M Clarke

Seconded: A Wells

**THAT** the Rangiora-Ashley Community Board:

- (a) **Receives** Report No. 220223025061.
- (b) **Notes** the appointment of Kevin Cawley from Total Lighting Ltd as the preferred lighting design consultant selected by the Town Centre Feature Lighting Working Group to create feature lighting design concepts for the Rangiora and Kaiapoi town centres.
- (c) **Notes** the lighting concept designs for Rangiora and Kaiapoi had been included as attachments (i) and (ii) to the report in the agenda.
- (d) **Notes** the estimate lighting budgets included in the concept designs were out of date and were subject to future review when implementing any lighting recommendations from the concept designs.
- (e) **Endorses** the town centre lighting concept designs for Rangiora.

**AND**

- (f) **Recommends** that the Council approve the lighting concept designs as a general approach to future town centre lighting upgrades in Rangiora.

**CARRIED**

A Wells commented that he had been impressed by K Cawley's design and believed the design was reasonable in terms of budget. J Ward had also been impressed with the consultant and believed he would get great result for the best value.

J Gerard reflected on the poor experience the Council previously had with the lighting design on High Street and hoped this would be an improvement.

D Lundy requested that the Board be made aware promptly of any issues arising with the lighting upgrades so similar problems would not be experienced as last time.

P Williams commented on the large cost to install cabling and supported D Lundy's comments regarding keeping a tight control on any upgrades in the future.

6.2. **Request for Time-Restricted Parking at Rangiora Borough School – S Binder (Transportation Engineer)**

S Binder provided some context to the report which had been initiated following a discussion with the Rangiora Borough School regarding the longstanding issue of parents' double parking on Church Street at the start and end of the school day. Providing kerbside space would reduce the need for double parking and help create a modal separation of vehicle drop-off / pickup on Church Street and foot and cycle movements on King Street.

K Barnett questioned why the Board was being consulted so late in the process when decisions had already been made. S Binder commented that in this instance there had not been any contextual issues that would need to be raised with the Board. K Barnett noted the wide variety of Church Street users including Dudley Park swimming pool and various sports fields as well as residents.

Moved: K Barnett

Seconded: M Fleming

**THAT** the Rangiora-Ashley Community Board:

(a) **Receives** Report No. 220324044049;

**AND**

**RECOMMENDS** that the District Planning and Regulation Committee:

(b) **Approves** establishment of a limited (8:00-9:00am and 2:30-3:30pm school days only) 5-minute parking restriction (P5) on the east side of Church Street north of the mid-block pedestrian crossing for a length of 18 metres.

(c) **Approves** modification of the existing 24-hour P5 loading zone on the east side of Church Street to be limited (8:00-9:00am and 2:30-3:30pm Wednesday school days only).

(d) **Circulates** this report to Utilities and Roading Committee for information.

**CARRIED**

K Barnett thanked the staff for working with the school on the issue. The feedback she had received was that the changes were desperately needed. She noted the restriction to school times and commented that Church Street was very busy with a multitude of activities and so it was important to consider all road users. She believed staff had made the correct recommendation in this case.

M Fleming concurred that it was a perfectly logical solution.

6.3. **Request for Bus Stop Extension, Ashley Street north of High Street – S Binder (Transportation Engineer)**

*This item was withdrawn at the request of the Roading and Transport Team.*

6.4. **Request for P5 Parking Restrictions outside Rangiora Post Shop – S Binder (Transportation Engineer)**

S Binder commented that there had been a request for parking restrictions outside the Post Shop. The staff recommendation was that the existing parking supply was working reasonably well and that parking time restrictions should therefore remain unchanged.

Moved: M Fleming

Seconded: D Lundy

**THAT** the Rangiora-Ashley Community Board:

- (a) **Receives** Report No. 220128010530.
- (b) **Notes** that given the existing parking supply, both on-street and off-street, as well as turnover and demand for the Post Shop, the existing parking time restrictions on High Street would remain unchanged.

**CARRIED**

M Fleming noted that she had previously raised the issue due to concerns about accessibility, however, she agreed that the installation of the automatic door at the back of the Post Shop had improved accessibility options and as such supported the time restrictions remaining unchanged.

D Lundy commented that it was a logical report with a fair conclusion.

K Barnett believed the correct decision had been made, however reiterated her request for staff to consult earlier with the Board on these matters.

6.5. **Road Naming – 263 Barkers Road, Loburn – S Morrow (Rates Officer Property Specialist)**

J Gerard noted that the Council's Rates Officer Property Specialist, S Morrow, was not present at the meeting. He therefore took the report as read

J Gerard noted that the developer had put forward the name Fox Lane. This was the developers surname and no alternative name had been provided if Fox was not deemed appropriate. However, according to the report, the name put forward by the developer was similar to an existing road name in the Kaiapoi-Tuahiwi Community Board area. The Council's Road Naming Policy stated that no two roads could have similar sounding names in the district. He therefore did not support the proposed name of Fox Lane

D Lundy commented that while he had sympathy for the developer, he was also concerned about the duplication of the name Fox. He suggested Richmond Lane was an appropriate alternative and provided some historical context to the name. He explained that in 1878 Mr Barker's farm on Barkers Road was named Richmond Hill, and that Mr Barker had donated two acres of land for the Loburn School.

Moved: D Lundy

Seconded: K Barnett

**THAT** the Rangiora-Ashley Community Board:

- (a) **Receives** Report No. 220331048559.
- (b) **Approves** the following road name for the private Right of Way created as part of the subdivision of 263 Barkers Road, Loburn.
  - 1. Richmond Lane (Private)
- (c) **Notes** the Community Board may replace any proposed names with a name of its choice.

**CARRIED**

K Barnett believed the Richmond Lane alternative was a lovely tie-in to the name of the original farm for the subdivision.

J Gerard supported the proposal and commented the Board's local knowledge of the area had worked towards a good outcome.

6.6. **Townsend Road Reserve Development – T Stableford (Landscape Architect)**

T Stableford introduced the report which requested approval for the Council to proceed with public consultation on the proposed Concept Plan for Townsend Road Reserve. The consultation would be carried out with residents in the surrounding area and reported back to the students of Te Matauru School. The feedback as well as the amended proposed Concept Plan would be brought back to the Board for final approval.

M Fleming questioned if the Waimakariri Access Group could be involved in consultation. T Stableford agreed their input could be sought.

Moved: P Williams

Seconded: R Brine

**THAT** the Rangiora-Ashley Community Board:

- (a) **Receives** Report No. TRIM 220331048618.
- (b) **Notes** that there was currently \$350,000 allocated to the development of Townsend Road Reserve, from the Land Development – Neighbourhood budget.
- (c) **Approves** public consultation be carried out on the Townsend Road Reserve Concept Plan, shown in attachments ii and iii (Reserve and Playground) (TRIM 220331049151 and 220331049150) for the development of Townsend Road Reserve.
- (d) **Notes** that the Utilities and Roading Department were still finalising the exact location of the cycle path linkage to Pentecost Road.
- (e) **Approves** Greenspace staff's discretion to relocate the cycle path linkage within the Concept Plan prior to consultation if required based on feedback from the Utilities and Roading Department.

- (f) **Notes** that following consultation staff would present a revised Concept Plan to the Board for approval, which would take in to account consultation feedback and the current construction costs which currently had a high level of unpredictability. The report would include any major changes in the scope of the project as a result feedback received or changes to costing overruns.

**CARRIED**

P Williams believed it was important for the children of the new subdivision to have a play area and R Brine concurred.

D Lundy supported the consultation with the younger members of the district.

6.7. **Application to the Rangiora-Ashley Community Board's 2021/22 Discretionary Grant Fund – K Rabe (Governance Advisor)**

T Kunkel introduced the three applications. In terms of the Muscular Dystrophy Association application she commented that although the good work that the Association was doing in not in dispute, the Board may wish to request further clarification on what the funds were to be used for. The application stated that the funding would reduce the burden of funding wider operational expenses such as wages, which the Board do not usually fund.

Moved: S Lewis

Seconded: J Gerard

**THAT** the Rangiora-Ashley Community Board:

- (a) **Receives** report No. 220228026889.
- (b) **Approves** a grant of \$496 to the Rangiora Cricket Club towards the purchase of new cricket balls.

**CARRIED**

Moved: P Williams

Seconded: S Lewis

- (c) **Lays** the grant application of the South Island (Te Waipounamu) Branch of the Muscular Dystrophy Association of New Zealand Inc on the table until further information was received on what the funds were to be used for.

**CARRIED**

P Williams requested that further information regarding Discretionary Grant criteria be provided to the Muscular Dystrophy Association.

Moved: K Barnett

Seconded: D Lundy

- (d) **Approves** a grant of \$665 to the Cust and District Historical Records Society Inc. towards printing and scanning of booklets.

**CARRIED**

K Barnett commented that the volunteers of the Cust Museum were a conscientious group which carried out an amazing amount of work, noting that the booklet would only deteriorate further if not scanned.

D Lundy commented positively on the museum and encouraged Board members to visit.

J Gerard supported the motion and commented it was similar to a grant the Board approved for the Rangiora Early Records Society.

6.8. **Ratification of the Rangiora-Ashley Community Board's submission to the Waimakariri District Council and Environment Canterbury's Draft 2022/23 Annual Plans – K Rabe (Governance Advisor)**

Moved: J Gerard                      Seconded: D Lundy

**THAT** the Rangiora-Ashley Community Board:

- (a) **Receives** report No. 220322042309.
- (b) **Retrospectively ratifies** its submission to the Waimakariri District Council Draft Annual Plan 2022/23 (Trim Ref: 220317038788).
- (c) **Retrospectively ratifies** its submission to Environmental Canterbury's Draft Annual Plan 2022/23 (Trim Ref: 220322042316).

**CARRIED**

7. **CORRESPONDENCE**

- 7.1. **Forestdale Wetland – Fencing and weed management update (Trim. 220331048695).**
- 7.2. **Alfred Street (Farmers) Carpark – Percival Street Access (Trim. 220127009887).**
- 7.3. **Rural Recycling Drop-off Facilities North of the Ashley River (Trim. 220322042490).**
- 7.4. **Waimakariri Bahá'í Community Planting (Trim. 220317039166).**

Moved: K Barnett                      Seconded: M Harris

**THAT** the Rangiora-Ashley Community Board:

- (a) **Receives** the information in items 7.1 to 7.4.

**CARRIED**

8. **CHAIRPERSON'S REPORT**

8.1. **Chair's Diary for April 2022**

Moved: J Gerard                      Seconded: D Lundy

**THAT** the Rangiora-Ashley Community Board:

- (a) **Receives** report No. 220405051011.

**CARRIED**

9. **MATTERS FOR INFORMATION**

- 9.1. **Oxford-Ohoka Community Board Meeting Minutes 2 March 2022 (Trim 220304031200)**

- 9.2. Woodend-Sefton Community Board Meeting Minutes 14 March 2022 (Trim 220308032926)
- 9.3. Kaiapoi-Tuahiwi Community Board Meeting Minutes 21 March 2022 (Trim 22032804547)
- 9.4. Health Safety and Wellbeing Report March 2022 – Report to Council Meeting 1 March 2022 – Circulates to all Boards.
- 9.5. Libraries Update – Report to Community and Recreation Committee Meeting 15 March 2022 – Circulates to all Boards.
- 9.6. Fill and Connection of Oxford Road Water Race R3N-1 to Stormwater System Proposal – Report to Utilities and Roading Committee Meeting 22 March 2022 – Circulates to the Rangiora-Ashley Community Board.

#### **PUBLIC EXCLUDED REPORTS**

- 9.7. Award of Contract 21/26 Wiltshire to Green Stormwater Upgrade Stages 1 – Report to Management Team Meeting 7 March 2022 – Circulates to the Rangiora-Ashley Community Board.

Moved: J Ward

Seconded: J Goldsworthy

**THAT** the Rangiora-Ashley Community Board:

- (a) **Receives** the information in Items 9.1 to 10.6.
- (b) **Receives** the public excluded information in Item 9.7, which would remain public excluded and was circulated separately.

**CARRIED**

#### **10. MEMBERS' INFORMATION EXCHANGE**

##### **P Williams**

- Attended a number of sessions regarding gravel roads. Argillite trials were proving successful and the material may have been found in another location for cheaper cartage. It was important to re-metal and roll roads at the same time for repairs to be effective.
- A number of drainage issues currently being investigated and difficultly maintaining crews with need for Covid-19 isolations.
- Commented that the asbestos water pipe concerns raised recently may not be as significant as suggested as there was only an issue if the pipe was dry – but the water pipes were always wet. The pipes of concern were on the replacement schedule.

##### **J Ward**

- Chaired Audit and Risk meeting.
- Attended a meeting regarding ECan 2022/23 Annual Plan which had been out for consultation.
- Attended the Bank NZ Divestment Committee meeting.
- Attended the Airfield Advisory Group meeting – security cameras were now in place.
- Attended a variety of briefings including Future for Local Government and Annual Plan. The Future for Local Government material was still confidential.
- Attended a Greater Christchurch Partnership meeting.
- Attended a meeting with Te Maire Tau regarding development contributions.
- Attended a Town Centre Promotions meeting. They were looking at moving forward with hosting events and promoting the “shop local” message.



**A Wells**

- Busy with P Williams investigating rural roads, noted high volume of activity on community social pages with residents unhappy with the state of gravel roads.

**S Lewis**

- Attended Squadron 88 Annual General Meeting, their gratitude toward the Council's support was noted.
- Commented that there was a lot of theft in the Rangiora area.

**M Fleming**

- Assisted member of the public to make contact with Greenspace Team regarding offer for donation of a seat in Dudley Park.

**M Clarke**

- Noted improvements to footpath and road on Durham Street, the process was being well handled. Had explained need for improvements to member of the public concerned about ratepayer spending.
- Commented on slowness of progress at Rangiora Health Hub. Canterbury Health were carrying out the demolition, Healthlink South were carrying out the build. Commented on the need for transparency regarding the plans for the new build.

**R Brine**

- Commented on the good work of staff keeping the transfer station running under challenging Covid-19 isolation requirements.
- Covid-19 was also making it difficult to maintain staffing requirements at the district pools. Early closures were being used to assist with staffing levels.
- Attended the Kate Valley Joint Committee meeting.
- Attended the Joint Standing Committee on waste noting that there had been a misunderstanding regarding holdover of funds. There was a need for a more regional approach to waste minimisation practices including involvement of ECan.
- Raised issue at the Coldstream Road hockey turf which was filling with debris. Staff were looking into potential solutions and currently using water blasters to remove debris embedded in false grass.

**K Barnett**

- Noted that the Annual Plan hearings would be via Zoom.
- Scooter trial had been extended for another year. There had been a few complaints and the 'n-go' zone through High Street would remain.
- Commented on the recent proliferation of Boy Racers in the Cust area. The dangerous driving and mess left on roads from burnouts were a concern to local residents. There was a poor response to callouts as the two local police in the area were already under-resourced. There did not appear to be an easy way forward. It was suggested that car impoundments should be publicised as a form of deterrent.

**D Lundy**

- Thanked P Williams and A Wells for their work on local roads, suggested the drainage network beside roads also needed to be addressed to help reduce problems.
- Noted upcoming upgrade to Loburn Reserve Hall including heating and paint.

The Chair raised the recently scheduled ANZAC Day Services. It was agreed that K Barnett would attend the Cust Service at 9.30am, D Lundy would attend the Rangiora High School service at 9.30am and J Gerard to attend the Rangiora Cenotaph Service at 11.30am.

**11. CONSULTATION PROJECTS****11.1. Migrant Experiences**

<https://letstalk.waimakariri.govt.nz/migrant-experiences>

The Board noted the consultation project.

**12. BOARD FUNDING UPDATE****12.1. Board Discretionary Grant**

Balance as at 31 March 2022: \$11,708.

**12.2. General Landscaping Fund**

Carryover from 2020/21: \$1,580.

Allocation for 2021/22: \$25,430.

Balance as at 31 March 2022: \$27,010.

The Board noted the funding updates.

**13. MEDIA ITEMS**

Nil.

**14. QUESTIONS UNDER STANDING ORDERS**

Nil.

**15. URGENT GENERAL BUSINESS UNDER STANDING ORDERS**

Nil.

**NEXT MEETING**

The next meeting of the Rangiora-Ashley Community Board is scheduled for 7pm, Wednesday 11 May 2022.

**Workshop (8.00pm – 8.46pm)**

- *Belgrove Development frontage along Kippenberger Avenue – K LaValley (Project Delivery Manager), G Stephens (Design and Planning Team Leader) and S Binder (Transport Engineer)*

THERE BEING NO FURTHER BUSINESS THE MEETING CLOSED AT 8.46PM.

**CONFIRMED**

\_\_\_\_\_  
J Gerard Chairperson

11 May 2022

**WAIMAKARIRI DISTRICT COUNCIL****REPORT FOR DECISION**

**FILE NO and TRIM NO:** GOV-26-11-06 / 220419059267

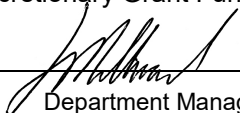
**REPORT TO:** RANGIORA-ASHLEY COMMUNITY BOARD

**DATE OF MEETING:** 11 May 2022

**FROM:** Kay Rabe, Governance Adviser

**SUBJECT:** Application to the Rangiora-Ashley Community Board's 2021/22 Discretionary Grant Fund

**SIGNED BY:**  
(for Reports to Council or Committees)

  
Department Manager

  
Chief Executive

**1. SUMMARY**

1.1. The purpose of this report is to consider two applications for funding received:

<b>Name of Organisation</b>	<b>Purpose</b>	<b>Amount requested</b>
The South Island (Te Waipounamu) Branch of the Muscular Dystrophy Association of New Zealand Inc.	Towards hosting the monthly support group.	\$800
Okuku Pony Club	Towards the cost of St Johns Ambulance	\$500
<b>Total:</b>		<b>\$1,300</b>

**Attachments:**

- i. Application from the Muscular Dystrophy Association (Trim 220322042117).
- ii. Application from the Okuku Pony Club. (Trim: 220426062622).
- iii. Spreadsheet showing previous two years' grants.
- iv. Board funding criteria 2021/22. (Trim Ref: 210603089776).

**2. RECOMMENDATION**

**THAT** the Rangiora-Ashley Community Board:

- (a) **Receives** report No. 220419059267.
- (b) **Approves** a grant of \$..... to the South Island (Te Waipounamu) Branch of the Muscular Dystrophy Association of New Zealand Inc. towards hosting the monthly support group.

**OR**

- (c) **Declines** the application from the South Island (Te Waipounamu) Branch of the Muscular Dystrophy Association of New Zealand Inc.

- (d) **Approves** a grant of \$..... to the Okuku Pony Club towards the cost of St Johns ambulance attending the event.

**OR**

- (e) **Declines** the application from the Okuku Pony Club.
- (f) **Notes** that, should the group require advice related to other funding opportunities and the development of more sustainable funding for their wider endeavours, they can contact staff at the Waimakariri District Council Community Team

### 3. **BACKGROUND**

- 3.1. The ***South Island (Te Waipounamu) Branch of the Muscular Dystrophy Association of New Zealand Inc.*** seeks funding to provide catering at its monthly support group. This report was left to lie on the table on 13 April 2022 due to a query regarding the requested funding going towards wages.
- 3.2. The ***Okuku Pony Club*** seeks funding to provide a St Johns ambulance to attend its One Day Event (ODE).
- 3.3. Due to Covid restrictions, many community events have been cancelled during the last year. Therefore, the Board has not received as many requests for funding as in previous financial years. As a result, the current balance of the Board's 2021/22 Discretionary Grant fund is \$10,547, with only one month remaining in the current financial year.

### 4. **ISSUES AND OPTIONS**

#### ***South Island (Te Waipounamu) Branch of the Muscular Dystrophy Association of New Zealand Inc (MDASI)***

- 4.1 MDASI is a member lead organisation established by New Zealanders with lived experience of neuromuscular conditions. They began in the late 1950s as a support group for families affected by muscular dystrophy. Since then, they have broadened the scope to include many other neuromuscular conditions and have become a leading source of information and support to the community.
- 4.2 MDASI recently amalgamated two South Island branches into one new South Island branch due to the inability to get sufficient volunteers on the governance committees. MDASI runs peer to peer group sessions across the South Island, and these groups are an opportunity for members to gather and contribute ideas in a safe, non-judgemental environment. Several social events are also hosted throughout the year. Hosting these free group sessions enables members struggling financially to attend and gain the valuable socialisation they desperately need. Feedback from the groups indicated a significant reduction in mental health problems and social isolation.
- 4.3 The Rangiora group will utilise the requested funding for catering at their monthly meetings held at the Rangiora RSA. Most of the members are from the Rangiora-Ashley Ward and currently number approximately 165 members. The monthly group session allows the members to interact with others facing the same challenges, gives them a sense of belonging and self-worth, and the ability to develop friendships. Also, as the members live in the district, it fosters confidence in people to participate in their local communities and have a voice, raising awareness of rare conditions.
- 4.4 If this application is unsuccessful, the group will continue to meet, however, it would increase the burden on funding the wider operational expenses such as wages and funding going directly to support people affected by rare conditions, especially in these difficult financial times. Therefore, MDASI will continue applying for funding from other organisations. MDASI has not applied to the Board for funding previously.

### **Okuku Pony Club (the Club)**

- 4.5 Pony Clubs began in New Zealand in 1946 and aimed to improve the standard of horse care and riding and promote rallies, gymkhanas and other competitions, thereby cultivating the riders' strength of character and self-discipline. Areas are divided into Clubs, of which the Canterbury Area has three. North Canterbury has seven branches, including the Okuku Pony Club. The Club has its own Committee and Chief Instructor, and branches are autonomous however must report on their activities back to North Canterbury Pony Club.
- 4.6 The Okuku Pony Club is a fun, friendly, rural-based pony club with strong links to its local community and is located off Foothills Road, Okuku. Rallies are held on the second and fourth Sundays of each month. The Club was originally a youth club, however, it now offers many opportunities for anyone interested in the sport.
- 4.7 The Club will be holding its annual one-day event on 19 June 2022 and is the primary fundraising event for the year. Members all come from the Rangiora-Ashley Ward, and it is very much a family affair, with parents and extended family all contributing to the running of the Club.
- 4.8 The Club is requesting funding towards the cost of providing a staffed St Johns ambulance on-site, which is a health and safety requirement. The benefit to riders and spectators is obvious and gives all who attend peace of mind and confidence that accidents will be speedily and competently dealt with. The event is open to all and attracts competitors from all over Canterbury.
- 4.9 The cost of the St Johns ambulance for the day is \$1,424. Due to Covid-19 restrictions, the Club has been restricted in running many of its regular fundraising events. If the application is unsuccessful, the Club will have to utilise reserve funding to cover the cost of the ambulance, which may impact other aspects of the event.
- 4.10 It should be noted that the Club received the following funding from the Board over the last five years, and all Accountability Forms have been received:

2020/21	New show jumps	\$500
2017/18	Coaching	\$500
<b>Total</b>		<b>\$1,000</b>

- 4.11 The Board may approve or decline grants as per the grant guidelines.
- 4.12 There are social and cultural implications on community wellbeing by the issues and options that are the subject matter of this report.
- 4.13 The Management Team has reviewed this report.

## **5. COMMUNITY VIEWS**

### **5.1 Mana whenua**

Taking into consideration the provisions of the Memorandum of Understanding between Te Ngāi Tūāhuriri Rūnanga and the Council, Te Ngāi Tūāhuriri hapū are not likely to be affected by or have an interest in the subject matter of this report.

### **5.2 Groups and Organisations**

There are no groups and organisations other than the South Island (Te Waipounamu) Branch of the Muscular Dystrophy Association of New Zealand Inc. and the Okuku Pony Club likely to be affected by or to have an interest in the subject matter of this report.

### 5.3 **Wider Community**

The wider community is not likely to be affected by or interested in the subject matter of this report. However, it should be noted that supporting the most vulnerable community members and children would benefit the wider community.

## 6. **OTHER IMPLICATIONS AND RISK MANAGEMENT**

### 6.1 **Financial Implications**

The 2021/31 Long Term Plan includes budget provision for the Rangiora-Ashley Community Board to approve grants to community groups up to \$9,870 in the 2021/22 financial year. An amount of \$7,098 was carried forward from the 2020/21 financial year, thereby bringing the Discretionary Grant Fund to \$16,968 for this financial year.

The application criteria specify that grants are customarily limited to a maximum of \$500 in any financial year (July to June), even though a group can apply for different projects twice a year. GST values are calculated and added to appropriately registered groups if decided benefits exceed Board resolved values. The current available balance of the Rangiora-Ashley Community Board's Discretionary Grant Fund 2021/22 is \$10,547.

### 6.2 **Sustainability and Climate Change Impacts**

The recommendations in this report do not have sustainability and/or climate change impacts.

### 6.3 **Risk Management**

There are no risks arising from the adoption/implementation of the recommendations in this report.

### 6.4 **Health and Safety**

All health and safety related issues will fall under the auspices of the organisations and groups that applied for grant funding.

## 7. **CONTEXT**

### 7.1. **Consistency with Policy**

This matter is not a matter of significance in terms of the Council's Significance and Engagement Policy.

### 7.2 **Authorising Legislation**

Not applicable.

### 7.3 **Consistency with Community Outcomes**

People are friendly and caring, creating a strong sense of community in our District.

There are wide-ranging opportunities for people of different ages and cultures to participate in community life and recreational activities.

### 7.4 **Authorising Delegations**

Community Boards have delegated authority to approve Discretionary Grant Funding.

**GOVERNANCE****Rangiora-Ashley Community Board****Discretionary Grant Application****Information to assist groups with their application**

The purpose of the Board discretionary grants is to assist projects that enhance community group capacity and/or increase participation in activities.

When assessing grant applications the Board considers a number of factors in its decision making. These include, but are not limited to; type of project, time frame, benefits to the community and costs being contributed. The more information you as a group can provide on the project and benefits to participants the better informed the Board is. You are welcome to include a cover letter as part of your application. The decision to grant funds is the sole discretion of the Board.

The Board cannot accept applications from individuals. All funding is paid to non-profit community based organisations, registered charities or incorporated societies. Council funding is publicly accountable therefore the Board needs to demonstrate to the community where funding is going and what it is being spent on. This is one of the reasons the Board requires a copy of your financial profit/loss statements and balance sheet for the previous/current financial year. Staff cannot process your application without financial records.

The Board encourages applicants, where practically possible, to consider using local businesses or suppliers for any services or goods they require in their application. The Board acknowledges that this may result in a higher quote.

It would be helpful to the Board to receive an expense summary for projects that cost more than the grant being requested to show the areas where funds are being spent and a paragraph on what fund raising the group has undertaken towards the project, or other sources considered (ie voluntary labour, businesses for supplies).

Examples (but not limited to) of what the Board cannot fund:	Examples (but not limited to) of what the Board can fund:
✗ Wages	✓ New equipment
✗ Debt servicing	✓ Toys/educational aids
✗ Payment for volunteers (including arrangements in kind eg petrol vouchers)	✓ Sporting equipment
✗ Stock or capital market investment	✓ Safety equipment
✗ Gambling or prize money	✓ Costs associated with events
✗ Funding of individuals (only non-profit organisations)	✓ Community training
✗ Payment of any legal expenditure or associated costs	
✗ Purchase of land and buildings	
✗ Activities or initiatives where the primary purpose is to promote, commercial or profit-oriented interests	
✗ Payment of fines, court costs or mediation costs, IRD penalties	

Continued over page

## Criteria for application

- Grant applications will be considered every month by the Rangiora-Ashley Community Board. Applications are recommended to be received three weeks prior to Board meeting dates for processing.
- Grant funding will not be allocated for events/projects that have already occurred.
- Generally funding grants will be a maximum of \$500 in any one financial year (July 2021 to June 2022) but the group can apply up to twice in that year, providing it is for different projects.
- The grant funding is limited to projects within the Board area or primarily benefiting the residents of the ward.
- Applications will only be accepted from non-profit community-based organisations, registered charities or incorporated societies.
- Priority is to be given to groups with strong links with the Rangiora-Ashley community.
- The application should clearly state the purpose for which the money is to be used.
- The applicant should submit a 1-2 page summary balance sheet and an income and expenditure statement which shows their current financial assets and liabilities. Applications cannot be processed until financial information is received.
- Where possible, or feasible, applicants must declare other sources from which funding has been applied for, or granted from, for the project being applied to the Rangiora-Ashley Community Board.
- Organisations that are predominately funded by Central Government must provide supporting evidence that the requested grant will not be spent on projects that should be funded by Central Government funding.
- The Board supports a wide range of community activities but the application will only be considered if it is deemed of the nature listed in the table of examples of what the Board can fund (see previous page).
- An Accountability Form must be provided to the Council outlining how the funds were applied, within three months after the event or completion of the project, when funds are spent. A new application will not be accepted until the Council receives the Accountability Forms for previous funding granted. The group should maintain accurate records around the grant including, but not limited to: receipts, banks statements and invoices. In the event that funds are not spent on the project or activity applied for, the recipient may be required to return the grant funding to the Council.
- If the activity/event for which funds have been granted does not take place **or** if the group does not provide the information to enable the grant to be paid within six months of approval of the grant being notified, then in both cases the application will be regarded as closed and funds released for reallocation by the Board.

## What happens now?

Return your completed application form (with financial records and any supporting information which you believe is relevant to this application) to:

### Post to:

Governance Team  
Waimakariri District Council  
Private Bag 1005  
Rangiora 7440

### Or hand deliver to:

- Oxford Library & Service Centre, 34 Main Street, Oxford
- Rangiora Service Centre, 215 High Street, Rangiora
- Ruataniwha Kaiapoi Civic Centre, 176 Williams Street, Kaiapoi

**Email:** records@wmk.govt.nz

## What happens next?

- Your application will be processed and presented to the Board at the next appropriate meeting.
- Following the meeting a letter will be sent to notify you of the Board's decision and if successful an invoice and your organisation's bank account details will be requested.
- On receipt of this information payment will be processed to your organisation's bank account.



**Groups applying for Board Discretionary Grants 2021/2022**Name of Group: The South Island (Te Waipounamu) Branch of the Muscular Dystrophy Assn of NZ IncAddress: C/- 301 Tuam Street, Christchurch Central, 8011Contact Person within Organisation: Vivienne FitzgeraldPosition within Organisation: Branch Manager / South Island CoordinatorContact phone number: 022 304 6840Email: southern@mda.org.nz**Describe what the project is and what the grant funding be used for?** (Use additional pages if needed)

We seek funding assistance for our monthly neuromucular conditions support group held at the Rangiora RSA. MDA South Island | Te Waipounamu cover the costs associated with the support groups to enable our most vulnerable members to participate. This support group is always very well patronised with approx 14-20 members attend each month (currently on hold due to COVID)

What is the timeframe of the project/event date? Monthly on the last WednesdayOverall Cost of Project: \$1265.00Amount Requested: \$800.00How many people will directly benefit from this project? 165 approx

Who are the range of people benefiting from this project? (You can tick more than one box)

 People with disabilities (mental or physical)     Cultural/ethnic minorities     District Preschool     School/youth     Older adults     Whole community/ward

Provide estimated percentage of participants/people benefiting by community area:

Oxford-Ohoka 2 %    Rangiora-Ashley 90 %    Woodend-Sefton 2 %    Kaiapoi-Tuahiwi 6 %

Other (please specify): \_\_\_\_\_

If this application is declined, will this event/project still occur?     Yes     No

If No, what are the consequences to the community/organisation?

We will continue to apply for funding with other funders.

What are the direct benefit(s) to the participants?

Reduction in social isolation, improved mental health, ability to interact with others facing the same challenges, sense of belonging and self worth, development of friendships, open discussions

What is the benefit(s) to your organisation?

22

This funding would reduce the burdon on funding that covers wider operational expenses such as wages, the funding would go directly to the support of people affected by rare conditions.

What are the benefit(s) to the Rangiora-Ashley community or wider district?

These members live in this district, we foster and grow greater confidence in people to enable them participate in their local communities, have a voice and raise awareness of rare conditions.

Is your group applying under the umbrella of another organisation (that is Charity/Trust registered?)  Yes  No

If yes, name of parent group: \_\_\_\_\_

What is the relationship between your group and the parent group?

What other fundraising has your group undertaken towards this project/event? List any other organisations you have applied or intend to apply to for funding this project and amount applied for this project:

We have exhausted all funding for support groups, this is first application for 2022

Have you applied to the Rangiora-Ashley Community Board or any other Waimakariri Community Board for other project funding in the past 18 months?  Yes  No

If yes, please supply details:

- Enclosed  Financial Balance Sheet and Income & Expenditure Statement  
(*compulsory – your application cannot be processed without financial statements*)
- Supporting costs/quotes
- Other supporting information

- I am authorised to sign on behalf of the group/organisation making this application.
- I declare that all details contained in this application form are true and correct to the best of my knowledge.
- I accept that successful applicants will be required to report back to the Community Board by completing a simple Accountability Report.
- I accept that information provided in this application may be used in an official Council report available to the public.

**Please note:** If submitting your application electronically, entering your name in the signature box below will be accepted as your signature:

Signed: Vivienne FitzgeraldDate: 22 March 2022



Waimakariri District Council  
Private Bag  
RANGIORA 7440

14<sup>th</sup> March 2022

Tena koe

RE: RANGIORA NEUROMUSCULAR CONDITIONS SUPPORT GROUP

Muscular Dystrophy South Island wish to apply to your community fund for a contribution towards our neuromuscular support group in the Rangiora region. We seek a contribution of \$800.00 towards the costs to enable us to continue delivering this essential group. We run this support group on the last Wednesday of the month at the Rangiora RSA, we provide the supper and drinks along with absorbing the staff wage costs. We seek support with the supper and drink expenses.

We have had some changes this year with our organisation structure. We have amalgamated the two South Island branches into one new South Island branch, as we have struggled to get sufficient volunteers on our governance committees. I have enclosed the financials for both branches (Canterbury & Southern Regions), the legal name change has been completed along with the banking changes. Please don't hesitate to contact me if you have any queries about these changes. I can assure you that money granted for specific regions will only be spent in those regions. We use XERO for our accounting treatments and tag funding accordingly.

We run groups across the South Island, these peer-to-peer groups are an opportunity for members to gather and contribute ideas in a safe non-judgemental environment. We also hold a number of social events throughout the year. Offering these groups at not cost enables members who are struggling financially, the ability to attend and gain the valuable socialisation they desperately require. Our feedback has told us these groups are seeing a big reduction in mental health problems and social isolation.

More information about the services we offer can be found on [www.mda.org.nz](http://www.mda.org.nz), please do not hesitate to contact me if you require further information. My mob is 027 436 2166 or email [southern@mda.org.nz](mailto:southern@mda.org.nz).

We look forward to hearing from you soon.

Nga mihi nui

Vivienne Fitzgerald

Note: Due to COVID, the support groups are on hold, we anticipate them starting again in May  
The Canterbury Branch 2021 Financials are currently being reviewed

# REVIEW REPORT

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I have reviewed the financial and service statements prepared **Muscular Dystrophy - Southern Regions Branch**, an Incorporated Society and registered Charity for the year ended 31 December 2021. These statements include the Statement of Financial Performance, Statement of Financial Position, Statement of Cash Flows, Statement of Service Activity, Other Information and the Notes.

## Opinion

Nothing has come to my attention that would indicate a material misstatement has occurred in the financial and service statements of **Muscular Dystrophy - Southern Regions Branch**.

Note that I express no opinion on the Statement of Service Activity.

My review was completed on 21 March 2022 and my opinion is expressed as at that date.

## Basis of Opinion

I have been guided by New Zealand's financial review standard NZ SRE 2410 (revised), issued by the External Reporting Board (XRB) as much as it is applicable to a small not-for-profit entity. Note that this standard is silent on the Statement of Service Activity, and as a result this statement has not been included in my review tests.

Other than in my capacity as an assurance practitioner I have no relationship with or financial interest in the trust, according to the Professional and Ethics Standard 1 (PES 1) issued by the NZ Auditing and Assurance Standards Board.

A review involves gathering information predominantly through enquiries of the people involved in the organisation and analytical testing of the information presented. Sample testing of source documentation may also have been performed to gain a reasonable level of certainty about individual disclosures made.

The procedures performed in a review are substantially less than those performed in an audit conducted with International Standards on Auditing (New Zealand). Accordingly, I do not express an audit opinion on the financial statements.

## Reviewer's responsibilities

My responsibility as an assurance practitioner is to express an opinion on the financial statements based on my review.

## Responsibilities of Those Charged with Governance for the Financial Statements

It is the responsibility of the organisation's managing committee to ensure that financial and service statements are prepared, that give a true and fair view in accordance with the adoption of PBE SFR-A(NFP), and to ensure that appropriate processes and procedures are in place to prevent misstatements from occurring through error or fraud.





Christchurch Community Accounting has compiled the financial statements for this organisation. Threats to reviewer independence have been addressed predominantly through internal separation of duties in accordance with PES 1.

A handwritten signature in blue ink that reads 'Stephanie Chen'.

Stephanie Chen  
Christchurch Community Accounting  
[Stephanie.c@commaccounting.co.nz](mailto:Stephanie.c@commaccounting.co.nz)

# **Financial and Service Statements**

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## **Muscular Dystrophy - Southern Region Branch**

**For the Year Ended 31 December 2021**



## Muscular Dystrophy - Southern Region Branch

### Statement of Financial Performance

For the period 1 January 2021 to 31 December 2021

		2021	2020
		\$NZ	\$NZ
<b>Income</b>			
<i>Grants, Fundraising and Donations</i>			
Expended Grants (Note 6)	\$ 63,459		\$ 40,208
Donations and Fundraising	\$ 10,163		\$ 6,497
<i>Total Grants etc</i>		\$ 73,622	\$ 46,705
<i>Interest Income</i>		\$ 351	\$ 913
<i>Other Income - COVID Wage Subsidy</i>		\$ 5,400	\$ 17,183
<b>Total Income</b>		<b>\$ 79,373</b>	<b>\$ 64,802</b>
<b>Expenditure</b>			
<i>Volunteer and Employee-Related Costs</i>		\$ 56,708	\$ 45,346
<i>Costs Related to Providing Goods Services</i>			
Consulting and Accounting	\$ 2,005		\$ 1,441
Fundraising and Awareness	\$ -		\$ 377
General Expenses	\$ 287		\$ 911
Office Expenses	\$ 2,428		\$ 1,451
Travel/Mileage	\$ 4,811		\$ 2,022
Rent	\$ 2,927		\$ 1,566
<i>Total Service Costs</i>		\$ 12,458	\$ 7,767
<i>Donations Made</i>			\$ -
<i>Other Expenses - Depreciation and Loss on Disposal</i>		\$ 3,378	\$ 3,912
<b>Total Funds Applied</b>		<b>\$ 72,544</b>	<b>\$ 57,026</b>
<b>Net Reserves Accumulated/(Applied)</b>		<b>\$ 6,829</b>	<b>\$ 7,776</b>





## Muscular Dystrophy - Southern Region Branch

### Statement of Financial Position

As At 31 December 2021

	2021	2020
	\$NZ	\$NZ
<b>ASSETS</b>		
<b>Current Assets</b>		
Bank Account	\$ 72,628	\$ 48,493
Term Deposit	\$ 40,510	\$ 40,440
Accounts Receivable and Prepayments	\$ 182	\$ 234
<b>Total Current Assets</b>	<b>\$ 113,319</b>	<b>\$ 89,167</b>
<b>Non-Current Assets</b>		
Property, Plant and Equipment (Note 7)	\$ 10,161	\$ 12,139
<b>Total Non-Current Assets</b>	<b>\$ 10,161</b>	<b>\$ 12,139</b>
<b>TOTAL ASSETS</b>	<b>\$ 123,480</b>	<b>\$ 101,307</b>
<b>LIABILITIES</b>		
Unexpended Grants (Note 6)	\$ 46,896	\$ 34,283
Accounts Payable	\$ 8,417	\$ 4,842
GST	\$ 33	\$ 1,397
Credit Cards	\$ 520	\$ -
<b>TOTAL LIABILITIES</b>	<b>\$ 55,866</b>	<b>\$ 40,522</b>
<b>NET ASSETS</b>	<b>\$ 67,614</b>	<b>\$ 60,785</b>
<b>RESERVES</b>		
Opening Accumulated Funds	\$ 60,785	\$ 53,008
Funds Accumulated During Year	\$ 6,829	\$ 7,776
<b>TOTAL RESERVES</b>	<b>\$ 67,614</b>	<b>\$ 60,785</b>





## Muscular Dystrophy - Southern Region Branch

### Statement of Cash Flows

For the period 1 January 2021 to 31 December 2021

	2021	2020
	\$NZ	\$NZ
<b>Operating Cash Received</b>		
Donations, fundraising and other similar receipts	\$ 86,281	\$ 52,985
Interest, dividends and other investment receipts	\$ 351	\$ 913
Other Receipts (COVID Wage Subsidy)	\$ 5,400	\$ 17,183
<b>Total Operating Cash Received</b>	<b>\$ 92,032</b>	<b>\$ 71,082</b>
<b>Operating Cash Applied</b>		
Payments to suppliers and employees	(\$ 67,457)	(\$ 51,700)
<b>Total Operating Cash Applied</b>	<b>(\$ 67,457)</b>	<b>(\$ 51,700)</b>
<b>Operating Cash Flow</b>	<b>\$ 24,576</b>	<b>\$ 19,382</b>
<b>Investing/Financing Cash Applied</b>		
Payments to acquire property, plant and equipment	\$ -	(\$ 5,186)
Payments to purchase investments	\$ -	(\$ 293)
<b>Investing/Financing Cash Flow</b>	<b>\$ -</b>	<b>(\$ 5,480)</b>
GST Movement	(\$ 891)	\$ 520
<b>Net Cash Flow</b>	<b>\$ 23,685</b>	<b>\$ 14,422</b>
Add Opening Cash Balance	\$ 48,493	\$ 34,071
<b>Closing Cash Balance</b>	<b>\$ 72,178</b>	<b>\$ 48,493</b>





## Muscular Dystrophy - Southern Region Branch

### Statement of Service Activity

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*Mandatory disclosures according to s.4 of PBE SFR-A (NFP)*

#### Outcomes 2020/2021

We provide information to individuals and families living with neuromuscular conditions, to enable them to make informed choices, access entitlements and obtain resources for independent living. This fosters improved quality of life and opportunities for participation. We also aim to raise awareness of neuromuscular conditions, reduce isolation and provide support. These outcomes are achieved through an outreach fieldwork service, as well as facilitated peer to peer networking through community based events.

#### Outputs

	2021
Number of Total Membership	230
Number of New Members 2021	4
Number of Client Contacts during 2021	449
Number of Staff hours during 2021	1920
Number of External course hours	37.75
Number of Supervision Hours	12
Number of Facebook followers	250

	2020
Number of new members to the service	8
Number of face to face visits made to clients of the Fieldwork service	63
Number of "other" client contacts (phone, email, text etc) made by the Fieldwork service	592
Number of Newsletter editions sent to members	8
Number of community events held for members	1
Number of service brochures distributed in the region	400
Number of community education activities	4

Please note - due to COVID-19 alert levels 2,3 and 4, our face to face contacts and member activities were nil.

Due to COVID-19 we also introduced zoom as a communication tool for our fieldwork service.



## Muscular Dystrophy - Southern Region Branch

### Entity Information

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*Mandatory disclosures according to s.3 of PBE SFR-A (NFP)*

#### **Type of Organisation**

Muscular Dystrophy - Southern Region Branch is a self-governed branch of Muscular Dystrophy Association of New Zealand.

It is not separately incorporated, but had separate registration as a Charity under the Charities Act. The Muscular Dystrophy Association is an incorporated society.

#### **Purpose of Organisation**

The mission of the branch is to identify and disseminate educational programmes, information, resources and services to people living with neuromuscular conditions and to those who may be involved in their support and care. To identify, develop and promulgate schemes, programmes and social opportunities which may be of benefit to people living with a condition. To educate the Branches wider community and create awareness of the prevalence of conditions and the impact on the lives of people living with a condition. To educate the Branches wider community about, and lobby and advocate locally for changes to attitudes, policies, funding, environments, support and clinical services where these impact detrimentally or suboptimally on the quality of life, independence, choices and rights of people living with a neuromuscular condition. To create and foster local communities of interest and support for people living with a condition including opportunity to participate in and influence the affairs of the Branch. To collaborate with and assist the Muscular Dystrophy Association of New Zealand Inc. in the attainment of the Association's objects.

#### **Organisation Structure**

The Branch is governed by an Executive Committee who are elected at the Annual General Meeting. The Executive Committee consists of at least a Chairperson, Treasurer, Secretary and three other committee members. A representative from this committee also sits on the National Council of the Muscular Dystrophy Association of New Zealand. The Committee meets monthly. The Branch appointed its first employee, a part-time Fieldworker, in September 2016. Administration support for the branch is provided through the National Office based in Auckland and Canterbury Branch based in Christchurch.

#### **Main Sources of Funds**

The Main Sources of funds for the organisation are grants from philanthropic and government funders, donations from members, donations from the general public and funding from MDA National Office.

#### **Main Methods of Fundraising**

The organisation regularly applies to philanthropic or government funders for grants and donations. The organisation holds several fundraising activities during each year including an appeal month.

#### **Volunteers and in-kind Donations**

The Branch is very reliant on volunteers who assist with fundraising activities and the annual appeal. The Executive Committee are also volunteers.



## Muscular Dystrophy - Southern Region Branch

### Statement of Accounting Policies

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#### 1 Basis of Preparation

Muscular Dystrophy - Southern Region Branch is eligible and has elected to apply accounting standard PBE SFR-A(NFP) because it is not publicly accountable, is not large, and has annual expenditure of less than \$2,000,000.

Transactions are reported on an accrual basis where expenditure is matched to the income funding it. The Financial Statements contained within this report have been prepared on the assumption that the organisation will continue operating for at least 12 months after Balance Date.

#### 2 Taxation

As a Registered Charity the organisation is exempt from Income Tax.

The organisation is registered for GST, and all figures are shown exclusive of GST with the exception of Payables and Receivables disclosed in the Statement of Reserves.

#### 3 Fixed Assets

Items of Property, Plant and Equipment are shown at Cost less accumulated depreciation. Depreciation is applied equally over the expected useful life of the asset.

#### 4 Grants

Unexpended portions of grants with restrictions on how they can be used, and which must be repaid if not used, are recognised as liabilities. Only the expended part of grants is recognised as Income.

#### 5 Changes in Accounting Policies

All accounting policies have been applied consistent with the previous year. The above accounting policy on grants has been effective since the 2019 financial year, replacing a policy on recognising grants as income on receipt.





## Muscular Dystrophy - Southern Region Branch

### Notes to the Accounts

#### 6 Grants Received and Expended

Muscular Dystrophy - Southern Region Branch has received and expended the following grants, with thanks:

##### a. Grants which must be returned if unused

2021

	Unspent as at beginning of year	Received/ (Returned)	Expended	Unspent as at end of year
COGS	\$ 3,094	\$ 3,500	\$ 3,829	\$ 2,765.4
Community Trust South	\$ 3,500	\$ 2,000	\$ 3,500	\$ 2,000.0
Dunedin City Council	\$ 4,700	\$ 3,500	\$ 4,700	\$ 3,500.0
Healthcare Otago C.T.	\$ 6,185	\$ 8,000	\$ 12,180	\$ 2,005.6
Lottery Grants Board	\$ 14,172	\$ 25,000	\$ 17,781	\$ 21,391.7
NZFGW Otago	\$ 1,164	\$ -	\$ 118	\$ 1,046.4
		\$ 8,000		
Lion Foundation	\$ 1,466	(\$ 477)	\$ 3,014	\$ 5,975.5
Central Lake Trust	\$ -	\$ 3,745	\$ 3,745	\$ -
Aoteroa Gaming Trust	\$ -	\$ 15,000	\$ 8,565	\$ 6,435.5
Guy Ansell Waddell Charitable Trust	\$ -	\$ 4,304	\$ 4,028	\$ 275.9
Bendigo Valley	\$ -	\$ 2,000	\$ 2,000	\$ -
Invercargill Licencing Trust	\$ -	\$ 1,500	\$ -	\$ 1,500.0
<b>Totals</b>	<b>\$ 34,283</b>	<b>\$ 76,072</b>	<b>\$ 63,459</b>	<b>\$ 46,896.0</b>

2020

	Unspent as at beginning of year	Received/ Returned	Expended	Unspent as at end of year
Bendigo Valley Sports	\$ -	\$ 2,936	\$ 2,936	\$ -
Central Lakes Trust	\$ -	\$ 5,962	\$ 5,962	\$ -
COGS	\$ 5,141	\$ 4,000	\$ 6,047	\$ 3,094
Community Trust South	\$ -	\$ 3,500	\$ -	\$ 3,500
Dunedin City Council	\$ 3,970	\$ 4,700	\$ 3,970	\$ 4,700
The Southern Trust	\$ 8,867	(\$ 895)	\$ 7,972	\$ -
Healthcare Otago C.T.	\$ -	\$ 9,000	\$ 2,815	\$ 6,185
Lottery Grants Board	\$ 8,825	\$ 15,000	\$ 9,653	\$ 14,172
NZFGW Otago	\$ 1,200	\$ -	\$ 36	\$ 1,164
Lion Foundation	\$ -	\$ 2,285	\$ 819	\$ 1,466
<b>Totals</b>	<b>\$ 28,003</b>	<b>\$ 46,488</b>	<b>\$ 40,208</b>	<b>\$ 34,283</b>





**7 Fixed Assets****a. Depreciable Assets****2021**

Asset Class	Book Value 2020	Depreciation	Net Additions	Book Value 2021
Computer Equipment	\$ 3,731	\$ 1,077	\$ 1,400	\$ 4,054
Vehicle	\$ 7,267	\$ 2,180	\$ -	\$ 5,087
Other Plant & Equipment	\$ 1,141	\$ 121	\$ -	\$ 1,020
<b>Total</b>	<b>\$ 12,139</b>	<b>\$ 3,378</b>	<b>\$ 1,400</b>	<b>\$ 10,161</b>

**2020**

Asset Class	Book Value 2019	Depreciation	Net Additions	Book Value 2020
Computer Equipment	\$ 334	\$ 577	\$ 3,974	\$ 3,731
Vehicle	\$ 10,382	\$ 3,115	\$ -	\$ 7,267
Other Plant & Equipment	\$ 149	\$ 71	\$ 1,063	\$ 1,141
<b>Total</b>	<b>\$ 10,865</b>	<b>\$ 3,763</b>	<b>\$ 5,037</b>	<b>\$ 12,139</b>

**8 Contingent Liabilities, Commitments and Guarantees**

There have been no contingent liabilities or commitments or guarantees as at the end of the financial year (previous year: nil).

**9 Related Parties**

There have been no reportable transactions with related parties during the year (2020: nil)

**10 Going Concern**

**The entity is no longer a Going Concern.** Its net assets, financial and service activities have been transferred to the Canterbury Branch of the Muscular Dystrophy Association of New Zealand, effective as of 1 January 2022. The Canterbury branch is a separately incorporated society, and has renamed itself to The South Island Branch of the Muscular Dystrophy Association as of that date.

**11 Movements in Reserves**

	2021	2020
Opening Balance	\$ 60,783	\$ 53,008
Funds Accumulated During Year	\$ 6,829	\$ 7,776
<b>Closing Balance</b>	<b>\$ 67,613</b>	<b>\$ 60,783</b>



<b>MDA South Island   Te Waipounamu - Approved 2022 Budget</b>	
GST Exclusive	
<b><u>Expenditure</u></b>	
ACC Levies	\$ 400.00
Advertising	\$ 500.00
Audit Fees	\$ 2,000.00
Bank Fees	\$ 100.00
Governance Costs	\$ 100.00
Telecommunications	\$ 3,400.00
Photocopying/Postage/Stationery	\$ 1,200.00
Motor Vehicle Expenses	\$ 12,800.00
National Travel	\$ 6,000.00
Wages	\$ 180,671.00
XERO	\$ 30.00
Rent	\$ 9,800.00
Subscriptions	\$ 300.00
IT Maintenance & Purchases	\$ 1,500.00
Depreciation	\$ 9,000.00
Member Welfare (Support Groups)	\$ 3,500.00
Member Functions	\$ 1,500.00
Fundraising Expenses	\$ 600.00
Volunteer Expenses	\$ 400.00
Minor Asset Purchases	\$ 1,000.00
Meeting Expenses	\$ 500.00
<b>Total Expenses</b>	<b><u>\$ 235,301.00</u></b>
<b><u>Income</u></b>	
Grants Carried Over	\$ 93,888.00
Grants & Trusts	\$ 98,000.00
Other Donations	\$ 2,000.00
Fundraising	\$ 15,000.00
Member Donations	\$ 2,362.00
MOH DIAS Contract	\$ 10,800.00
ECAN Total Mobility	\$ 900.00
Interest Income	\$ 450.00
<b>Total Income</b>	<b><u>\$ 223,400.00</u></b>
Deficit	\$ (11,901.00)

# Financial and Service Statements

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**The Canterbury Branch of the Muscular Dystrophy Association of New Zealand**

**For the Year Ended 31 December 2021**

**Comprising**

**Statement of Funding**  
**Statement of Reserves**  
**Statement of Cash Flows**  
**Statement of Service Activity**  
**Entity Information**  
**Statement of Accounting Policies**  
**Notes**

**Title for Charity Reporting Purposes**

*Statement of Financial Performance*  
*Statement of Financial Position*  
*Statement of Cash Flows*  
*Statement of Service Performance*  
*Entity Information*  
*Statement of Accounting Policies*  
*Notes*



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## The Canterbury Branch of the Muscular Dystrophy Association of New Zealand

### Statement of Funding

For the period 1 January 2021 to 31 December 2021

	2021	2020
	\$NZ	\$NZ
<b>Funds Received</b>		
<i><b>Donations, Fundraising and other similar receipts</b></i>		
Fundraising Activities	\$ 1,818	\$ 1,268
Expended Grants	\$ 101,425	\$ 62,231
MDA Funding	\$ 18,864	\$ 19,872
Donations	\$ 12,895	\$ 13,318
<i><b>Fees, subscriptions and other receipts (including donations) from members</b></i>		
Subscriptions	\$ -	\$ -
<i><b>Receipts from providing goods or services</b></i>		
Ministry of Health	\$ 10,750	\$ 10,643
<i><b>Interest, dividends and other Investment Receipts</b></i>		
Interest	\$ 25	\$ 28
<i><b>Other Receipts</b></i>		
Other Revenue	\$ -	\$ 344
Wages Contribution from National Office (Note 13)	\$ 5,400	\$ 42,773
Sale of Fixed Assets	\$ 1,229	\$ -
Mobility Services Income	\$ 798	\$ 686
<b>Total Funds Received</b>	<b>\$ 153,205</b>	<b>\$ 151,162</b>
<b>Funds Applied</b>		
<i><b>Expenses related to public fundraising</b></i>		
Fundraising	\$ 177	\$ 521
<i><b>Volunteer and employee-related payments</b></i>		
Wages (Note 13)	\$ 88,317	\$ 54,987
ACC Levy	\$ 187	\$ 247
<i><b>Expenses related to providing goods or services</b></i>		
Rent and light, Power, Heating	\$ 1,853	\$ 1,355
Stationery, Postage and Print	\$ 3,563	\$ 1,061
Telephone and Tolls	\$ 1,947	\$ 1,702
Travel and Accommodation	\$ 2,939	\$ 864
Vehicle Expenses	\$ 2,662	\$ 2,783
<i><b>Other Payments</b></i>		
Meeting Expenses	\$ 64	\$ 81
Advertising	\$ 50	\$ 209
Consulting & Accounting	\$ 2,009	\$ 1,059
Minor Assets & Equipment	\$ 350	\$ 232
Sundry	\$ 3,106	\$ 2,005
Depreciation (Note 15)	\$ 5,300	\$ 5,650
<b>Total Funds Applied</b>	<b>\$ 112,524</b>	<b>\$ 72,755</b>
<b>Net Reserves Accumulated/(Applied)</b>	<b>\$ 40,681</b>	<b>\$ 78,408</b>

## The Canterbury Branch of the Muscular Dystrophy Association of New Zealand

### Statement of Reserves

As At 31 December 2021

	2021	2020
	\$NZ	\$NZ
<b>ASSETS</b>		
<b>Current Assets</b>		
Bank accounts / Debit accounts	\$ 144,412	\$ 91,856
Petty Cash	\$ 8	\$ 8
Prepayment	\$ 2,890	\$ -
Sundry Debtors	\$ 6,022	\$ 398
<b>Total Current Assets</b>	<b>\$ 153,332</b>	<b>\$ 92,262</b>
<b>Non-Current Assets</b>		
Property, Plant and Equipment (Note 7&15)	\$ 10,203	\$ 11,488
<b>Total Non-Current Assets</b>	<b>\$ 10,203</b>	<b>\$ 11,488</b>
<b>TOTAL ASSETS</b>	<b>\$ 163,535</b>	<b>\$ 103,751</b>
<b>LIABILITIES</b>		
Creditors and Accruals	\$ 14,270	\$ 7,904
Income in advance	\$ 5,154	\$ -
Credit Card	\$ 332	\$ 386
GST	\$ 169	\$ 2,008
Grants received in advance (Note 6)	\$ 46,665	\$ 37,190
<b>TOTAL LIABILITIES</b>	<b>\$ 66,591</b>	<b>\$ 47,487</b>
<b>NET ASSETS</b>	<b>\$ 96,944</b>	<b>\$ 56,263</b>
<b>RESERVES</b>		
Opening Accumulated Funds	\$ 56,263	(\$ 22,144)
Funds Accumulated During Year	\$ 40,681	\$ 78,408
<b>TOTAL RESERVES</b>	<b>\$ 96,944</b>	<b>\$ 56,263</b>

## The Canterbury Branch of the Muscular Dystrophy Association of New Zealand

### Statement of Cash Flows

For the period 1 January 2021 to 31 December 2021

	2021	2020
	\$NZ	\$NZ
<b>Operating Cash Received</b>		
Donations, fundraising and other similar receipts	\$ 154,481	\$ 154,905
Fees, subscriptions and other receipts from members	\$ -	\$ -
Receipts from providing goods or services	\$ 10,750	\$ 10,643
Interest, dividends and other investment receipts	\$ 25	\$ 28
Receipts from Other Income	\$ 733	\$ 692
<b>Total Operating Cash Received</b>	<b>\$ 165,989</b>	<b>\$ 166,268</b>
<b>Operating Cash Applied</b>		
Payments to suppliers and employees	(\$ 108,666)	(\$ 115,086)
Donations or grants paid	\$ -	(\$ 954)
<b>Total Operating Cash Applied</b>	<b>(\$ 108,666)</b>	<b>(\$ 116,040)</b>
<b>Operating Cash Flow</b>	<b>\$ 57,323</b>	<b>\$ 50,228</b>
<b>Investing/Financing Cash Received</b>		
Receipts from the sale of property, plant and equipment	\$ -	\$ -
Proceeds from loans borrowed from other parties	\$ -	\$ -
<b>Total Investing/Financing Cash Received</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Investing/Financing Cash Applied</b>		
Payments to acquire property, plant and equipment	(\$ 2,945)	(\$ 1,186)
Repayment of loans borrowed from other parties	\$ -	\$ -
<b>Total Investing/Financing Cash Applied</b>	<b>(\$ 2,945)</b>	<b>(\$ 1,186)</b>
<b>Investing/Financing Cash Flow</b>	<b>(\$ 2,945)</b>	<b>(\$ 1,186)</b>
GST Movement	(\$ 1,768)	\$ 1,890
<b>Net Cash Flow</b>	<b>\$ 52,609</b>	<b>\$ 50,932</b>
Add Opening Cash Balance	\$ 91,479	\$ 40,547
<b>Closing Cash Balance</b>	<b>\$ 144,088</b>	<b>\$ 91,479</b>
<b>Represented by:</b>		
Bank accounts / Debit accounts	\$ 144,412	\$ 91,856
Petty Cash	\$ 8	\$ 8
Credit Cards	(\$ 332)	(\$ 386)
	<b>\$ 144,088</b>	<b>\$ 91,479</b>

## The Canterbury Branch of the Muscular Dystrophy Association of New Zealand

### Statement of Service Activity

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*Mandatory disclosures according to s.4 of PBE SFR-A (NFP)*

#### Outcomes

##### 2021

To provide information, support and advocacy to all people living with Muscular Dystrophy/Neuromuscular conditions and their whanau/family living in the Canterbury, Tasman, Nelson, Marlborough and West Coast regions.

#### Outputs

##### 2021

1 Luncheons, 20 participants  
 26 Support Groups events with approx. 238 participants  
 1 Picnic, 7 participants  
 28 New Clients during 2021  
 1963 Client Contacts during 2021  
 3456 Staff Hours during 2021  
 498 Branch members as at 31.12.21  
 117 External staff development hours  
 20 Fieldworker Supervision Hours  
 1900 Newsletter Sent  
 371 ReviewFacebook Followers

##### 2020

#### Outcomes

To provide information, support and advocacy to all people living with Muscular Dystrophy/Neuromuscular conditions and their family/whanau living in the Canterbury, Tasman, Marlborough and West Coast Regions.

#### Outputs

##### 2020

Luncheon- 23 participants  
 Christmas Function- 23 participants  
 6 Supports Groups, 37 participants in total

## The Canterbury Branch of the Muscular Dystrophy Association of New Zealand

### Entity Information

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#### *Mandatory disclosures according to s.3 of PBE SFR-A (NFP)*

##### **Type of Organisation**

The Canterbury Branch of the Muscular Dystrophy Association of New Zealand is a Society under the Incorporated Societies Act 1908.

##### **Purpose of Organisation**

The mission of the branch is to identify and disseminate educational programmes, information, resources and services to people living with neuromuscular conditions and to those who may be involved in their support and care. To identify, develop and promulgate schemes, programmes and social opportunities which may be of benefit to people living with a condition. To educate the Branches wider community and create awareness of the prevalence of conditions and the impact on the lives of people living with a condition. To educate the Branches wider community about, and lobby and advocate locally for changes to attitudes, policies, funding, environments, support and clinical services where these impact detrimentally or sub-optimally on the quality of life, independence, choices and rights of people living with a neuromuscular condition. to create and foster local communities of interest and support for people living with a condition including opportunity to participate in the influence the affairs of the Branch. To collaborate with and assist the Association in the attainment of the Association's objects.

##### **Organisation Structure**

The Branch is governed by an Executive Committee who are elected at the Annual General Meeting. The Executive Committee consists of at least a Chairperson, Treasurer, Secretary and three other committee members. A representative from this committee also sits on the National Council of the Muscular Dystrophy Association which is based in Auckland. The Committee meets monthly. The Branch employs two fieldworkers and one office administrator.

##### **Main Sources of Funds**

The Main Sources of funds for the organisation are grants from philanthropic and government funders, donations from members , donations from the general public and funding from MDA National Office

##### **Main Methods of Fundraising**

The organisation regularly applies to philanthropic or government funders for grants and donations.

The organisation holds fundraising events for members and the general public.

## The Canterbury Branch of the Muscular Dystrophy Association of New Zealand

### Entity Information

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#### Volunteers and in-kind Donations

The organisation depends on voluntary work for some of its activities. The Executive Committee are also volunteers.

#### Contact Details

Physical Address: Virtual Office, Christchurch Community House, 301 Tuam Street, Christchurch Central 8110

Postal Address: P O Box 80025, Riccarton, Christchurch 8440

Phone/Fax: Phone (03) 3778010; Freephone 0800 463 222

Email/Website: [www.mda.org.nz](http://www.mda.org.nz)

Facebook : [facebook.com/MdaCanty/](https://facebook.com/MdaCanty/)

Instagram: [instagram.com/mdacanterbury/](https://instagram.com/mdacanterbury/)

Twitter: [twitter.com/mdacanterbury](https://twitter.com/mdacanterbury)

## The Canterbury Branch of the Muscular Dystrophy Association of New Zealand

### Statement of Accounting Policies

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#### 1 Basis of Preparation

The Canterbury Branch of the Muscular Dystrophy Association of New Zealand New Zealand is eligible and has elected to apply accounting standard PBE SFR-A(NFP) because it is not publicly accountable, is not large, and has annual expenditure of less than \$2,000,000.

Transactions are reported on an accrual basis where expenditure is matched to the income funding it. The Financial Statements contained within this report have been prepared on the assumption that the organisation will continue operating for at least 12 months after Balance Date.

The entity is a branch of the Muscular Dystrophy Association of New Zealand ("national office"). For the purpose of these accounts, transactions between the national office and the Canterbury branch are treated as though they were transactions with an external entity (i.e. operational rather than capital transactions). These financial statements should be viewed in conjunction with the consolidated financial statements of the national office.

#### 2 Taxation

As a Registered Charity the organisation is exempt from Income Tax.

The organisation is registered for GST, and all figures are shown exclusive of GST with the exception of Payables and Receivables disclosed in the Statement of Reserves.

#### 3 Fixed Assets

Depreciation rates are calculated to allocate the cost of property, plant and equipment assets less their estimated residual values, over their estimated useful lives at rates determined by the Committee.

Motor Vehicles: 26-30% DV

Machinery: 20-30% DV

Office Equipment: 20-67% DV

#### 4 Grants

Unexpended portions of grants with restrictions on how they can be used, and which must be repaid if not used, are recognised as liabilities. Only the expended part of grants is recognised as Funds Received.

#### 5 Changes in Accounting Policies

All accounting policies have been applied consistent with previous years.



## The Canterbury Branch of the Muscular Dystrophy Association of New Zealand

### Notes to the Accounts

#### 6 Grants Received and Expended

The Canterbury Branch of the Muscular Dystrophy Association of New Zealand has received and expended the following grants, with thanks:

##### *a. Grants which must be returned if unused*

2021				
	Unspent as at beginning of year	Received	Applied	Unspent as at end of year
The Rehabilitation Welfare Trust	\$ 837	\$ 1,000	\$ 1,530	\$ 306
NZ Lottery Grants	\$ 14,913	\$ 15,000	\$ 14,913	\$ 15,000
Rata Foundation	\$ 10,371	\$ 30,000	\$ 30,971	\$ 9,399
South Canterbury Trust	\$ 214	\$ 1,500	\$ 214	\$ 1,500
Lion Foundation	\$ 5,683	\$ 8,000	\$ 5,737	\$ 7,946
Marlborough District Council	\$ 2,174	\$ -	\$ 586	\$ 1,588
Christchurch City Council	\$ 3,000	\$ 3,000	\$ 6,000	\$ -
COGS - Christchurch & Bank Peninsula	\$ -	\$ 4,000	\$ 1,014	\$ 2,986
COGS - Aoraki		\$ 1,000	\$ -	\$ 1,000
COGS - Canterbury Rural		\$ 4,000	\$ 4,000	\$ -
COGS - West Coast		\$ 2,000	\$ 904	\$ 1,096
DIA Ethnic communities Development Fund	\$ -	\$ 10,000	\$ 10,000	\$ -
Four Winds Foundation	\$ -	\$ 2,500	\$ 2,500	\$ -
Kiwi Gaming - CERT	\$ -	\$ 10,000	\$ 10,000	\$ -
Mainland Foundation	\$ -	\$ 6,000	\$ 3,000	\$ 3,000
Network Tasman Charitable Trust	\$ -	\$ 2,000	\$ -	\$ 2,000
Pub Charity	\$ -	\$ 10,000	\$ 10,000	\$ -
Redwood Trust	\$ -	\$ 900	\$ 56	\$ 844
<b>Totals</b>	<b>\$ 37,190</b>	<b>\$ 110,900</b>	<b>\$ 101,425</b>	<b>\$ 46,665</b>
Accounts Payable	\$ -	\$ -	\$ -	\$ -
<b>Total Grants</b>	<b>\$ 37,190</b>	<b>\$ 110,900</b>	<b>\$ 101,425</b>	<b>\$ 46,665</b>

2020				
	Unspent as at beginning of year	Received/ Returned	Applied	Unspent as at end of year
The Rehabilitation Welfare Trust	\$ -	\$ 1,200	\$ 363	\$ 837
COGS	\$ 4,867	\$ 4,000	\$ 8,867	\$ -
NZ Lottery Grants	\$ 3,250	\$ 15,000	\$ 3,337	\$ 14,913
Rata Foundation	\$ -	\$ 45,000	\$ 34,629	\$ 10,371
South Canterbury Trust	\$ -	\$ 300	\$ 86	\$ 214
Southern Trust	\$ 675	\$ -	\$ 675	\$ -

One Foundation	\$ 5,922	(\$ 808)	\$ 5,114	\$ -
Aoraki Foundation	\$ 987	(\$ 146)	\$ 841	\$ -
Lion Foundation	\$ 7,000	\$ 7,000	\$ 8,318	\$ 5,683
Marlborough District Council	\$ -	\$ 2,174	\$ -	\$ 2,174
Christchurch City Council	\$ -	\$ 3,000	\$ -	\$ 3,000
Four Winds Foundation	\$ -	\$ -	\$ -	\$ -
<b>Totals</b>	<b>\$ 22,701</b>	<b>\$ 76,720</b>	<b>\$ 62,231</b>	<b>\$ 37,190</b>
Accounts Payable	\$ -	\$ -	\$ -	\$ -
<b>Total Grants</b>	<b>\$ 22,701</b>	<b>\$ 76,720</b>	<b>\$ 62,231</b>	<b>\$ 37,190</b>

## 7 Fixed Assets

### a. Depreciable Assets

**2021**

Asset Class	Book Value 2020	Additional and Disposal	Depreciation	Book Value 2021
Motor Vehicles	\$ 6,147	(\$ 3,119)	\$ 909	\$ 2,120
Office Equipment	\$ 1,640	\$ 7,133	\$ 3,698	\$ 5,076
Machinery	\$ 2,672		\$ 535	\$ 2,138
Furniture & Fittings	\$ 1,028		\$ 158	\$ 870
<b>Total</b>	<b>\$ 11,488</b>	<b>\$ 4,015</b>	<b>\$ 5,300</b>	<b>\$ 10,203</b>

**2020**

Asset Class	Book Value 2019	Additional and Disposal	Depreciation	Book Value 2020
Motor Vehicles	\$ 8,782	\$ -	\$ 2,635	\$ 6,147
Office Equipment	\$ 3,829	\$ -	\$ 2,189	\$ 1,640
Machinery	\$ 3,340	\$ -	\$ 668	\$ 2,672
Furniture & Fittings	\$ -	\$ 1,186	\$ 158	\$ 1,028
<b>Total</b>	<b>\$ 18,333</b>	<b>\$ 1,186</b>	<b>\$ 4,981</b>	<b>\$ 11,488</b>

## 8 Contingent Liabilities, Commitments and Guarantees

There have been no contingent liabilities or commitments or guarantees as at the end of the financial year (2020: nil).

## 9 Related Parties

There have been no reportable Related Party transactions during the reporting year (2020:nil).

## 10 Donated Fixed Assets

There were no donated assets in 2020 and 2021.

**11 Events after Balance Date**

The Canterbury Branch of Muscular Dystrophy Association has been taking over the financial and service activities of the Southern Regions Branch of the Muscular Dystrophy Association, effective 1 January 2022, and renamed itself to "The SOuth Island/Te Wai Pounamu Branch of the Muscular Dystrophy Association of NZ Inc". The Southern Regions branch is a local branch of the Muscular Dystrophy Association of New Zealand, which has been reporting separately to the Charities Register. The Net Assets of the Southern Regions branch at 31 December 2021 amount to \$63,870.

**12 Movements in Reserves**

	<b>2021</b>	<b>2020</b>
	<b>\$NZ</b>	<b>\$NZ</b>
Opening Balance	\$ 56,263	(\$ 22,144)
Funds Accumulated During Year	<u>\$ 40,681</u>	<u>\$ 78,408</u>
Closing Balance	<b>\$ 96,944</b>	<b>\$ 56,264</b>

**13 Accrued Wages****2020**

The National Office wrote off \$42,773+GST owed by Canterbury Branch for unpaid wages invoices during the 2020 financial year.

**14 Bank accounts / Debit cards**

	<b>2021</b>	<b>2020</b>
	<b>\$NZ</b>	<b>\$NZ</b>
Westpac Cheque Account	\$ 28,233	\$ 91,779
Westpac Camp Cheque Account	\$ -	\$ 29
Westpac Online Saver	\$ -	\$ 27
Westpac Online Saver-Camp	\$ -	\$ 22
TSB Bank Account	\$ 114,463	\$ -
Denit Cards	<u>\$ 1,715</u>	<u>\$ -</u>
	<b>\$ 144,412</b>	<b>\$ 91,856</b>

## The Canterbury Branch of the Muscular Dystrophy Association of New Zealand

### Asset Depreciation Schedule

Description	Date Acquired	Original Cost	Accum	Book	Rate D.V.	Additions	Disposal	Ordinary Depn	Asset Write-off	Accum	Book
			Depn	Value						Depn	Value
			Dec 2020	Dec 2020						Dec 2021	Dec 2021
Car - Hyundai Sante Fe - Donated	08/12	61817	58699	3119	30%		3119	0		58699	0
Car-Hyundai GLS582	01/18	61817	58787	3029	30%			909		59696	2121
R-Series PC	03/11	2383	2379	4	48%			2		2381	2
Laptop	06/17	535	478	57	48%			27		505	30
Reference Books	01/12	1087	941	146	20%			29		971	116
Two Degrees Mobile	10/18	393	357	36	67%			24		381	12
Cough Assist x 2	12/09	14211	13051	1160	20%			232		13283	928
Cough Assist x 2	10/10	15088	13575	1513	20%			303		13878	1210
Asus Laptop	12/19	1651	860	791	50%			396		1256	396
Apple 10.2in iPad WIFI 128GB	12/19	635	437	198	67%			133		570	65
Apple 10.2in iPad WIFI 128GB	12/19	635	437	198	67%			133		570	65
Apple 10.2in iPad WIFI 128GB	12/19	677	467	211	67%			141		608	69
Outdoor Furniture	05/20	1186	158	1028	20%			158		316	870
Apple iPhone 11	06/21				67%	981.74		648		648	334
Apple iPhone 11	06/21				67%	981.74		648		648	334
Apple iPhone 11	06/21				67%	981.74		648		648	334
Academy Signs	07/21				33%	1590		265		265	1325
Macbook air 13 M1	08/21				48%	1521		304		304	1217
iPad air 64GB	08/21				67%	869		243		243	626
apple pencil 2nd gen	08/21				67%	209		58		58	150
		<b>162114</b>	<b>150627</b>	<b>11488</b>		<b>7133</b>	<b>3119</b>	<b>5300</b>	<b>0</b>	<b>97227</b>	<b>10204</b>



## Certificate of Incorporation

**THE SOUTH ISLAND (TE WAIPOUNAMU) BRANCH OF THE MUSCULAR  
DYSTROPHY ASSOCIATION OF NEW ZEALAND INCORPORATED**

**400741**

**NZBN: 9429042856344**

This is to certify that THE CANTERBURY BRANCH OF THE MUSCULAR DYSTROPHY ASSOCIATION OF NEW ZEALAND INCORPORATED was incorporated under the Incorporated Societies Act 1908 on the 11th day of July 1988 and changed its name to THE SOUTH ISLAND (TE WAIPOUNAMU) BRANCH OF THE MUSCULAR DYSTROPHY ASSOCIATION OF NEW ZEALAND INCORPORATED on the 28th day of January 2022

Registrar of Incorporated Societies  
28th day of January 2022



To check the validity of this certificate visit  
<https://app.businessregisters.govt.nz/sber-businesses/verify/9429042856344/IncorporatedSociety-35944120.html>

**RSA Rangiora RSA Club Inc.**82 Victoria Street  
RANGIORA 7440

rangiorarsa@gmail.com

Ph: 03 313 7123

**Tax Invoice****Invoice: 00031196**  
**Date: 28/07/2021**

GST Reg. 013982716

**Bill To:**Muscular Dystrophy  
PO Box 80025  
Riccarton CHCH 8440  
Attn: Vivenne

DESCRIPTION	AMOUNT
Catering 13 @ \$7	\$79.13
Catering from 30 June left off INV 2 @ \$7	\$22.61
<b>Comment:</b> <i>Wednesday 28th July 2021</i>	

**Bank Details****Rangiora RSA Club (INC)****BNZ Rangiora 02 0876 0017229 00****Please use INV No: as Reference**

<b>Your Order:</b>	GST:	\$15.26
	Total Inc GST:	\$117.00
	<b>Balance Due:</b>	<b>\$117.00</b>
<b>Terms: Payment due within 7 days</b>		



Rangiora RSA

Support Groups Photos



**Emily Cameron**

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**From:** Vivienne Fitzgerald <southern@mda.org.nz>  
**Sent:** Tuesday, 22 March 2022 2:06 PM  
**To:** IM Staff  
**Subject:** Funding Application  
**Attachments:** QD-GOV-Form-008-Rangiora-Ashley-Discretionary-Grant-Application-Form-2021-2022.pdf; Cover Letter.pdf; 2021 Southern Region Reviewed Financials.pdf; Approved Budget.pdf; Canterbury MD Financials 2021.pdf; Certificate of Incorporation of Incorporated Society.pdf; 08-03 Rangiora RSA 00031196 \$117.00.pdf; Support Group Photos.pdf

[THIS EMAIL IS FROM AN EXTERNAL SOURCE] DO NOT CLICK links or attachments unless you recognise the sender email

Hi,  
Attached is our application for funding in the Rangiora region. I have attached all other relevant documents to support our request.  
Please note that I have attached two lots of financials, we have this year amalgamated the two South Island branches into one branch, therefore we have to supply both branches' financials. The Canterbury Branch 2021 financials are currently being reviewed by Community Capacity Accounting in Christchurch.  
Please don't hesitate to contact me if you require any further information.

Ngā mihi nui,

Nā Vivienne



Vivienne Fitzgerald  
South Island Coordinator



**Mobile:** 022 304 6840 | **Ph:** 0800 463 222 | **Email:** [southern@mda.org.nz](mailto:southern@mda.org.nz)  
**Web:** [www.mda.org.nz](http://www.mda.org.nz) | **Post:** PO Box 80025, Riccarton, Christchurch 8440  
**Charities:** CC20105 | [givealittle.co.nz/org/muscular dystrophy canterbury](http://givealittle.co.nz/org/muscular dystrophy canterbury)

**Supporting people affected by neuromuscular conditions for over 60 years**

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Groups applying for Board Discretionary Grants 2021/2022

Name of Group: Okuku Pony Club

Address: Foothills Road Okuku

Contact Person within Organisation: Cristy Brown

Position within Organisation: Secretary

Contact phone number: \_\_\_\_\_ Email: okukupc@gmail.com

Describe what the project is and what the grant funding be used for? (Use additional pages if needed)

In June each year the Okuku Pony Club hosts its main fundraising event - a one day Event (ODE). As part of this we require the presence of a St Johns Ambulance on site. This is the greatest cost to holding the event & we would like assistance to pay costs for the ambulance.

What is the timeframe of the project/event date? 19 June 2022

Overall Cost of Project: \$1423.75 Amount Requested: \$500

How many people will directly benefit from this project? 150

Who are the range of people benefiting from this project? (You can tick more than one box)

- People with disabilities (mental or physical)     Cultural/ethnic minorities     District  
 Preschool     School/youth     Older adults     Whole community/ward

Provide estimated percentage of participants/people benefiting by community area:

Oxford-Ohoka \_\_\_\_\_%    Rangiora-Ashley 90%    Woodend-Sefton \_\_\_\_\_%    Kaiapoi-Tuahiwi \_\_\_\_\_%

Other (please specify): people travel from a wide area to attend the ODE. 90% of club members are from Rangiora-Ashley.

If this application is declined, will this event/project still occur?  Yes     No

If No, what are the consequences to the community/organisation?

The ODE is the main fundraising event for our club.

What are the direct benefit(s) to the participants?

Medical services present at the ODE.  
Funds raised will benefit the members of our club for example with sporting equipment & uniforms.

What is the benefit(s) to your organisation?

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assisting with fundraising & keeping the ~~group~~<sup>club</sup> financially viable.

What are the benefit(s) to the Rangiora-Ashley community or wider district?

Continue to have a successful pony club benefitting rural members of the district

Is your group applying under the umbrella of another organisation (that is Charity/Trust registered?)  Yes  No

If yes, name of parent group: \_\_\_\_\_

What is the relationship between your group and the parent group?

\_\_\_\_\_

What other fundraising has your group undertaken towards this project/event? List any other organisations you have applied or intend to apply to for funding this project and amount applied for this project:

This is an expense to hosting our main fundraising event.

Have you applied to the Rangiora-Ashley Community Board or any other Waimakariri Community Board for other project funding in the past 18 months?  Yes  No

If yes, please supply details:

We successfully applied in June 21 for new showjumping poles for the club - thank you they are fantastic & will be used for many years.

Enclosed  Financial Balance Sheet and Income & Expenditure Statement  
(compulsory - your application cannot be processed without financial statements)

Supporting costs/quotes

Other supporting information

I am authorised to sign on behalf of the group/organisation making this application.

I declare that all details contained in this application form are true and correct to the best of my knowledge.

I accept that successful applicants will be required to report back to the Community Board by completing a simple Accountability Report.

I accept that information provided in this application may be used in an official Council report available to the public.

**Please note:** If submitting your application electronically, entering your name in the signature box below will be accepted as your signature:

Signed: \_\_\_\_\_

Date: 24/4/22

# Quotation for event cover

<b>Customer no:</b> C106334	<b>Quotation no:</b> Q254800	<b>Dated:</b> 4/04/2022
--------------------------------	---------------------------------	----------------------------

April Fitzjohn  
Canterbury Area Pony Club Inc  
Ridges Road  
RD1  
Christchurch

St John  
Private Bag 14902  
Panmure  
Auckland 1741  
New Zealand  
Telephone 0800 4 EVENTS  
GST Number 10-686-539

Dear April,

Thank you for contacting us about your event. Below is a summary of the event booking that is included in this quotation. This quotation is forwarded on the basis that the services will be provided in accordance with the terms set out in this quotation and subject to the Terms and Conditions attached and available at [stjohn.org.nz/ehsterms](http://stjohn.org.nz/ehsterms). The following pages provide a detailed description of what resources have been requested for your event.

**Important note: This quotation is valid for 10 working days from the day of issue and must be confirmed at least 40 working days prior to the event, otherwise we may not be able to organise cover for your event. Late notice bookings or last-minute changes may incur additional charges, and we may be unable to preconfirm our ability to attend in such cases. Please carefully check the dates, timings, venues, and resources listed and notify us as soon as possible if any details are incorrect.**

## Events included in this quotation

**E273050 - Okuku Pony Club ODE - Confirmed**

**\$1,423.75 (excl. GST)**

 **Sunday, 19 June 2022**

 **7:45 a.m. - 4:00 p.m.**

 **Okuku Pony Club, Foothills Road , Okuku**



## Total

<b>Total Exclusive of GST</b>	<b>\$1,423.75</b>
<b>GST Total</b>	<b>\$213.56</b>
<b>Amount to pay (including GST) for your event(s)</b>	<b>\$1,637.31</b>

## Terms and Conditions

Please read the Terms and Conditions available at [stjohn.org.nz/ehsterms](http://stjohn.org.nz/ehsterms)

## Scope definition

### In scope

- Health risk assessment pre-event
- Collaboration in development of H&S documentation as it relates to St John
- Provision of pre-hospital medical care to participants and spectators at event
- Electronic debrief of event.

### Out of scope

- Completion of customer paperwork requiring personal health information
- Concussion Testing (Concussion screening is available as an additional extra, which may incur an additional cost)

## Clinical qualifications

Details of our clinical qualifications and associated scope of practice is available at [www.stjohn.org.nz/EHSqualifications](http://www.stjohn.org.nz/EHSqualifications). St John is externally audited against Ambulance Standard NZS 8156:2019. The Ambulance Standard requires medical event providers to operate with clinical personnel appropriate to the level of risk as identified in the event risk analysis and have a current delegated scope of practice or be registered. St John caution using the resource recommendations within this quotation when comparing other event medical providers due to the high number that do not adhere to S8156 standards or provide the same level of clinical skills/medications/interventions.

## Additional clauses

### Paramedic Reasonable Endeavours

*A Paramedic will be provided on a reasonable endeavours basis. Where a paramedic is unable to be resourced locally an Emergency Medical Technician (EMT) will be provided at a discount of \$25ph. Alternatively you may elect to pay the full cost of additional travel/accommodation/wages to provide an out of town paramedic, provided one is available.*

**Okuku Pony Club AGM 2022**  
**End of Year Report**  
**As at 1/3/21-28/2/22**

Opening Balances

Main Account \$6308.91  
Travel Account \$251.30  
Online Account \$2010.42  
Total \$8570.63

Income

ODE \$5115.00  
Subs/Nominate \$1155.00  
Show \$4105.00  
Interest \$5.06  
Kiwi Gaming \$1382.88  
Sponsors \$950.00  
Waimak PC Grant \$500.00  
General \$75.00  
Calendars \$110.00  
Total \$13,397.94

Expenses

ODE \$2348.82  
Show \$488.72  
FMG Insurance \$1596.33  
Team Entries \$1098.00  
Head Coach/Instructors \$550.00  
General Expenses \$782.40  
CAPC/NCPC Levies \$1189.00  
Ribbons \$1632.06  
Cross Country Jumps and Course Design \$970.00  
NZPCA Badges/Certificates \$252.50  
Show Jump Poles \$953.60  
Gifts/Engraving \$542.89  
Advertising \$79.35  
St John \$1382.88  
Total \$13866.55

Balance (468.61)

## Spreadsheet showing Rangiora-Ashley Discretionary Grant for 2021/22 Financial Year

	Meeting considered	Group	Project	Amount Requested	Amount Granted	Running Balance
			2021/22 = \$9,870 = carry forwards \$7,100 Total \$16,970			\$ 16,970.00
	14-Jul	Southbrook School Board Trustees	Purchase of whiteboard tables	\$500	\$500	\$ 16,470.00
	14-Jul	Cust-West Eyerton Playcentre	Hiring the Birdlife Production	\$250	\$250	\$ 16,220.00
	11-Aug	Waimakariri Older Person's Expo Committee	Older Person's Expo	\$500	\$500	\$ 15,720.00
	11-Aug	Rangiora Playcentre	Installation of RCD unit at power board	\$500	\$500	\$ 15,220.00
	11-Aug	Ashley Playcentre	Re-bark the play area	\$500	\$500	\$ 14,720.00
	11-Aug	McAlpines Pipe Band	Drum sticks and refurbish side drums	\$500	\$500	\$ 14,220.00
	8-Sep	Meeting Cancelled				
	13-Oct	Life Education Trust	Delivery of the Healthy Harold Programme	\$500	\$500	\$ 13,720.00
	13-Oct	North Canterbury Swim Club	Best time ribbons	\$1,116	\$500	\$ 13,220.00
	10-Nov	Nil				
	8-Dec	Rangiora Community Patrol	Patrol car maintenance	\$500	\$500	\$ 12,720.00
	8-Dec	Soroptimist of North Canterbury	advertising	\$500	\$500	\$ 12,220.00
Rangiora-Ashley Community Board 10.137.100.2410	9-Feb	declined North Canterbury Pride	picnic in Victoria Park	\$250	\$0	\$ 12,220.00
	9-Mar	Southbrook Netball Club	towards hall hire, storage and Player of	\$500	\$512	\$ 11,708.00
	13-Apr	Muscular Dystrophy Ass	towards hosing monthly support group	\$ 800.00	lie on table	\$11,708.00
	13-Apr	Rangiora Cricket Club	towards purchase of cricket balls	\$496	\$496	\$ 11,212.00
	13-Apr	Cust & Districts Historical records society	Towards having historic booklet scanned and printed	\$665	\$665	\$ 10,547.00

## Spreadsheet showing Rangiora-Ashley Discretionary Grant for 2020/21 Financial Year

	Meeting considered	Group	Project	Amount Requested	Amount Granted	Running Balance
<b>Rangiora-Ashley Community Board</b>			Council Allocation 10,630 + Carry forwards \$5,000 =			\$ 15,630.00
	Jul-20	No applications considered				
	Aug-20	No applications considered				
	Sep-20	Reflections Community Trust	Advertising	\$460	\$0	\$ 15,630.00
	Sep-20	North Canterbury Indoor Bowls	Hall hire	\$800	\$500	\$ 15,130.00
	Oct-20	Ashley Playcentre	Sandpit toys	\$500	\$500	\$14,630.00
	Oct-20	North Loburn School	Equipment and compost	\$494	\$494	\$ 14,136.00
	Oct-20	Cust-West Eyreton Playcentre	Tablet and Artwork	\$500	\$500	\$ 13,636.00
	Oct-20	Waimakariri Combined Friendship Club	Subsidise a day to Ashburton	\$500	\$0	\$ 13,636.00
	Oct-20	Community Wellbeing North Canterbury Trust	Dishwasher	\$500	\$500	\$ 13,136.00
	Oct-20	SeniorNet North Canterbury	Internet Banking Seminar	\$120	\$120	\$ 13,016.00
	Nov-20	Rangiora Toy Library	Pikler Triangle	\$494	\$494	\$ 12,522.00
	Dec-20	Southbrook Netball Club	Hall hire	\$300	\$300	\$ 12,222.00
	Dec-20	North Canterbury Athletic Club	Hall hire and storage	\$1,139	\$500	\$ 11,722.00



10.137.100.2410	Feb-21	Oxford Community Trust	costs for hosting a Wellbeing Networking Retreat	\$ 500.00	\$500	\$ 11,222.00
	Feb-21	North Canterbury Pride	Host LGBTIQ social event	\$250	\$250	\$ 10,972.00
	Mar-21	Waimakariri Arts Trust	Towards Advertising costs	\$500	\$500	\$ 10,472.00
	Mar-21	The Hope Community Trust	Towards purchase of a lawn mower.	\$500	\$500	\$ 9,972.00
	Mar-21	SeniorNet North Canterbury	Towards the cost of Internet Banking seminars	\$100	\$100	\$ 9,872.00
	Mar-21	TimeBank Waimakariri Inc	Towards co-hosting Back to Basics Waimakariri	\$500	\$500	\$ 9,372.00
	Apr-21	Rangiora Menz Shed	Towards the purchasing of a bench top router	\$500	\$500	\$ 8,872.00
	May-21	North Canterbury Basketball	Towards the purchase of a manual score bench and score cards	\$489	\$489	\$ 8,383.00
	May-21	Fernside Netball Club	Towards the purchase of equipment bags	\$525	\$525	\$ 7,858.00
	Jun-21	Okuku Pony Club	Towards the purchase of new jump rails	\$500	\$500	\$ 7,358.00
	Jun-21	NC Federation Womens Institute	cost of hall hire and craft supplies	\$260	\$260	\$ 7,098.00
						\$ 7,098.00

## GOVERNANCE

## Rangiora-Ashley Community Board

## Discretionary Grant Application

## Information to assist groups with their application

The purpose of the Board discretionary grants is to assist projects that enhance community group capacity and/or increase participation in activities.

When assessing grant applications the Board considers a number of factors in its decision making. These include, but are not limited to; type of project, time frame, benefits to the community and costs being contributed. The more information you as a group can provide on the project and benefits to participants the better informed the Board is. You are welcome to include a cover letter as part of your application. The decision to grant funds is the sole discretion of the Board.

The Board cannot accept applications from individuals. All funding is paid to non-profit community based organisations, registered charities or incorporated societies. Council funding is publicly accountable therefore the Board needs to demonstrate to the community where funding is going and what it is being spent on. This is one of the reasons the Board requires a copy of your financial profit/loss statements and balance sheet for the previous/current financial year. Staff cannot process your application without financial records.

The Board encourages applicants, where practically possible, to consider using local businesses or suppliers for any services or goods they require in their application. The Board acknowledges that this may result in a higher quote.

It would be helpful to the Board to receive an expense summary for projects that cost more than the grant being requested to show the areas where funds are being spent and a paragraph on what fund raising the group has undertaken towards the project, or other sources considered (ie voluntary labour, businesses for supplies).

Examples (but not limited to) of what the Board cannot fund:	Examples (but not limited to) of what the Board can fund:
✗ Wages	✓ New equipment
✗ Debt servicing	✓ Toys/educational aids
✗ Payment for volunteers (including arrangements in kind eg petrol vouchers)	✓ Sporting equipment
✗ Stock or capital market investment	✓ Safety equipment
✗ Gambling or prize money	✓ Costs associated with events
✗ Funding of individuals (only non-profit organisations)	✓ Community training
✗ Payment of any legal expenditure or associated costs	
✗ Purchase of land and buildings	
✗ Activities or initiatives where the primary purpose is to promote, commercial or profit-oriented interests	
✗ Payment of fines, court costs or mediation costs, IRD penalties	

Continued over page

## Criteria for application

- Grant applications will be considered every month by the Rangiora-Ashley Community Board. Applications are recommended to be received three weeks prior to Board meeting dates for processing.
- Grant funding will not be allocated for events/projects that have already occurred.
- Generally funding grants will be a maximum of \$500 in any one financial year (July 2021 to June 2022) but the group can apply up to twice in that year, providing it is for different projects.
- The grant funding is limited to projects within the Board area or primarily benefiting the residents of the ward.
- Applications will only be accepted from non-profit community-based organisations, registered charities or incorporated societies.
- Priority is to be given to groups with strong links with the Rangiora-Ashley community.
- The application should clearly state the purpose for which the money is to be used.
- The applicant should submit a 1-2 page summary balance sheet and an income and expenditure statement which shows their current financial assets and liabilities. Applications cannot be processed until financial information is received.
- Where possible, or feasible, applicants must declare other sources from which funding has been applied for, or granted from, for the project being applied to the Rangiora-Ashley Community Board.
- Organisations that are predominately funded by Central Government must provide supporting evidence that the requested grant will not be spent on projects that should be funded by Central Government funding.
- The Board supports a wide range of community activities but the application will only be considered if it is deemed of the nature listed in the table of examples of what the Board can fund (see previous page).
- An Accountability Form must be provided to the Council outlining how the funds were applied, within three months after the event or completion of the project, when funds are spent. A new application will not be accepted until the Council receives the Accountability Forms for previous funding granted. The group should maintain accurate records around the grant including, but not limited to: receipts, banks statements and invoices. In the event that funds are not spent on the project or activity applied for, the recipient may be required to return the grant funding to the Council.
- If the activity/event for which funds have been granted does not take place **or** if the group does not provide the information to enable the grant to be paid within six months of approval of the grant being notified, then in both cases the application will be regarded as closed and funds released for reallocation by the Board.

## What happens now?

Return your completed application form (with financial records and any supporting information which you believe is relevant to this application) to:

### Post to:

Governance Team  
Waimakariri District Council  
Private Bag 1005  
Rangiora 7440

### Or hand deliver to:

- Oxford Library & Service Centre, 34 Main Street, Oxford
- Rangiora Service Centre, 215 High Street, Rangiora
- Ruataniwha Kaiapoi Civic Centre, 176 Williams Street, Kaiapoi

**Email:** records@wmk.govt.nz

## What happens next?

- Your application will be processed and presented to the Board at the next appropriate meeting.
- Following the meeting a letter will be sent to notify you of the Board's decision and if successful an invoice and your organisation's bank account details will be requested.
- On receipt of this information payment will be processed to your organisation's bank account.

**WAIMAKARIRI DISTRICT COUNCIL****REPORT**

**FILE NO and TRIM NO:** GOV-26-11-06 / 220502066880

**REPORT TO:** Rangiora-Ashley Community Board

**DATE OF MEETING:** 11 May 2022

**FROM:** Jim Gerard, Chairperson Rangiora-Ashley Community Board

**SUBJECT:** Chair's Diary for April 2022

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**1. SUMMARY**

<b>DATE</b>	<b>EVENT / MEETING</b>
Thursday 6 April	<ul style="list-style-type: none"> <li>• Southbrook Road Improvement Working Group</li> </ul>
Tuesday 12 April	<ul style="list-style-type: none"> <li>• Agenda meeting with T Kunkel</li> <li>• Staff meeting re Belgrove Development</li> <li>• Rangiora Promotion Association meeting</li> </ul>
Wednesday 13 April	<ul style="list-style-type: none"> <li>• Rangiora-Ashley Community Board Meeting</li> </ul>
Wednesday 25 April	<ul style="list-style-type: none"> <li>• ANZAC service with D Lundy</li> </ul>
Thursday 28 April	<ul style="list-style-type: none"> <li>• Meeting with S Binder, P Williams and K Barnett re Farmers carpark</li> </ul>

**2. RECOMMENDATION**

**THAT** the Rangiora-Ashley Community Board:

- (a) Receives report No. 220502066880.

Jim Gerard QSO  
Chairperson