

Applicant	Citizens Advice Bureau Te Kuiti Incorporated
Project	Replacement of roof and blinds at the CAB building.
Type of group or organisation	Incorporated Society
Community Benefit	Replacement of the roof would preserve this historical building in the main street of Te Kuiti. The new blinds provide security when the Bureau is closed.
Total cost	\$8,317.00
Funds raised	\$4,157.00
Amount requested	\$4,160.00
Previous Funding received from WDC within past 3 years	Triennial Grant 2015-2018 - \$7,500.00 - <i>Rates, rent and repairs</i> Community Partnership Fund 2016 - \$1,925.00 - <i>Painting</i> Discretionary Grant 2018 - \$800.00 - <i>General expenses</i> Triennial Grant 2018-2021 - \$12,000.00 - <i>Rates and rent</i>
Comments	The CPF can provide up to 50% of the capital costs of the project which is \$4,158.00.

RECEIVED

01 NOV 2018



WAITOMO DISTRICT COUNCIL

Community Development Fund
Community Partnership Fund Application

1. About your Organisation

Full Name

Postal Address

Physical Location

Contact Numbers
Phone Mobile Fax

Email

GST Number

Legal Status
 Trust Formally Constituted Society
 Incorporated Society Informal Group or Committee
 Other (Please Describe)

Years of Operation

Organisational Categories

Please identify which of the following areas your organisation supports. Tick as many, or as few, as appropriate.

- Culture and Recreation
- Education and Research
- Health
- Social Services and Emergency Relief
- Environmental and Animal Protection
- Development and Housing
- Civic and Advocacy Groups
- Philanthropic Organisation, Aid and Relief
- International Organisations, Aid and Relief
- Religious Congregations and Associations
- Not elsewhere classified

Purpose - What is the organisations main purpose and objectives?

1. To ensure that individuals do not suffer through ignorance of their rights and responsibilities, or to the services available; or through an inability to express their needs effectively.

2. To exert a responsible influence on the development of social policies and services, both locally and nationally.

Citizens Advice Bureau Te Kuiti therefore provides free to all individuals an impartial and confidential service of information, guidance and support and makes responsible use of the experience gained.

Queen Street, P O Box 404, Te Kuiti 3941, NZ. Telephone 07-878 0800, Fax 07-878 7771, Email enquiries@waitomo.govt.nz, Website www.waitomo.govt.nz

Contact Persons

Two contact names are required. These must be the same people who make the declaration on behalf of your organisation on page 6 of the application.

Name
Position
Phone(day)
Email

Name
Position
Phone(day)
Email

Referee Details

Name
Position
Phone(day)
Email

Name
Position
Phone(day)
Email

Which of the following Community Categories will benefit from the project or initiative?
(Tick as many, or as few, as appropriate)

Urban

Rural

All of District

2. About your Project or Initiative

Describe your Project

For example; Will this grant fund capital expenditure? (i.e. purchase of equipment). Will this grant fund the development of existing facilities or services?

This grant will be used to replace the roof on the Citizens Advice Bureau building at 222 Rora Street, Te Kuiti AND replace the blinds in the building.

NOTE: When the building was painted in 2016 it was identified that the roof needed to be replaced.

NOTE: Blinds are torn, tatty and falling apart. Some are no longer able to be opened.

Length of Project - How long will your project or initiative continue for?

Community Benefit - How will the community benefit from your project or initiative?

The Citizens Advice Bureau building is a historical building on the main street of Te Kuiti and a new roof would continue to preserve this icon. The blinds provide security when the bureau is closed and need to be raised to allow in light, when the bureau is open.

The Waitomo District Community also benefits from our bureau operating 20 hours per week, 49 weeks of the year, providing a service face to face, via phone and via email. We welcome residents and visitors, young and old, employed and unemployed and all ethnicities to use our service.

Project Focus - Is your project or initiative focused within the Waitomo District?

Yes

No

3. Community Outcomes and Funding Priorities

The basis of this Community Development Fund is to ensure recipients are undertaking projects that make a positive contribution to achieving the Council's Strategic Community Outcomes. Below is a list of Community Outcomes that contribute to the Community Development Group. Please identify which outcomes your project or activity will contribute to. Tick as many or as few as appropriate.

C01 Cultural Heritage

A place where people are enriched by the multicultural values of all its people and, in particular, Maori heritage and culture are an inherent and valued part of decision making that affects community life.

C02 Recreation and Social Amenities

A place where all age groups have the opportunity to enjoy social, cultural and sporting activities within our District.

C03 Youth

1. A place where young people have access to education, training and work opportunities.
2. A place where young people feel valued and have opportunities for input into the District.

C04 Vibrant and Prosperous District

1. A place that attracts more people who want to live, work and play, and raise a family.
2. A place where wealth and employment are created through local businesses and development of tourism opportunities.

4. Funding for this Project or Initiative

- If you are GST registered please do not include GST in these costs.
- Please round all figures to the nearest dollar.
- Please list separate costs (attached written estimates for verification) and not just a total figure.

Expenditure	\$
Cost of the project	
Roof replacement	7,475
Blinds replacement	842
A Total Cost of Project/Service	8317

Income	\$
How do you plan to fund the project	
from our R&M	
fund	4157
B Funds for Project/Service	4157

Total amount applied for(A - B)	\$ 4160
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5. Funding from other Parties for this Project or Initiative

Have you applied to, do you intend to apply to, or will you receive funding from any other group for the project or initiative?

No Yes

If Yes, please detail below:

Name of Group	\$

6. Previous Council funding for this Project or any other Service

Have you received financial assistance from Waitomo District Council during the last three years for any purpose? (i.e. rates relief, reduced rental, Triennial Grant / Discretionary Grants)

No Yes

If Yes, please detail below:

What was the purpose of funding?	\$
Triennial 2018-2021 rent, rates,	\$4,000 annually
Discretionary Jan 2018-expenses	\$800

7. Previous Funding for any other Projects or Initiative

Have you received financial assistance from any other body or organisation during the last three years for any purpose?

No Yes

If Yes, please detail below:

What was the purpose of funding?	\$
COGS SW- wages, training	\$5000 in 2018
Lotteries - office expenses	\$5000 in 2018
Ruapehu DC - towards phone, printing	\$500 in 2018
COGS Tongariro - towards district	\$435 in 2018

8. Financial Accounts

Please supply a copy of your organisations last Annual Financial Report, or, in the absence of the Financial Report, a statement of income and expenditure for the past 12 months. If neither of these documents is available, please explain why below and attach a copy of your organisations latest bank statement/s.

9. Volunteer Support

What level of volunteer support will this project or service receive from your organisation?

Number of volunteer workers involved?

none

Describe the work volunteers will undertake

None - a contractor will be employed for the roof. The retailer will fit the blinds

Resources supplied by volunteers

Nothing required for this project

10. Further Information

Please add any further information you may wish to provide. This could include details of voluntary input towards the project or service and how you think the project will benefit our community, or what the impact would be on the community if the project is not provided. Letters of support from other organisations within the community would assist with defining the level of community benefit.

The volunteers of the Citizens Advice Bureau take pride in the service they provide to the community and also in our unique and historical premises.

The roof is old and takes a battering from the debris constantly dropping from the nearby tree. If the building and the tree are to continue to exist in close proximity then the building needs a new roof.

Also Attached:

Chairperson Annual Report - August 2018

Quote from Any Angle Roofing

Quote from ColourPlus

Latest cashflow report - September 2018

Updated Budget - October 2018

11. Declaration and Consent

In making this funding application I/we declare that:

1. I/We are authorised to do so and to the best of my/our knowledge the information contained herein is true and correct.
2. I/We have read the Community Development Funding Policy and understand and meet the criteria for applying to the Community Partnership Fund.
3. Any funding received will be used for the project/initiative for which is was approved.
4. If the application is successful, on completion of our project/initiative, I/we agree to provide an Accountability Report to the Waitomo District Council.
5. I/We also consent to the Waitomo District Council collecting, retaining and using the contact details of our organisation that have been listed in this application.
6. I/We agree to repay Waitomo District Council all funding that is not used for the purposes outlined in this application.

Name Mary Anne Coddard
Signature MAC
Position Chairperson
Date 30-10-18.

Name Lisa Watkins
Signature LW
Position Board Member
Date 30-10-18

12. Checklist

Please read and complete the following before submitting your application. Incomplete or late applications will not be accepted.

Have you:

Office Use

Applicant Use

- Completed **ALL** sections of the application?
 Checked **ALL** figures within the application?
 Attached a copy of your Financial Report/Accounts?
 Attached a detailed Business Plan?
 Attached Referee Details - Letters of Support?
 Attached a Bank Deposit Slip (If a donation is approved, payment will be direct credited into your nominated account)

Please send completed applications to:

Waitomo District Council
PO Box 404
Te Kuiti 3941

Ph: 07 878 0800
Fax: 07 878 7771



Citizens Advice Bureau Te Kuiti Inc.

Performance Report for the year ended 30 June 2018

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Entity Information

Who we are? Why do we exist?

Legal name of entity: *	Citizens Advice Bureau Te Kuiti Inc.
Other name of entity (if any):	N/A
Type of entity and legal basis (if any): *	Incorporated Society & Registered Charity
Registration number:	CC28867

Entity's purpose or mission: *

Aims

Whaingā

To ensure that individuals do not suffer through ignorance of their rights and responsibilities, or of the services available; or through an inability to express their needs effectively.

Me noho matāra kia kaua te tangata e mate i tāna kore mōhio ki ngā āhuatanga e āhei atu ana ia, ki ngā mahi rānei e tika ana kia mahia e ia, ki ngā ratonga rānei e āhei atu ana ia; i te kore rānei āna e āhei ki te whakaputu i āna hiahia kia mārama mai ai te tangata.

To exert a responsible influence on the development of social policies and services, both locally and nationally.

Kia tino whai wāhi atu ki te auahatanga o ngā kaupapa-ā-iwi me ngā ratonga-ā-rohe, puta noa hoki i te motu.

Citizens Advice Bureau New Zealand, *Ngā Pou Whakawhirinaki o Aotearoa* support the principle of partnership reflected in the Treaty of Waitangi, *Tiriti o Waitangi*.

E tautoko ana Ngā Pou Whakawhirinaki o Aotearoa, i te mātāpono nohotahi (hononga), e whakaatahia ana i roto i te Tiriti o Waitangi.

The Service

The service therefore provides free to all individuals an impartial and confidential service of information, guidance and support, and makes responsible use of the experience so gained.

Te Ratonga

Nā reira e whakawhiwhi kore utu ana te ratonga ki ia tangata he ratonga pāronga e tōkeke ana, e muna ana, he ārahitanga me te āwhina, ā, e whakamahi tika ana i ngā wheako i riro mai

Entity structure:*

Governance: Members of Citizens Advice Bureau Te Kuiti elect a Board which includes Chair, Treasurer, Secretary and up to 2 members.

Management: The Board employs 2 for a total of 4 hours per week. As at 30 June 2018 there were 19 volunteers.

Citizens Advice Bureau Te Kuiti is a member of Citizens Advice Bureaux New Zealand Incorporated (CABNZ) and operates in accordance with the aims, policies and membership principles of CABNZ.

The main sources of the entity's cash and resources:*

Citizens Advice Bureau Te Kuiti relies on funding from Waitomo District Council, NZ Lottery Grants Board, COGS, and philanthropic trusts to cover the manager/coordinator role and other operational costs.

The main methods used by the entity to raise funds:*

The main method of Citizens Advice Bureau Te Kuiti to obtain funding is by applying for funding and grants for the service provided.

The entity's reliance on volunteers and donated goods:*

The effectiveness of the CAB is driven by the passion, commitment, hard work and goodwill of its volunteers to provide a valuable service to the public. The bureau relies almost entirely on volunteers (who are the members of the bureau) to provide the person to person service of providing free to all individuals an impartial and confidential service of information, options and support. Volunteers also contribute so much time and effort in providing effective governance, learning and development, and other activities to support the running of the bureau. The bureau has 19 volunteers.

Additional information:*

The bureau would not exist without the goodwill and dedication of its members, who volunteer their time.

Contact details

Physical address:	222 Rora Street TE KUITI 3910
Postal address:	222 Rora Street TE KUITI 3910
Phone/fax:	07 878 7636
E mail address:	tekuiti@cab.org.nz
Website address:	www.cab.org.nz

Statement of Service Performance

What did we do?

Description of the entity's outcomes:

The bureau:

- ensures that people are not disadvantaged by not knowing about their rights and responsibilities or about services available to them by providing information and advice through a face to face, phone and email service.
- raises policy and systemic issues that are disadvantaging people based on what the bureau is seeing from clients using the service

Description and quantification (to the extent practicable) of the entity's outputs:*

	This year*	Last year*
Information, support and access to services is available to help people understand their rights and obligations and get help through:		
<ul style="list-style-type: none"> • Direct person to person provision of information and advice <ul style="list-style-type: none"> ○ Face to Face ○ Phone ○ Email ○ Total 	 428 379 19 826	 232 156 5 393
• Clinics provided by other organisations in the bureau	24	27
• Other bureau services – additional to providing information and advice	285	304

Additional output measures:

Additional information:

Statement of Receipts and Payments

How was it funded? What did it cost?

	Notes	This year* \$	Last year* \$
Operating receipts			
Grants and donations*	2	10,300	13,250
Fundraising and other similar receipts*	2	137	151
Fees, subscriptions and other receipts from members*	2	-	-
Receipts from providing goods or services*	2	-	910
Interest, dividends and other investment income receipts*	2	232	300
Other operating receipts	2	661	516
Total operating receipts		11,330	15,127
Operating payments			
Payments related to fundraising*	3	-	-
Volunteer and employee related payments*	3	4,291	5,310
Payments related to providing goods or services*	3	7,273	8,839
Grants and donations paid*	3	-	-
Other operating payments	3	1,172	997
Total operating payments		12,736	15,146
Operating surplus or (deficit)		(1,406)	(19)
Capital receipts			
Receipts from the sale of resources*	2	20	-
Receipts from borrowings*		-	-
Capital payments			
Purchase of resources*	3	-	-
Repayments of borrowings*	3	-	-
Increase/(decrease) in bank accounts and cash*		(1,386)	(19)
Bank accounts and cash at the beginning of the financial year*		8,834	8,853
Bank accounts and cash at the end of the financial year*		7,447	8,834
Represented by: *			
Cheque account(s)		1,389	506
Savings account(s)		164	164
Term deposit account(s)		5,894	8,164
Cash floats		-	-
Petty cash		-	-
Total bank accounts and cash at the end of the financial year*		7,447	8,834

Statement of Resources and Commitments

What do we own? What do we owe?

Schedule of Resources

	This year \$	Last year \$
Bank accounts and cash (from Statement of Receipts and Payments)*	7,447	8,834

Money held on behalf of others*

Description*	Amount*	Amount*
	-	-
	-	-

Money owed to the entity*

Description*	Amount*	Amount*
GST Refund	756	859
Ricoh	8	-
Total Money owed to the entity	764	859

Capital resources*

Description and source of value* (cost or current value required if practical to obtain)	Purchase Date	Cost or current value*	Cost or current value*
Computers at cost		3,053	3,053
Office equipment at cost		1,586	2,235
Furniture and fittings at cost		25,571	25,571
Total Plant and Equipment at cost		30,210	30,859

Schedule of Commitments

	This year \$	Last year \$
Money payable by the entity*		
Description*	Amount*	Amount*
June Accounts Payable and Volunteer / Employee Expenses	125	428
Kiwirail Lease Instalments	453	-
Employee Expenses	214	-
Te Kuiti Community House Trust – Room Hire	23	-
Total Money payable by the entity	815	428

Other commitments*

Description*	Amount*	Amount*
	-	-

Guarantees*

Description*	Amount*	Amount*
	-	-

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Schedule of Other Information

	This year \$	Last year \$
Grants of donations with conditions attached (where conditions not fully met at balance date)*	Amount*	Amount*
	-	-
Resources used as security for borrowings*	-	-

These financial statements have been approved on behalf of the Board by:

Name: MARY-ANNE GODDARD

Name: JOHN BRIAN WATSON

Position: CHAIRPERSON

Position: TREASURER

Date: 28/8/18

Date: 28/8/2018

Signed: *M. Goddard*

Signed: *J. Watson*



Notes to the Performance Report

Note 1: Accounting Policies

How did you do your accounting?

Basis of Preparation*

Citizens Advice Bureau Te Kuiti is permitted by law to apply PBE SFR-C (NFP) Public Benefit Entity Simple Format Reporting - Cash (Not-For-Profit) and has elected to do so. All transactions are reported in the Statement of Receipts and Payments and related Notes to the Performance Report on a cash basis.

Goods and Services Tax (GST)*

Citizens Advice Bureau Te Kuiti is registered for GST. Therefore, amounts recorded in the Performance Report are exclusive of GST (if any). GST owing, or GST refunds due as at balance date are shown in the Statement of Resources and Commitments.

Capital Resources

Plant and Equipment is disclosed at cost.

Note 2: Analysis of Receipts

How was it funded?

		This year	Last year
		\$	\$
Receipt Item	Analysis		
Grants and donations	Waitomo District Council Grant	3,300	2,500
	Lottery Grants Board Grant	5,000	5,000
	COGS – Grant	2,000	5,750
	Total	10,300	13,250

		This year	Last year
		\$	\$
Receipt Item	Analysis		
Fundraising and other similar receipts	Raffle	137	151
	Total	137	151

Citizens Advice Bureau Te Kuiti Inc.

Performance Report for the year ended: 30 June 2018

		This year	Last year
Receipt Item	Analysis	\$	\$
Fees, subscriptions and other receipts from members		-	-
	Total	-	-

		This year	Last year
Receipt Item	Analysis	\$	\$
Receipts from providing goods or services	Catering Contributions – CAB Birthday	-	910
	Total	-	910

		This year	Last year
Receipt Item	Analysis	\$	\$
Interest, dividends and other investment income receipts	Interest Received - Westpac	2	11
	Interest Received – Heartland	230	289
	Total	232	300

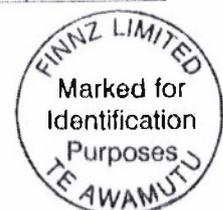
		This year	Last year
Receipt Item	Analysis	\$	\$
Other operating receipts	GST Net Movement	282	516
	CAB Travel Refund	220	-
	CABNZ Hui Reimbursement	159	-
	Total	661	516

		This year	Last year
Receipt Item	Analysis	\$	\$
Capital receipts	Sale of Brother Printer	20	-
	Total	20	-

Note 3: Analysis of Payments

What did it cost?

		This year	Last year
Payment Item	Analysis	\$	\$
Payments related to fundraising		-	-
	Total	-	-



Citizens Advice Bureau Te Kuiti Inc.

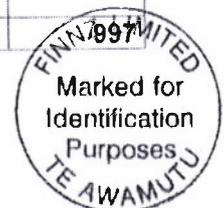
Performance Report for the year ended: 30 June 2018

		This year	Last year
Payment Item	Analysis	\$	\$
Volunteer and employee related payments	Wages	4,131	4,705
	Training Expenses	160	605
	Total	4,291	5,310

		This year	Last year
Payment Item	Analysis	\$	\$
Payments related to providing goods or services	Repairs & Maintenance	45	61
	Printing & Stationery	484	630
	Telephone & Tolls	1,376	1,327
	Advertising	406	452
	Insurance	812	803
	Rent & Rates	3,445	3,048
	Conference Expenses	680	1,131
	CAB Lunch	-	96
	CAB Birthday	-	1,291
	Reimbursement	25	-
	Total	7,273	8,839

		This year	Last year
Payment Item	Analysis	\$	\$
Grants and donations paid		-	-
	Total	-	-

		This year	Last year
Payment Item	Analysis	\$	\$
Other operating payments	Accounting Fees	770	600
	Bank Fees	50	1
	CABNZ Membership & Other Subscriptions	352	396
	GST Net Movement		-
	Total	1,172	997



Citizens Advice Bureau Te Kuiti Inc.

Performance Report for the year ended: 30 June 2018

		This year	Last year
Payment Item	Analysis	\$	\$
Capital payments		-	
	Total	-	

Note 4: Related party transactions*

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

Note 5: Events after the balance date*

There were no events that have occurred after the balance date that would significantly impact on the Performance Report.

Note 6: Additional notes



INDEPENDENT ASSURANCE PRACTITIONER'S REVIEW REPORT

Citizen Advice Bureau Te Kuiti Inc.

Report on the Performance Report

We have reviewed the accompanying Performance Report included in the performance report of Citizen Advice Bureau Te Kuiti Inc, which comprise the statement of resources and commitments as at 30 June 2018 and the statement of receipts and payments for the year then ended, and a summary of significant accounting policies and other explanatory information.

Committees Responsibility for the Performance Report

The Committee are responsible for the preparation and fair presentation of the Performance Report in accordance with Public Benefit Entity Simple Format Reporting – Cash (Not for profit) issued by the New Zealand Accounting Standards Board, and for such internal control as they determine is necessary to enable the preparation of the Performance Report that are free from material misstatement, whether due to fraud or error.

Assurance Practitioner's Responsibility

Our responsibility is to express a conclusion on the accompanying Performance Report. We conducted our review in accordance with International Standards on Review Engagements (New Zealand) (ISRE (NZ) 2400, *Review of Historical Performance Report Performed by an Assurance Practitioner who is not the Auditor of the Entity*. ISRE (NZ) 2400 requires us to conclude whether anything has come to our attention that causes us to believe that the Performance Report, taken as a whole, is not prepared in all material respects in accordance with the applicable financial reporting framework. This standard also requires that we comply with relevant ethical requirements.

A review of the Performance Report in accordance with ISRE (NZ) 2400 is a limited assurance engagement. The assurance practitioner performs procedures, primarily consisting of making enquiries of management and others within the entity, as appropriate, and applying analytical procedures, and evaluates the evidence obtained.

The procedures performed in a review are substantially less than those performed in an audit conducted in accordance with International Standards on Auditing (New Zealand). Accordingly, we do not express an audit opinion on this Performance Report.

In addition to the review, our firm, through its accountancy division, provides accounting services to Citizen Advice Bureau Te Kuiti Inc. The firm has no other relationship with, or interests in Citizen Advice Bureau Te Kuiti Inc.

Other Information

The Committee are responsible on behalf of the entity for the other information. The other information comprises the entity information and statement of service performance but does not include the financial information and our review report thereon.

Our conclusion on the Performance Report does not cover the other information and we do not express any form of opinion thereon.

Unqualified Conclusion

Based on our review, nothing has come to our attention that causes us to believe that the accompanying Performance Report does not present fairly, in all material respects, the financial position of Citizen Advice Bureau Te Kuiti Inc. for the year ended 30 June 2018, and its financial performance for the year then ended in accordance with Public Benefit Entity Simple Format Reporting – Cash (Not for profit) issued by the New Zealand Accounting Standards Board.

Report on Other Legal and Regulatory Requirements

We have obtained all the information and explanations that we have required.



Finnz Ltd
Chartered Accountants
28 August 2018

Citizens Advice Bureau Te Kuiti

Annual Plan – 1 July 2018 to 30 June 2019

The Citizens Advice Bureau Te Kuiti strives to ensure the communities in the Waitomo District and Ruapehu District are aware of its function and are made welcome when they visit the premises, phone in or email. This will be achieved by:

CAB Te Kuiti Premises	Maintain clean and tidy appearance especially during open hours Clear signage (English and Te Reo Māori) displayed and welcoming Warm welcome given to all clients
All publicity	Includes CABNZ website Includes CABNZ 0800 number in all publicity, including the Community Directory in the Waitomo News, and in the local Telephone directory Includes CAB Te Kuiti opening hours, location and direct dial phone number
Community Newsletter	Provide contributions to the Te Kuiti Community Newsletter
Newspapers	Provide topical articles to Waitomo News, Taumarunui Bulletin and Ruapehu Bulletin, using CABNZ press releases where appropriate Maintain positive relationship with editorial staff Advertise our service in Waitomo News, Taumarunui Bulletin and Ruapehu Bulletin
Radio Stations	Advertise on Maori MFM in Te Kuiti and Cruise FM in Taumarunui
Community groups	When invited – talk to local groups/clubs and maraes about CAB services CAB Te Kuiti representative attends the Waitomo Community Health Forum (WHB) and reports back to CAB Te Kuiti Board Meetings Actively foster and maintain relationships with community groups
Waitomo District Council	Maintain positive relationship with mayor, councillors and staff
CAB Awareness Week	March - Poster displays in shop windows, at the public library, on the BNZ public screen. Advertisements in local papers (Waitomo News, Taumarunui Bulletin and Ruapehu Bulletin) and on local radio stations (Maori MFM and Cruise FM)
Great NZ Muster, Te Kuiti	One Saturday in March or April - Promotional Street Stall using Awareness Week Posters, handouts, brochures and balloons.

The Citizens Advice Bureau Te Kuiti ensures sufficient resource information is available. This will be achieved by:

- | | |
|----------------------|--|
| Local information | Maintain up-to-date local information easily accessible on CABNET. A team of volunteers ring businesses/groups and ask permission to hold the information and maintain it on our database - CABNET. |
| Pamphlets/brochures | Maintain current pamphlets and new resources through monthly CABNZ National Office Information Packs

Order more pamphlets as required

Display pamphlets in a tidy and easily accessible manner |
| Newspapers | Keep hard copies of the Waitomo News in the bureau

Ensure volunteers know the Taumarunui Bulletin and Ruapehu Bulletin is available on-line |
| Computer and Printer | Maintained and updated as required to enable research for clients and printing of relevant information or forms |
| Phone book | Hold relevant phone books and business directories. Also maintain index notebook of local numbers. |
| Client Enquiries | Print and file a weekly summary of client enquires for volunteers to read |
| Day book | Record notices in the day book to ensure all volunteers are kept up to date with relevant day to day bureau information |
| Annual Plan | Prepare Annual Plan and make available to members for perusal prior to August AGM

Adopt Annual Plan at August AGM |

The Citizens Advice Bureau Te Kuiti ensures sufficient funding is available to carry out its services and meet client needs. This will be achieved by:

Funding applications	<p>COGS South Waikato – funds for training, CABNZ conference/AGM, telephone and other bureau running expenses as required.</p> <p>Application - May Accountability Report – July</p> <p>Waitomo District Council – Funds for rent and rates.</p> <p>Triennial Grant – current period covers 2018 to 2020 Accountability Report – Annually in August/September</p> <p>COGS Tongariro – funds towards costs associated with contacting businesses/groups and clients in the Ruapehu district.</p> <p>Application - May Accountability Report – July</p> <p>Ruapehu District Council - funds towards costs associated with contacting businesses/groups and clients in the Ruapehu district</p> <p>Application - July Accountability Report – to be advised</p> <p>Len Reynolds – for maintenance</p> <p>Application - November Accountability Report – June</p> <p>Other – Make applications to other funding agencies for bureau repairs and maintenance, and other projects or equipment replacement as required e.g. Waitomo District Council Discretionary Grant.</p>
Thanking & reporting	<p>Express gratitude to funders</p> <p>Complete accountability reports to funders in a timely manner</p>
Charities Commission	<p>Forward Annual Plan and Annual Statistical Data Report to the Charities Commission in December</p>
Board Meetings	<p>Prepare monthly financial reports and present to CAB Te Kuiti monthly board meetings</p>
Annual Accounts	<p>Provide financial information to accountant to prepare reviewed annual accounts for presentation at the CAB Te Kuiti August AGM</p> <p>Forward a copy of annual accounts to CABNZ</p>
Annual Budget	<p>Prepare annual budget to provide service to Waitomo district and Ruapehu district</p>

The Citizens Advice Bureau Te Kuiti actively seeks new recruits and ensures initial learning and ongoing development is delivered to volunteers. The bureau also strives to ensure all volunteers are kept up-to-date with the day to day activities within the bureau and are well supported to provide a first class service. This will be achieved by:

Recruitment	<p>Advertise in local papers. Advertise with Volunteering Waikato in local papers.</p> <p>Volunteers promote CAB to personal contacts</p> <p>Recruitment packs available at the bureau</p> <p>CAB Te Kuiti is committed to recruiting more Maori volunteers and male volunteers</p>
L&D Programme	<p>Follow the Learning and Development (L&D) programme for new volunteers</p> <p>Use the Learning and Development programme to provide revision training and new information to volunteers at training sessions held after the monthly board meetings – February to November</p> <p>All volunteers are encouraged to attend monthly L&D sessions - reminders sent by email</p> <p>Provide on-going training sessions in the use of CABNET</p> <p>Records of L&D are recorded by each volunteer in the training folder</p>
Speakers	<p>Invite speakers from organisations to provide information that could benefit our clients e.g. Community Law Waikato</p> <p>Join with nearby CAB bureau (Otorohanga, Te Awamutu) to host speakers</p>
Board Meetings	<p>All volunteers are encouraged to attend monthly board meetings. Minutes are circulated to all volunteers with a hard copy on the noticeboard.</p> <p>Health and Safety is included on the agenda each month</p>
Support	<p>All volunteers are encouraged to support each other whilst on duty. The bureau policy is to have two trained interviewers on duty at all times during open hours.</p> <p>All volunteers are encouraged to welcome and support new volunteers</p>
Management	<p>Annual election of a management committee at the August AGM to oversee bureau day to day operations and support volunteers</p> <p>Encourage volunteers to attend the annual October CABNZ National Conference and AGM</p>

The Citizens Advice Bureau Te Kuiti values its volunteers and commits to policies to keep them safe, identify areas for improvement and provide opportunities for social activities. This will be achieved by:

- | | |
|-------------------|--|
| Health and Safety | Appoint Health and Safety Officer at the annual August AGM

Provide a safe working environment for the volunteers. Identify hazards within the bureau environment. Take action to eliminate, isolate or minimise the hazard.

Train and inform volunteers of Health and Safety matters, especially security and evacuation policies. |
| Improvements | Volunteers complete annual Self Reviews. These are followed with individual interviews to identify areas for improvement in bureau procedures or topics for training.

All volunteers are encouraged to attend monthly board meetings where they can raise any issues that they identify. |
| Participation | All volunteers are encouraged to join a 'team' which manages different aspects of the bureau. This encourages ownership in the bureau and self-worth in individuals.

Organise social get-togethers e.g. January and to celebrate milestones |
| Value | Nominate and award volunteers for service to the Citizens Advice Bureau both locally and nationally i.e. certificates presented at annual AGM

Support volunteers when personal or family issues arise |

This CAB Te Kuiti Annual Plan 2018/19 was adopted at the AGM on 29 August 2018

Chairperson: 

Citizens Advice Bureau Te Kuiti Chairpersons Report 2018

This Chairpersons Report covers the period from 1 July 2017 to 30 June 2018.

The Te Kuiti Bureau is a member of the Citizens Advice Bureau New Zealand (CABNZ) and abides by its membership principles.

The Te Kuiti Bureau provides an advisory service to the Waitomo and Ruapehu Districts.

Over the last 12 months the bureau had 2 long standing volunteers resign and welcomed 4 new volunteers, of which 3 have their training on hold. Current membership stands at 17. Membership with Volunteering Waikato has proved helpful with recruitment.

The Te Kuiti Bureau is open from 9.30am to 1.30pm Monday to Friday. It closes for about 3 weeks over the Christmas/New Year period. After hours clients can leave a message on the call minder service, which is monitored during the Christmas/New Year closure. The National Citizens Advice Bureau 0800 number directs Waitomo and Ruapehu District calls to Te Kuiti Bureau during open hours.



Te Kuiti Bureau operates from their own building at the southern end of Rora Street, Te Kuiti, which resides on land leased from KiwiRail. KiwiRail have been negotiating new 'licences' for use of their land and as at 30 June we had not signed the new 'licence'. We appreciated the help of Sam Laubscher in the negotiations. The Bureau had hoped to have a new roof by now, but a cut in operational funding received meant some of the roofing fund was used for day to day expenses. A new roof is in the 2018-2019 plans. Signage around the bureau is in both English and Te Reo Māori. Two instances of graffiti on the building was immediately painted over with photos supplied to the police.

Operating costs are funded by grants from the following sources:

- i. Lottery Grants Board which is sourced and allocated by CABNZ. This grant helps to cover the costs of downloading and printing material for the clients.

- ii. COGS South Waikato which is applied for in May each year and is used towards wages for administration staff, training, and National AGM and Conference attendance.
- iii. Waitomo District Council's annual grant (in a tri-annual cycle) is used towards the costs associated with the building up keep, land lease and annual rates.

Other funding has been sourced from the following for 2018/19:

- i. COGS Tongariro – May 2018 is the first time the Bureau has applied for funding to help towards the costs of providing our service to the Ruapehu District.
- ii. Ruapehu District Council – the Bureau has asked for funding to help towards the costs of providing our service to their District.

A free legal service is offered in Te Kuiti on the first and third Tuesday of each month. Two local law firms provide lawyers on an alternating roster and the bureau thanks Forgeson Law and Lamb Bain Laubscher for their on-going commitment to this service. When clients need more urgent free legal advice, they are directed to Community Law Waikato. For the Ruapehu district clients, free legal service is offered through Community Legal Advice Wanganui.

Budget advice is available through North King Country Budget services by appointment either in Te Kuiti or Otorohanga and through Koriri Trust.

Publicity was achieved through:

- i. The National Awareness Week in March. This year the theme was 'Employment' with advertising in the Waitomo News and Ruapehu Press and on the local Maori radio station (Maniapoto FM). Posters were put in shop windows and flyers in the library. Flyers were also sent to the REAP centre in Taumarunui.
- ii. A street stall at the Te Kuiti Muster on 7 April provided an opportunity to connect with the community and hand out information.
- iii. Two articles in the Waitomo News highlighting the National Office Spotlight Report on Employment Issues
- iv. Flyers were provided to the High School for year 11 students.

CABNZ held their Annual General Meeting in Wellington on 17 October, which the chairperson attended.

The Te Kuiti bureau is managed by a board, whose monthly meetings are open to all volunteers. Volunteers are encouraged to join a team, each of which aids the day to day operation of the bureau. Teams include: enquiry checkers, legal night support, rosters, pamphlet supplies, health and safety, housekeeping, learning and development, mentoring, publicity, privacy and database updating. Bureau representatives also attend the monthly Waitomo Health Forum and the Waikato Health Board Forum.

Training of new volunteers is overseen by the Learning and Development Officer. Self-directed modules are computer based and allow volunteers to learn at their own pace.

Completing modules in the bureau encourages trainees to interact with mentors during open hours to learn how the bureau operates day to day and how client interviews are carried out. After each monthly board meetings a Learning and Development session is held and 10 minutes quizzes are used in the bureau to further develop research skills.

Health and Safety of volunteers, workers and clients is paramount and there were no reports of harm recorded. One long standing issue of tree roots lifting the pathway was resolved by Waitomo District Council staff replacing the path with stepping stones. Trimming of the lower branches also reduced debris and allowed more light into the bureau.

The number of pamphlets and brochures received by the bureau has decreased as more organisations rely on their websites to provide up-to-date information. This in turn has increased our costs in printing information for clients.

Checking the writeup of enquires ensures the details of each enquiry is captured including the actions taken and advice given. These enquires feed into the collective National Data and enable CABNZ to collate similar enquiries and produce reports about gaps in social policies which is then provided to government departments. A collation of each week's enquiries is printed and is a valuable tool for on-going volunteer education.

The Bureau had 736 enquiries to 30 June, an increase of 33 from the previous year. Key categories are consumer, legal/government, finance and benefits, and family and personal. More than half the enquiries are from females. The clients come from a diverse range of ethnicities and include all ages from under 20 to over 80 years. While the majority of clients are Waitomo District residents, 24 resided in Ruapehu District and 20 from other areas.

The Citizens Advice Bureau National Office is currently upgrading the National Database and a number of Te Kuiti members have completed surveys to aid in the development of the upgrade. Currently the Te Kuiti Bureau maintains 285 businesses and organisations on the CABNZ database, relevant to the Waitomo and Ruapehu Districts. We can also access over 33,000 other businesses and organisations through the same database.

The greatest strength of the Citizens Advice Bureau Te Kuiti lies in volunteers providing a face to face service that allows as much time as needed to empower each client to take the next steps to solving or addressing their enquiry/problem. Although each member brings a different set of skills, which aids the bureau in its day to day operations, their main motive for joining the bureau is to help people. We celebrate this dedication through certificates marking key years of service.

Many thanks to all the members for your time and dedication in providing this service to the Waitomo and Ruapehu communities.

I move the adoption of this report.

Mary-Anne Goddard
Chairperson



Any Angle Roofing Limited

33 Rogers Place
Te Awamutu, 3840
office@anyangleroofing.co.nz
07 871 6871

Citizens Advice Bureau
222 Rora Street
Te Kuiti, 3910

Job Number: #1820
GST Number: 102-178-068
Site Address: 222 Rora Street
Te Kuiti, 3910
Quote Date: 29th Oct 2018
Valid Until: 28th Nov 2018

Quote | for replacement roof.

Name	Quantity	Price	Total
Scope of works:			
Remove and replace roof over office using Colorsteel 0.40 longrun iron on synthetic self-support paper. Flash roof and pipes penetrating roof. Supply and erect scaffold.	1.00	\$7,475.18	\$7,475.18

Subtotal \$7,475.18
GST Amount \$1,121.28
Total \$8,596.46

Notes:

- * We are a Licensed Building Practitioner (Roofing) with the Department of Building and Housing.
- * This price includes the removal of rubbish, but does not include replacement of rotten timber should any be discovered, or any underlying structural work should any be required. This is because it is sometimes not possible to know this until the roof is removed. Additional timber work will be charged at \$65 per hour plus GST plus materials.
- * All care will be taken in removal and reinstatement of aerials and dishes, however as we are not trained in this field, we cannot guarantee that the same picture quality will be retained.
- * This quotation is based on NZ Steel's basic endura NZ colours.
- * This price includes a 12-point quality check upon completion of the work, and a five-year guarantee on workmanship.
- * No allowance has been made for any cost related to Railways regulations or procedures required.
- * No allowance has been made for the bullnose verandah.
- * This price is based on work being able to be carried out between the hours of 7am-7pm Monday to Friday.
- * Due to our quality service and reputation we are currently booked up for 90 days.
- * Please note our payment terms are 7 days following invoice.

Any Angle Roofing Limited – Terms & Conditions of Trade

1 DEFINITIONS

- 1.1 In these conditions the expression "the Company" shall mean ANY ANGLE ROOFING LIMITED and its successors and assigns.
- 1.2 The expression "the Customer" shall mean the Customer, any person acting on behalf of and with the authority of the Customer, or any person purchasing products and services from Any Angle Roofing Limited.

2 ACCEPTANCE

- 2.1 Any Instructions received by Any Angle Roofing Limited from the Customer for the supply of Goods and Services shall constitute a binding contract and acceptance of the terms and conditions contained herein.
- 2.2 Except to the extent permitted by law, the Customer cannot cancel a contract after the order has been accepted by the Company without the Company's prior approval, and is bound to pay the agreed price.
- 2.3 Any time stated for Installation is an estimate only.

3 PRICE

- 3.1 The price may be increased by the amount of any reasonable increase in the cost of supply of the Goods and Services that is beyond the control of Any Angle Roofing Limited between the date of the contract and delivery of the Goods and Services.

4 PAYMENT

- 4.1 Payment for the goods and services will be stated on the invoice. If no time is stated then payment shall be due 7 days from date of invoice.
- 4.2 Payment will be made by cash, cheque, or by direct credit, or by any other method as agreed to between the Customer and the Company.
- 4.3 Interest may be charged on any amount owing after the due date at the rate of 2.5% per month or part month.
- 4.4 If payment is overdue the Company may at its discretion, and in addition to its other remedies, suspend its obligations to make delivery of the goods or refrain from supplying any goods or services ordered by the Customer under any other contract, until the Customer has discharged all outstanding indebtedness to the Company.
- 4.5 The Customer may not hold back or make any deductions from any amount owing, whether by counterclaim, set-off or otherwise, without the Company's written consent.
- 4.6 A deposit may be required.

5 QUOTATION

- 5.1 Where a quotation is given by Any Angle Roofing Limited for Goods and Services:
 - 5.1.1 Unless otherwise agreed the quotation shall be valid for thirty (30) days from the date of issue; and
 - 5.1.2 The quotation shall be exclusive of goods and services tax unless specifically stated to the contrary;
 - 5.1.3 Any Angle Roofing Limited reserves the right to alter the quotation because of circumstances beyond its control.
- 5.2 Where Goods and Services are required in addition to the quotation the Customer agrees to pay for the additional cost of such Goods and Services.

6 TITLE AND SECURITY

- 6.1 Title in any Goods and Services supplied by Any Angle Roofing Limited passes to the Customer only when the Customer has made payment in full for all Goods and Services provided by Any Angle Roofing Limited, and of all other sums due to Any Angle Roofing Limited by the Customer on any account whatsoever. Until all sums due to Any Angle Roofing Limited by the Customer have been paid in full, Any Angle Roofing Limited has a security interest in all Goods and Services.
- 6.2 The Customer gives irrevocable authority to Any Angle Roofing Limited to enter any premises occupied by the Customer, or on which Goods and Services are situated, at any reasonable time after default by the Customer, or before default if Any Angle Roofing Limited believes a default is likely, and to remove and repossess any Goods and Services and any other property to which Goods and Services are attached or in which Goods and Services are incorporated. Any Angle Roofing Limited shall not be liable for any costs, damages, expenses or losses incurred by the Customer or any third party as a result of this action, nor liable in contract or in tort or otherwise in any way whatsoever unless by statute such liability cannot be excluded. Any Angle Roofing Limited may either resell any repossessed Goods and Services and credit the Customer's account with the net proceeds of sale (after deduction of all repossession, storage, selling and other costs) or may retain any repossessed Goods and Services and credit the Customer's account with the invoice value thereof less such sum as Any Angle Roofing Limited reasonably determines on account of wear and tear, depreciation, obsolescence, loss or profit and costs.
- 6.3 Where Goods and Services are retained by Any Angle Roofing Limited pursuant to clause 6.2 the Customer waives the right to receive notice under s.120 of the Personal Property Securities Act 1999 ("PPSA") and to object under s.121 of the PPSA.
- 6.4 The following shall constitute defaults by the Customer:
 - 6.4.1 Nonpayment of any sum by the due date
 - 6.4.2 The Customer intimates that it will not pay any sum by the due date.
 - 6.4.3 Any goods and Services are seized by any other creditor of the Customer or any other creditor intimates that it intends to seize Goods and Services.

- 6.4.4 Any Goods and Services in the possession of the Customer are materially damaged while any sum due from the Customer to Any Angle Roofing remains unpaid.
- 6.4.5 The Customer is bankrupt or put into liquidation or a receiver is appointed to any of the Customer's assets or a landlord distains against any other Customer's assets.
- 6.4.6 Any material adverse change in the financial position of the Customer.

7 COSTS

- 7.1 The Customer will upon demand pay all the Company's expenses) including bank charges on dishonoured cheques) and legal costs (on a solicitor/agent/client basis) in the collection of overdue monies or into the repossession of the goods.

8 RISK

- 8.1 If the Company retains property in the goods nonetheless all risk for the goods passes to the Customer on delivery.
- 8.2 If any of the goods are damaged or destroyed prior to property in them passing to the Customer, the Company is entitled, without prejudice to any of its other rights or remedies under these terms and conditions, to receive all insurance proceeds payable in respect of the goods. This applies whether or not the price has become payable under these terms and conditions. The production of these terms and conditions by the Company is sufficient evidence of the Company's rights to receive the insurance proceeds without the need for any person dealing with the Company to make further enquiries.

9 DELIVERY

- 9.1 Where the Company agrees to deliver the goods to the Customer or to an address specified by the Customer, the Company will deliver or arrange delivery as specified. The Company shall be entitled at its absolute discretion to determine the most appropriate method of delivery of the goods except where otherwise agreed in writing by the Company.
- 9.2 Any time for delivery is an estimate and the Company may suspend delivery or extend delivery times.
- 9.3 To the extent permitted by law, all claims for errors or short deliveries or defective goods must be made in writing within 7 days of the date of the delivery, otherwise the Customer shall be conclusively deemed to have accepted the goods as conforming to the contract.

10 CANCELLATION

- 10.1 The Company may cancel these terms and conditions or cancel delivery of goods and services at any time before the goods are delivered by giving written notice. On giving such notice the Company shall promptly repay to the Customer any sums paid in respect of the price of those goods. The Company shall not be liable for any loss or damage whatsoever arising from such cancellation.
- 10.2 At the Customer's sole discretion the Customer may cancel delivery of goods and/or services. In the event that the Customer cancels delivery of goods and/or services the Customer shall be liable for any costs incurred by the Company up to the time of cancellation.

11 WARRANTY

- 11.1 Subject to the conditions of warranty set out in Clause 11.2 the Company warrants that if any defect in any workmanship manufactured by the Company becomes apparent, and is reported to the Company within five (5) years of the date of delivery, then the Company will (at the Company's sole discretion) repair the defect or replace the workmanship.
- 11.2 The conditions applicable to the warranty given by Clause 11.1 are:
 - 11.2.1 The warranty shall not cover any defect or damage which may be caused or partly caused by or arise through:
 - 11.2.1.1 Failure on the part of the Customer to properly maintain any Goods; or
 - 11.2.1.2 Failure on the part of the Customer to follow any instructions or guidelines provided by the Company; or
 - 11.2.1.3 Any use of any Goods otherwise than for any application specified on a quote or order form; or
 - 11.2.1.4 The continued use of any Goods after any defect becomes apparent or would have become apparent to a reasonable prudent operator or user; or
 - 11.2.1.5 Fair wear and tear, any accident or act of God.
 - 11.2.2 The warranty shall cease and the Customer shall thereafter in no circumstances be liable under the terms of the warranty, if the workmanship is repaired, altered or overhauled without the Company's consent.
 - 11.2.3 In respect of all claims the Company shall not be liable to compensate the Customer for any delay in either replacing or repairing the workmanship/Goods, or in properly assessing the Customer's claim.
 - 11.2.4 For Goods not manufactured by the Company the warranty shall be the current warranty provided by the manufacturer of the Goods. The Company shall be under no liability whatsoever except for the express conditions as detailed and stipulated in the manufacturer's warranty.

TE KUITI COLOURPLUS

251 RORA STREET
TEKUITI
PH/FAX (07) 878 8302

Wednesday, November 22, 2017
Citizens Advice Bureau
222 Rora Street
TE KUITI

Dear Trish & Members

Re: Quote for Rollershade Blinds as requested.

We are very happy to have the opportunity to submit a quote for the above as follows;

1 Wholesale Blinds NZ Ltd, Rollershade blinds for four windows.
made with Vibe fabric; \$968.00

Thank you again & please do not hesitate to contact us should you wish to go ahead or discuss further options.

This price includes GST, delivered & fitted

Kind regards

CECIL
TE KUITI COLOURPLUS

**CITIZENS ADVICE BUREAU TE KUITI INC
FINANCIAL REPORT FOR THE MONTH ENDED 30 SEPTEMBER 2018**

Balance as at 1 Sept 2018		9 692.72
Income :-		
W D C Grant	4 000.00	
W/pac Bank interest	<u>.79</u>	<u>4 000.79</u>
		13 693.51

LESS :- ACCOUNTS PAID

119859 M Macnaughtan – wages	27.00	
119860 M Macnaughtan – wages	27.00	
119861 M Watson – wages August	170.00	
119861 M Watson – audit expenses	72.00	
119862 Taurmarunui Bulletin – advertising	18.00	
119863 Vodafone – phone + internet	125.35	
119864 Finnz Ltd – Review fees	966.00	
119865 Firewatch – safety equipment check	51.75	
119866 Waitomo News – advertising	22.63	
119867 IRD – Paye – August	60.25	
119868 TK Lyceum Club – Room hire	40.00	
119869 M Macnaughtan – wages	27.00	
119870 M Macnaughtan – wages	27.00 **	
119871 M Macnaughtan – wages	<u>27.00 **</u>	<u>1 660.98</u>

Cash book balance		12 032.53
Less :- cheques now presented		<u>(75.62)</u>
		11 956.91
Add :- Cheque unrepresented **		<u>54.00</u>
		<u>12 010.91</u>

SIMPLE SAVER

Opening Bal 1 August 2018	164.21
Add :-Interest	<u>.01</u>

Closing Balance as at 30 Sept 2018 **164.22**

HEARTLAND TERM DEPOSIT

Balance at 30 Sept 2018 **8 538.30**

Brian moved that the Financial Statement be accepted.

CITIZENS ADVICE BUREAU TE KUITI

FINANCIAL BUDGET 1 July 2018 – 30 June 2019 *(updated 30/10/18)*

INCOME

GRANTS – W D C	4 000	
COGS South Waikato	5 000	
LOTTERIES	5 000	
Ruapehu District Council	500	
COGS Tongariro	435	<u>\$14 935 excl GST</u>

EXPENSES⁵

Lease & rates	3775	
Learning and development training	844	
National AGM & Conference expenses	1 078	
Wages	3 450	
Accountant	800	
Advertising & publicity	1 022	
Insurance	748	
Repairs & maintenance	696	
Subscriptions & levies	435	
Phone/internet	1 304	
Office expenses	783	<u>\$14 935 excl GST</u>

NOTES:

- Expenses have been increasing especially lease rent, accountant, phone/internet and stationery.
- Heartland Savings account: has \$5893 which is tagged for unforeseen repairs and maintenance including roof replacement and blinds replacement.

Westpac



deposit

Westpac New Zealand Limited

Te Kuiti
18 King Street, Te Kuiti, NZ

DATE

NOTES \$

COINS \$

TOTAL CASH \$

CHEQUES
AS REVERSE \$

PAID IN BY: (PLEASE PRINT NAME)

FOR THE CREDIT OF

TRANSFER FROM ACCOUNT NO.

CITIZENS ADVICE BUREAU - TE KUITI

TOTAL \$

⑈030449⑈ 0102269⑈00 ⑈ 50

**Citizens
Advice
Bureau**



222 Rora Street,
Te Kuiti 3910

Phone: 07 878 7636
Email: tekuiti@cab.org.nz
0800 FOR CAB (0800 367 222)

Citizens Advice Bureau Te Kuiti
Te Pou Whakawhirinaki o Aotearoa