

Applicant	Brook Park Incorporated Society
Project	To construct 21 tee pads to complete new Disc Golf Course in Brook Park.
Type of group or organisation	Incorporated Society
Community Benefit	The world class Disc Golf Course will be able to be utilised by the community, general public and visitors alike.
Total cost	\$4,725.00
Funds raised	Nil
Amount requested	\$4,725.00
Previous Funding received from WDC within past 3 years	Discretionary Grant 2018 - \$240.00 - Portaloo hire
Comments	The CPF can provide up to 50% of the capital costs of the project which is: \$2,362.00

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.

- | | | |
|---|---|--|
| <input checked="" type="checkbox"/> Culture and Recreation | <input checked="" type="checkbox"/> Environmental and Animal Protection | <input type="checkbox"/> International Organisations, Aid and Relief |
| <input type="checkbox"/> Education and Research | <input type="checkbox"/> Development and Housing | <input type="checkbox"/> Religious Congregations and Associations |
| <input type="checkbox"/> Health | <input type="checkbox"/> Civic and Advocacy Groups | <input type="checkbox"/> Not elsewhere classified |
| <input type="checkbox"/> Social Services and Emergency Relief | <input type="checkbox"/> Philanthropic Organisation, Aid and Relief | |

Purpose - What is the organisations main purpose and objectives?

Provide for and ensure the use, enjoyment, maintenance, protection and preservation of Brook Park to the extent that the Incorporated Society's resources permit.

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?

To construct 21 Tee pads to finish our new Disc Golf course in Brook Park.

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

6 months

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

The community will benefit from the completion of a world class Disc Golf Course in TeKaiti which will be able to be used by the general public and visitors alike at a very small or no cost to them.

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.

- CO1 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.
- CO2 Recreation and Social Amenities**
A place where all age groups have the opportunity to enjoy social, cultural and sporting activities within our District.
- CO3 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.
- CO4 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	\$	Income How do you plan to fund the project	\$
21 Tee pads	\$4725.00		
(Invoice enclosed).			
+ Volunteer Hours.	?		
A Total Cost of Project/Service	\$4725.00	B Funds for Project/Service	
Total amount applied for(A - B)	\$ 4725.00 + GST		

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	\$
Lion Foundation - funds towards the initial construction of the heavy duty baskets and signs.	\$6000

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?	\$

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?	\$
Grassroots - To help establish Mountain bike track	\$8500
DC Tyrn Trust - To metal and place culverts on a wet part of the Mountain bike track.	\$3500

3. 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?

2-3

Describe the work volunteers will undertake

Volunteers will assist in the construction and provide transport around the park for the contractors.

Resources supplied by volunteers

Transport

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 New Zealand Disc Golf Association has indicated to us that they would like to hold high level events on our newly completed Disc Golf course.

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

Guy Whitaker

Signature

[Handwritten Signature]

Position

Chairperson

Date

1-11-18.

Name

Phillip Houghton

Signature

[Handwritten Signature]

Position

Treasurer

Date

31.10.2018

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

Disc Golf Aotearoa
 581 West Coast Rd
 Oratia
 P/C 0604
 Auckland

QUOTE
 00001784
 GST NUMBER



BILL TO:

Brook Park Community board

SHIP TO:

Brook Park Community board
 Attn Guy Whitaker

SALESPERSON	YOUR P.O. NO.	SHIP VIA	SHIP DATE	TERMS	DATE	PG.
Feasey Simon				Net 20 after	25/05/2018	Page 1 of 1
QTY.	ITEM NO.	DESCRIPTION	PRICE	DISC	EXTENDED PRICE	
21	TeePadTT	H3 Timber and Turf Tee Pad with 25mm H3 deck and 100 x 50 H3 runners Total size 1.2 x 3m	\$225.00		\$4,725.00	
18	MISC	Course design Fee	\$100.00		\$1,800.00	
REMARKS						
This quote is valid for 90 days from above date. Thank you			SALE AMOUNT		\$6,525.00	
			FREIGHT		\$0.00	
			GST		\$978.75	
			TOTAL AMOUNT		\$7,503.75	
			PAID TODAY		\$0.00	
PROPERTY REMAINS WITH THE SELLER UNTIL GOODS ARE PAYED FOR IN FULL			BALANCE DUE		\$7,503.75	

Brook Park Incorporated

Performance Report

For the year ended
30 June 2017

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Brook Park Incorporated

Compilation Report

For the year ended
30 June 2017

Compilation Report to the Committee of Brook Park Incorporated

Scope

On the basis of information provided and in accordance with Service Engagement Standard 2 Compilation of Financial Information, we have compiled the financial statements of Brook Park Incorporated for the year ended 30 June 2017.

These statements have been prepared in accordance with the accounting policies described in the Notes to these financial statements.

Responsibilities

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

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

No Audit or Review Engagement Undertaken

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

Independence

We have no involvement with Brook Park Incorporated other than for the preparation of financial statements and management reports and offering advice based on the financial information provided.

Disclaimer

We have compiled these financial statements based on information provided which has not been subject to an audit or review engagement. Accordingly, we do not accept any responsibility for the reliability, accuracy or completeness of the compiled financial information contained in the financial statements. Nor do we accept any liability of any kind whatsoever, including liability by reason of negligence, to any person for losses incurred as a result of placing reliance on this financial report.



Lionel Smith & Associates Limited
Chartered Accountants
47 Taupiri Street
P O Box 159
Te Kuiti
Dated: 12 September 2017

Brook Park Incorporated

Entity Information

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

For the year ended
30 June 2017

Legal Name of Entity: Brook Park Incorporated

Other Name of Entity (if any):

Type of Entity and Legal Basis (if any): Incorporated Society

Registration Number: CC49263

Entity's Purpose or Mission:

Provide for and ensure the use, enjoyment, maintenance, protection and preservation of Brook Park, to the extent that the Incorporated Society's resources permit.

Entity Structure:

The entity is governed by a 'Managing Committee' which consists of; a chair/President, a Secretary, a Treasurer and not less than three, nor more than nine other committee members.

Main Sources of the Entity's Cash and Resources:

Revenue from leased land, subscriptions, sponsorship and donations for the annual firework display and grants

Main Methods Used by the Entity to Raise Funds:

sponsorship is sourced from local businesses and donations from the public to fund community events like the annual Guy Fawkes display. Grants are also applied for to help fund specific projects.

Entity's Reliance on Volunteers and Donated Goods or Services:

volunteers are relied upon to maintain weed control and assist with specific projects such as the construction of a mountain bike track. Volunteers are also crucial for the organising and running of events such as the annual Guy Fawkes display.

Contact details

Physical Address:

Te Kumi Road Entrance, Te Kuiti

Postal Address:

C/- 1538C State Highway 3, RD5, Te Kuiti 3985

Email:

Bruce Maunsell (Secretary) brucemaunsell@gmail.com

Brook Park Incorporated
Statement of Service Performance
 "What did we do?", When did we do it?"
 For the year ended
 30 June 2017

Description of the Entity's Outcomes:

Continue to encourage the use of Brook Park and maintain a safe and tidy park. Further work on the mountain bike track (cattle stops) and weed control has been a focus. Upgrade tracks and crossings to enable access to remove Pine trees

	Actual	Actual
Description and Quantification (to the extent practicable) of the Entity's Outputs:*	This Year	Last Year

Member subscriptions	9	49
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Remove Pine and Poplar Trees and replant

Continue weed eradicating programme

Finish mountain bike track

Additional Output Measures:

Guy Fawkes event was again very successful.

Brook Park Incorporated
Statement of Financial Performance
 "How was it funded?" and "What did it cost?"
 For the year ended
 30 June 2017

	Note	Actual This Year \$	Actual Last Year \$
Revenue	1		
Donations, fundraising and other similar revenue		11,410	18,869
Fees, subscriptions and other revenue from members		90	490
Revenue from providing goods or services		7,607	7,608
Interest, dividends and other investment revenue		54	160
Other revenue		-	304
Total Revenue		19,161	27,431
Expenses	2		
Expenses related to public fundraising		6,325	7,135
Volunteer and employee related costs			
Costs related to providing goods or services		259	3,533
Grants and donations made			
Other expenses		9,637	11,605
Total Expenses		16,221	22,273
Surplus/(Deficit) for the Year		2,940	5,158

Brook Park Incorporated
Statement of Financial Position
 "What the entity owns?" and "What the entity owes?"
 As at
 30 June 2017

	Note	Actual This Year \$	Actual Last Year \$
Assets	3		
Current Assets			
Bank accounts and cash		24,787	21,847
Total Current Assets		24,787	21,847
Total Assets		24,787	21,847
Liabilities			
Total Liabilities		-	-
Total Assets less Total Liabilities (Net Assets)		24,787	21,847
Accumulated Funds	4		
Accumulated surpluses or (deficits)*		24,787	21,847
Total Accumulated Funds		24,787	21,847

Brook Park Incorporated
Statement of Cash Flows
"How the entity has received and used cash"
For the year ended
30 June 2017

	Actual This Year \$	Actual Last Year \$
Cash Flows from Operating Activities		
Cash was received from:		
Donations, fundraising and other similar receipts	11,019	18,869
Fees, subscriptions and other receipts from members	90	490
Receipts from providing goods or services	7,607	7,912
Interest, dividends and other investment receipts	54	160
Cash was applied to:		
Payments to suppliers and employees	15,830	22,273
Donations or grants paid		
Net Cash Flows from Operating Activities	2,940	5,158
Cash flows from Investing and Financing Activities		
Net Cash Flows from Investing and Financing Activities	-	-
Net Increase / (Decrease) in Cash	2,940	5,158
Opening Cash	21,847	16,689
Closing Cash	24,787	21,847
This is represented by:		
Bank Accounts and Cash*	24,787	21,847

Brook Park Incorporated
Statement of Accounting Policies
"How did we do our accounting?"

For the year ended
30 June 2017

Basis of Preparation

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

Goods and Services Tax (GST)

Brook Park Incorporated is not registered for GST. Therefore amounts recorded in the Performance Report are inclusive of GST (if any).

Income Tax

Brook Park Incorporated is wholly exempt from New Zealand income tax having fully complied with all statutory conditions for these exemptions.

Bank Accounts and Cash

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

Changes in Accounting Policies

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

Brook Park Incorporated
Notes to the Performance Report
For the year ended
30 June 2017

Note 1 : Analysis of Revenue

Revenue Item	Analysis	This Year \$	Last Year \$
Fundraising revenue	Guy Fawkes Display	6,550	9,549
	Total	6,550	9,549
		This Year \$	Last Year \$
Donations and other similar revenue	Donations/koha from the public	3,860	1,320
	Grants for current operations	1,000	8,000
	Total	4,860	9,320
		This Year \$	Last Year \$
Fees, subscriptions and other revenue from members	Membership Subscriptions and Registrations	90	490
	Total	90	490
		This Year \$	Last Year \$
Revenue from providing goods or services	Lease or rental revenue	7,607	7,608
	Total	7,607	7,608
		This Year \$	Last Year \$
Interest, dividends and other investment revenue	Interest	54	160
	Total	54	160
		This Year \$	Last Year \$
Other revenue	Sundry Income	-	304
	Total	-	304

Brook Park Incorporated
Notes to the Performance Report
For the year ended
30 June 2017

Note 2 : Analysis of Expenses

Expense Item	Analysis	This Year	Last Year
		\$	\$
Expenses related to public fundraising	Guy Fawkes Display	6,325	7,135
	Total	6,325	7,135
Expense Item	Analysis	This Year	Last Year
		\$	\$
Volunteer and employee related costs			
	Total	-	-
Expense Item	Analysis	This Year	Last Year
		\$	\$
Costs related to providing goods or services	Repairs and Maintenance	259	3,533
	Total	259	3,533
Expense Item	Analysis	This Year	Last Year
		\$	\$
Grants and donations made			
	Total	-	-
Expense Item	Analysis	This Year	Last Year
		\$	\$
Other expenses	Cycle Trail	53	10,902
	Accountancy Fees (Donated)	782	521
	Advertising	245	106
	Licences & Registrations	51	77
	Subcontractors	8,441	-
	General Expenses	65	-
	Total	9,637	11,606

Brook Park Incorporated
Notes to the Performance Report
For the year ended
30 June 2017

Note 3 : Analysis of Assets and Liabilities

Asset Item	Analysis	This Year \$	Last Year \$
Bank accounts and cash	Cheque account balance	24,787	21,847
Total		24,787	21,847

Note 4: Accumulated Funds

Description	Capital Contributed by Owners or Members	Accumulated Surpluses or Deficits	Reserves	Total
This Year				
Opening Balance	-	21,847	-	21,847
Capital contributed by owners or members	-			-
Capital returned to owners or members	-			-
Surplus/(Deficit)		2,940		2,940
Distributions paid to owners or members		-		-
Transfer to Reserves		-	-	
Transfer from Reserves		-	-	
Closing Balance	-	24,787	-	-

Description	Capital Contributed by Owners or Members	Accumulated Surpluses or Deficits	Reserves	Total
Last Year				
Opening Balance	-	16,689	-	16,689
Capital contributed by owners or members	-			-
Capital returned to owners or members	-			-
Surplus/(Deficit)		5,158		5,158
Distributions paid to owners or members		-		-
Transfer to Reserves		-	-	
Transfer from Reserves		-	-	
Closing Balance	-	21,847	-	-