

# SHANNON COMMUNITY DEVELOPMENT TRUST

## ANNUAL GENERAL MEETING

**Monday, 26 September 2016  
Commencing at 5.30pm**

**Shannon Service Centre/Library  
Plimmer Terrace, Shannon**

## AGENDA

1. Welcome
2. Apologies
3. Confirmation of Minutes – Annual General Meeting 8 September 2015 (copy attached)
4. Annual Report (copy attached)
5. Chairperson's Report (copy attached)
6. Secretary's Report (copy attached)
7. Election of Chairperson
8. General Business

**MINUTES OF THE SHANNON COMMUNITY DEVELOPMENT TRUST ANNUAL GENERAL MEETING HELD ON TUESDAY 8 SEPTEMBER 2015 AT THE SHANNON SERVICE CENTRE, PLIMMER TERRACE, SHANNON, COMMENCING AT 5.30 PM**

**PRESENT:** Mr John Williams (Chair)  
Ms Tyrill Winiata  
Mr Fred Kilmister  
Cr Ross Campbell  
Mr Robbie Shaw  
  
Mr Garreth Stevens (Meeting Secretary)

**ALSO PRESENT:** (none)

**1. Welcome**

Mr Williams opened the meeting at 5:45pm and noted no public in attendance, despite appropriate advertising of the meeting.

**2. Apologies**

There were no apologies.

**3. Confirmation of Minutes – AGM 22 September 2014**

Moved: Cr Campbell Seconded: Mr Shaw

*“THAT the Minutes of the Annual General Meeting held on 22 September 2014 be confirmed as a true and correct record.”*

CARRIED

**3.1. Matters Arising**

Ms Winiata raised the ‘Suppliers and Others’ enquiry she had made at the last AGM – had this been answered?

Trustees examined the Annual Report and discovered that the term ‘Suppliers and Others’ was used once again this year on page 6. After a page by page review, Trustees noted that the \$8,293.00 listed as ‘Suppliers and Others’ was detailed on page 4. It was made up wholly of:

- \$72 Bank fees
- \$8,221 Grants Distributed

The enquiry was satisfied. Trustees felt the term ‘Suppliers and Others’ created some uncertainty – it was being used as a catch-all term for expenses on the statement of cashflows – it was determined that it was likely used because of standardised / recommended reporting requirements.

**4. Annual Report**

The Chair confirmed that Trustees had had a copy and had read the Annual Report. The report was reviewed page by page by the Trustees. Items were discussed, all to the satisfaction of Trustees. Noted that the new accounting format was used – the PBE SFR-A (PS) standard.

Moved: Mr Kilmister Seconded: Mr Shaw

*“THAT the Annual Report be received and accepted”*  
CARRIED

**5. Chairperson’s Report**

The Chairperson’s Report which had been circulated prior to the meeting was taken as read.

Moved: Mr Williams Seconded: Ms Winiata

*“THAT the Chairperson’s Report for 2015 be received and accepted.”*  
CARRIED

**6. Secretary’s Report**

The Secretary’s Report which was circulated alongside the agenda was taken as read. Mr Stevens spoke to the items on the Report and answered questions where they arose. There was an explanation of item 5 on the Report, regarding CCO exemption. Mr Stevens explained the benefits to the Trust, and that this motion had passed successfully at the Council meeting on 2 September.

Moved: Mr Stevens Seconded: Mr Williams

*“THAT the Secretary’s Report for 2015 be received and accepted.”*  
CARRIED

**7. Trustee Retirement by Rotation**

As covered in the Secretary’s report, Mr Kilmister and Mr Williams had elected to retire by rotation. This took effect immediately.

**8. Trustee Appointment from Council**

Council had approved the reappointment of Mr Kilmister and Mr Williams at their meeting on 2 September

Moved: Cr Campbell Seconded: Mr Shaw

*“THAT the Shannon Community Development Trust ratifies the appointment of Mr John Williams and Mr Fred Kilmister as Trustees of the Trust.”*  
CARRIED

**9. Election of Chairperson for the next 12 months**

Moved: Cr Campbell Seconded: Mr Kilmister

*“THAT Mr John Williams be elected chairperson of the Shannon Community Development Trust for the next year.*  
CARRIED

**10. General Business**

Outstanding Applications

It was noted that Dean File had requested an extension on the timeframe to reapply for the grant that had been earmarked for the Shannon Domain Users Group. Further information would be presented at the next regular funding meeting.

Sonny Whakarau and Plunket had outstanding reports at the time the agenda was prepared. Further correspondence had since been received, but Mr Stevens was unable to access it using his computer at the meeting. An update (and appropriate correspondence) would be provided at the next regular funding meeting.

Next Trust Meeting

The next regular (funding) meeting of the Trust was scheduled for Monday 21 September at 5:30pm

There being no further business, the meeting concluded at 6.28 pm.

Chairperson: .....

Date: .....

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**SHANNON COMMUNITY DEVELOPMENT TRUST  
ANNUAL REPORT  
FOR THE YEAR ENDED 30 JUNE 2016**

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**SHANNON COMMUNITY DEVELOPMENT TRUST**  
**FINANCIAL STATEMENTS INDEX**  
**FOR THE YEAR ENDED 30 JUNE 2016**

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**SHANNON COMMUNITY DEVELOPMENT TRUST**  
**ENTITY INFORMATION**  
**FOR THE YEAR ENDED 30 JUNE 2016**

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**Legal Name**

Shannon Community Development Trust (the Trust).

**Type of Entity and Legal Basis**

The Trust is an exempt council controlled organisation as defined in section 7 of the Local Government Act 2002.

**The Trust's Purpose or Mission**

The primary objective of the Trust is to encourage, promote, and support the establishment and growth of Community Development for the benefit of residents of the Shannon Township.

**Structure of the Trust's Operations, Including Governance Arrangements**

The Trust comprises a Board of five Trustees who oversee the governance of the Trust. The current Councillor for Miranui Ward will automatically be one of the five Trustees. The Trustees are appointed by the Horowhenua District Council. It is expected that the Trustees will perform their duties without any remuneration from the Trust.

**Main Sources of the Trust's Cash and Resources**

Term Deposit interest is the primary source of funding to the Trust.

**Other Information**

Administrative support services are provided by Horowhenua District Council.

The Trustees are responsible for the preparation of the annual financial statements.

The Trustees are responsible for establishing and maintaining a system of internal controls designed to provide reasonable assurance of the integrity and reliability of the financial statements.

In the opinion of the Trustees, the annual financial statements for the year ended 30 June 2016 fairly reflect the financial position and operations of the Shannon Community Development Trust

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

Date: \_\_\_\_\_

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**SHANNON COMMUNITY DEVELOPMENT TRUST**  
**STATEMENT OF FINANCIAL PERFORMANCE**  
**FOR THE YEAR ENDED 30 JUNE 2016**

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	Notes	Actual 2016	Actual 2015
<b>Revenue</b>			
Interest		13,262	15,145
Grants Portion Refunded		0	136
Total Revenue		<u>13,262</u>	<u>15,281</u>
<b>Expenses</b>			
Bank Fees		72	72
Grant Funds Distributed		3,780	8,221
Total Expenses		<u>3,852</u>	<u>8,293</u>
<b>Net Surplus/(Deficit) For The Year</b>		<u><u>9,410</u></u>	<u><u>6,988</u></u>



**SHANNON COMMUNITY DEVELOPMENT TRUST**  
**STATEMENT OF FINANCIAL POSITION**  
**AS AT 30 JUNE 2016**

	Notes	Actual 2016	Actual 2015
<b>Assets</b>			
<b>Current Assets</b>			
Westpac Bank Account		12,003	12,075
BNZ Term Deposit		350,000	350,000
Debtors		16,070	6,588
<b>Total Current Assets</b>		<u>378,073</u>	<u>368,663</u>
<b>Non-Current Assets</b>			
Fixed Assets	2	0	0
<b>Total Assets</b>		<u>378,073</u>	<u>368,663</u>
<b>Less Liabilities</b>			
<b>Current Liabilities</b>			
Creditors		<u>0</u>	<u>0</u>
		0	0
<b>Non-current Liabilities</b>			
		0	0
<b>Total Liabilities</b>		<u>0</u>	<u>0</u>
<b>NET ASSETS</b>		<u>378,073</u>	<u>368,663</u>
Represented by:			
<b>Trust Equity</b>	4	378,073	368,663
<b>TOTAL TRUST EQUITY</b>		<u>378,073</u>	<u>368,663</u>

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**SHANNON COMMUNITY DEVELOPMENT TRUST**  
**STATEMENT OF CASH FLOWS**  
**FOR THE YEAR ENDED 30 JUNE 2016**

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	Notes	Actual 2016	Actual 2015
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>			
<i>Cash was provided from:</i>			
Interest		0	14,957
Grants Portion Refunded		0	136
		0	15,093
<i>Cash was disbursed to:</i>			
Suppliers & Others		72	8,293
		72	8,293
<b>Net Cash Flows From Operating Activities</b>		-72	6,801
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>			
Transfer to Term Deposit		0	0
<b>CASH FLOWS FROM FINANCING ACTIVITIES</b>			
Initial Contribution		0	0
Net Increase/(Decrease) in Cash Held		-72	6,801
Add cash at start of the year (includes cheque and savings accounts)		12,075	5,274
<b>BALANCE AT END OF YEAR</b>		12,003	12,075

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**SHANNON COMMUNITY DEVELOPMENT TRUST**  
**STATEMENT OF ACCOUNTING POLICIES**  
**FOR THE YEAR ENDED 30 JUNE 2016**

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**ACCOUNTING POLICIES APPLIED**

***BASIS OF PREPARATION***

The Board has elected to apply PBE SFR-A (PS) *Public Benefit Entity Simple Format Reporting - Accrual (Public Sector)* on the basis that the Trust does not have public accountability (as defined) and has total annual expenses of less than \$2 million.

All transactions in the financial statements are reported using the accrual basis of accounting.

The financial statements are prepared on the assumption that the Trust will continue to operate in the foreseeable future.

***GOODS AND SERVICES TAX***

The Trust is not registered for GST purposes. All items in the financial statements are stated inclusive of goods and services tax (GST).

***SIGNIFICANT ACCOUNTING POLICES***

**Revenue**

*Grants*

Council, Government, and non-government grants are recognised as revenue when the funding is received unless there is an obligation to return the funds if conditions of the grant are not met ("use or return condition"). If there is an obligation, the grant is initially recorded as a liability and recognised as revenue when the conditions of the grant are satisfied.

*Interest*

Interest revenue is recorded as it is earned during the year.

**Bank Accounts and Cash**

Bank accounts and cash comprise cash on hand, cheque or savings accounts and deposits held at call with banks.

**Debtors**

Debtors are initially recorded at the amount owed. When it is likely the amount owed (or some portion) will not be collected, a provision for impairment is recognised and the loss is recorded as a bad debt expense.

**Investments**

Investments comprise investments in term deposits with banks.

Deposits with banks are initially recorded at the amount paid. If it appears that the carrying amount of the investment will not be recovered, it is written down to the expected recoverable amount.

**Property, Plant and Equipment**

The Trust has no property, plant and equipment as at 30th June 2016.

**Creditors and Accrued Expenses**

Creditors and accrued expenses are measured at the amount owed.

**Tier 2 PBE Accounting Standards Applied**

The Trust has not applied any Tier 2 Accounting Standards in preparing its financial statements.

**CHANGES IN ACCOUNTING POLICIES AND TRANSITION TO THE NEW PBE SFR-A (PS) STANDARD**

This is the first set of financial statements prepared using the new PBE SFR-A (PS) standard, and comparative information for the year ended 30 June 2016 has been restated to comply with the new standard.

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**SHANNON COMMUNITY DEVELOPMENT TRUST**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 30 JUNE 2016**

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**1 Administration**

The costs of accounting and secretarial services are not reflected in the Statement of Financial Performance as these costs are borne by the Horowhenua District Council.

**2 Property, Plant and Equipment**

The Trust has no property, plant and equipment as at 30 June 2016.

**3 Budget Figures**

The Board has not provided budget figures for the financial year in the Statement of Financial Performance and Statement of Financial Position.

**4 Equity**

	<b>2016</b>	<b>2015</b>
<b>Accumulated Surpluses</b>		
Balance at 1 July	368,662	361,674
Surplus/(Deficit) For The Year	9,410	6,988
<i>Balance at 30 June</i>	<i>378,072</i>	<i>368,662</i>
<b>Total Equity</b>	<b>378,072</b>	<b>368,662</b>

**5 Commitments**

	<b>2016</b>	<b>2015</b>
The Trust has approved future distribution of funds totalling \$10,686.00.	10,686	4,500
<b>Total Commitments</b>	<b>10,686</b>	<b>4,500</b>

**6 Contingent Liabilities**

The Trust has no contingent liabilities as at 30 June 2016 (2015: NIL).

**7 Related-party Transactions**

Related-party disclosures have not been made for transactions with related parties that are within a normal supplier or client/recipient relationship on terms and conditions no more or less favourable than those that it is reasonable to expect the Trust would have adopted in dealing with the party at arm's length in the same circumstances.

## **Chairman's Report for 2015-16**

The Shannon Community Trust continues to provide financial assistance for Shannon Township residents and organisations.

It may be time for the Trust to look at its rules in regard to how often it can release funds to events that are held annually in our town, for example the Christmas parade. These events require annual financial support and are a major part of our towns yearly activities. At present it is difficult to support them. It may be time for a re think. At the end of the day if the Trustees think one particular organisation is getting more than its share, we just say no.

The Trustees have again given their time freely and I sincerely thank them for that. The Trustees are Tyril Winiata, Fred Kilmister, Ross Campbell and Robbie Shaw.

I am sure where Tyril is up to with her health problems, and I know she is considering her future on the Trust. Tyril has been a stand out member for the Trust with her attention to detail, which is not one of my strong points. I personally thank her for picking up a lot of detail I miss. She is completely unbiased in her decision making and certainly is not afraid to vote no. Whatever your decision Tyril, my personal thanks.

Again I want to make special mention for Council assistance, and especially Gareth Stevens who does an excellent job of administration and advice. We also value your opinion Gareth. Also thanks to the H.D.C. for auditing our annual accounts. I doubt this Trust could function without Council Assistance. Thank you H.D.C.

Thank you all

John Williams

Chairperson

# **Shannon Community Development Trust 2016 Secretary's Report**

## **Operation Summary**

Interest rates have dropped over the last two years, and this is affecting the earnings on the Trust's principal investment. At the same time, numbers of applications received by the trust have dipped from 9 per year to 5 per year in the same period. As such, the trust continues to operate from a healthy financial position while maintaining adherence to its vision.

## **Application Form, Criteria and Funding Brochure**

Reviewed this time last year, the Application Form, Criteria, Accountability Form and Funding Brochure are still current for 2016/2017 and are available at all times from [www.horowhenua.govt.nz/grants](http://www.horowhenua.govt.nz/grants) (with the exception of the application form, which is only available when a funding round is open)

## **Trustee Retirement**

As covered by 6.3 of the trust deed, half (rounded down) of the current trustees must retire by rotation at the AGM of the end of each third financial year of the Trust's operation.

The last retirement by rotation was at the 2015 AGM. The next retirement by rotation is due at the 2018 AGM.

## **Secretary Retirement**

I wish to give warning of my pending retirement as a secretary to the Trust. I am likely to transition out of my role with HDC over the coming months, likely before the March 2017 funding meeting. I have enjoyed supporting the Trust over the last three years. While I would very much like to continue for as long as I can, I must acknowledge that the Secretary role is best suited to an employee of the Horowhenua District Council who oversees other community funding programmes.

I will be introducing Denise Kidd, Community Services Manager for the Horowhenua District Council at the meeting, to ensure that future transition goes smoothly when the time comes.