

Greater East Tamaki Business Association Incorporated

Performance Report

For the year ended
30th June 2016

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Greater East Tamaki Business Association Incorporated

Entity Information

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

For the year ended
30th June 2016

Legal Name of Entity:*	Greater East Tamaki Business Association Incorporated
Other Name of Entity (if any):	GETBA
Type of Entity and Legal Basis (if any):*	Incorporated Society
Registration Number:	639532

Entity's Purpose or Mission: *

The Association's purpose is to advocate for business and property owners in the economic development of the area; to provide a conduit to business support, resources and networking; to facilitate and promote the area as a great and safe place to do business and to work; and to attract new business and employment into the area.

Entity Structure: *

GETBA is governed by a committee of East Tamaki business/property owner representatives elected on an annual basis which meets 11 times a year (monthly except for January). GETBA operates with an executive staff consisting of a General Manager and Operations Manager, Crime Prevention Manager and Communications & Events Manager which report to the General Manager.

Main Sources of the Entity's Cash and Resources: *

The main source of funding (approximately 80%) is from a targeted rate upon property owners within the Association's geographic boundary. This is collected by Auckland Council and returned in full to the Association for an agreed programme of work. Other funding sources are grants, sponsorship, advertising, associate membership fees and event/seminar income.

The Committee is made up of volunteers. BNZ Partners also provides their venue on occasions as an in kind sponsorship contribution.

GETBA was founded in 1994 and operated for 15 years as a voluntary subscription based organisation. In 2009 business and property owners in the area voted to invest in improvements to enhance the local business environment and economic growth of the area by adopting the Business Improvement District partnership programme, funded by the targeted rate collected by Auckland Council. The BID partnership programme does not replicate services provided by Council but channels the capabilities and knowledge of the private sector to improve economic outcomes and achieve common goals.

Contact details

Physical Address:	Level 1, 1 Sir William Avenue, East Tamaki
Postal Address:	PO Box 58260 Botany 2163
Phone/Fax:	09 273 6274
Email/Website:	www.getba.org.nz

Greater East Tamaki Business Association Incorporated

Statement of Service Performance

"What did we do?", When did we do it?"

For the year ended
30th June 2016

Description of the Entity's Outcomes *:

1. Members interests with regard to economic development and infrastructure plans are represented to the local authority, and where relevant to central government. 2. Members are provided with a conduit to business support, education and networking. 3. East Tamaki is a safe place to do business and members are vigilant with regard to crime prevention. 4. East Tamaki is positioned as a significant economic contributor and a great place to do business. 5. GETBA demonstrates accountability in administering the targeted rate income.

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

1. GETBA monitored Auckland Council and Local Board plans, informed members of the potential impact on the area/their businesses and made 12 submissions and appeared at three Hearings. GETBA also raised members issues at central government level with local MP and the Minister of Small Business, and Leader of the Opposition.

2. Events and seminar programme: four Breakfasts, three Business Owners Forums, one Property Owners Forum, one Waste Minimisation Forum, one Business Showcase, one Technology seminar, People Essentials seminar series introduced, Everyday Leadership Programme reviewed and refined.

Other opportunities and information on other sources of assistance and links to useful resources provided via GETBA's website, emails, LinkedIn and FOCUS magazine. A 'keep it local' ethos is encouraged and provided for - 18 Keep it Local email ads sent plus web based Member Notice Board, Jobs Board and Business Directory.

Workstreams/areas of focus include waste minimisation, commute alternatives and youth employment. Skills demand survey undertaken.

3. Crime prevention programme: 22 security alerts emailed to members; 116 free security audits undertaken on members sites; bi-monthly meetings with Police; Security Managers Network monthly meetings to share intelligence; crime prevention education and resources via email, website and FOCUS magazine;

ANPR camera initiative - two new cameras purchased.

4. Seven East Tamaki companies profiled in the NZ Manufacturer online magazine accompanied by a GETBA ad promoting East Tamaki as a great place to do business.

GETBA website is a vehicle for promoting East Tamaki and the member businesses within it. Directory page gets most hits after Homepage. Mobi site launched.

Opportunities to leverage East Tamaki's position taken by inviting influential persons to speak at events (Mayoral Candidates Breakfast, Auckland Transport CEO, Minister of Small Business etc), via media including the GETBA magazine, and at Unitary Plan Hearings for example.

Greater East Tamaki Business Association Incorporated

Statement of Service Performance

"What did we do?", When did we do it?"

**For the year ended
30th June 2016**

5. New database management initiative undertaken commencing with street by street gap analysis between property owners and businesses/tenants followed by internet research, emails, phone calls, visual drive by's and visits with refined one pager flyer.

GETBA's Executive Committee responsible for governance, financial oversight and executive support, met 11 times and all governance and management activities have been undertaken in accordance with the Association's Constitution and Business Improvement District (BID) Partnering Agreement with Auckland Council, and taking cognisance of member research/engagement survey and marketing plan.

Greater East Tamaki Business Association Incorporated

Statement of Financial Performance

"How was it funded?" and "What did it cost?"

For the year ended

30th June 2016

	Note	Actual* This Year \$	Actual* Last Year \$
Revenue			
Fees, subscriptions and other revenue from members *	1	24,524	29,249
Revenue from providing goods or services *	1	573,524	624,707
Interest, dividends and other investment revenue *	1	4,735	7,051
Total Revenue*		602,783	661,007
Expenses			
Volunteer and employee related costs *	2	328,611	318,406
Costs related to providing goods or services *	2	218,221	299,452
Other expenses	2	22,676	19,336
Total Expenses*		569,508	637,194
Surplus/(Deficit) for the Year*		33,275	23,813

Greater East Tamaki Business Association Incorporated


Statement of Financial Position

"What the entity owns?" and "What the entity owes?"

As at
30th June 2016

	Note	Actual* This Year \$	Actual* Last Year \$
Assets			
Current Assets			
Bank accounts and cash*	3	316,134	157,489
Debtors and prepayments*	3	24,444	33,895
Total Current Assets		340,578	191,384
Non-Current Assets			
Property, plant and equipment*	4	69,115	33,444
Total Non-Current Assets		69,115	33,444
Total Assets*		409,693	224,828
Liabilities			
Current Liabilities			
Creditors and accrued expenses*	3	71,850	53,928
Employee costs payable*	3	10,424	9,845
Unused donations and grants with conditions*	3	125,000	-
Other current liabilities	3	9,650	9,279
Total Current Liabilities		216,924	73,052
Non-Current Liabilities			
Finance lease*	3	7,718	-
Total Non-Current liabilities		7,718	-
Total Liabilities*		224,642	73,052
Total Assets less Total Liabilities (Net Assets)*		185,051	151,776
Accumulated Funds			
Capital contributed by owners or members*	5	-	-
Accumulated surpluses or (deficits)*	5	185,051	151,776
Total Accumulated Funds*		185,051	151,776

For and on behalf of the Executive Committee:

Acting
Chairperson: 
(HENRY JANSEN)

Date: 13.09.2016.

Greater East Tamaki Business Association Incorporated

Statement of Cash Flows

"How the entity has received and used cash"

For the year ended

30th June 2016

	Actual* This Year \$	Actual* Last Year \$
Cash Flows from Operating Activities*		
Cash was received from:		
Fees, subscriptions and other receipts from members*	24,524	29,249
Receipts from providing goods or services*	567,994	647,516
Interest, dividends and other investment receipts*	5,048	5,701
NET GST	39,735	42,029
Income Tax Refund	11,710	-
Cash was applied to:		
Payments to suppliers and employees*	443,460	667,406
Income Tax Paid	1,514	13,062
Net Cash Flows from Operating Activities*	204,037	44,027
Cash flows from Investing and Financing Activities*		
Cash was received from:		
Proceeds from loans borrowed from other parties*	9,818	-
Cash was applied to:		
Payments to acquire property, plant and equipment*	55,210	13,282
Net Cash Flows from Investing and Financing Activities*	(45,392)	(13,282)
Net Increase / (Decrease) in Cash*	158,645	30,745
Opening Cash*	157,489	126,744
Closing Cash*	316,134	157,489
This is represented by:		
Bank Accounts and Cash*	316,134	157,489

Greater East Tamaki Business Association Incorporated

Statement of Accounting Policies

"How did we do our accounting?"

For the year ended
30th June 2016

Basis of Preparation*

Greater East Tamaki Business Association has applied 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)*

All amounts are recorded exclusive of GST, except for Debtors and Creditors which are stated inclusive of GST.

Income Tax

Greater East Tamaki Business Association is liable for tax on only income earned from the Entities or activities outside the Association and its members. The association also received an exemption of \$1000 on income earned outside entities or activities.

Bank Accounts and Cash

Bank accounts and cash in the Statement of Cash Flows comprise cash balances and bank balances (including term deposits).

General Accounting Policies

The general accounting policies appropriate for the measurement and reporting of profit under the historical cost method have been adopted. Accrual accounting has been used to match income and expenditure. Reliance is placed on the fact that the association is a going concern. This is dependent on the continued funding from Auckland Council.

Particular Accounting Policies

The following particular accounting policies which materially affected the measurement of earning and financial position have been applied:

Property Plant and Equipment

Property plant and equipment are valued at cost less accumulated depreciation.

Accounts Receivable

Accounts receivable are stated at their estimated realisable value after providing against debts where collection is doubtful.

Investments

Investments are stated at the lower of cost or realisable value after providing against debts where collection is doubtful.

Operating Lease

Operating lease payment, where the lessors effectively retain substantially all the risks and benefits of ownership of the leased items, are recognised as an expense in equal installments of the lease term.

Depreciation

Depreciation is calculated using the Diminishing Value Method at rates set by the Association as Follow:

Office Equipment	10% to 60%
Software & Website	33% to 60%
Plant & equipment	40%

Finance Lease Payments

Finance lease payments are apportioned between the finance charge and the reduction of the outstanding liability. The finance charge is allocated to each period during the lease term on an effective interest basis.

Income

Interest income is recognised using the effective interest method.

Dividend income is recognised when the shareholders' right to receive the payment is established

Government Grants

Government grants are reported at their fair value where there is reasonable certainty that the grant will be received and all attaching conditions will be met.

Changes in Accounting Policies*

Other than the change in financial reporting standards, there have been no changes in accounting policies during the financial year.

Greater East Tamaki Business Association Incorporated

Notes to the Performance Report

For the year ended
30th June 2016

Note 1 : Analysis of Revenue

Revenue Item	Analysis	This Year	Last Year
		\$	\$
Fees, subscriptions and other revenue from members	Association Membership Subscription	17,494	19,996
	Breakfast Fees	4,830	5,108
	Seminar Fees	2,200	4,145
	Total	24,524	29,249

Revenue Item	Analysis	This Year	Last Year
		\$	\$
Revenue from providing goods or services	Ministry of Justice Grant	-	61,400
	Council Target Rate/ Grant	500,000	500,000
	Local Council Grant	15,000	15,000
	Auckland Transport Grant	-	9,588
	Waste Minimisation Grant	8,461	-
	Advertising Income	20,617	32,019
	Sponsorship Income	29,446	6,700
	Total	573,524	624,707

Revenue Item	Analysis	This Year	Last Year
		\$	\$
Interest, dividends and other investment revenue	Interest	4,735	7,051
	Total	4,735	7,051

Greater East Tamaki Business Association Incorporated

Notes to the Performance Report

For the year ended
30th June 2016

Note 2 : Analysis of Expenses

Expense Item	Analysis	This Year	Last Year
		\$	\$
Volunteer and employee related costs	Salaries and Wages	327,393	317,203
	ACC levies	1,218	1,203
	Total	328,611	318,406

Expense Item	Analysis	This Year	Last Year
		\$	\$
Costs related to providing goods or services	Ministry of Justice Project Expenses	-	56,333
	Event Expenses	14,782	27,078
	Marketing Expenses	55,931	63,106
	Infrastructure Expense	63,421	66,752
	Professional Fees	57,147	58,222
	General Expenses	26,940	27,961
	Total	218,221	299,452

Expense Item	Analysis	This Year	Last Year
		\$	\$
Other expenses	Depreciation	19,539	19,336
	Taxation	3,137	-
	Total	22,676	19,336

Greater East Tamaki Business Association Incorporated

Notes to the Performance Report

For the year ended
30th June 2016

Note 3 : Analysis of Assets and Liabilities

Asset Item	Analysis	This Year \$	Last Year \$
Bank accounts and cash	Cheque account balance	22,976	7,865
	Savings account balance	187,042	45,977
	Term Deposit	106,116	103,647
	Total	316,134	157,489

Asset Item	Analysis	This Year \$	Last Year \$
Debtors and prepayments	Accounts receivable	13,183	7,657
	Other receivables	2,511	14,534
	GST Receivable	8,750	11,704
	Total	24,444	33,895

Liability Item	Analysis	This Year \$	Last Year \$
Creditors and accrued expenses	Trade and other payables	66,228	49,926
	Accrued expenses	4,000	4,000
	Taxation	1,623	-
	Total	71,851	53,926

Liability Item	Analysis	This Year \$	Last Year \$
Employee costs payable	Holiday pay accrual	10,424	9,845
	Total	10,424	9,845

Liability Item	Analysis	This Year \$	Last Year \$
Unused donations and grants with conditions	Target Rate Grants (Income in Advance)	125,000	-
	Total	125,000	-

Liability Item	Analysis	This Year \$	Last Year \$
Other current liabilities	Associated Members Subscriptions	4,300	9,279
	Sponsorship Other	3,000	-
	Other Income In Advance	250	-
	Finance Lease Liability - Fuji Xerox - current portion	2,100	-
	Total	9,650	9,279

Liability Item	Analysis	This Year \$	Last Year \$
Finance Lease	Finance Lease Liability - Fuji Xerox - term portion	7,718	-
	Total	7,718	-

Greater East Tamaki Business Association Incorporated

Notes to the Performance Report

For the year ended
30th June 2016

Note 4 : Property, Plant and Equipment

This Year					
Asset Class*	Opening Carrying Amount*	Purchases	Sales/Disposals	Current Year Depreciation and Impairment*	Closing Carrying Amount*
Office equipment*	11,028	10,791	176	2,757	18,886
Computers (including software)*	22,416	9,688	229	15,219	16,656
Machinery*	-	34,731		1,158	33,573
Total	33,444	55,210	405	19,134	69,115

PPE7 - PPE8	
Current Valuation*	Source and Date of Valuation*
18,886	Value at carrying amount at balance date.
16,656	
33,573	

Last Year					
Asset Class*	Opening Carrying Amount*	Purchases	Sales/Disposals	Current Year Depreciation and Impairment*	Closing Carrying Amount*
Office equipment*	11,119	3,250		3,341	11,028
Computers (including software)*	28,379	10,032		15,995	22,416
Total	39,498	13,282	-	19,336	33,444

Greater East Tamaki Business Association Incorporated

Notes to the Performance Report

For the year ended
30th June 2016

Note 5: Accumulated Funds

This Year				
Description*	Capital Contributed by Owners or Members*	Accumulated Surpluses or Deficits*	Reserves*	Total*
Opening Balance	-	151,776	-	151,776
Capital contributed by owners or members*	-			-
Capital returned to owners or members*	-			-
Surplus/(Deficit)*		33,275		33,275
Distributions paid to owners or members*		-		-
Transfer to Reserves*		-	-	
Transfer from Reserves*		-	-	
Closing Balance	-	185,051	-	185,051

Last Year				
Description*	Capital Contributed by Owners or Members*	Accumulated Surpluses or Deficits*	Reserves*	Total*
Opening Balance		127,963	-	127,963
Capital contributed by owners or members*				-
Capital returned to owners or members*				-
Surplus/(Deficit)*		23,813		23,813
Distributions paid to owners or members*		-		-
Transfer to Reserves*		-	-	
Transfer from Reserves*		-	-	
Closing Balance	-	151,776	-	151,776

Greater East Tamaki Business Association Incorporated

Notes to the Performance Report

For the year ended
30th June 2016

Note 6 : Commitments and Contingencies

Commitment*	Explanation and Timing*	At balance date	At balance date
		This Year*	Last Year*
		\$	\$
Commitments to lease or rent assets*	The Greater East Tamaki Business Association has renewed the office lease for a further two years. This is a non cancellable operating lease	46,000	20,625

Contingent Liabilities and Guarantees

There are no contingent liabilities or guarantees as at balance date (Last Year - nil)

Note 7: Other

Related Party Disclosures:

The Association had the following related party transactions during the year:

- (a) Honorariums were paid to the Secretary as approved by the Executive Committee. These payments ceased in May 2016.
- (b) Disbursement expenses are paid to some members.
- (c) Accountancy fees and Legal fees are paid to members. These member entities that provide accounting and legal services have representatives who form part of the Executive Committee.
- (d) IT Services and Office Rental are paid to members as approved by the Executive Committee.
- (e) Businesses that are a tenant of a commercially rated property within the Targeted Rating Area which engage in business transactions with the Association are related parties by virtue of being members of the Association.

Events After the Balance Date:

There were no events that have occurred after the balance date that would have a material impact on the Performance Report. (Last Year Nil)

INDEPENDENT AUDITOR'S REPORT

To the members of Greater East Tamaki Business Association Incorporated

We have audited the Performance Report of Greater East Tamaki Business Association Incorporated on pages 2 to 14, which comprise Entity Information and the Statement of Financial Position as at 30 June 2016, the Statement of Service Performance, Statement of Financial Performance and Cash Flows for the year then ended, Statement of Accounting Policies and Notes to the Performance Report.

Executive Committees' Responsibility for the Financial Statements

The Executive Committees are responsible for the preparation of a Performance Report that present fairly, in all material respects, the matters to which they relate, and for such internal control as the Executive Committees determine is necessary to enable the preparation of a Performance Report that is free from material misstatement, whether due to fraud or error.

Auditors' Responsibilities

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

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the Performance Report. The procedures selected depend on the auditor's judgement, including the assessment of the risks of material misstatement of the Performance Report, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation of a Performance Report that present fairly, in all material respects, the matters to which they relate in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control.

An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates, as well as evaluating the overall presentation of the Performance Report.

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

Other than in our capacity as auditor we have no relationship with, or interests in, Greater East Tamaki Business Association Incorporated.

Opinion

In our opinion, the Performance Report on pages 2 to 14 present fairly, in all material respects, the entity information and financial position of Greater East Tamaki Business Association Incorporated as at 30 June 2016, and its service performance, financial performance and cash flows for the year ended on that date.


JOLLY DUNCAN & WELLS

13 September 2016

Ellerslie, Auckland

Partners

Brian Sheridan
Murray Wells

B.Com CA
B.Com CA CMA