



Manukau Business Association
Incorporated

12th

Annual General Meeting

Thursday 1st November 2018

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12th ANNUAL GENERAL MEETING

July 2017 – June 2018

of the

Manukau Business Association Inc.

a Business Improvement District – (BID)

Thursday 1st November 2018 - 7.30 am – 9.00 am

Rainbow's End Conference Room, 2 Clist Cres, Manukau

Agenda

1. Registration and Breakfast
2. Apologies & Welcome
3. Minutes 2017 AGM – Approval & Matters arising
4. Chairman's Annual Report 2017 – 2018
5. Treasurer's Financial Report 2017 – 2018
6. Crime Prevention Managers' Report 2017 – 2018
7. General Manager's Report – Progress Report, Business Plan and Budget 2018 – 2020
8. Election of Officers (Chairman & Treasurer)
9. Election of Committee
10. Motion to Re-Appoint Auditors – Integrity Audit Ltd
11. General Business and Networking

1. Registration and Breakfast

Please seat yourself anywhere at the tables provided.

2. Apologies and Welcome

Meeting led by Business Manukau General Manager, Kerry Burrridge.

3. Minutes 2017 AGM

Please see your copy of the Minutes at your place setting.

Matters arising from the 2017 minutes.

MOTION:

To approve the Minutes of the 2017 AGM.

4. Chairman's Annual Report (2017 – 2018)

Led by Chairman, Aaron Jones.

The Chairman's Annual Report will be published on the website after the AGM.

MOTION:

To approve the Chairman's Report.

5. Treasurer's Financial Report

Led by Treasurer, Rachel Darlington.

The Treasurer's Annual Report is reproduced on page 7-8 of this booklet, and the full audited financial statements are also at your place setting.

MOTION:

To approve the Treasurer's report including the 2017 - 2018 financial statements as presented at this AGM.

6. Crime Prevention Managers' Report

A PowerPoint jointly presented by Tess Maunsell and Anton Welsh.

MOTION:

To approve the 2017 – 2018 Crime Prevention Managers' Report as presented at this AGM.

7. General Manager's Report – CCTV Project, Business Plan and Budget 2019 - 2020

A PowerPoint presentation by Business Manukau General Manager, Kerry Burrridge

- a) **Progress Report 2017 – 2018:** presented in PowerPoint.

An update on progress against objectives for the 2018 financial year including the CCTV Project.

- b) **Business Plan 2018 - 2019:** presented in PowerPoint.

MOTION:

To approve the 2018 – 2019 Business Manukau Business Plan.

- c) **Budgets for Year End 2019 & 2020:** presented in PowerPoint.

MOTION:

To ratify and adopt the Budgets for the 2018/19 and 2019/20 financial years.

8. Election of Officers

The Elected Officers of the Manukau Business Association Incorporated for the year 2017/2018 were:

Aaron Jones (Chairman) BNZ
Rachel Darlington (Treasurer) Business Like (NZ) Ltd

Nominations for the positions of Elected Officers for the 2018/2019 year include:

Aaron Jones (Chairman) BNZ
Rachel Darlington (Treasurer) Business Like (NZ) Ltd

MOTION:

That the two current standing Officers be re-elected onto the MBA committee for the 2018 – 2019 year.

9. Election of Committee

The Executive Committee Members of the Manukau Business Association Incorporated for the year 2017/2018 were:

Stephen Grey Chester Grey Chartered Accountants
Gagan Deep Gupta Bath & Tile (NZ) Ltd
Peter Lim 100% Lim Electronics
Emily May Jaedon Enterprises
Katharine Murray Rainbow's End
Davinder Rahal Kiwika Ltd
Mark Smith Briscoes Manukau

Note:

Our existing Otara-Papatoetoe Local Board Representative is Reece Autagavaia (non-voting).

The 7 Nominations for the 2018/2019 Executive Committee include:

<i>Stephen Grey (existing)</i>	<i>Chester Grey Accountants Ltd</i>
<i>Peter Lim (existing)</i>	<i>100% Lim Electronics</i>
<i>Emily May (existing)</i>	<i>Jaedon Enterprises</i>
<i>Mark Smith (existing)</i>	<i>Briscoes Manukau</i>
<i>Karen Crabb (new)</i>	<i>Rainbow's End</i>
<i>Alan Johnson (new)</i>	<i>Wiri Licensing Trust Ltd</i>
<i>Ilango Krishnamoorthy (new)</i>	<i>Mercury Printz / Iris Signs</i>

MOTION:

That the 4 existing and 3 new Committee Members be elected onto the Business Manukau Executive Committee for the 2018 – 2019 year.

Note: The Constitution requires Business Manukau to have from 5 to 11 members – with an uneven number for voting purposes. The Officers and Committee members listed above total nine.

10. Motion to Re-Appoint Auditors

MOTION:

That Integrity Audit be re-appointed as our Auditors.

11. General Business

Any items from the floor.

Meeting Closes. Networking Commences.

Manukau Business Association Inc.

A.G.M. Thursday 1st November 2018

TREASURER'S REPORT for July 2017 – June 2018

PROFIT & LOSS	2018 Budget	2018 Actual	2017 Actual
REVENUE			
Target Rating Income	478,109	490,000	217,897
SUNDRY INCOME			
Dividends Received	-	350	856
Grants Received	-	5,000	-
Interest Received	2,500	170	3,339
Sundry Income	-	-	9
Total Sundry Income	2,500	5,520	4,204
Total Income	480,609	495,520	222,101
Less Expenses			
Administration Expenses	71,442	85,090	68,040
BID Expansion	-	-	18,916
Office Rent & Rates	20,708	21,234	19,722
Strategic Planning	-	-	18,000
Town Centre Management	95,000	86,251	91,090
Town Centre Marketing	15,000	5,081	5,565
Town Centre Networking Events	12,100	6,905	7,283
Town Centre Security	168,000	196,549	100,821
Total Expenses	382,250	401,110	329,437
Net Surplus / (Deficit) Before Depreciation	98,359	94,410	(107,336)
Less Depreciation	9,000	9,105	10,727
Net Surplus / (Deficit) After Depreciation	89,359	85,305	(118,063)

Total revenue for 2018 was relatively consistent with budgeted expectations. The variation each year is caused by changes in the ratepayer database for our district which leads to variations in the amount of the targeted rate collected by Auckland Council.

Revenue increased significantly from the previous year as it was the first full year of funding based on the expanded Business Improvement District (BID) boundaries.

With strong governance the Association has kept a tight rein on its expenditure during the 2018 financial year. The only area of significant increase has been in security and crime prevention, and this was requested by our members.

Our members have identified 'security' in Manukau as being the primary area of concern and focus for the Association. Accordingly, significant additional funds have been applied in this area to resource the increased BID geographical area with two crime prevention managers providing 7-day support, and night time security patrols across the entire BID area. A CCTV audit was also undertaken this year as the initial stage of the larger ongoing CCTV project.

The 2018 income statement showed a healthy surplus on the back of a significant deficit the previous year. This surplus will enable the Association to continue its good work improving security for its members in the short term, and also in financing the longer-term infrastructure with regards to the investment in the integrated CCTV network.

This surplus is shown in the balance sheet as a significant increase of members' funds, which are tagged for the CCTV network build in the 2019 financial year, and its ongoing operation.

BALANCE SHEET	2018	2017
	<u>Actual</u>	<u>Actual</u>
CURRENT ASSETS		
BNZ – Cheque Account	139,041	131,503
BNZ On-Call Account	170,193	450,39
BNZ Credit Card	-	261
GST Refund Due	11,803	8,902
Rent in Advance	1,417	1,417
Total Current Assets	322,454	187,122
NON-CURRENT ASSETS		
Fixed Assets as per Schedule	19,832	24,285
Total Assets	342,286	211,407
CURRENT LIABILITIES		
BNZ Credit Cards	590	732
Accounts Payable	55,757	17,287
Accrued Expenses	1,800	1,800
Income in Advance	122,500	122,500
Holiday Pay Accrual	7,831	585
Total Liabilities	188,478	142,904
Net Assets	153,808	68,503
Represented by;		
MEMBERS' FUNDS		
Retained Earnings	153,808	68,503
Total Surplus in Members' Funds	153,808	68,503

In summary, Manukau Business Association is in a strong financial position, and is well funded to undertake its planned CCTV project in 2019.

Rachel Darlington – Treasurer
Manukau Business Association Inc.