



Manukau Business Association
Incorporated

14th

Annual General Meeting

Wednesday 21st October 2020

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**14th ANNUAL GENERAL MEETING
July 2019 – June 2020**

of the

**Manukau Business Association Inc.
a Business Improvement District – (BID)**

Wednesday, 21st October 2020 - 7.30 am – 9.00 am

Woodside Tavern, Ronwood Avenue, Manukau

Agenda

1. Registration and Breakfast
2. Apologies & Welcome
3. Minutes 2019 AGM – Approval & Matters arising
4. Chairman’s Annual Report (2019 - 2020)
5. Treasurer’s Financial Report (2019 – 2020)
6. Crime Prevention Manager’s Report (2019 – 2020)
7. General Manager’s Report – Review, Business Plan and Budget (2019 – 2022)
8. Election of Officers (Chairman & Treasurer)
9. Election of Committee
10. Motion to re-appoint Auditors – Charity Integrity Audit (name change from Integrity Audit)
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 2019 AGM

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

Matters arising from the 2019 minutes.

MOTION:

To approve the Minutes of the 2019 AGM.

4. Chairman's Annual Report (2019 – 2020)

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 2019 - 2020 financial statements as presented at this AGM.

6. Crime Prevention Managers' Report

A PowerPoint presented by Tess Maunsell.

MOTION:

To approve the 2019 – 2020 Crime Prevention Managers' Report as presented at this AGM.

7. General Manager's Report – Review, Business Plan and Budget (2019 – 2022)

A PowerPoint presentation by Business Manukau General Manager, Kerry Burr ridge

- a) **Progress Report 2019 – 2020:** presented in PowerPoint.

An update on progress against objectives for the 2019/2020 financial year including the CCTV Project.

MOTION:

To approve the 2019 – 2020 Business Manukau Progress Report.

- b) **Business Plan 2020 - 2021:** presented in PowerPoint.

MOTION:

To approve the 2020 – 2021 Business Manukau Business Plan.

- c) **Budgets for Year End 2021 - 2022** presented in PowerPoint.

MOTION:

To ratify and adopt the Budgets for the 2021 and 2021 financial years.

8. Election of Officers

The Elected Officers of the Manukau Business Association Incorporated for the year 2019/2020 were:

<i>Aaron Jones (Chairman)</i>	<i>BNZ</i>
<i>Rachel Darlington (Treasurer)</i>	<i>Business Like (NZ) Ltd</i>

Nominations for the positions of Elected Officers for the 2020/2021 year include:

<i>Aaron Jones (Chairman)</i>	<i>BNZ</i>
<i>Rachel Darlington (Treasurer)</i>	<i>Business Like (NZ) Ltd</i>

MOTION:

That the two current standing Officers be re-elected onto the MBA committee for the 2020 – 2021 year.

9. Election of Committee

The Executive Committee Members of the Manukau Business Association Incorporated for the year 2019/2020 were:

<i>Karen Crabb</i>	<i>Rainbow's End</i>
<i>Stephen Grey</i>	<i>Chester Grey Chartered Accountants</i>
<i>Ilango Krishnamoorthy</i>	<i>Mercury Printz</i>
<i>Debra Law</i>	<i>Law & Associates</i>
<i>Emily May</i>	<i>Jaedon Enterprises</i>
<i>Mark Smith</i>	<i>Briscoes Manukau</i>
<i>Belinda Sutton</i>	<i>Van Den Brink Group</i>

Note:

Our non-voting Otara-Papatoetoe Local Board Representative is Dr Ashraf Choudhary.

The 6 Nominations for the 2020/2021 Executive Committee include:

Karen Crabb

Rainbow's End

Stephen Grey

Chester Grey Chartered Accountants

Ilango Krishnamoorthy

Mercury Printz

Debra Law

Law & Associates

Emily May

Jaedon Enterprises

Belinda Sutton

Van Den Brink Group

MOTION:

That the 6 existing Committee Members be re-elected onto the Business Manukau Executive Committee for the 2020 – 2021 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 8. An additional member may be elected during the AGM, or afterwards by the Committee.

10. Motion to Re-Appoint Auditors

MOTION:

That Integrity Audit be re-appointed as our Auditors, noting their name change to Charity Integrity Audit Limited.

11. General Business

Any items from the floor.

Meeting Closes. Networking Commences.

Manukau Business Association Inc.A.G.M. Wednesday 21st October 2020**TREASURER'S REPORT for July 2019 – June 2020**

PROFIT & LOSS	2022 Budget	2021 Budget	2020 Actual	2020 Budget
REVENUE				
Targeted Rate Income	510,000	510,000	490,000	490,000
SUNDRY INCOME				
Dividends Received	390	386	386	375
Grants Received	-	-	-	-
Interest Received	100	100	243	300
Sundry Income	600	600	629	675
Total Income	511,090	511,086	490,629	490,675
Less Expenses				
Administration Expenses	225,000	225,000	223,024	225,000
Office Rent & Rates	22,000	22,000	20,259	23,000
Town Centre Management	110,000	110,000	102,839	105,000
Town Centre Marketing	30,000	35,000	1,073	10,000
Town Centre Networking Events	10,000	10,000	11,984	7,000
Town Centre Security	75,000	70,000	61,510	60,000
Total Expenses	472,000	472,000	420,689	430,000
Net Surplus / (Deficit) Before Depreciation	39,090	39,086	69,941	60,675
Less Depreciation	68,434	59,179	21,644	12,000
Net Surplus / (Deficit) After Depreciation	(29,344)	(20,093)	48,297	48,675

“What a crazy year!” I don’t ever want to hear the words ‘unprecedented’ or ‘pivot’ again.

No financial review can commence without acknowledging the various elephants in the room; namely a global pandemic in the form of covid-19; a national recession; droughts and water shortages throughout the country and more recently, a damaged harbour bridge!

Many of our members have had to deal with the financial and emotional impacts of some, if not all of these events.

In this respect, I am grateful to also acknowledge the fantastic teamwork and ongoing management of the business association in that they were successful in their recent BID expansion earlier this year. Accordingly, the revenue budgeted for and expected in the 2021 financial year is a slight increase on that received last year (\$510k v \$490k).

Expenditure for the year was also in alignment with planned budgeted expectations as was the planned investment in the CCTV integrated infrastructure project. It has been very exciting to see this project take shape and already we’ve had a number of instances where the footage recorded on the CCTV cameras has been positively used by the relevant authorities.

BALANCE SHEET	2020 Actual	2019 Actual
CURRENT ASSETS		
Bank accounts and cash	280,268	369,572
Debtors and prepayments	1,417	75,189
Total Current Assets	281,685	444,761
NON-CURRENT ASSETS		
Fixed Assets as per Schedule	165,650	14,665
Total Assets	447,335	459,426
CURRENT LIABILITIES		
Creditors and accrued expenses	140,611	207,016
Employee Costs Payable	16,146	10,129
Total Liabilities	156,757	217,145
Net Assets	290,578	242,281
Represented by;		
Accumulated surpluses	290,578	242,281
Total Accumulated Funds	290,578	242,281

As per previous reports on the Association's balance sheet, we are in a strong and well-placed position to help support our members and plan for future growth and opportunities within our Manukau business district.

Rachel Darlington – Treasurer
Manukau Business Association Inc.