



Manukau Business Association
Incorporated

15th

Annual General Meeting

Wednesday 10th November 2021

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**15th ANNUAL GENERAL MEETING
July 2020 – June 2021**

of the

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

Wednesday, 10th November 2021 - 8.00 am - 9.00 am

By Zoom

Agenda

1. Welcome & Apologies
2. Minutes 2020 AGM – Approval & Matters arising
3. Chairman’s Annual Report (2020/2021)
4. Treasurer’s Financial Report (2020/2021)
5. General Manager’s Report – Progress Report, Business Plan and Budgets (2022 and 2023)
6. Election of Officers (Chairman & Treasurer)
7. Election of Committee
8. Motion to re-appoint Auditors – Charity Integrity Audit
9. General Business and Networking

See AGM Documents under the Documents tab of our website.

1. Welcome and Apologies

Meeting led by Business Manukau General Manager, Kerry Burridge.

2. Minutes 2020 AGM

Please see the Minutes 2020 AGM on the Documents page of our website

<https://www.businessmanukau.co.nz/DOCUMENTS/AGM-2021/>

Matters arising from the 2020 minutes.

MOTION:

To approve the Minutes of the 2020 AGM.

3. Chairman's Annual Report (2020/2021)

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 2020/2021.

4. Treasurer's Financial Report (2020/2021)

Written by Treasurer, Rachel Darlington, presented by Stephen Grey, Committee Member.

The Treasurer's Annual Report is reproduced on page 7-9 of this booklet, and the full audited financial statements can be seen online <https://www.businessmanukau.co.nz/DOCUMENTS/AGM-2021>.

MOTION:

To approve the Treasurer's report including the 2020/2021 financial statements as presented at this AGM.

5. General Manager's Report

A PowerPoint presentation by Business Manukau General Manager, Kerry Burridge

- a) **Progress Report 2020/2021** presented in PowerPoint.

An update on progress against objectives for the 2020/2021 financial year including the CCTV Project.

MOTION:

To approve the 2020/2021 Business Manukau Progress Report.

- b) **Business Plan 2021/2022:** presented in PowerPoint.

MOTION:

To approve the 2021/2022 Business Manukau Business Plan.

- c) **Budgets for Year End 2022 and 2023** presented in PowerPoint.

***Proposed Budget for 2022/2023** – That Business Manukau receive and approve the 2022/2023 budget which includes a BID targeted rate amount of \$525,300 noting there will be a 3% increase of \$15,300 to the BID targeted rate for the 2022/2023 financial year. Further ask the Otara-Papatoetoe Local Board to recommend to the governing body the amount of \$525,300 be included in the Auckland Council draft 2022/2023 annual budget consultation process.*

MOTION:

To ratify and adopt the Budgets for the 2022 and 2023 financial years.

6. Election of Officers

The Elected Officers of the Manukau Business Association Incorporated for the year 2020/2021 were:

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

Nominations for the positions of Elected Officers for the 2021/2022 year:

*Stephen Grey (Chairman) Chester Grey Accountants Ltd (new to this position - current
Committee member)*
*Belinda Sutton (Treasurer) Van Den Brink Group (new to this position – current Committee
member)*

MOTION:

That the two new MBA Officers be elected for the 2021/2022 year.

7. Election of Committee

The Executive Committee Members of the Manukau Business Association Incorporated for the year 2020/2021 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>Darin Samuel</i>	<i>European AutoSpares Ltd</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 7 Nominations for the 2021/2022 Executive Committee include:

<i>Aaron Jones</i>	<i>BNZ (existing – previous Chairman)</i>
<i>Rachel Darlington</i>	<i>Business Like NZ Ltd (existing – previous Treasurer)</i>
<i>Emily May</i>	<i>Jaedon Enterprises (existing)</i>
<i>Ilango Krishnamoorthy</i>	<i>Mercury Printz (existing)</i>
<i>Debra Law</i>	<i>Law & Associates (existing)</i>
<i>Susan Mudie</i>	<i>Rainbow's End (new)</i>
<i>Sohail Chaudhry</i>	<i>The Computer Warehouse (new)</i>

MOTION:

That the 5 existing and 2 new Committee Members be elected onto the Business Manukau Executive Committee for the 2021/2022 year.

Note: The Constitution requires Business Manukau to have from 5 to 11 members – with an uneven number for voting purposes.

8. Motion to Re-Appoint Auditors

MOTION:

That Charity Integrity Audit be re-appointed as our Auditors.

9. General Business

Any items from the floor.

Meeting Closes. Networking Commences.

**Treasurer's Report
AGM 2021**

PROFIT & LOSS	2023 Budget	2022 Budget	2021 Actual	2021 Budget	2021 Variance
REVENUE					
Targeted Rate Income	525,300	510,000	510,000	510,000	-
SUNDRY INCOME					
Dividends Received	380	386	369	386	(17)
Grants Received	-	-	20,000	-	20,000
Interest Received	120	120	119	100	19
Sundry Income			-	600	(600)
Total Income	\$ 525,800	\$ 510,506	\$ 530,488	\$ 511,086	\$ 19,402
Less Expenses					
Administration Expenses	102,402	99,160	94,346	95,000	(654)
Office Rent & Rates	24,378	22,915	20,494	22,000	(1,506)
Town Centre Management	115,572	112,200	114,885	110,000	4,885
Town Centre Marketing	80,616	51,554	33,080	35,000	(1,920)
Town Centre Networking Events	15,600	15,000	15,415	10,000	5,415
Town Centre Security	157,368	151,694	144,315	200,000	(55,685)
Total Expenses	\$ 495,936	\$ 452,523	\$ 422,535	\$ 472,000	\$ (49,465)
Net Surplus / (Deficit) Before Depreciation	\$ 29,864	\$ 57,983	\$ 107,953	\$ 39,086	\$ 68,867
Less Depreciation	102,144	113,476	60,200	59,179	1,021
Gain on Sale of Fixed Assets	-	-	(1,180)		(1,180)
Net Surplus / (Deficit) After Depreciation	\$ (72,280)	\$ (55,493)	\$ 48,933	\$ (20,093)	\$ 69,026

Opening Bank Balance	223,937	319,675	280,268
Plus Operating Cash Surplus	37,880	57,983	137,858
Less Spend on CCTV Cameras & Other Capex	-	153,721	98,451
Closing Bank Balance	261,817	223,937	319,675

Well, I wasn't expecting another year of Covid lockdowns! Although in hindsight, I probably should have been. Like most of you we have worked hard to keep "business as usual" running as far as possible, but it has certainly been challenging!

Despite the bumps caused by Covid, we have managed to keep our Stage 2 CCTV camera installation project running along nicely, and although we have had some slight delays, we are still on track to finish all the planned installations by the end of 30 June 2022. The spend on cameras this year was \$97,664, and next year we will complete the whole project with a last stage of capex of \$153,721 as budgeted. This project is already paying significant dividends via improved security results and many positive comments received regarding Manukau's improved security and safety perception.

With the end of the CCTV installation project in sight, the Committee has now begun focussing on the marketing of Manukau as a destination of choice. Last year we allocated \$33,080 to detailed market research as the foundation for positioning Manukau in the future. This year we are spending \$37,550 towards developing a Manukau brand that will give us a strong identity in the Auckland market. Looking forward, we expect to be allocating significant amounts of funds to marketing and promotions over time.

As you can see in the 2021 accounts, there was a surplus of \$69,026 above budget. This was due to two factors – the receipt of an unexpected \$20,000 grant from our Otara-Papatoetoe Local Board towards our CCTV camera costs, which was very much appreciated; and a change in accounting policy which saw about \$49,000 of our CCTV camera costs move from the income statement to the balance sheet. Other than these two items, our 2021 actuals were very close to budget.

Our balance sheet is in a strong position, with accumulated surpluses ready to cover the costs associated with our CCTV project, and our marketing strategy.

BALANCE SHEET	2021 Actual	2020 Actual
CURRENT ASSETS		
Bank accounts and cash	319,675	280,268
Debtors and prepayments	9,714	1,417
Total Current Assets	329,389	281,685
NON-CURRENT ASSETS		
Fixed Assets as per Schedule	198,995	165,650
Total Assets	528,383	447,335
CURRENT LIABILITIES		
Creditors and accrued expenses	171,878	140,611
Employee Costs Payable	16,994	16,146
Total Liabilities	188,872	156,757
Net Assets	339,512	290,578
Represented by;		
Accumulated surpluses	339,512	290,578
Total Accumulated Funds	339,512	290,578

I am pleased to report that our accounts this year were again provided with a clean bill of health from the auditors.

I would like to thank the management, staff, and Board for their careful stewardship of these funds.

Today I would also like to let you know that I am standing down as Treasurer for health reasons but will remain on the Committee. I have thoroughly enjoyed my 8 years as Treasurer but feel that it is time for some succession planning, and training someone else up into this role. I am delighted to be handing this role over into the capable hands of Belinda Sutton, one of our existing committee members.

Business Manukau is in a strong financial position, and we are well-placed to support our members and drive future growth and opportunities within our Manukau business district.

Rachel Darlington – Treasurer
Manukau Business Association Inc.