



Manukau Business Association  
Incorporated

16<sup>th</sup>

Annual General Meeting  
Wednesday 19th October 2022

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**16<sup>th</sup> ANNUAL GENERAL MEETING  
July 2021 – June 2022**

of the

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

**Wednesday, 19th October 2022 - 7.30 am – 9.00 am**

**Woodside Tavern, Ronwood Avenue, Manukau**

**Agenda**

1. Registration and Breakfast
2. Apologies & Welcome
3. Minutes 2021 AGM – Approval & Matters arising
4. Chairman’s Annual Report (2021/2022)
5. Treasurer’s Financial Report (2021/2022)
6. General Manager’s Report – Strategic Plan 2022 – 2027, Progress Report, Business Plan and Budgets (2023 and 2024)
7. Special Resolution – Change in constitutional rules to comply with new BID Policy 2022
8. Election of Officers (Chairman & Treasurer)
9. Election of Committee
10. Motion to re-appoint Auditors – Charity Integrity Audit
11. General Business and Networking

*See AGM Documents under the Documents tab of our website.*

## **1. Registration and Breakfast**

Please seat yourself anywhere at the tables provided.

## **2. Apologies and Welcome**

Meeting led by Business Manukau General Manager, Kerry Burridge.

## **3. Minutes 2021 AGM**

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

Matters arising from the 2021 minutes.

### **MOTION:**

To approve the Minutes of the 2021 AGM.

## **4. Chairman's Annual Report (2021/2022)**

Led by Chairman, Stephen Grey.

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

### **MOTION:**

To approve the Chairman's Report 2021/2022.

## **5. Treasurer's Financial Report (2021/2022)**

Written by Treasurer, Belinda Sutton

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 2021/2022 financial statements as presented at this AGM.

## 6. General Manager's Report

A PowerPoint presentation by Business Manukau General Manager, Kerry Burridge

- a) **New Strategic Plan 2022 – 2027:** the entire Strategic Plan is available on the website, and a one-page summary is included at your place setting.

**MOTION:**

To approve the new 2022 - 2027 Business Manukau Strategic Plan.

- b) **Progress Report 2021/2022** presented in PowerPoint.

An update on progress against objectives for the 2021/2022 financial year including the CCTV Project.

**MOTION:**

To approve the 2021/2022 Business Manukau Progress Report.

- c) **Business Plan 2022/2023:** presented in PowerPoint.

**MOTION:**

To approve the 2022/2023 Business Manukau Business Plan.

- d) **Budgets for Year End 2023 and 2024** presented in PowerPoint.

***Proposed Budget for 2023/2024** – That Business Manukau receive and approve the 2023/2024 budget which includes a BID targeted rate amount of \$577,830 noting there will be a 10% increase of \$52,530 to the BID targeted rate for the 2023/2024 financial year. Further ask the Otara-Papatoetoe Local Board to recommend to the governing body the amount of \$577,830 be included in the Auckland Council draft 2023/2024 annual budget consultation process.*

**MOTION:**

To ratify and adopt the Budgets for the 2023 and 2024 financial years.

## 7. Special Resolution – Change in Constitution

That the Manukau Business Association existing constitution (rules) document (dated Feb 2017) be replaced with the proposed new constitution (rules) dated Oct 2022 presented at the Annual General Meeting of the Manukau Business Association on 19<sup>th</sup> October 2022 and that such alterations be effected by replacing the existing constitution document (dated Feb 2017) with the proposed Manukau Business Association constitution (dated Oct 2022). A copy of the proposed new constitution (dated Oct 2022) can be viewed at [www.businessmanuau.co.nz/documents](http://www.businessmanuau.co.nz/documents).

Reason: Amendments of the current constitution (rules) of the Manukau Business Association are required to ensure those rules pertaining to the BID programme and BID targeted rate grant are not inconsistent with the Auckland Council Business Improvement District (BID) Policy.

### Election of Officers

The Elected Officers of the Manukau Business Association Incorporated for the year 2021/2022 were:

*Stephen Grey (Chairman)                      Chester Grey Accountants Ltd*  
*Belinda Sutton (Treasurer)                Van Den Brink Group*

Nominations for the positions of Elected Officers for the 2022/2023 year:

*Stephen Grey (Chairman)                      Chester Grey Accountants Ltd*  
*Belinda Sutton (Treasurer)                Van Den Brink Group*

### MOTION:

That the two MBA Officers be elected for the 2022/2023 year.

## 8. Election of Committee

The Executive Committee Members of the Manukau Business Association Incorporated for the year 2021/2022 were:

*Aaron Jones    BNZ*  
*Rachel Darlington                                    Business Like NZ Ltd*  
*Ilango Krishnamoorthy                            Mercury Printz*

<i>Debra Law</i>	<i>Law &amp; Associates</i>
<i>Emily May</i>	<i>Jaedon Enterprises</i>
<i>Sohail Chaudhry</i>	<i>Computer Warehouse Ltd</i>
<i>Susan Mudie</i>	<i>Rainbow's End</i>

Note:

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

The 6 Nominations for the 2022/2023 Executive Committee include:

<i>Rachel Darlington</i>	<i>Business Like NZ Ltd (existing)</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 &amp; Associates (existing)</i>
<i>Susan Mudie</i>	<i>Rainbow's End (existing)</i>
<i>Sohail Chaudhry</i>	<i>The Computer Warehouse (existing)</i>

**MOTION:**

That the 6 Committee Members listed above be elected to the Business Manukau Executive Committee for the 2022/2023 year.

*Note: During the course of the 2022/23 BNZ Manukau moved out of our Business District hence they are no longer a member of the Association. As a result, Aaron Jones is not nominated here.*

**9. Motion to Re-Appoint Auditors**

**MOTION:**

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

**10. General Business**

Any items from the floor. **Meeting Closes. Networking Commences.**

## Treasurers Report 2022

	2024 Budget	2023 Budget	2022 Actual	2022 Budget	2022 Variance
<b>REVENUE</b>					
Targeted Rate Grant	\$ 525,300	\$ 525,300	\$ 510,000	\$ 510,000	\$ -
Proposed increase to Targeted rate	\$ 52,530 <sup>1</sup>				
	<b>\$ 577,830</b>				
<b>SUNDRY INCOME</b>					
Dividends Received	\$ 320	\$ 380	\$ 374	\$ 386	-\$ 12
Grants Received	\$ 1,813	\$ -	\$ -	\$ -	\$ -
Interest Received	\$ 180	\$ 120	\$ 223	\$ 120	\$ 103
Other Revenue	-	\$ -	\$ 6,893	\$ -	\$ 6,893
<b>Total Sundry Income</b>	<b>\$ 2,313</b>	<b>\$ 500</b>	<b>\$ 7,490</b>	<b>\$ 506</b>	<b>\$ 6,984</b>
<b>Total Income</b>	<b>\$ 580,143</b>	<b>\$ 525,800</b>	<b>\$ 517,490</b>	<b>\$ 510,506</b>	<b>\$ 6,984</b>
<b>Less Expenses</b>					
Administration Expenses	\$ 112,470	\$ 102,402	\$ 96,490	\$ 99,160	\$ 2,670
Office Rent & Rates	\$ 22,800	\$ 24,378	\$ 20,819	\$ 22,915	\$ 2,096
Town Centre Management	\$ 124,992	\$ 115,572	\$ 116,586	\$ 112,200	-\$ 4,386
Town Centre Marketing	\$ 60,000 <sup>2</sup>	\$ 80,616	\$ 17,746	\$ 51,554	\$ 33,808
Town Centre Networking Events	\$ 16,800	\$ 15,600	\$ 1,167	\$ 15,000	\$ 13,833
Crime Prevention	\$ 183,912	\$ 157,368	\$ 144,968	\$ 151,694	\$ 6,726
<b>Total Expenses</b>	<b>\$ 520,974</b>	<b>\$ 495,936</b>	<b>\$ 397,776</b>	<b>\$ 452,523</b>	<b>\$ 54,747</b>
<b>Net Surplus / (Deficit) Before Depreciation</b>	<b>\$ 59,169</b>	<b>\$ 29,864</b>	<b>\$ 119,714</b>	<b>\$ 57,983</b>	<b>\$ 61,731</b>
Less Depreciation	\$ 66,324	\$ 102,144	\$ 83,983	\$ 113,476	\$ 29,493
Gain on Sale of Fixed Assets	-	-		-	
<b>Net Surplus / (Deficit) After Depreciation</b>	<b>-\$ 7,155</b>	<b>-\$ 72,280</b>	<b>\$ 35,731</b>	<b>-\$ 55,493</b>	<b>\$ 32,238</b>

Opening Bank Balance	313,863	319,675	319,675
Plus Net Cash Movement	29,864	128,914	57,983
Less Spend on CCTV Cameras & Other Capex	0	134,726	153,721
Closing Bank Balance	343,727	313,863	223,937

<sup>1</sup> The proposed increase of \$52,530 to be approved as part of the total BID Targeted rate grant for 2023/24 to equal \$577,830

<sup>2</sup> The proposed increase of \$52,530 has been included in the total expenditure budget of the Town Centre Marketing spend

Good morning everyone

As this has been my first year as Treasurer, I wish to acknowledge the support I have had from those around me – Kerry, Janene, Rachel and Stephen – thanks for your help over the year.

I will begin with the total revenue for 2022 which was in alignment with the budgeted expectation.

Security has continued to be a focus in the past year with the near completion of the CCTV installation project which has been one of our major expenditure items. This has been a very rewarding project to complete providing notable assistance to the police and in turn our members. We can be thankful for the Business Manukau team led by Kerry for managing this significant and complex project.

Our balance sheet is in a very strong position, with the surpluses available to cover the costs associated with the upcoming branding and marketing strategy.

This surplus will enable the association to continue down the path of reinvigorating the district with some exciting branding and marketing initiatives for the benefit of all members, along with the financing of ongoing maintenance for the CCTV network.

<b>BALANCE SHEET</b>	<b>2022 Actual</b>	<b>2021 Actual</b>
<b>CURRENT ASSETS</b>		
Bank accounts and cash	313,863	319,675
Debtors and prepayments	<u>2,737</u>	<u>9,714</u>
<b>Total Current Assets</b>	<b><u>316,600</u></b>	<b><u>329,389</u></b>
<b>NON-CURRENT ASSETS</b>		
Fixed Assets as per Schedule	<u>276,067</u>	<u>198,995</u>
<b>Total Assets</b>	<b><u>592,667</u></b>	<b><u>528,383</u></b>
<b>CURRENT LIABILITIES</b>		
Creditors and accrued expenses	201,661	171,878
Employee Costs Payable	<u>15,764</u>	<u>16,994</u>
<b>Total Liabilities</b>	<b><u>217,425</u></b>	<b><u>188,872</u></b>
<b>Net Assets</b>	<b><u>375,243</u></b>	<b><u>339,512</u></b>
<b>Represented by;</b>		
Accumulated surpluses	375,243	<u>339,512</u>
<b>Total Accumulated Funds</b>	<b><u>375,243</u></b>	<b><u>339,512</u></b>

In summary, under great governance, Business Manukau is in a strong financial position and well-funded to undertake the branding and marketing enhancement of the district in the coming year.

**Belinda Sutton – Treasurer**  
**Manukau Business Association Inc.**