

BID Policy 2021, BID Annual Accountability Report - ATTACHMENT C

Name:	XXXX [insert name] Business Association Incorporated	
	Incorporated societies number	Xxxxxx [insert number]
Chair:	Email:	
Treasurer:	Email:	
Secretary:	Email:	
Manager:	Email:	
Year End:	30/06/XXXX [insert year]	
Purpose:	<p>This document is the Accountability Report for XXXX [insert year] Business Association Incorporated.</p> <p>Completion & signing of this report is a requirement of the Auckland Council Business Improvement District [BID] Policy 2021.</p>	
Year ending 30 June XXXX [insert year]	BID Programme Accountability Documents required - please complete the form below and attach a PDF document to this report containing <i>all required files</i> .	
Documents required	Description of document	Tick
AGM financial statements XXXX/XXXX [insert years]	Copy of annual financial statements for the XXXX/XXXX [insert years] year.	
AGM Auditors report	Copy of auditor's report received, showing name of registered auditor.	
Auditors management letter	Copy of management letter signed by auditor.	
AGM indicative income and expenditure budget XXXX/XXXX [insert years]	Copy of indicative detailed income and expenditure budget for upcoming financial year including BID expected target rate amount and proposed BID grant increase amount required for the XXXX/XXXX [insert years] financial year. This document can include XXXX/XXXX [insert years] and XXXX/XXXX [insert years] financial years.	
Draft Minutes of the XXXX [insert year] AGM	Minutes that align with agenda resolutions. Voting/non-voting attendees and quorum noted. Clear resolution on expected BID target rate amount for following financial year.	
Chair's written report for AGM	Chair's report focused on governance and accountability of the organisation and BID programme.	
Treasurer's written report for AGM	Treasurer's report focused on financial accountability and processes against the business plan to June XXXX [insert year]. Note: this report should identify and explain accumulated funds, redirection and or surplus/deficit of funds against the agreed business plan.	
Manager's written report for AGM.	Manager's report on the operational aspects against the business plan, demonstrating the achievement (or not) of key deliverables to June XXXX [insert name].	
Strategic Plan	Strategic Plan for 3–5-year period. Note: may have been presented at previous AGM and provided. Plan must cover the period up to the next AGM.	
Draft Business Plan (18/24 month)	Business plan for the current XXXX/XXXX [insert years] and XXXX/XXXX [insert name] financial year. Plan must cover the period up to the next AGM.	
Confirmation of a BID affiliate and association member database.	The association has a database of BID affiliates and a register of full members of the association - as defined by the constitution.	
Signature:		
Name:	Date:	

BID Policy 2021, BID Annual Accountability Summary - ATTACHMENT C

Declaration

Name:	XXXX [insert name] Business Association Incorporated	
	Incorporated societies number	Xxxxxx [insert number]
Year End:	30/06/XXXX [insert year]	
Purpose:	This section of the Annual Accountability Report will form part of the annual compliance report prepared by Auckland Council BID Team for XXXX [insert name] Local Board.	
Confirmation and Declaration		Tick
1.	I confirm that all documents required to comply with the BID Policy 2021, as per Page 1 and BID Funding Agreement, have been provided to Auckland Council for the year ending 30 June XXXX [insert year].	
2.	I confirm that the XXXX [insert name] Business Association is expecting to receive the amount of \$XXXXXXXX [insert amount] target rate from Auckland Council in XXXX/XXXX [insert years]. This is the same figure showing in the draft AGM minutes held XXX, XXXX [insert date].	
	Note: Auckland Council agrees to consider the incorporation of the BID targeted rate amounts into the Auckland Council Annual budget and/or 10-year long-term Plan.	
3.	I confirm that all Incorporated Society Act requirements have been met.	
4.	I confirm that XXXX [insert name] BID has presented to the XXXX [insert name] Local Board - please note in the section below the meeting date and outcome of meeting:	
	Date of meeting: Outcome:	
5.	As Chair of the XXX [insert name] Business Association, I confirm there is nothing else that we need to advise Auckland Council about in relation to the governance or management or issue of any kind relating to the XXXX [insert name] BID programme or XXXXX [insert name] Business Association - please list in the section below any issues or concerns during in the last 12 months.	
	Date:	
Chair's Signature:		
Name:		Date: