

Annual Accountability Agreements

- *New financial year, new approach*

With the 2016-17 financial year over (30 June 2017) and AGMs being planned, held & documented, you can also start ticking off the items in your 2016-17 Annual Accountability Agreement which you should complete by *next March (2018)*.

WHAT IS AN ANNUAL ACCOUNTABILITY AGREEMENT?

A requirement of the BID Policy, the AAA is a two-page checklist confirming you have baseline accountability mechanisms in place.

WHY DO WE NEED TO FILL IT IN AGAIN?

It is an annual requirement that needs to be completed every financial year and is included in our annual reporting to your local board.

WHAT HAPPENS IF I DON'T FILL IT IN?

If you don't complete the AAA (2016-17) and send it to the BID team by 10 March 2018, you will fail to comply with the BID Policy – specifically, the Programme Agreement between your business association and Council that you have signed.

We will be required to flag this non-compliance in our annual report to your local board(s). We want to avoid any embarrassment to you and your board when reporting to the local board(s). Funding for your BID, including the council's decision on whether to collect your BID targeted rate, could be at stake.

SO WHAT? I DIDN'T RETURN MY 2015-16 AAA. . .

Last year was the first year of the new BID Policy and Operating Standards and so we took a lenient position regarding the AAA (FY15-16) forms.

However, this financial year (16-17), we will need those AAA forms signed and sent to us by 10 March 2018 at the latest.

OK THEN, DO YOU STILL WANT MY 2015-16 AAA?

No – we've decided to draw a line under FY15-16!

But thanks to the 26 BIDs who did return AAAs!

WHERE CAN I FIND THE AAA FORM?

<https://bid.aucklandcouncil.govt.nz/useful-documents>

- you'll find it under Templates.

WHO DO I CONTACT IF I HAVE ANY QUESTIONS?

[Email the BIDs team](#) - Steve or Paul can help you.

Annual Accountability Agreement



The signing of the Annual Accountability Agreement by the chair of the business association board is a requirement of the BID Policy (2016). Its purpose is to confirm baseline accountability mechanisms are in place.

Annual Accountability Agreement: Year ending 30 June 2016

Heart of the City Business Improvement District Programme

Please confirm each requirement has been achieved by ticking AND attaching evidence of completion of each action	Completed
1. Incorporated Societies Act 1908 – all requirements as per the Act and your business association constitution have been completed (note: this is an ongoing annual requirement for all incorporated societies) includes: <ul style="list-style-type: none">• Financial statements filed• Annual General Meeting undertaken.	✓
2. All information required by Auckland Council as per the BID Policy (2016) has been forwarded to bids@aucklandcouncil.govt.nz on 30 November 2016 This included: <ul style="list-style-type: none">a) the audited accountsb) the proposed budget for the upcoming yearc) report reviewing actions in annual business plan (by chair or manager)d) annual plan for upcoming financial year	✓
3. Current public liability and indemnity insurances are in place (attach a copy of the insurance certificates).	✓
4. Confirmation by the chair that appropriate governance and induction training has been provided to all newly elected board members.	✓

SO, WHY DOES COUNCIL CARE ABOUT THIS?

Because we are accountable for \$17 million of ratepayers' funds.

As the public sector organisation responsible for collecting the money, the council must do – and be seen to have done – all that it can to ensure the targeted rates are properly accounted for.