

# AUCKLAND COUNCIL BID PROGRAMME MANDATORY MANAGEMENT SUMMARY

**Completed and submitted no later than 10 March annually**

**Reference: BID Policy, Appendix B**

**BID-operating business association name:**

**Incorporated Society number:**

Contact details:	Name:	Email:
Manager:		
Chair:		
Treasurer:		

Note: Auckland Council will use the contact details (above) for the purposes of communicating information, updates & activities relating to the Auckland Council BID Programme

**Purpose** — This document confirms the BID programme annual accountability reporting as required by the BID Policy

**BID programme accountability**

Year ending 30 June

- Please attach a PDF file containing all required documents
- AGM approved version of documents.

**Tick confirming attached**



REQUIRED	COMPLETE THE INFORMATION IN THIS COLUMN	
<p><b>Business plan</b> for the following financial year. The business plan must align with the draft budget for the following financial year.</p>	Business plan for the financial year .....	<input type="checkbox"/>
<p>Draft <b>detailed income and expenditure budget</b> for the following financial year.</p> <ul style="list-style-type: none"> <li>• Must include the BID targeted rate grant amount, and any proposed increase or decrease.</li> <li>• Must include the BID targeted rate grant amount identified as a separate line item i.e. not included as a total.</li> <li>• The above must align with the business plan above.</li> </ul>		<input type="checkbox"/>
<p><b>Strategic plan</b> 3-5 years <b>Note:</b> The strategic plan does not need to be provided but available on request, see section 3.1</p>	<p>Time period strategic plan covers: .....</p> <p>Under development and expected competition date: .....</p>	



**Annual financial reporting to 30 June including:**

Treasurer written report	Summarising the financial performance and position of the BID-operating business association, including: <ul style="list-style-type: none"> <li>• Commentary to assist members understand: any surplus/deficit, financial impacts or risks to income, financial decisions considered by the executive committee, allocation and projects tagged against accumulated funds.</li> <li>• Accounting policies and operating procedures.</li> </ul>	<input type="checkbox"/>
Signed financial performance/financial report, statement of cashflow and accompanying notes to 30 June.	Copy of signed annual financial performance report for the year end .....	<input type="checkbox"/>
Audit report/review	Copy of auditor's report or review for the ..... year.	<input type="checkbox"/>
Signed audit management letter	Copy of auditor management letter, signed and dated by the auditor (the name of the person who carried out the audit).	<input type="checkbox"/>
Chair written report	Chair's report outlining a summary on the function of the executive committee and governance of the association.	<input type="checkbox"/>
Manager written report/ annual review	Reviewing the BID Programme – outcomes and achievements delivered during previous year, against the objectives set out in the business plan/ strategic plan.	<input type="checkbox"/>
Draft AGM/SGM minutes	Include: <ul style="list-style-type: none"> <li>• Confirmation a quorum has been achieved.</li> <li>• Minutes must align with the item numbering and resolutions set out in the approved meeting agenda.</li> <li>• The BID income and expenditure budget and BID targeted rate grant amount resolution.</li> </ul>	<input type="checkbox"/>
Attend workshop with the local board/s. The discussion includes: <ul style="list-style-type: none"> <li>• Overview of the objectives and goals for the current financial year</li> <li>• Opportunities to share with the local board</li> </ul>	Record meeting outcome:	<input type="checkbox"/>
Confirmation of BID affiliate and member register	The association has a database of: <ul style="list-style-type: none"> <li>• BID affiliates – as best as possible</li> <li>• Registered association members</li> </ul>	<input type="checkbox"/>

Manager's confirmation

Name: .....

Signature: .....

Date: .....