



Pukehina Beach Ratepayers Association Inc.

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Paradise Created by nature and cared for by the Community

***Minutes of the committee meeting Monday November 10th 2014
at 7.30 pm at the Pukehina Beach Fire Brigade hall.***

Present: Meeting opened at 7.30pm. Ian Rodger (chair), John Cook, Alan Sutherland, Bev Nairn, Carole Forrester, Alex White, Rex Cameron (committee), Councillors Sue Mathews & Kevin Marsh (9). Quorum for committee meetings is four.

Apologies – Stella Cressey, Dallas Bates, Ray Foster and John Scrimgeour.
Ian moved apologies be accepted, as well as those from October & November be accepted, seconded Carole, carried.

Minutes –

Minutes from the last two meetings were circulated. Carole moved that minutes from September and October be accepted with the minor corrections noted, seconded Bev, carried.

Matters arising from the minutes –

The Council secretarial grant had not been paid, but has been approved after a reminder. Association seal needs finding or re-issuing and should incorporate an octopus by popular request. Guidelines can be found on the Incorporated Societies website – Ian will do.

Correspondence: - *Bev*

- * WBOPDC re Request for Surf club car park lines has been referred to Inroads.
NB: Liaison with surf club will be done as a matter of courtesy.
- * Aquas Waste water initiative reduced estimate
- * Jo McCrossen, Surf club seeking a letter of support for their fundraising (quad &
- * TECT newsletter re dividend and new funding application rounds

Outwards – Nil

Matters arising from the Correspondence –

A letter of support to the surf club is approved, along with a note about the car park.
Ian moved the correspondence be accepted, seconded Alex, carried.

Financial Report: - *Alex*

See appendix I

Alex moved the traditional annual donation of \$1000 be made to both the Surf Club and the Fire Brigade, seconded Rex, carried. Mention was made of the Sports Fund (Balance \$123.95) being idle for five years and having PBES signatories. John moved we draft a letter to Nicky Francis (signatory) to close the account and assign funds to PBRA, seconded Rex, carried. (See note since meeting). Rex does cash books for the vehicle and tennis court key payments. Alex is to approach Hargreaves for their donation.
Alex moved that the financial report be accepted, seconded Rex, carried.

Then followed the discussion on the value of the Xero accounting package for us. Alex expressed concern about its cost and functionality - he hasn't engaged with it and was happy to accept the committee's decision. Rex echoed concern over having enough tectonic people to administer it. John showed a series of reports demonstrating ready accessibility of transactions, by topic, for the whole financial year and noted the website income more than funds it. The size and complexity of the budget are fast escalating along with demands for technology for managing and reporting on it. Regrettably after the discussions Alex resigned.

John will collect PBRA mail and run Xero until the end of 2015 while training an e-account savvy replacement. John moved that Bev takes over from Lawrence (gone from committee 6 +/- years ago) as account co-signatory as required under our rules, seconded Carole, carried. Sue verified that this is important and IRD audits do occur.

To enable the understanding of where Xero fits in the overall administration, we worked through a list of inter-connected system items at length, comparing Xero and manual options – See appendix II

Ian moved we continue and expand the Xero system to manage accounts for the association, seconded Alex, carried – all in favour.

A review of our systems is timely to ensure processes and rules are well aligned for the smooth functioning of PBRA within Incorporated Society guidelines. If we opt to change the rules, they must be approved at a General Meeting.

General Business and Standing items:

Surf Club –

A letter of support for their fundraising effort will be sent along with notification the car park lines have been highlighted with council and Inroads as a need. Carole counted 50 cars there during the weekend.

Councillors' Report – Sue M

The fishing club has applied to extend onto an extra 100m² of Midway park for a period of 25 years. Council is taking submissions now.

Wastewater – Ian

Gordon Stewart of Aquas Consultants reduced the scope and cost estimate for preparing a Best Practice document for Septic tanks. The new estimate at \$2.5 was viewed in light of the availability of much of the information from BOPRC and the voluntary nature of compliance with this action. It should be noted BOPRC have indicated there is no compulsion for this and a review in 2016 will assess expected improvements made by the little Waihi sewage reticulation. Three of the committee responded to hold off on any action until after the council review.

Pete's are supposed to report on tank conditions to WBOPRC after cleaning.

Security camera, roads, signs - Alan

Quotes are on file – nothing new.

Membership Management Process – John

Invoices were sent in October either accompanying the newsletter or electronically from Xero. 71 have paid to date – 66% by direct debit including some potentially new e-ddresses.

Walkway – Ray/John

WBOPDC say the \$50K grant is for materials, though the conditions are silent on this. Further discussions will be held with Peter Watson. WBOPDC has taken legal advice in response to the challenge by Paul Francis that he is an affected party in the resource consent process, but it appears this is not so, consistent with the judgement of Miriam Taris and Chris Watt at the time.

Community – Rex

Rex moved, that the PBRA spot up to \$100 for a function for the volunteer drivers, seconded Alan, carried. The channel buoy appears to be missing – Rex to report to the harbour master.

Newsletter – Ian

December AGM notice is to go to all 700 property owners not later than December 20th .
Articles to Ian please. Carole reminded us all of the need to encourage the use of porta-loos
for large gatherings.

The meeting was closed at 10.20pm. Next meeting date is Monday December 8th.

Approved :

Signed :

**PUKEHINA BEACH RATEPAYERS
ASSOCIATION.
FINANCIAL REPORT NOVEMBER 2014
END OF FINANCIAL YEAR**

| | | |
|---|-----------|--------------------------------------|
| Current Account Balance: | | |
| Westpac | | \$1693.60 |
| Withdrawals: | | |
| Xero | D.D | <u>\$43.13</u> |
| | | \$43.13 |
| Deposits: | | |
| Pete's Takeaways | | \$380.00 |
| Subs | D.D No 40 | <u>\$800.00</u> (for year 2014/2015) |
| | | \$1180.00 |
| Term Deposit: | | |
| Westpac @ 4.15% to mature 12 th March 2015 | | \$15,205.40 |
| P.B.R.A Community Patrol Vehicle: | | |
| Westpac balance | | \$1,091.52 |
| Cheque Drawn: | | |
| Aon Insurance | | \$465.15 |
| Pukehina Sports Field Fund: | | |
| Westpac balance: | | \$123.95 |

Notes: End of Financial Year. New year commences 1st November 2014

Appendix II To Xero or not to Xero worksheet

| Item | Do we need it or want it ? | In Xero ? | In current ? |
|---|----------------------------|------------------------------------|------------------------------------|
| List of all owners | Yes | No | Yes. New annually |
| Attracting new members | Yes | No | Yes by web and news |
| E- deposit of subs | Yes | Yes | No, but possible in small part |
| List of members (both communication types) | Yes | Yes (66% paying on-line already) | No need to duplicate |
| Receipt record for all subs | Yes | Yes, by sending website password | No, but can add to the form |
| Auto-invoicing by email | Yes | Yes | No |
| Auto –print non-email | Yes | Yes | No |
| Invoice reminders -email | Yes | Yes | No |
| Invoice reminders –print | Yes | Yes | No |
| Tracking lost subs | Yes | Yes | No, or with difficulty |
| General deposits and payments | Yes | Yes. Recorded and simple to report | Yes, but with reporting difficulty |
| Reconciliations (Identifies each transaction) | Yes | Yes | Not always |
| Coding for multiple accounts ? Walkway, sport, Car general | Yes | Yes | Currently in multiple accounts |
| Multiple approval function for OL payments ? | Will review later | possible | possible |
| Monthly reports | Yes | Yes – very informative | Yes, but not complete |
| Annual reports | Yes | Yes – ready end of October | Yes – takes a month to compile |

| Item | Do we need/want it ? | In Xero ? | In current ? |
|---|-------------------------|---|---|
| Annual return to Companies Office | Yes – legal requirement | Yes – electronic | Yes – manually by auditor |
| Budget planning -reminders for sponsors & returns eg Car, secretarial, web ads, Pete’s, etc | Yes | Yes – clearly visible in 12 month cash summary page | Partial – incomplete and relies on memory |

| and Other related items while on the topic | Do we need it or want it ? | Currently done ? |
|--|---|--|
| Association Seal | Yes | No |
| <p>Rules re Financial process</p> <p>4. (1) All moneys received by or on behalf of the Association shall be paid to the credit of the Association in an account with any bank or savings bank from time to time, to be decided by the Association.</p> <p>(2) All cheques and withdrawal slips prepared by the treasurer and drawn on the account shall be signed by either the chairperson, secretary or the treasurer (or up to two committee members may also be co-signatories, however one of the signatories must be either the chairperson or the secretary).</p> <p>(3) All purchases, except petty cash items, must be authorised prior to commitment for non-regular items.</p> <p>(4) Two authorised signatories must sign all cheques and no cheques shall be pre-signed.</p> <p>(5) Receipts to be issued by the treasurer as required, or by any nominated committee member.</p> | <p>Yes - must</p> <p>Yes - must</p> <p>Yes, must. Is there a need to define petty cash ?</p> <p>Need limits for practicality</p> <p>Yes (as required)</p> | <p>Yes</p> <p>No.</p> <p>Multiple accounts with mixed signing authority. Need to think through any changes.</p> <p>Usually</p> <p>Not always, for reasons of practicality</p> <p>Yes (as required, but requirement has increased).</p> |

| and Other related Items while on the topic | Do we need it or want it ? | Currently done ? |
|---|---|--------------------------------------|
| Companies office contact address ? | Should this be/can this be the PO Box ? | Brian North # 185 PP |
| Companies Office PBRA Registered premises | Yes, must | Yes – currently Ian’s house # 244 PP |
| Companies office rule changes – (as above) Registry Key – (whatever that is) Where should it be held ? | Yes ? | Don’t know – not used in years. ? |
| Job description and/or annual calendar ? | Yes - would certainly help when officers change | No |