

Money

Getting It, Keeping It, Spending It

GOAL

To gain skills required to budget, apply for funding and maintain accurate financial records.

LEARNING OUTCOMES

After completing this module, participants will be able to:

- a identify key elements required to formulate
 - i A budget
 - ii A funding application
 - iii Financial records
 - iv A fund raising project
- b estimate income and expenditure for a specific event
- c give examples of appropriate funding applications for a variety of projects
- d design an accounting system appropriate to their needs and approved by their governing body

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What to do

Step One

The Purpose of Accounting

ACCOUNTABILITY

Not surprisingly, accounting is part of the process of being brought to account. It is a means of recording and reporting our stewardship of money. It is telling a story with numbers

1. Find an example of a financial report. List five things that the report tells you about the financial stewardship of the organisation concerned.
2. Who are you accountable to for the financial resources you have and use?

DECISION MAKING

It is, by and large, impossible to predict the future. It is full of uncertainties. However, by looking at the past we can begin to determine what might happen in the future. By examining financial records of past events we are able to make decisions about future events.

For example, last year's sausage sizzle was our best fundraising venture of the year. Why not have two this year? Or, we lost money on last year's camp so maybe we should charge more this year.

3. Think of some situations where you use financial information to help reach a decision. Outline two examples and the kind of financial information most helpful in the decision making process.

Step Two

Recording financial events

4. Read the resource material on Page 5 and 6

FINANCIAL EVENT

What is our accounting system recording? In simple terms, it records events with financial consequences. Let's call these financial events. For example, Tom plans to hire a bus to take the kids on the camp. This is a financial event because as a consequence they will have less money than before.

5. From the case study list three examples of financial events that are likely to occur
6. From your own youth ministry situation, list three examples of financial events that have occurred in the past 6 months

NON-FINANCIAL EVENT

Of course, more often than not in youth ministry you'd fill up your own van or borrow one for free. This doesn't fall into our definition of a financial event. In fact, many activities in church youth ministry involve volunteer energy and gifts and as such won't be recorded in our accounting system.

However they may have future financial consequences. For example, the person you borrow the van from leaves your area so next year you have to hire one. When you come to budget and fundraise for next year you will have to take this into account.

SOURCE DOCUMENTS

7. Make a list of at least 5 types of source document that are likely to be involved in the café centre. Describe the financial event that goes with each document. For example, when Tom does the banking each Monday he gets a bank receipt showing the amount banked.
8. Make a list of at least five source documents that you have handled recently outlining the financial transaction that went with each document

PETTY CASH

9. If you have a petty cash system in operation answer the following
 - a. what is the limit of your income and expenditure with your petty cash
 - b. who are you accountable to for your spending
 - c. how do you record the expenditure
 - d. for what items do you have to issue receipts

If you do not have a petty cash system answer the following

- e. list some cash expenditures you have made on behalf of your youth ministry programme in the past 6 months
- f. in what ways would a petty cash system be useful in your situation
- g. who would you need to talk to, in order to get a system set up
- h. what would be a useful limit to your income and expenditure

Step Three	Budgeting and Fundraising
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10. Read the resource material on Pages 7 to 11 outlining the Café Nova budgeting process and how they determined to raise funds for the camp.
11. Read through the completed funding application forms on pages 12-19. Notice how, with the same basic information, Ron tailored the answers to suit the criteria of the funder
12. Either using a recent or forthcoming event for which you have real data, or making up information for an imaginary but likely scenario for your youth ministry setting prepare a budget for the event. Show all your workings and not just the final budget.
13. Make a list of at least 5 funding sources (not fundraising) in your local community giving details of how to apply, when applications are due and their criteria for applicants. For each funding source state whether or not you fit the criteria and why or why not. *This is the beginning of a funding database that you may choose to develop further.*
14. Complete the blank funding application form included with this module using the budget and project details developed in Q12. If necessary make up further information as required.
15. Make a list of at least 10 different fundraising ideas, preferably things you have had some experience of. Beside each one comment on how suitable this would be for your youth ministry setting

FOR EXAMPLE

selling pre ordered pizzas – we are in regular contact with lots of families who have enough money to buy these
 selling raffle tickets - our church has a “no raffles” policy

16. Choose two fundraising projects that would be the most appropriate in your setting and potentially raise sufficient funds for your (real or imaginary) project in Question 12 above. Write a letter to your faith community organising body seeking permission to do some fundraising. Outline the reasons for your fundraising and why you have chosen these two projects.

Step Four	Reporting
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17. Read through the Income and Expenditure Summary on Page 20
18. From the financial information on Page 21 prepare an Income and Expenditure Summary for Top Parish 2000. Use appropriate categories to summarize the expenditure

Step Five	Accounting System
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Every organisation needs its own accounting system. The faith community with which you do youth ministry has its own accounting system and will have its unique requirements of you as you handle financial transactions.

19. In this last part of the module you are required to talk with the people who are in charge of the finances in your faith community and to come to an agreement as to how you will record and report your transactions, if such an agreement does not already exist.
20. Report in full on the accounting system you have devised or already have in place, in consultation with the financial managers of your faith community.

Resource Material

Recording Financial Transactions

Because accounting systems have been around for a long time, financial information is a common source of decision-making information. But of course there is a wealth of non-financial data that we can use as well. Some of this is quantitative, meaning we can measure it, and some qualitative, meaning an assessment based on opinion.

We often combine financial and non-financial information to demonstrate our stewardship and help us make decisions about what to do in future. The message here is that accounting systems and the results they produce should be viewed in context

The two primary functions of the accounting system are to record and report.

CASE STUDY

Tom, Silvia, Janet and Ron work as a team to run a weekly café night as a drop in place for young people from the parish and the local community. It is based in a previously disused shop, a block away from the church centre. The parish who oversees the finances and provides supervision for the leadership team supports the project.

Anyone who comes to the café night at Café Nova pays for the food and drink they have, but the cost is kept to a minimum. All expenses relating to the upkeep of the building, purchase of new equipment and the power and phone bills are covered by fundraising and donations. The parish has also committed itself to a set amount each year.

One of Tom's roles on the leadership team is to monitor the finances and to work with the parish treasurer in matters relating to the café centre. Janet is responsible for purchasing food and drink for the café. Silvia runs the food preparation side and Ron is in charge of crowd control. On any given Friday night they are all busy out front and back with other adults helping as well on a rostered basis.

This year the team has decided to take some of the young people on a camp as a way of deepening the relationships that have been built up through the café contact. Planning for the camp began 12 months before it is due to happen.

SOURCE DOCUMENT

A significant feature of a financial event is that there is often some proof or record of this event. For example, when you hire a marquee for Easter camp you might be issued with an invoice showing how much it cost. If you pay for it at the time of delivery this might be stamped "PAID". Or you might just get a receipt. If you use a chequebook there is (hopefully) a record of each payment on the cheque butt.

Here is proof of this event, and its financial consequences. This is the beginning of the accounting system, the source. This invoice, receipt or cheque butt is called a source document. It's vital to keep these source documents because from these grows the financial story we tell with our accounting system. The best source document is one independent of you, i.e. an invoice or receipt from another entity, or a bank statement. These documents provide stronger proof of the event than a source document like a cheque butt.

Unfortunately in youth ministry there will probably be lots of examples of financial events which are not accompanied by source documents. For example, you collect camp fees from each young person in your group. Unless you provide a receipt there is no source document of this event. Fortunately the next day you bank the money, making a note of the names of each person who paid. Here is your source document.

It is good practice to have a source document for every transaction and to discipline yourself to make this happen. Writing receipts for amounts that the young people pay you may be extra work at the time but it does help you tell the full story when it comes time to report and be accountable

PETTY CASH

There are often expenditures on quite small items that you would not write a cheque for. Sometimes the items you need cannot be purchased from the shops where your organisation may have an account. You may be required to make a cash purchase. If this occurs often enough, a Petty Cash System may be a useful part of your accounting system.

Janet buys most of the goods for the café in bulk but occasionally they run out of things on the night and she has to send someone out for more milk or a few tomatoes. She found that she was always having to spend her own money on this, and that people didn't bring back receipts so she was never quite sure how much she had spent. She brought the matter up at a team meeting and asked Tom how they could deal with this better. Tom offered to organise a Petty Cash float. Thinking back over the times this had happened in the last month Janet thought that a float of \$30 would be good. She got a notebook and recorded the money when she got it from Tom. She kept the notebook and the money in a jar below the work bench. Whenever she had to send someone out she would take money from the jar. When the person came back they had to write down what they had bought and how much it cost in the notebook. At the end of each week Janet would tally up the amount of money left with the expenditures listed and (hopefully) they matched up. When the money got down to under \$10 she would ask Tom for a top up and give him a photocopy of her notebook since the last time he gave her some funds. This provided a source document for the parish treasurer. The Petty Cash also proved useful for recording the small donations that people sometimes gave. Instead of putting them in the till, they were added to the jar and recorded in the notebook.

With a petty cash system it is important to set a limit on what can be spent and also on what can be received.



Budgeting

PREPARING FOR THE CAMP

Tom, Silvia, Janet and Ron had quite a few important decisions to make early in their planning for the camp. A key philosophical question was how much they could charge the participants. Janet wanted it to be free so that there would be no restriction. Tom felt that the level of fundraising required for this was too big a task. Ron argued that people need to make a contribution so that they show they value what is being offered. Eventually they agreed that there would be a camp fee but that they would organise some fundraising so that the fee was low but they could still do some great things.

They began to look at the main items of expenditure in preparation for making a budget. Their costs fell into two categories

Fixed Costs

No matter how many people came they would still have to pay the same amount

- Hiring a sound system
- Hiring a data projector
- Paying for an abseiling instructor for a day
- The deposit on the camp site
- The bus

Variable Costs

These would change depending on the number of people

- Food
- Accommodation

Tom offered to do some ringing around and get an idea of costs. He was asked to get a couple of quotes for buses and to look at the costs and availability of three different campsites. Janet rang around some friends who were more involved in camps to get an idea of how much they would need to spend on food per person. They came back to the next meeting with the following information.

Options for October Camp

Fixed Costs

Data Projector	\$100 weekend	from the Community Trust
Abseiling Instructor	\$150/day	Sport REC
Bus	\$540 weekend	Go Gettem Buses
	\$700 weekend	Run Around Buses
Sound System	\$120 weekend	Local AOG church
Deposit on camp site	\$100	Non refundable, same for all camps

Variable costs

Food	\$18 per person	Friday supper to Sunday lunch
Camp Sites	\$18 weekend	Bright Lights Camp
	\$25 weekend	Sleepy Hollow Camp
	\$38 weekend/catered	Swing Bridge Camp

The team decided to go for Swing Bridge Camp because it meant they didn't have to worry about catering. The facilities there were as good as the others. They chose the cheaper bus quote as they couldn't see any disadvantages in doing so. This enabled them to work out a draft budget and set the cost for the weekend.

Draft Budget for October Camp

Fixed Costs

Data Projector	\$100 weekend	from Community Trust
Abseiling Instructor	\$150/day	Sport REC
Bus	\$540 weekend	Go Gettem Buses
Sound System	\$120 weekend	Local AOG church
Deposit on camp site	\$100	Non refundable, same for all camps
Admin costs	\$150	An educated guess
Total	\$1160	

Variable Costs

Camp site	\$38 weekend/catered	Swing Bridge Camp
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Taking the bus meant that the camp was limited to 45 participants. They wanted everyone to travel together as that was part of the group experience.

Several more questions now arose before setting the camp fee:

- < how many leaders would be required?
- < Would the leaders be expected to pay for themselves?
- < How much could they expect to make from fundraising and funding applications?
- < What would happen if they didn't manage to fill all the places?
- < What would be a manageable fee for most of the kids?

On the basis of their budget the full cost per person would be:

Fixed cost \$1160 across 45 people	= \$26 each
Variable costs	= \$38 each
Total cost	= \$64 per person

The team decided that

- < each person should cover the variable costs of the camp i.e. they should each pay \$38 as the camp fee. This would include the leaders.
- < They would make two funding applications to local community trusts hoping to cover the cost of the bus and the abseiling instructor.
- < They would organise one fundraising event during the early part of the year to cover the other fixed costs
- < They would organise one fundraising event closer to the camp so that any of the participants who wanted to could help out and raise money to cover their own camp fees

FUNDING APPLICATIONS

Funding Sources

Project funding is financial support for a specific and measurable project that will help meet your goals. There are always special terms and conditions attached to this project funding. For example you will have to demonstrate to your potential funders that you already have a

CHURCHES YOUTH MINISTRY STUDIES

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MONEY

portion of the money required for your project. Most project funding is derived from a public source such as a local council or a charitable or community trust.

Philanthropic Trusts may be another source of revenue. A philanthropic trust is usually non-governmental, non-profit, financially independent and self-governing, controlled by its own trustees and involved in social, educational or charitable activities. Clubs and organisations that meet the individual criteria of specific trusts may apply for funding grants for particular programmes and projects.

A Directory of Philanthropic and Charitable Trusts in New Zealand is available for a moderate charge from the New Zealand Council for Educational Research, PO Box 3237, Wellington

A database, called Fund View, of all funding sources within New Zealand is available for purchase on disc, with free up dates or for free viewing at Internal Affairs Link Offices. Internal Affairs can also advise where else it may be viewed, for example it is held by some libraries and Polytechnics.

Your own community may have local trusts with a focus on funding local projects. Keep an eye on the Public Notices in the newspaper or talk to other groups involved in seeking funding for information.

Information for the Application

Although specific criteria may vary with each funding scheme, all grant applications (to both governmental and philanthropic sources) require you to provide similar types of information:

- < Contact details
- < A description of your programme/project
- < A brief description of your organisation
- < The programme/project budget
- < The amount of assistance being applied for
- < All other sources of funding for the project
- < How your organisation meets the grant criteria
- < A guarantee that the programme will proceed and monies received will be spent only on the project
- < Copies of the latest annual report and the AUDITED accounts

Include where possible all information requested by the funder

Criteria

Get hold of the criteria by which the funders make their distribution. Most agencies giving out money have very strict guidelines about who they give money to and for what purpose. Find these out. They may be included in the application form or you can talk to someone from the organisation. Don't waste time on applications for which you are not qualified.

If you do think your project fits the criteria then write the description and application specific to that source, showing how it fits their criteria. Use their terminology and sell your project to them based on their guidelines. Adapt each application to the specific organisation your are applying to.

Philosophical Issues

Some of the money available from funders is through the profits made on gambling. You may need to consult with your organisation about its views on seeking funding from these sources.

Helpful Hints for Funding Applications

- Prepare a yearly calendar of closing dates for all funding sources
- Obtain application forms, if necessary, well in advance
- Remember the Pile – your application will be one among many so ensure it is concise, easy to read and relevant
- Funders look well at groups that are putting time and effort into fundraising projects and not just relying on grants
- Prepare your application well before the closing date
- Most trusts and departments have advisory officers who can help you with any queries. Clarify any questions before submitting your application. Getting to know a contact personally may also help your application.
- Late and incomplete applications are usually not considered
- Give feedback to funders even if it is not required. Send a letter of thanks and a brief report once the project is completed. These thanks and reports are not only courteous but may stand you in good stead if you want to, or need to, apply again.
- Dedicate time and effort in order to get the rewards

CASE STUDY

Ron got the job of doing the funding applications. He decided to apply to the local Trust Bank Community Grant Scheme for the bus costs and to the Hillary Commission Sport Funding through the District Council for the costs of the abseiling instructor. The Trust Bank grants are made every four months, the first one in February and the Hillary Commission in his area was due in April. Ron chose these two funds partly because the team needed to know as early as possible in the year how much grant funding they would get and therefore, how much they needed to raise through fundraising projects.

FUNDRAISING

There is a huge variety of fundraising projects and for some companies, fundraising is their entire business. Charity Network Limited 0800 800 888 will send you lots of info on things to sell to make money.

There are some basic questions to be resolved before launching into a fundraising project:

- < Are we willing to outlay some funds in order to make a profit on some product or service? - buying bags of lollies for \$2 to sell for \$3, making \$1 profit per bag
- < How much people power do we have access to?
- < are we a small committed group who can chop firewood in a weekend and sell it or can we draw on a big crowd to do a labour intensive job like selling lots of raffle tickets?
- < How much time can people give?
- < Should we go for a fundraiser that is over in one hit e.g. doing a stock take for a supermarket, or a project that will run over several weeks including the preparation time e.g. a fair?
- < Who do we want to draw the money from?
- < Do we want a project that will draw money from our church community eg cake stalls or car washes on Sundays, or from the wider community eg sausage sizzle outside the Warehouse?
- < Do we want people to get something for their money or do we expect money for nothing?
- < People doing odd jobs get paid for their labour – only the winner of a raffle ticket gets anything for their money

CASE STUDY

Silvia was in charge of the fundraising for the camp. The team decided that they would not choose projects that involved the young people individually selling items for profit as they thought it would be too hard to keep track of products they had purchased. They wanted to go for two events that would involve the young people in giving their time and effort but in a short sharp burst. Because she got onto it early in the year, she managed to book a Saturday on the sausage sizzle at the Warehouse and rostered two young people plus one adult on for each hour. They also decided to run a car wash during the church services in the September holidays. Any young person who turned up to help with this would receive an equal share of the profits towards their camp fee. These two fundraisers also meant that the money was being drawn from the community as well as the church people. The car washes would help raise the profile of the young people and the camp in the church community as well.



Reporting

We now have all the elements required for telling the story of our financial activities.

Using the source documents relating to each transaction, we can outline the income that we have received from various activities and the expenditure we have been involved in. This information is commonly summarized into an Income and Expenditure Statement

CASE STUDY

Income and Expenditure Statement for Café Nova Camp For the year ended 31/12/00

Income

Camp Fees	39 people @\$38	1482
Fundraising	Sausage Sizzle	387
Hillary Commission Grant		150
Trust Bank Grant		450
Donations		65
Interest	<u>5</u>	
Total Income		2539

Expenditure

Accommodation and food for 39 people	1482
Data projector hire	100
Bus hire	540
Sound system	120
Toll calls	23
Postage and printing	108
Abseiling Instructor	150
Miscellaneous resources	<u>49</u>
Total Expenditure	2572

Excess Expenditure over Income - 33

Café Nova would also provide an Income and Expenditure summary for the activities of the Café.

FINANCIAL INFORMATION RELATING TO TOP PARISH EVENT FEB 16 -18 2000

Top Parish is a fun games weekend attended by churches from around the region.

Date	Event	Amount	Purpose
28 Jan	deposit on sound gear	(50.00)	outdoor sound for games and indoor sound for concert
30 Jan	purchase snack packs 231	(231.00)	Take home lunch for Sunday
1 Feb	Purchase frames	(35.00)	for certificates
2 Feb	Parish A reg	185.00	
3 Feb	buckets and brushes	(41.94)	dishwashing
4 Feb	Parish B and C reg	465.00	
6 Feb	Parish D, F, G reg	670.00	
10 Feb	H,I, J,K reg	870.00	
10 Feb	ropes, paint, cones	(59.85)	games equipment
11 Feb	Parish L, M, N reg	690.00	
13 Feb	Parish O,P, Q, R reg	920.00	
14 Feb	Hire gas rings	(20.00)	Saturday lunch
14 Feb	video hire	(24.00)	Fri and Sat night entertainment
14 Feb	Parish S reg	215.00	
15 Feb	Warehouse shop	(126.40)	stuff for games (\$100) and misc (\$26.40)
15 Feb	Lollies	(42.45)	for prizes
16 Feb	Ice	(25.00)	First Aid and drink cooler
17 Feb	Pay fruit shop invoice	(100.00)	lunches
20 Feb	Pay sound invoice	(256.67)	games and concert
20 Feb	Donation St John's	(100.00)	First Aid
20 Feb	Donation AOG band	(60.00)	Sunday service
20 Feb	Donation school	(500.00)	Use of venue
20 Feb	Projector hire	(50.00)	Use over whole weekend
20 Feb	Donation Cath Church	(44.00)	hall hire for dinner
23 Feb	Big Fresh invoice	(1527.73)	Main food bill
23 Feb	Garbage bin invoice	(28.44)	Hire bins for weekend
15 Mar	Purchase bell	(26.00)	Replace bell lost from school



DONATION APPLICATION FORM

Note: Enquiries may be directed to the Trust Office
Suite 7, 143 Durham St, Tauranga
Ph (07)578 6548 Fax (07) 578 7357
www.bayfunding.org.nz
info@bayfunding.org.nz

INSTRUCTIONS: Please answer all questions
Please print carefully and **use separate sheet** if necessary

- 1 Name of Organisation: _____
State any other name your organisation has operated under: _____

- 2 Address _____
District/City _____
Postal _____
Telephone _____ Fax: _____
- 3 Contact Person: Name _____ Mr/Miss/Mrs/Ms _____
Position in the organisation _____
Phone (business) _____ Phone (residence) _____
- 4 Names of Principal officers:
Chairperson?president _____
Secretary _____ Treasurer: _____
Auditor: _____ Accountant _____
- 5 Are you a Trust/ Incorporated Society/ or Other (please specify) _____
- 6 Is your organisation responsible to or controlled by any other organisation/ authority? (please specify)

- 7 What year was your organisation formed? _____
Please attach a copy of your signed and dated Constitution/Charter/Deed/Rules.
- 8 State briefly the type of work your organisation does:

- 9 Nature of project or activity to be funded:

- 10 How will this project help build, maintain, enhance or strengthen your community?

11 If you have received funding assistance from us previously, please state date / / and amount \$ of our last donation

12 Please provide a projected budget supported by detailed costings, quotes or estimates and summarise this information here:

FUNDING SOURCES	AMOUNT	PROJECT COSTS	AMOUNT
Funds on hand			
This application			
TOTAL		TOTAL	

NOTE: Totals must agree

Please specify how any funds received from this Trust would be spent. If there is a list of items, please prioritise them.

13 Have you applied to any other organisations for financial support in respect of any of the items requested from us? YES / NO (Detail the names of the body and the amount sought.)

If YES when will you know the outcome? Will you still require Bay of Plenty Community Trust assistance?

14 If your organisation has funds put aside for any other reason/ project, please explain what those funds are tagged for, and why they cannot be used for this project.

15 INCOME TAX STATUS

For Income tax purposes a Community Group will be Charitable, Exempt, Non-Profit, or Taxable. Each of these categories has a specific meaning and it is important that the Community Trust understands and has evidence of the applicant's category. If an applicants income tax status is not clear to the Trust, the application cannot proceed.

If you do not have evidence of you income tax status, please contact the Inland Revenue Department or the Community Trust Office for guidance, prior to submitting this form.

NOTE This section relates to **INCOME TAX** not to GST, RWT on interest or dividends or any other kind of tax

For Income Tax purposes, this Organisation is (tick one) Charitable Exempt Non-profit Taxable

Where the status is shown as Charitable, Exempt or Non Profit, IRD documentation confirming this status must be attached

16 Number of people expected to benefit from the funds you are requesting:

Members: _____ Others: _____

17 Will any of the requested funds be spent to benefit people outside the Bay of Plenty area? YES/ NO

18 For statistical purposes, please tick one: This project will benefit:

Predominantly Maori Predominantly non-Maori

BOP people generally in proportion to population

19 If a donation is approved for your organisation, which account should be credited? (We prefer a direct credit if possible)

• Bank Name Account No.

Please attach one of your organisation's coded bank slips to this application.

20 How many people work for your organisation (full time equivalent) Paid: _____ Voluntary: _____

21 Please summarise and consolidate your most recent audited financial information as follows: (to nearest \$) (Not all of these items may be applicable to your organisation). **Do not say "Refer Attached"**.

For 12 months ended (Date) / /

REVENUE

Donations and legacies \$
Fundraising and memberships \$
Government subsidies or grants \$
NET Bar Profit \$
NET Trading Income \$
Other \$

TOTAL REVENUE \$

EXPENSES

Salaries and Wages \$
Rent \$
Interest paid \$
Non cash (eg depreciation) \$
Other \$

TOTAL EXPENSES \$

NET INCOME OR LOSS \$

ASSETS

Cash, Bank etc \$
Amount owed to you by others \$
Investments \$
Fixed assets (eg Furniture/Equipment/
Building/Land & Motor Vehicles \$
Other \$

SUB TOTAL \$

LIABILITIES

Bank Overdraft \$
Amount you owe to others \$
Loans or Mortgages \$

SUB TOTAL \$

TOTAL NET ASSETS \$

Please attach a copy of the Accounts from which the above details have been taken plus the relevant Annual Report (if any). Please also attach a photocopy of the latest bank statement for each account held.

L This section will be returned to you as an acknowledgement of receipt of your application and an indication as to when the results of your application will be announced. Please enter your organisation's name and postal address in the panel on the left.

Your application has been received and is being processed. It will be considered by Trustees and any donation approved will be announced in.

Meantime if there are any developments which materially affect your organisation or the project for which funding is being sought, please advise the Trust Office immediately (ph 07 578 6546, fax 07 578 7357, bop.trust@xtra.co.nz)

Bruce W Cronin
Trust Manager

This application has the formal approval of our controlling Board/
Community/ Authority, and

- to the best of our knowledge the information provided herein and in support documents is true correct and complete and further information provided by us during the course of assessment of this application will be true and correct.
- We acknowledge that any decision made by Bay of Plenty Community Trust Inc. is final. We accept that no reasons for such decision will be given nor any correspondence entered into.
- We understand that any funds provided by the Trust will be for the specific purposes outlined in this form, and the Trust may seek confirmation that any donation has been properly applied.
- We agree to provide the Bay of Plenty Community Trust with such information and reports as it may reasonably require regarding the use of any donations it makes to this organisation.
- Privacy We authorise the Bay of Plenty Community Trust to make such enquiries as it deems fit in considering this application; and we accept and agree that details of any donation the Trust makes to our organisation may be made public.

PLEASE NOTE:

An incomplete application form or missing documentation may delay or prejudice consideration of your application. It is in your Organisation's interests that you validly tick the following boxes:

All questions fully answered

- Attached: Foundation Document (Constitution, Deed, Rules, etc.)
- Attached: Letter of support from "parent" organisation (where appropriate).
- Attached: Detailed costings, quotes, estimates.
- Attached: Bank deposit slip.
- Attached: Copy of most recent audited accounts.
- Attached: Photocopies of latest Bank Statement for each account held.
- Attached: **Income Tax Exemption Certificate** (not Resident Withholding Tax or GST exemption) (if appropriate)

For and on behalf of our organisation (Two officers must sign):

Name: (print)	Signature	Designation
Name (print)	Signature	Designation
Date		

Please post this application to the address below. Faxed applications will not be accepted.

**The Trust Manager
Bay of Plenty Community Trust
PO Box 13322
TAURANGA**

DONATION APPLICATION FORM

Note: Enquiries may be directed to the Trust Office
Suite 7, 143 Durham St, Tauranga
Ph (07)578 6548 Fax (07) 578 7357
www.bayfunding.org.nz
info@bayfunding.org.nz

INSTRUCTIONS: Please answer all questions
Please print carefully and **use separate sheet** if necessary

- 1 Name of Organisation: _____
State any other name your organisation has operated under: _____

- 2 Address _____
District/City _____
Postal _____
Telephone _____ Fax: _____
- 3 Contact Person: Name _____ Mr/Miss/Mrs/Ms _____
Position in the organisation _____
Phone (business) _____ Phone (residence) _____
- 4 Names of Principal officers:
Chairperson?president _____
Secretary _____ Treasurer: _____
Auditor: _____ Accountant _____
- 5 Are you a Trust/ Incorporated Society/ or Other (please specify) _____
- 6 Is your organisation responsible to or controlled by any other organisation/ authority? (please specify)

- 7 What year was your organisation formed? _____
Please attach a copy of your signed and dated Constitution/Charter/Deed/Rules.
- 8 State briefly the type of work your organisation does:

- 9 Nature of project or activity to be funded:

- 10 How will this project help build, maintain, enhance or strengthen your community?

11 If you have received funding assistance from us previously, please state date / / and amount \$ of our last donation

12 Please provide a projected budget supported by detailed costings, quotes or estimates and summarise this information here:

FUNDING SOURCES	AMOUNT	PROJECT COSTS	AMOUNT
Funds on hand			
This application			
TOTAL		TOTAL	

NOTE: Totals must agree

Please specify how any funds received from this Trust would be spent. If there is a list of items, please prioritise them.

13 Have you applied to any other organisations for financial support in respect of any of the items requested from us? YES / NO (Detail the names of the body and the amount sought.)

If YES when will you know the outcome? Will you still require Bay of Plenty Community Trust assistance?

14 If your organisation has funds put aside for any other reason/ project, please explain what those funds are tagged for, and why they cannot be used for this project.

15 INCOME TAX STATUS

For Income tax purposes a Community Group will be Charitable, Exempt, Non-Profit, or Taxable. Each of these categories has a specific meaning and it is important that the Community Trust understands and has evidence of the applicant's category. If an applicants income tax status is not clear to the Trust, the application cannot proceed.

If you do not have evidence of you income tax status, please contact the Inland Revenue Department or the Community Trust Office for guidance, prior to submitting this form.

NOTE This section relates to **INCOME TAX** not to GST, RWT on interest or dividends or any other kind of tax

For Income Tax purposes, this Organisation is (tick one) Charitable Exempt Non-profit Taxable

Where the status is shown as Charitable, Exempt or Non Profit, IRD documentation confirming this status must be attached

16 Number of people expected to benefit from the funds you are requesting:

Members: _____ Others: _____

17 Will any of the requested funds be spent to benefit people outside the Bay of Plenty area? YES/ NO

18 For statistical purposes, please tick one: This project will benefit:

- Predominantly Maori Predominantly non-Maori
- BOP people generally in proportion to population

19 If a donation is approved for your organisation, which account should be credited? (We prefer a direct credit if possible)

- Bank Name Account No.

Please attach one of your organisation's coded bank slips to this application.

20 How many people work for your organisation (full time equivalent) Paid: _____ Voluntary: _____

21 Please summarise and consolidate your most recent audited financial information as follows: (to nearest \$) (Not all of these items may be applicable to your organisation). **Do not say "Refer Attached"**.

For 12 months ended (Date) / /

REVENUE

Donations and legacies	\$
Fundraising and memberships	\$
Government subsidies or grants	\$
NET Bar Profit	\$
NET Trading Income	\$
Other	\$
<u>TOTAL REVENUE</u>	\$

ASSETS

Cash, Bank etc	\$
Amount owed to you by others	\$
Investments	\$
Fixed assets (eg Furniture/Equipment/	
Building/Land & Motor Vehicles	\$
Other	\$
<u>SUB TOTAL</u>	\$

EXPENSES

Salaries and Wages	\$
Rent	\$
Interest paid	\$
Non cash (eg depreciation)	\$
Other	\$
<u>TOTAL EXPENSES</u>	\$
<u>NET INCOME OR LOSS</u>	\$

LIABILITIES

Bank Overdraft	\$
Amount you owe to others	\$
Loans or Mortgages	\$
<u>SUB TOTAL</u>	\$
<u>TOTAL NET ASSETS</u>	\$

Please attach a copy of the Accounts from which the above details have been taken plus the relevant Annual Report (if any). Please also attach a photocopy of the latest bank statement for each account held.

L This section will be returned to you as an acknowledgement of receipt of your application and an indication as to when the results of your application will be announced. Please enter your organisation's name and postal address in the panel on the left.

Your application has been received and is being processed. It will be considered by Trustees in and any donation approved will be announced in.

Meantime if there are any developments which materially affect your organisation or the project for which funding is being sought, please advise the Trust Office immediately (ph 07 578 6546, fax 07 578 7357, bop.trust@xtra.co.nz)

Bruce W Cronin
Trust Manager



This application has the formal approval of our controlling Board/ Community/ Authority, and

- to the best of our knowledge the information provided herein and in supporting documents is true correct and complete and further information provided by us during the course of assessment of this application will be true and correct.
- We acknowledge that any decision made by Bay of Plenty Community Trust Inc. is final. We accept that no reasons for such decision will be given nor any correspondence entered into.
- We understand that any funds provided by the Trust will be for the specific purposes outlined in this form, and the Trust may seek confirmation that any donation has been properly applied.
- We agree to provide the Bay of Plenty Community Trust with such information and reports as it may reasonably require regarding the use of any donations it makes to this organisation.
- Privacy We authorise the Bay of Plenty Community Trust to make such enquiries as it deems fit in considering this application; and we accept and agree that details of any donation the Trust makes to our organisation may be made public.

PLEASE NOTE:

An incomplete application form or missing documentation may delay or prejudice consideration of your application. It is in your Organisation’s interests that you validly tick the following boxes:

- All questions fully answered
- Attached: Foundation Document (Constitution, Deed, Rules, etc.)
- Attached: Letter of support from “parent” organisation (where appropriate).
- Attached: Detailed costings, quotes, estimates.
- Attached: Bank deposit slip.
- Attached: Copy of most recent audited accounts.
- Attached: Photocopies of latest Bank Statement for each account held.
- Attached: **Income Tax Exemption Certificate** (not Resident Withholding Tax or GST exemption) (if appropriate)

For and on behalf of our organisation (Two officers must sign):

Name: (print)	Signature	Designation
Name (print)	Signature	Designation
Date		

Please post this application to the address below. Faxed applications will not be accepted.

**The Trust Manager
 Bay of Plenty Community Trust
 PO Box 13322
 TAURANGA**

Application No.

(office use only)

THE HILLARY COMMISSION COMMUNITY SPORT FUND 2001

Application Form

Need help?

If you would like some help to fill out this form please:

- < read the "All you need to know- information for applicants" brochure.
- < contact the Community Sport Fund Administrator at your nearest city or district council

Please note: If you received funding in 2000 you must have returned your accountability form to your council before this application can be considered

A Your details

Name of organisation

Postal address

Street address

Purpose or main activity of the organisation (eg. tennis, scouts)

Contact Names

Please give the names of two people who we can contact if we need more information. The first contact must be the person who filled out the form. Under the Privacy Act (1993) consent from these people must be given before they are recorded here.

- | | | |
|---------|-------------|-------|
| 1. Name | Phone (day) | (eve) |
| 2. Name | Phone (day) | (eve) |

B What are you applying for?

Subsidy

- Coach and volunteer training
- Project costs including:
 - starting new, or improving existing programmes or services
 - events and promotions aimed at increasing the number of people taking part in sport or physical activity
 - equipment vital to the development of the sport or physical activity

(IF APPLICABLE)

- Rural travel fund for juniors teams(5-19 year olds)

(IF APPLICABLE)

Loan

- Improving or developing existing facilities

C Project Details

- 1 How may members belong to your club/organisation?
- 2 Will your project benefit participants aged 5 - 19? Yes/No
If so, how many participants?
- 3 Does your project involve a partnership with a local school? Yes/No
Please describe fully: (continue on a separate sheet if necessary)
4. What your organisation wants funding for

5. Why funding is necessary

6 How your project will benefit the organisation or community

7 **Start date** of your project

Finish date of your project

If applicable please select the category that applies to your application and answer the question/s.

8 **Coach and volunteer training**

How many people do you wish to train?

D Financial details

Are you registered for GST?

Yes/No

If yes, write your GST number here

< If you are registered for GST do not include GST in these costs

< Please round all figures to the nearest dollar

Project Costs <i>List all the costs eligible for this project, eg:</i>	\$	Income <i>How will your group contribute financially to the project?</i>	\$
facility or equipment hire		sponsorship	
equipment purchase		fees/subs	
promotion		fundraising	
officials or coaches		loan/mortgage/debenture	
fees or registration		cash savings	
administration		grants (successful or proposed)	
transport		other	
other			
(A) Total cost of the project		(B) Your contribution	

How much money are you applying for? \$

To find out how much money you should apply for, **subtract your contribution (B) from the total cost of the project (A)**. The answer is the amount of money you need in order for your project to go ahead.

Briefly describe any voluntary effort or donated materials provided for the project.

Voluntary effort: (eg. number of hours)

Donated materials: (eg. approximate \$ value)

If you have applied to any other organisation for funding for this project, please list the organisation/s, the amount of money you are applying for and when you will know the result of your application.

Organisation/s (including other councils)	\$ requested	Result Date
		/ /
		/ /
		/ /

For all applicants:

Have you received funds from any organisation in the last two years?

Yes/No

If yes, please give details below:

Funding Organisation	Project	\$ Received	Year
Hillary Commission Community Sports Fund			
NZ Lottery Grants Board			
Pub Charities/ Licensing Trust			
Other			

If you are a regional organisation:

What percentage of your members live in this council area?

(Please answer this question if you are applying to other councils for funding)

Do you have the endorsement of your local affiliated clubs for this project?

Yes/No

(if yes, please attach evidence of endorsement)

E Declaration (please provide two signatures)

We hereby declare that the information supplied here on behalf of our organisation is correct.

We consent to the Council collecting the personal contact details provided in this application, retaining and using these details and disclosing them to the Hillary Commission for the purpose of review of the Community Sports Fund. We undertake that we have obtained the consent of the other contact person to provide these details. This consent is given in accordance with the Privacy Act (1993).

Name:

Position in Organisation:

Signature:

Date:

Name:

Position in Organisation:

Signature:

Date:

Please attach:

a current statement of income and expenditure **or** a balance sheet from your organisation

These items will complete your application.

Please return your application to the Council by **4.00pm Friday 30 March 2001.**

Council Address: Tauranga District Council, Private Bag 12022, 91 Willow St, Tauranga
Telephone 5777 125 Fax 5777 153 email margaretc@tauranga.govt.nz

Checklist

- Have you answered every question?
- Do your figures add up?
- Have you attached a current financial statement?
- Have you attached evidence of endorsement from local affiliated clubs?



Application No.

(office use only)

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(regional organisations only)