

29 June 2018



Hello - Kia Ora - Talofa lava -
Kia Orana - Fakaalofa lahi atu -
Malo e lelei - Malo ni - Talofa -
Ni Sa Bula Vinaka - Ming la ba -
Hola - la Orana - Halo ola keta -
Mauri - Sabaidee - Namaste

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He Whānau Manaaki o Tararua Free Kindergarten Association Incorporated

We're coming to the end of another financial year! Thank you all for your hard work on your kindergarten committee/whānau group. We hope you have enjoyed your time helping the team and kindergarten - it's a great way to get to know people and to learn more about your child's learning environment and to contribute to your community. We appreciate the fantastic work committees and whānau groups do.

AUDIT

Our auditors have started their work on our annual accounts and will be based at the Association Office over the new few weeks. They have indicated that they may like to review the processes and accounts of a number of kindergartens during this time. We will give you advance warning of any planned visits but would be grateful if you could ensure that paperwork supporting your accounts, petty cash and information in Infocare is up to date.

YEAR END INVOICE CUT OFF

To assist with the preparation of our annual accounts we require you to email us all your June 2018 invoices prior to the end of the term break. Please email all invoices to the Association Office by **Wednesday, 4 July**. We would appreciate if you could also give some thought to those June 2018 invoices that may not have been received by this date – in these cases can you please contact your regular suppliers and ask them to send their invoices to you.

Your June kindergarten accounts will include any invoices we have received by the Wednesday, 4 July cut-off.

Please check your kindergarten mail over the term break and scan/email any late invoices you receive after the **Wednesday, 4 July** cut-off date to accounts@wmkindergartens.org.nz These amounts will be included in your 2017/18 kindergarten accounts.

REPORTING OVER YEAR END

Set out below are key year end reporting dates:

13 July	"Draft" 30 June 2018 year end kindergarten accounts circulated.
24 July	Audit completed and 30 June 2018 financial year closed for transactions.
3 August	Final audit adjustments processed to 30 June 2018 kindergarten accounts.
10 August	"Final" 30 June 2018 year end kindergarten accounts and "Final" 2018/19 kindergarten budgets circulated.
20 August	31 July 2018 "Year to Date" kindergarten accounts circulated (first month of new financial year).

KINDERGARTEN AGMs

We encourage each kindergarten to hold an Annual General Meeting but this can be incorporated into your normal monthly meeting. Your AGM needs to be held before **Friday, 17 August** and the format can be the same as your regular committee meetings, however should include as a minimum:

1. Confirmation of last AGM meeting minutes
2. Reports from the Chairperson, Treasurer and Head Teacher
3. Confirmation of kindergarten budget
4. Election of new committee members

Your AGM meeting does not need to be formal however minutes are required to be taken. A copy of your AGM papers, minutes and a record of new committee member details should be sent to the Association Office by **Friday, 24 August**. A sample agenda and suggested format for running your AGM is attached.

If you don't have a committee/whānau group operating you can still have an informal "AGM/meeting". It is an opportunity to share with parents the great things you've been doing and explore if there is any interest in a whānau group being established.

Quorum

You need only have a majority of the members of the committee to hold the Annual General Meeting i.e. if you have 7 committee members you can go ahead with only 4 present. If you have very low numbers on your committee and you believe you will not have enough attendees to make a simple majority, please contact the Association who will provide advice.

If you have any questions about the Annual General Meeting requirements please call Tania on (04) 232 1650 or email info@wmkindergartens.org.nz.

OFFICEHOLDERS AND KEYHOLDERS

For those kindergartens who have a committee/whānau group attached are forms we would like completed with details of your newly elected committee/whānau group and also the keyholders for 2018/19.

Officeholders form should be emailed to tania.braybrook@wmkindergartens.org.nz by **Friday 24 August 2018**.

Keyholders form should be emailed to lorraine.coulston@wmkindergartens.org.nz

2018/2019 BUDGETS

Thanks to all those who have submitted your 2018/19 Budget templates. The information you provide is really useful in helping the Association Board set its financial targets for the coming year. Your budget information will be included in your 2018/19 monthly accounts so you can track your kindergarten performance against the targets you have set.

For those that have still to complete their templates please email these asap to:
brendon.fyfe-gits@wmkindergartens.org.nz.

The 2018/19 Budget templates you submit will be updated with your "Audited" closing balances during early August and a "Final" version circulated to you for your records.

These "Final" budgets will be loaded into our accounting system and will appear on your monthly kindergarten reports which should assist you in tracking your kindergarten's results against budget.

If you have any questions about budget requirements please call Brendon Fyfe-Gits on (04) 232 1749 or email the address above.

KEY DATES

4 July	All June invoices to be emailed to Assn
13 July	Draft Y/E accounts emailed to kgtns
24 July	Audit completed and 30 June 2018 financial year closed for transactions
3 August	Final audit adjustments processed to 30 June 2018 kindergarten accounts
10 August	"Final" 30 June 2018 year end kindergarten accounts and "Final" 2018/2019 budgets circulated
10 August	Notification of Assn AGM meeting date
17 August	Deadline for AGMs
20 August	31 July 2018 "Year to Date" kindergarten accounts circulated (first month of new financial year)
24 August	Following documentation due at Assn office: Copy of AGM Minutes and papers Completed officeholder and keyholder forms
September tbc	Association AGM



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..... KINDERGARTEN
OFFICE HOLDERS

So we can update our records, please complete this form and return it to the address below as soon as possible after your AGM. If any changes of address, or any changes of officeholders, occur later on in the year, please advise us. Thank you for your cooperation.

	Name	Address	Telephone/Email
Chairperson			T: E:
Deputy Chairperson			T: E:
Secretary			T: E:
Treasurer			T: E:

Members of the Local Committee (Addresses not required)

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Night of monthly meetings:



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KEYHOLDERS

Please print clearly and email this form immediately after your AGM
to info@wmkindergartens.org.nz

Name	Address	Home Phone/Mobile

If your kindergarten is alarmed, Alarm Code:



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**KINDERGARTEN ANNUAL GENERAL MEETING
A G E N D A**

A Suggested Guide to Proceedings

WELCOME AND INTRODUCTIONS

You may ask at this time if there are any matters to be brought up as General Business.

MINUTES OF THE LAST ANNUAL GENERAL MEETING

Read by the secretary or circulated prior to the meeting in which case it is "Taken as Read".

Moved: That it is a true and correct record.

Seconded.

MATTERS ARISING

This is a follow up on discussion from the last AGM (if any).

CHAIRPERSON'S REPORT

Read by the Chairperson. Outlines the committee work the year.

Moved: That the Chairperson's report be accepted.

Seconded.

TREASURER'S REPORT

Treasurer "talks" to the end of year accounts.

Moved: That the annual accounts be accepted.

Seconded.

HEAD TEACHER'S REPORT

Read by the Head Teacher. Outlines the year from the teachers' perspective.

Moved: That the Head Teacher's Report be accepted.

Seconded.

CONFIRMATION OF KINDERGARTEN BUDGET

Review and confirmation of the budget for the coming year - drawing attention to the kindergarten's annual fundraising plan etc.

ELECTION OF OFFICERS

If there is a difficulty filling positions, the committee members can be elected and positions filled at the first meeting of the new committee.

GENERAL BUSINESS

CLOSE MEETING Record time the meeting closes.