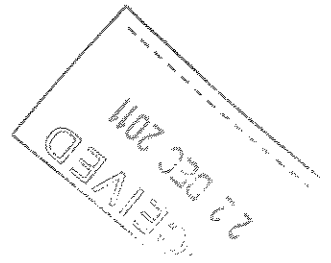


Wairarapa Citizens Advice Bureau
P O Box 602 Masterton 5840



To
Sth Wairarapa District Council
P O Box 6
Martinborough

December 11, 2011

Dear Sir,

Wairarapa Citizens Advice Bureau is a registered Incorporated Society under the Incorporated Societies Act 1908, and a Charitable entity under the Charities Act 2005.

Our purpose is to provide free, impartial and confidential information, guidance and support to the public of Wairarapa. This includes clients from Sth Wairarapa. We aim to ensure that individuals do not suffer through ignorance of their rights and responsibilities, or of the services available, or through an inability to express their needs effectively. We are all trained volunteers.

We have no sources of funding other than grants. Our operational costs last year totalled \$13114.00 (excl GST). To date this financial year (July 1 2011 to June 30 2012) we have raised \$9000.00. This is made up of Masterton District Council grant of \$1500.00; Carterton District Council grant of \$1000; Community Organisation Grants Scheme of \$2500.00; Lottery Grants Board of \$4000.00

We are seeking a grant of \$500 towards our rent. We rent part of the premises of the local Masonic United Lodge of Masterton at 43 Perry St in Masterton. As our service extends to Sth Wairarapa clients it is important that we maintain our office in the Wairarapa where it can be manned by trained operators familiar with the region.

I enclose copies of our Financial report to the year ended June 30 2011, our Certificate of Incorporation, and a copy of the aims and ethics of NZ Association of Citizens Advice Bureau. I also provide a deposit slip for our Bank Account.

If you require more information please ring Citizens Advice Bureau in Masterton 3770078 or you may contact me at home, Marylou Hollywood at 06 3788676. Our President is Mr Wout van der Lans phone 3782332, and our Treasurer is Mrs Marjory Mahupuku phone 3789266.

We would appreciate it if you would give consideration to our request.

Yours faithfully

Marylou Hollywood (funding Officer)

Marjory Mahupuku (Treasurer)

(a) GENERAL DETAILS:

Name of organisation/individual: Wairarapa Citizens Advice Bureau
Postal Address: P.O. Box 602
Street Address: 43 Perry St Masterton
Purpose of Main Activity of Organisation: Free confidential advice, guidance and support.

(b) PROJECT DETAILS:

Please provide a full description of your project:

Our project is to provide free, impartial, and confidential
information, guidance and support to the public of the
whole of Wairarapa.

To do this we need to maintain our premises in Masterton.
Our volunteers come from all areas of the Wairarapa. They
have valuable local knowledge, as well as the training
necessary to provide information and guidance.

We rent our premises from Masonic United Lodge in
Perry St Masterton at a rental of \$5186 per annum.

* Our application is for a proportion of this rent to the
amount of \$500.

(c) FINANCIAL DETAILS:

(All figures shown are to be exclusive of GST)

• Cost of project \$ 5186.00
=====

Breakdown of above figure

Rental (annual) ...5186.00
 _____
 _____

• Other funding or grants received or being sought:
Names of funders

Masterton District Council ...1500.00
Carterton District Council ...1000.00
 _____
\$ 2500.00
=====

• Amount of grant sought \$ 500.00
=====

Registered for GST

YES NO NO:

1	1	4	1	7	2	5
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Financial Statements for an organisation's most recent year, or other acceptable financial documentation, is attached.

(d) PERSONAL CONTACT DETAILS

Contact names of two people in your organisation to assist with further information if required.

One of these contacts must be the person who filled in the application form. Please note that consent must be obtained from the other person to provide these details as per the Privacy Act 1993.

First contact person:

Address (Mrs) Marylou Hollywood

P.O. Box 602 Masterton

Phone (day) 06 377 0078 (phone evening) 06 3788676

Second contact person

Address: Marjory Mahupuku

531 Upper Plain Rd, R.D.8, Masterton

Phone (day) 06 377 0078 (phone evening) 06 378 9266

DECLARATION

I hereby declare that the information supplied here on behalf of my organisation is correct.

NAME: Margery Mahupuku SIGNATURE: M. Mahupuku
Mary Louise Hollywood M. Hollywood

POSITION IN ORGANISATION: TREASURER.
FUNDING OFFICER

DATE: 19/12/2011 21/12/11

CONSENT UNDER PRIVACY ACT 1993

I, Marylou Hollywood (name) consent to the South Wairarapa District Council collecting the personal details provided above, retaining and using these details and I undertake that I have obtained the consent of the other contact person to provide these details. I acknowledge any right to have access to this information. This consent is given in accordance with the Privacy Act 1993.

Date: 21/12/2011 Signature: M. Hollywood

Please return application to:

COMMITTEE SECRETARY
SOUTH WAIRARAPA DISTRICT COUNCIL
P.O. BOX 6, MARTINBOROUGH
PHONE 306-9611

CHECKLIST

- Have you advised us the names of two contact people?
- Have you answered all relevant questions?
- Have you supplied all information required?
- Have you attached your latest financial statements?

YEAR ENDED 30TH JUNE, 2011

STATEMENT OF ACCOUNTING POLICIES:

Reporting Entity:-

The Wairarapa Citizens Advice Bureau Inc is registered under the Incorporated Societies Act 1908.

The reporting entity is Wairarapa Citizens Advice Bureau Inc.

These financial statements have been prepared in accordance with the Framework for Differential Reporting issued by the Institute of Chartered Accountants of New Zealand. The entity has taken advantage of all available differential reporting exemptions.

General Accounting Policies:-

The general accounting policies, recognised as appropriate in the preparation of these financial statements:-

- The measurement base adopted is that of historical cost. Reliance is placed on the fact that the Bureau is a going concern.
- The Financial Statements have been prepared on an Income and Expenditure basis using accrual accounting.

Particular Accounting Policies:-

The following accounting policies which materially affect the measurement of profit and financial position have been applied.

1. Depreciation has been provided for, so as to recognise the absorption of the cost of fixed assets during the year as set out in the Schedule of Fixed Assets and Depreciation.
2. The financial statements have been prepared, stating income, expenditure and accrual items exclusive of Goods and Services Tax.

Changes in Accounting Policies:-

There have been no changes in accounting policies. All policies observed in the preparation of these financial statements are consistent with those followed in previous years.

TO THE COMMITTEE OF THE WAIRARAPA CITIZENS ADVICE BUREAU INC

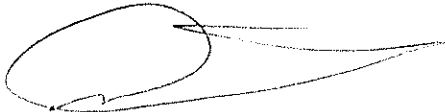
We have reviewed the financial statements of the Wairarapa Citizens Advice Bureau (Inc), for the year ended 30th June, 2011 in accordance with the Review Engagement Standards issued by the Institute of Chartered Accountants of New Zealand.

The review is limited primarily to enquiries of Bureau personnel and an analytical review of procedures applied to financial data and thus provides less assurance than an audit.

A full audit was not carried out on the financial affairs of the Bureau and accordingly, we do not express an audit opinion.

Based on our review, nothing has come to our attention that would cause us to believe that the accompanying financial statements do not give a true and fair view of the financial position of the Bureau.

Our review was completed on 1st August, 2011.



STEWART CONSULTING LTD
Chartered Accountants

YEAR ENDED 30TH JUNE, 2011

PAGE 3


INCOME AND EXPENDITURE ACCOUNT:-

	CURRENT YEAR	PREVIOUS YEA
INCOME:		
Interest Received	602.21	560.50
Rent Received	80.00	820.00
Donations & Grants:		
C.O.G.S.	4,000.00	3,200.00
Carterton District Council	1,000.00	750.00
E & C Trust	3,800.00	1,400.00
Masterton District Council	1,500.00	2,000.00
NZ Lottery Board	4,000.00	3,500.00
Total Income	\$14,982.21	\$12,230.50
Less EXPENDITURE:		
Advertising	1,409.80	455.98
AGM & Conference Expenses	701.19	120.00
Bank Charges & Interest	-	17.82
Christmas Luncheon	74.08	71.66
Depreciation	817.00	1,020.88
Display Screens	-	9.78
Electricity	660.93	739.36
Gifts & Tributes	69.50	17.78
Insurance	386.07	357.49
Petty Cash	329.46	876.01
Post Office Box Rental	126.09	120.00
Printing & Stationery	698.59	933.11
Relocation Expenses	-	120.00
Rent	5,110.80	5,185.92
Repairs & Replacements	347.65	77.86
Reveiwor's Honorarium	250.00	256.21
Fees and Subscriptions	44.44	44.45
Telephones	1,437.52	1,551.59
Training & Reference Books	383.86	641.71
Travel	267.47	507.58
Total Expenditure	13,114.45	13,125.19
SURPLUS/(DEFICIT) FOR YEAR	\$1,867.76	\$(894.69)

STATEMENT OF FINANCIAL POSITION AS AT 30TH JUNE, 2011

ACCUMULATED FUNDS:	CURRENT YEAR	PREVIOUS YEAR
Funds at Beginning of Year	18,286.32	19,181.01
Surplus (Deficit) for Year	1,867.76	(894.69)
ACCUMULATED FUNDS AT YEAR END =====	\$20,154.08 =====	\$18,286.32 =====
REPRESENTED BY:-		
NON CURRENT ASSETS:		
Office Furniture & Fittings Plus Additions for Year	24,011.25 -	22,530.37 1,480.88
Fixed Assets at Cost Less Depreciation to date	24,011.25 20,744.25	24,011.25 19,927.25
Total Non Current Assets	3,267.00	4,084.00
INVESTMENTS:		
Term Deposit -Westpac - @ 5.20% Matures 07.07.11	10,000.00	13,000.00
Total Investments	10,000.00	13,000.00
CURRENT ASSETS:		
Bank Account - Westpac Petty Cash on Hand G.S.T. Refund Due Interest Accrued	6,826.24 17.50 488.25 510.02	1,023.14 22.90 356.70 83.24
Total Current Assets	7,842.01	1,485.98
TOTAL ASSETS =====	\$21,109.01 =====	\$18,569.98 =====
Less LIABILITIES:-		
CURRENT LIABILITIES:		
Accounts Payable	954.93	283.66
Total Current Liabilities	954.93	283.66
NET ASSETS =====	\$20,154.08 =====	\$18,286.32 =====

DATE: 1/8/11.


M. MAHUPUKU
HON. TREASURER



Inland Revenue
Te Tari Taake

Inland Revenue Department,
Private Bag, Wellington
Telephone 0800 377 774
Facsimile 04-802 8001

01348

BUSINESSDIRECT

20 MAY 2004

WAIRARAPA CITIZEN ADVICE BUREAU INC
BOX 602
MASTERTON 5915

IRD Number 11-411-725
Our Reference 200847157600
Your Reference

IR 2201 P 1/05

DEAR SIR/MADAM

Resident Withholding Tax on Interest and Dividends Certificate of Exemption IRD/Exemption number: 11-411-725

Here is your Certificate of Exemption from resident withholding tax on interest and dividends (IR 15C). Please keep it in a safe place. You will have to show it to those paying you interest or dividends, or you may have to return it to Inland Revenue if requested.

This certificate exempts you from paying resident withholding tax but does not exempt you from paying income tax. You must still file an income tax return.

If you no longer qualify for an exemption please send this certificate back to us with a written explanation. You must do this within five working days of the date you were no longer entitled to an exemption.

Yours faithfully

D Butler
Commissioner of Inland Revenue



Inland Revenue
Te Tari Taake

Private Bag Wellington
Telephone 04 802800

BUSINESSDIRECT

CERTIFICATE OF EXEMPTION FROM RESIDENT WITHHOLDING TAX ON INTEREST/DIVIDENDS

Wairarapa Citizen Advice Bureau Inc
Wairarapa Citizen Advice Bureau
P O Box 602
Masterton

Exemption/IRD Number 11-411-72

DIR

This certifies that Resident Withholding Tax deductions are not to be made from any interest and dividends paid to the named recipient from 01/10/1989

D Butler
Commissioner of Inland Revenue

This certificate is issued without alteration or erasure

TR06.02

IR15C

Certificate of Registration

Wairarapa Citizens Advice Bureau Incorporated

Registration number: CC10359

This is to certify that the Wairarapa Citizens Advice Bureau Incorporated was registered as a charitable entity under the Charities Act 2005 on 30 May 2007.



Chair
Charities Commission



Chief Executive
Charities Commission



New Zealand Association of Citizens Advice Bureaux Inc
Ngā Pokapū Whakahoki Pātai mai i te Iwi Whānui

AIMS WHAINGA

The New Zealand Association of Citizens Advice Bureaux support the principle of partnership reflected in the Treaty of Waitangi.

E tautoko ana Ngā Pokapū Whakahoki Pātai mai i te Iwi Whānui, i te mātāpono nohotahi (hononga), e whakaatahia ana i roto i te Tiriti o Waitangi.

To ensure that individuals do not suffer through ignorance of their rights and responsibilities, or of the services available; or through an inability to express their needs effectively.

Me noho matāra kia kua te tangata e mate i tāna kore mōhio ki ngā āhuatanga e āhei atu ana ia, ki ngā mahi rānei e tika ana kia mahia e ia, ki ngā ratonga rānei e āhei atu ana ia; i te kore rānei āna e āhei ki te whakaputu i āna hiahia kia mārama mai ai te tangata.

To exert a responsible influence on the development of social policies and services, both locally and nationally.

Kia tino whawāhi atu ki te auahatanga o ngā kaupapa-ā-iwi me ngā ratonga-ā-rohe, puta noa hoki i te motu.

The Service

The service therefore provides free to all individuals an impartial and confidential service of information, guidance and support, and makes responsible use of the experience so gained.

Te Ratonga

Na reira e whakawhiwhi kore utu ana te ratonga ki ia tangata he ratonga pāronga e tōkeke ana, e muna ana, he ārahitanga me te āwhina, ā, e whakamahi tika ana i ngā wheako i riro mai.