

# 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: Birkenhead Town Centre Association Inc Trading as Birkenhead Village Association

Incorporated Society number: 1568912

Contact details:	Name:	Email:
Manager:	Kae Condon	kac@birkenhead.net.nz
Chair:	Jude Turner	jude@cravehome.co.nz
Treasurer:	Adrianne Leslie	adrianne@thehives.co.nz

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**

**Business plan** for the following financial year.  
The business plan must align with the draft budget for the following financial year.

AGM approved business plan for year end .....30 June 2026.....  
• Attached Business Plan 2025/2026



**Draft detailed income and expenditure budget** for the following financial year.

- Must include the BID targeted rate grant amount, and any proposed increase or decrease.
- Must include the BID targeted rate grant amount identified as a separate line item i.e., not included as a total.
- The above must align with the business plan above.

AGM approved income and expenditure budget for year end 30 June 2026.....

✓ Attached income & Expenditure 2025/26

**Strategic plan 3-5 years**

**Note:** The strategic plan does not need to be provided but available on request, see section 3.1

Time period strategic plan covers: ... 2024-2029.....

Plan Completed link provided

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**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> <li>• <b>Attached with this form</b></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 ..... • <b>Attached included with this form</b>	✓ <input type="checkbox"/>
Audit report/review	Copy of auditor's report or review for the June 30 2024 .....year. • <b>Attached included with this form</b>	✓ <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). • <b>Attached is included with this form</b>	✓ <input type="checkbox"/>
Chair written report	Chair's report outlining a summary on the function of the executive committee and governance of the association. • <b>Attached is included with this form</b>	✓ <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. • <b>Attached is included with this form</b>	✓ <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> <li>• <b>Attached is included with this form</b></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 Globe Light Refurbishment Stage 1 completed 2024 Stage 2 early 2025 Kaimataara Cover of public space investment by council. Reinstatement of our Tourism driver Inner City Rainforrest Access Le Roys Bush Maintenance of Pavers:	✓ <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: Kae Condon

Signature: 

Date: 31/10/2024

Download from <https://bid.aucklandcouncil.govt.nz>

Please return to Auckland Council [bids@aucklandcouncil.govt.nz](mailto:bids@aucklandcouncil.govt.nz)