



At the completion of a project that received community funding, recipients are required, as stated in the Community Grant Policy, to submit a Project Report to the Community Board. Project Reports are to be received no later than two months after the completion of the project or if the activity is ongoing, within two months of the funding being spent.

Applicants who fail to provide a project report within the required time will not be considered for future funding.

Please return the completed form to:

Governance Support
Far North District Council
Private Bag 752
KAIKOHE 0440

or email to: governance@fndc.govt.nz (PDF attachment via email is preferred)

Name of organisation: LIONS CLUB OF KERIKERI

Name & location of project: LIONS McDONALDS XMAS PARADE

Date of project/activity: NOVEMBER 24 2018 12/12/20

Which Community Board did you receive funding from?

Te Hiku

Kaikohe-Hokianga

Bay of Islands-Whangaroa

Amount received from the Community Fund: \$

Please give details of how the money was spent:

- Your contribution to the project and the funding you received from the Community Board must be accounted for
- Attach supplier receipts or bank statements to show proof of expenditure of Community Board funds.

Supplier/Description	\$amount	Receipt/s attached (please tick)
<u>Road Closure T8 Traffic Control</u>	<u>\$ 1636.45</u>	
<u>INVOICE 15280</u>	<u>\$</u>	
<u>FNDc charge for Public Notices ?</u>	<u>?</u>	
	<u>\$</u>	
Total:	<u>\$</u>	

Give a brief description of the highlights of your project including numbers participating:

EVENT Costs Sound System + stage \$ 750.72
Whangarei Pipe Band \$ 1000.00
1750.72

The Lions Club of Kerikeri organised the annual Xmas Parade, Santa lolly scramble, and, FREE Sourecy castle activities in the Domain

Describe the main findings in your evaluation of the project/event; describe how your project/ event benefited the community:

The Parade had well planned safety practices. The community appreciated the cost free childrens activities in the Domain and the crowd was still enjoying the rides till 3 PM. The weather cooperated.

Please provide details and attach or email photos and/or any marketing collateral that was produced for your event/project acknowledging the Community Board:

The signage in the community on the roadside had the FNDC logo. The ZM More radio acknowledged the generous support of the Community Board.

If you have a Facebook page that we can link to please give details:

This report was completed by:

Name: BRUCE HENDERSON
Address: 41 Fairway Drive Kerikeri
Phone: mob: 027 407 3201
Email: jenbru@xtra.co.nz
Date: 1 February.

The costing for the FNDC cost of Public Notices - informing the public of the Parade is not available at this time

Schedule of Supporting Documentation

Lions Club of Kerikeri

The following supporting documentation has been provided in support of the grant application and is emailed under separate cover.

1	Letter of Agreement
2	Tax Invoice – T8 Traffic Control Limited
3	Tax Invoice – Whangarei Pipe Band Society
4	Quote – Music Workshop



09/11/2018

01 02 21

Lions Club of Kerikeri

c/- Bruce Henderson
PO Box 22
Kerikeri 0245

Te Kaunihera o Tai Tokerau Ki Te Raki

*The top place where talent
wants to live, work and invest*

Dear Bruce,

Letter of Agreement for Funding Application Lions Club of Kerikeri

Thank you for attending the Santa Parade workshop held by the Bay of Islands-Whangaroa Community Board on 25 September 2018.

The Board are pleased to advise that they have approved the sum of \$2,500 (plus GST if applicable) for costs towards the Kerikeri Christmas Parade 2018.

Traffic Management costs

The Board has also approved that they will cover your traffic management costs of up to \$2,500 for the Kerikeri Christmas Parade 2018.

To uplift the grant:

1. Acknowledge receipt of this Letter of Agreement and agree to the purpose and conditions of the granting of the funds by signing in the space provided on page two.
2. Supply a copy of the quote/invoice for the traffic management costs.
3. Return this signed letter of agreement to us together with a GST tax invoice (please separate out the \$2,500 for the Santa Parade and the costs of the traffic management, addressed to the Far North District Council, quoting our reference **P062645**, details of the bank account to which the funds are to be deposited, and a bank deposit slip (if not already provided).

Please uplift the funds at your earliest convenience. Any allocation or portion thereof that is not uplifted within three months of the date of this letter will expire and be returned to the Community Grant Fund.

Conditions for use of the funds

The use of the grant must be consistent with the purposes outlined in the application and the Community Grant Policy.

Project Report Form

Attached is a project report form. This form is required, under the Community Grant Policy, to be completed and returned to this office no later than two months after the completion of the project and/or use of the funds.



Please note that section 1, clause 15 Of the Community Grant Policy states: "Recipients who do not complete this form are ineligible for Council funding for a period of five years".

If you have any queries please contact the Board Chairperson, Terry Greening, or me.

For and on behalf of Far North District
Council



Kim Hammond

MEETINGS ADMINISTRATOR

Email kim.hammond@fndc.govt.nz

Direct Phone: (09) 401 5316

I acknowledge receipt of the above letter and this copy, and agree to the purpose and conditions of the granting of the funds:

For and on behalf of **Lions Club of Kerikeri**



encl: A copy of this agreement for your own records
A project report form



TAX INVOICE

Kerikeri Lions Club

Invoice Date
12 Dec 2020

Invoice Number
INV-15280

Reference
Attn Accounts - Christmas
Parade

GST Number
108-927-453

T8 Traffic Control Limited
PO Box 62079
Sylvia Park
Auckland 1644
New Zealand
Email: accounts@t8.co.nz
Phone: 09 573 1150
Mobile: 027 225 3974

Description	Quantity	Unit Price	Amount NZD
12.12.2020			
KERIKERI CHRISTMAS PARADE LEVEL 1 FULL CLOSURE 0700 TO 1330 6 HRS			
1 X STMS 6 HRS	6.00	38.00	228.00
4 X TCS 6 HRS	6.00	124.00	744.00
1 X TRUCK 6 HRS	6.00	33.50	201.00
12.12.2020			
TMP DESIGN AND SUBMISSION			
T8-W1691 CAR E718386	1.00	250.00	250.00
		Subtotal	1,423.00
		TOTAL GST 15%	213.45
		TOTAL NZD	1,636.45

Due Date: 20 Jan 2021

Bank Account Details:
T8 Traffic Control Limited
06-0209-0216830-00

When paying by cheque, please complete this payment advice, detach and post to the address provided above.

Please ensure payment is made by the 20th of the following month.

✂

PAYMENT ADVICE

To: T8 Traffic Control Limited
PO Box 62079
Sylvia Park
Auckland 1644
New Zealand
Email: accounts@t8.co.nz
Phone: 09 573 1150
Mobile: 027 225 3974

Customer	Kerikeri Lions Club
Invoice Number	INV-15280
Amount Due	1,636.45
Due Date	20 Jan 2021
Amount Enclosed	

Enter the amount you are paying above

Whangarei Pipe Band Society

Postal address:
PO Box 1058
Whangarei 0140

Kerikeri Lions, c/- Bruce Henderson

Tax Invoice

Invoice Number INV00288
Invoice Date 14/12/2020
GST Number 11389805

Description	Quantity	Units	Unit Price	Price
Piping services - Kerikeri Christmas Parade 12 Dec 2020	1		1,000.00	1,000.00
Prices include GST of \$130.43		TOTAL		\$1,000.00

Terms 30 Days from Date of Invoice

Please pay into ASB account 12 3099 0721599 00

Reference: (invoice number at top of page)
Details: Your Name

