

8 February 2019

Totara North Hall
Cambell rd 67
totaranorthhall@xnet.co.nz

Dear Sir / Madam

Reminder Annual Accounts - Totara North Hall

Thank you for the on-going day to day management of the Totara North Hall Hall.

This is a reminder that the Far North District Council requires the following information on an annual basis:

- ! / N/A
- A copy of the latest AGM Minutes
 - A copy of the latest financial statement/audited accounts including income received
 - Complete data usage form (attached)
 - Committee member details contact names and details, including booking officer
 - Any investments/maintenance work made in the Hall or general items that maybe of interest to the local Community Board

Please provide the requested information by **20 February 2019** in the enclosed return envelope.

In future, the timing of this information will be:

- September – Council sends all hall committee a reminder letter requesting an annual report and finances for the previous financial year
- November – reminder letter sent if applicable
- February – Hall information report prepared and presented to the local Community Board

Please contact me on 0800 920 029 or (09) 401 5200 for any further information.

Kind regards,



Estee Rapatini
Facilities Technical Officer
Infrastructure and Asset Management

Enclosed: Hall usage form
Return envelope

Please complete the following questions:

Name of Business / Hall: Totara North Hall

Contact Name: Anne Cotes

Contact Phone Number: 09 4055046

COUNCIL COMMUNITY HALL USAGE FORM - Number of bookings per month

Year/Month	January	February	March	April	May	June	July	August	September	October	November	December
2017	10	11	12	13	17	16	14	12	14	15	15	11
2018	14	14	17	17	21	13	17	19	19	21	18	15

Comments:

Tela Donnelly

From: Anne <totaranorthhall@xnet.co.nz>
Sent: Tuesday, 12 February 2019 11:04 p.m.
To: Tela Donnelly
Subject: RE: Reminder Annual Accounts - Totara North Hall
Attachments: Committee Details 18 19.docx; A G M.docx

Hello Tela,

Attached are the Contact Details for Committee, AGM minutes, and our Bookings.

We were told by FNDC that it was not necessary to have our accounts audited.

Totara North Hall & Domain Committee
Secretary
Anne Gates

-----Original Message-----

From: Tela Donnelly <Tela.Donnelly@fndc.govt.nz>
Sent: Monday, 11 February 2019 8:44 AM
To: 'totaranorthhall@xnet.co.nz' <totaranorthhall@xnet.co.nz>
Subject: Reminder Annual Accounts - Totara North Hall

Dear sir/madam

Please find attached a reminder letter for your perusal, Please note this information is needed by 20/02/2019.

Thankyou.

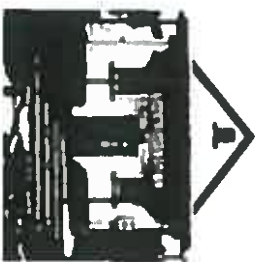
Tela Donnelly
Cadet
Chief Executive Office, Far North District Council
+6494015664 | Tela.Donnelly@fndc.govt.nz
www.fndc.govt.nz

Get it done online at your convenience, visit our website - www.fndc.govt.nz

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Far North District Council | Te Kaunihera o Tai Tokerau Ki Te Raki Ph. 09
401 5200 | Fax. 09 401 2137 | Email. ask.us@fndc.govt.nz Address. Memorial Avenue, Private Bag 752, Kaikohe
0440, New Zealand

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Totara North Hall Committee Contact Details 2018/19

Email: totaranorthhall@xnet.co.nz

Chairperson: Annie Frear	4051182	littlebackriver@gmail.com	021936423
Secretary: Anne Gates	4050044	anneg@xnet.co.nz	0210556775
Treasurer: Ian Hughes	4050805	ianh1940@yahoo.com	0211802007
Bookings: Dawn Griffiths	4050318	dawngriffiths007@gmail.com	0284056695
Birgitta Hughes	4050805	birgittafribrant@gmail.com	0211802007
Trevor Frear	4051896	pattief@kinct.co.nz	



TOTARA NORTH HALL AND DOMAIN COMMITTEE
Minutes for Annual General Meeting
2nd August 2018

Meeting Opened: 1:16

Present: Ian Hughes, Birgitta Fribrandt, Annie Frear, Trevor Frear, Annie Gates

Apologies: Dawn Griffiths

Minutes: Moved to accept: Anne Gates 2nd: Trevor Frear

Chairpersons Report: - Attached

Treasurers Report: - As attached

Election of Officers: Motion to retain the current executive committee and members for the upcoming year.

Moved: Trevor Frear 2nd: Ian Hughes

Working Bee this coming Sunday 5th August 10:00am followed by a shared lunch.

Next meeting: Monday 24th September 12:00pm

Meeting Closed: 1:34pm

Tela Donnelly

From: Anne <totaranorthhall@xnet.co.nz>
Sent: Wednesday, 20 February 2019 6:42 p.m.
To: Tela Donnelly
Subject: RE: Reminder Annual Accounts - Totara North Hall
Attachments: Usage 2018.jpg

Hello Tela,
The usage document is attached.

Kind regards

Totara North Hall & Domain Committee
Secretary
Anne Gates

-----Original Message-----

From: Tela Donnelly <Tela.Donnelly@fndc.govt.nz>
Sent: Thursday, 14 February 2019 8:55 AM
To: 'Anne' <totaranorthhall@xnet.co.nz>
Subject: RE: Reminder Annual Accounts - Totara North Hall

Morning Anne,

Thankyou for this information just checking if you may have over looked the booking information.

As there was no data usage attached. Please let me know if you would like me to re-send the data usage form.

Thankyou

Tela Donnelly
Cadet
Chief Executive Office, Far North District Council
+6494015664 | Tela.Donnelly@fndc.govt.nz
www.fndc.govt.nz

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