

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:

Name & location of project:

Date of project/activity:

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)
Xero - Accounting Fees	\$ 97-50	invoices ✓
Life Education Trust NZ - Accounting/Audit	\$ 1800-00	invoices ✓
Life Education Trust NZ - Workbooks/Insurance	\$ 3660-00	invoices ✓
Northern Tyre Centre/Chaenai Tyres and Norant Garage	\$ 716-27	invoices ✓
Total:	\$ 6273-77	

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

We have seen 1672 children attend 194 sessions taught in the mobile classroom at 21 schools in the Kaikohe Hokianga region. We have spoken abt about personalities that it is ok to be different, but not ok to treat others disrespectfully just because they are different. With seniors we have discussed decision making and the impact that decisions have on our future.

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

Programme Feedback - Research NZ 2018

For students to be able to cope, be aware, have the knowledge of everyday social skills and behaviours/ The difference between Life Education and other providers is the way teachers engage the students, they are having so much fun they don't realise they are learning (Te Kura Taumata e Panguni) Our programme provides children with knowledge and understanding to empower them to make good decisions and healthy choices which long term will benefit the community they live in, as they are positively contributing to their whānau & community

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 grant will be identified in our annual financial report for 2018.

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

www.facebook.com/lifeeducationtrust (managed by Life Education Trust NZ)

This report was completed by:

Name: Robyn King
Address: 51 Chateau Cres Taupo
Phone: 01 377 2148 mob: 021 286 9994
Email: robyn-king@lifeeducation.org.nz
Date: 31/08/18

Profit & Loss

Life Education Trust Far North
Kaikohe Hokianga CB
1 January 2018 to 31 August 2018

31 Aug 18

Income

Grants

Other Grants - with GST

6,250

Total Grants

6,250

Total Income

6,250

Gross Profit

6,250

Less Operating Expenses

Accountancy Fees

1,098

Audit Fees

800

Material Damage Insurance

444

Motor Vehicle Expenses Car

716

Postage and Freight

152

Trustee Liability Insurance

388

Workbooks

2,676

Total Operating Expenses

6,273

Net Profit

(23)



TAX INVOICE

penny.robertson@lifeeducation.org.nz
PO Box 2717
Wellington 6011
NEW ZEALAND

Invoice Date
16 Mar 2018

Invoice Number
INV-2529436

GST Number
110-295-588

Xero (NZ) Limited
PO Box 24 537
Wellington 6142
NEW ZEALAND

All Billing Enquiries
support@xero.com

Description	Amount NZD
1 Standard + Payroll organisation. Monthly Subscription, 16 Feb 2018 to 15 Mar 2018 Non-Profit Discount, \$7.65 Discount.	57.35
15% discount on Starter, Standard, Premium subscriptions	(8.60)
	Subtotal 48.75
	TOTAL GST 15% 7.31
	TOTAL NZD 56.06

Due Date: 26 Mar 2018

The amount due will be debited from the payment details you have provided to us on or after the due date stated above

PAID
26/03/18



TAX INVOICE

penny.robertson@lifeeducation.org.nz
PO Box 2717
Wellington 6011
NEW ZEALAND

Invoice Date
16 Feb 2018

Invoice Number
INV-2473636

GST Number
110-295-588

Xero (NZ) Limited
PO Box 24 537
Wellington 6142
NEW ZEALAND

All Billing Enquiries
support@xero.com

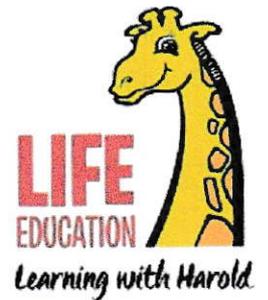
Description	Amount NZD
1 Standard + Payroll organisation. Monthly Subscription, 16 Jan 2018 to 15 Feb 2018 Non-Profit Discount. \$7.65 Discount.	57.35
15% discount on Starter, Standard, Premium subscriptions	(8.60)
	Subtotal 48.75
	TOTAL GST 15% 7.31
	TOTAL NZD 56.06

Due Date: 26 Feb 2018

The amount due will be debited from the payment details you have provided to us on or after the due date stated above

PAID
26/02/18

Kaikohe-Hokianga Community Grants Board
Private Bag 752,
Kaikohe 0440
August 31st 2018



PROJECT REPORT

Please find attached the project report from Life Education Trust 2011 Far North for the grant of \$6,250 received in February 2018.

I attach the following material in support of the project report

- Invoices showing payments made
- Bank statements with the same payments highlighted
- A Profit and Loss report showing all financial contributions including this grant received to date in 2018

Please note due to the timing of this grant being received three months after the application, some of our operational expenditure differs from the evidence provided with our application. Please do not hesitate to contact me if you require more information.

Thank you once again for your support, and we look forward to an ongoing association with you.

Kind regards;

Robyn King
Trust Support
Life Education Trust (NZ)

for John O'Connell
Chief Executive
Life Education Trust (NZ)

Life Education Trust Far North
Phone: 027 286 9994 | robyn.king@lifeeducation.org.nz | www.lifeeducation.org.nz



Lottery Grants Board



the Southern trust



Profit & Loss

Life Education Trust Far North 1 January 2018 to 31 August 2018

31 Aug 18

Income

Donations	5,146
Interest Received	6
North Rural Fire	10,000
School Fees	19,219

Fundraising

Fundraising/Events Income Other GST	500
Total Fundraising	500

Grants

COGs Grants	5,000
Kaikohe Hokianga Community Board Grant	6,250
Lion Foundation Grant	4,595
NZ Lotteries Board Grant	10,000
Other Grants - NO GST	5,000
Oxford Trust Grant	4,385
Pub Charity Grant	7,500
Total Grants	42,730

Total Income	77,601
---------------------	---------------

Gross Profit	77,601
---------------------	---------------

Less Operating Expenses

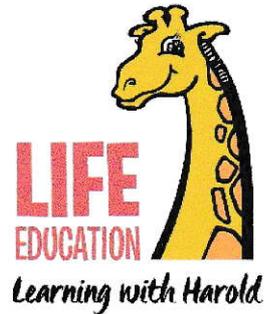
Accommodation	104
Accountancy Fees	364
Audit Fees	(1,710)
Bank Charges	50
Cleaning & Laundry	57
Conference expenses (educator)	600
Conference expenses (Trustees)	255
Diesel Truck	552
Educator Life Insurance	136
Freight- Truck Expense	10
Fundraising Expenses GST	202
General Expenses	77
KiwiSaver Employer Contribution Expenses	1,209
Material Damage Insurance	685
Mobile Classroom Expenses	1,685
Motor Vehicle Expenses Car	2,240
P.O. Box Rental	139
Postage and Freight	308
Printing, Photocopying & Stationery	50
Repairs and maintenance Mobile	2,720
Salaries Educator	36,270

Profit & Loss

	31 Aug 18
Staff Expenses	131
Telephone, Tolls & Internet	514
Travel	390
Travel - Educator	26
Trustee Liability Insurance	388
Uniforms	167
Workbooks	5,567
Total Operating Expenses	53,186
Net Profit	24,416

Life Education Trust (NZ)

PO Box 2717
Wellington 6140
NEW ZEALAND
0800 454 333
GST Number 53-922-406



TAX INVOICE

Life Education Trust Far North

PO Box 723
Kaikohe 0405

Reference **Accounting Fee Charged**
Due Date: **20 Jul 2018**

Invoice Date 13 Jun 2018
Invoice Number **INV-1960**

Description	Quantity	Unit Price	GST	Amount NZD
LET NZ fee for preparing Life Education Trust Far North's EOY 2017 Performance Report	1.00	1,000.00	15%	1,000.00
			Subtotal	1,000.00
			Total GST 15%	150.00
			Invoice Total NZD	1,150.00
			Total Net Payments NZD	1,150.00
			Amount Due NZD	0.00

Our preferred method of payment is direct credit to our account - **ANZ Bank 06-0507-0166667-00**
Please put your **name** in the particular field and **invoice number** in the reference field
(For queries please contact Michelle at michellep@lifeed.co.nz)

PAID
18/07/18

PLEASE DETACH THIS PORTION AND RETURN WITH PAYMENT

PAYMENT ADVICE

To: Life Education Trust (NZ)
PO Box 2717
Wellington 6140
NEW ZEALAND
0800 454 333

Customer	Life Education Trust Far North
Invoice Number	INV-1960
Amount Due	0.00
Due Date	20 Jul 2018
Amount Enclosed	

Enter the amount you are paying above

Life Education Trust (NZ)

PO Box 2717
Wellington 6140
NEW ZEALAND
0800 454 333
GST Number 53-922-406



Learning with Harold

TAX INVOICE

Life Education Trust Far North

PO Box 723
Kaikohe 0405

Reference 2017 Audit
Due Date: 20 Jul 2018

Invoice Date 07 Jun 2018
Invoice Number INV-1945

Description	Quantity	Unit Price	GST	Amount NZD
Contribution toward the Group Audit fee for year ending 31 Dec 2017	1.00	800.00	15%	800.00
			Subtotal	800.00
			Total GST 15%	120.00
			Invoice Total NZD	920.00
			Total Net Payments NZD	0.00
			Amount Due NZD	920.00

Our preferred method of payment is direct credit to our account - **ANZ Bank 06-0507-0166667-00**
Please put your **name** in the particular field and **invoice number** in the reference field
(For queries please contact Michelle at michellep@lifeed.co.nz)

PAID
18/07/18



PLEASE DETACH THIS PORTION AND RETURN WITH PAYMENT

PAYMENT ADVICE

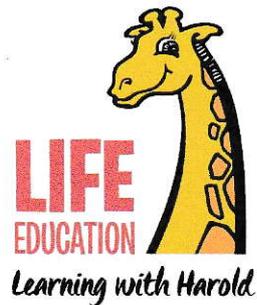
To: Life Education Trust (NZ)
PO Box 2717
Wellington 6140
NEW ZEALAND
0800 454 333

Customer	Life Education Trust Far North
Invoice Number	INV-1945
Amount Due	920.00
Due Date	20 Jul 2018
Amount Enclosed	

Enter the amount you are paying above

Life Education Trust (NZ)

PO Box 2717
Wellington 6140
NEW ZEALAND
0800 454 333
GST Number 53-922-406



TAX INVOICE

Reference Insurance
Due Date: 20 Jun 2018

Invoice Date 29 May 2018
Invoice Number INV-1879

Description	Quantity	Unit Price	GST	Amount NZD
Material Damage (covers your contents inside your mobile classroom) and Business Interruption Insurance Policies for the period 10 May 2018 to 10 May 2019	1.00	385.72	15%	385.72
Liability Insurance for the period 10 May 2018 to 10 May 2019 (Includes; General Liability, Statutory Liability, Employers Liability, Employment Disputes Liability, Internet Liability, Fidelity Cover and Legal Prosecution Defense Insurance)	1.00	387.50	15%	387.50
Placement of Cyber Liability Insurance for the period 10 May 2018 to 10 May 2019 Attached Policy Schedule and Policy Wording	1.00	57.81	15%	57.81
Subtotal				831.03
Total GST 15%				124.66
Invoice Total NZD				955.69
Total Net Payments NZD				0.00
Amount Due NZD				955.69

Our preferred method of payment is direct credit of our account - **ANZ Bank 06-0507-0166667-00**



PLEASE DETACH THIS PORTION AND RETURN WITH PAYMENT

PAYMENT ADVICE

To: Life Education Trust (NZ)
PO Box 2717
Wellington 6140
NEW ZEALAND
0800 454 333

Customer	Life Education Trust Far North
Invoice Number	INV-1879
Amount Due	955.69
Due Date	20 Jun 2018
Amount Enclosed	_____

Enter the amount you are paying above

PAID
20/06/18

Transaction List

Non Profit Organisation - 03-0334-0171512-000

						Current Balance as at 29/08/2018:	
Payment Date	Description	Other Party Name	Particulars	Analysis Code	Reference	Debit	Credit
31/07/2018	Credit Interest	CREDIT INTEREST	\$0.91	Exempt			\$0.91
	Closing Balance:						\$7,767.23 CR
26/07/2018	DIRECT DEBIT	Xero	Xero fee	mthly	INV-2761146	\$62.65	
	Closing Balance:						\$7,766.32 CR
24/07/2018	DIRECT CREDIT	MANGAMUKA SCHOOL	Mangamuka Sc		0080		\$113.85
	Closing Balance:						\$7,828.97 CR
19/07/2018	AUTOMATIC PAYMENT	Terri Gravatt	Wages	Fortnightly		\$1,732.09	
	Closing Balance:						\$7,715.12 CR
18/07/2018	Payment	Life Education Trust	LifeEdTrust	Payment	26527967	\$1,150.00	
18/07/2018	Payment	Life Education Trust	LifeEdTrust	Payment	26527968	\$920.00	
18/07/2018	Payment	Farm Source	Farmsource	Payment	26527971	\$239.57	
18/07/2018	Payment	Spark NZ	Spark	Payment	26527973	\$58.49	
18/07/2018	Tax Payment	Inland Revenue	60740178	Ded 30062018	26450832	\$1,131.20	
	Closing Balance:						\$9,447.21 CR
13/07/2018	DIRECT CREDIT	VODAFONE	Refund	360903402	Vodafone		\$93.48
	Closing Balance:						\$12,946.47 CR
12/07/2018	DIRECT CREDIT	EDUCATION SERVICES L	Ph06 3490918	R315	Refer e-mail		\$1,201.75
	Closing Balance:						\$12,852.99 CR
06/07/2018	DIRECT CREDIT	OKAIHAU COLLEGE BOAR	Okaihau Coll	Inv 86			\$455.40
	Closing Balance:						\$11,651.24 CR
05/07/2018	AUTOMATIC PAYMENT	Terri Gravatt	Wages	Fortnightly		\$1,732.09	
05/07/2018	BILL PAYMENT	OHAEAWAI COMM	ohaeawai com	munity	preschool		\$10.00
05/07/2018	DIRECT CREDIT	I.R.D. 060-740-178	D829527040#	GST	30/06/2018		\$134.97
	Closing Balance:						\$11,195.84 CR
03/07/2018	DIRECT CREDIT	TEKURA TAUMATA	Panguru Sch				\$385.83
	Closing Balance:						\$12,782.96 CR
29/06/2018	Credit Interest	CREDIT INTEREST	\$1.23	Exempt			\$1.23
29/06/2018	DIRECT CREDIT	TE RANGI ANIWANIWA					\$569.25
	Closing Balance:						\$12,397.13 CR
26/06/2018	DIRECT DEBIT	Xero	Xero fee	mthly	INV-2702431	\$62.65	
	Closing Balance:						\$11,826.65 CR
21/06/2018	AUTOMATIC PAYMENT	Terri Gravatt	Wages	Fortnightly		\$1,732.09	
	Closing Balance:						\$11,889.30 CR
20/06/2018	Payment	Spark	Spark	Payment	26204997	\$150.01	
20/06/2018	Payment	Terri Gravatt	Terri Gravat	Payment	26204998	\$134.86	
20/06/2018	Payment	Northern Tyre Co	Bridgestone	Payment	26204999	\$30.00	
20/06/2018	Payment	Life Education Trust	LED Trust	Payment	26205006	\$955.69	
20/06/2018	Payment	Life Education Trust	LED Trust	Payment	26205008	\$575.00	
20/06/2018	Payment	Life Education Trust	LED Trust	Payment	26205009	\$332.11	
20/06/2018	Payment	Charity Services	Charity Serv	Payment	26252632	\$51.11	
20/06/2018	Payment	Life Education Trust	LifeEdTrust	Payment	26252642	\$690.00	
20/06/2018	Tax Payment	Inland Revenue	60740178	Ded 31052018	26205004	\$1,131.20	
20/06/2018	DIRECT CREDIT	TE KURA KAUPAPA MAOR	Inv 0069	Pukemiro			\$0.58
	Closing Balance:						\$13,621.39 CR
15/06/2018	Deposit				Dreamcatcher		\$20.00
	Closing Balance:						\$17,670.79 CR
14/06/2018	DIRECT CREDIT	EDUCATION SERVICES L	Ph06 3490918	R315	Refer e-mail		\$1,334.58
	Closing Balance:						\$17,650.79 CR
11/06/2018	Payment	Kaitaia Auto Electri	Kaitaia Auto	Payment	26162185	\$133.40	
	Closing Balance:						\$16,316.21 CR
07/06/2018	AUTOMATIC PAYMENT	Terri Gravatt	Wages	Fortnightly		\$1,732.09	
07/06/2018	DIRECT CREDIT	MATIHETIHE SCHOOL BO	health	3312			\$189.75
	Closing Balance:						\$16,449.61 CR
	Opening Balance:		\$17,991.95 CR				