

COMMITTEE NEWSLETTER

June 2011

Wellington Region Free Kindergarten Association

**KIA ORA! TALOFA! KIA ORANA! MĀLŌ E
LELEI! FAKAALOFA ATU! NAMASTE! NI
HAO! JOU SANH! WITAM! SALVE!**

As we are coming up to the end of another financial year we wish to thank you all for your work on kindergarten committees this year. We hope you have enjoyed your time on your committee – it's a great way to get to know people and to learn more about your child's learning environment and to contribute to your community. We appreciate the fantastic work committees do.

AUDIT

Our auditors will be beginning their work on our annual accounts shortly and will be based at the Association Office in the **last week of June** and the **first two weeks of August**. They have indicated that they may like to review the processes and accounts of a number of kindergartens during this time. We will give you advance warning of any planned visits but would be grateful if you could ensure that paperwork supporting your accounts, petty cash and information in Infocare is up to date.

Year end invoice cut-off

We need to ensure that all invoices for the period up to 30 June 2011 are included in the annual accounts. Can you please deliver all your June invoices to us at the Association Office for processing by **Friday 8 July**. Please give some thought to those June invoices that you will not have received by this date - in these cases you may need to contact your regular suppliers and ask them to send their invoices to you early so that you can meet this deadline.

If you receive any 30 June invoices after the Friday 8 July cut-off please scan and email them to brendonf@wn-kindergarten.org.nz.

Contains:

- End of financial year
- Audit
- Reporting over year end
- Kindergarten AGMs
- Office holders and key holders
- 2011/12 budgets
- Committee cluster meetings

Grants

In preparation for year end can you please make sure your treasurer or grants person has all your grant information in order, in particular please take a close look at the grants department (20) in your accounts and check that:

1. All grants received in the financial year (1 July 2010 to 30 June 2011) have been coded as grants and that you have copies of letters from grant agencies supporting the grant income
2. All payments connected to the grants have been coded to the grant department
3. If you have any balances relating to unspent grants that you are clear what these are about

REPORTING OVER YEAR END

We have attached to this newsletter a year end timetable detailing the key dates for kindergartens and committees over the June to August period. The circulation of kindergarten accounts over this time will be as follows:

13 Jul	"Draft" 30 June 2011 year end kindergarten accounts circulated
30 Aug	Auditors sign off 30 June 2011 Association accounts
2 Sep	Final audit adjustments processed to 30 June 2011 kindergarten accounts
7 Sep	"Final" 30 June 2011 year end kindergarten accounts circulated
15 Sep	31 August 2011 "Year to Date" kindergarten accounts circulated (incorporating transactions for the two months from 1 Jul – 31 Aug)

KINDERGARTEN AGMs

We encourage each kindergarten to hold an Annual General Meeting but this can be incorporated into your normal monthly meeting. Your AGM needs to be held before **31 August 2011** and the format can be the same as your regular committee meetings, however should include as a minimum:

1. Confirmation of last AGM meeting minutes
2. Reports from the Chairperson, Treasurer and Head Teacher
3. Confirmation of kindergarten budget
4. Election of new committee members

Your AGM meeting does not need to be formal however minutes are required to be taken. A copy of your AGM papers, minutes and a record of new committee member details needs to be sent to the Association Office by **31 August 2011**. A sample agenda and suggested format for running your AGM is attached.

Quorum

You need only have a majority of the members of the committee to hold the Annual General Meeting i.e. if you have 7 committee members you can go ahead with only 4 present. If you have very low numbers on your committee and you believe you will not have enough attendees to make a simple majority, please contact the Association who will provide advice.

If you have any questions about the Annual General Meeting requirements please call Lindy on (04) 232 1650 or email lindym@wn-kindergarten.org.nz.

OFFICE HOLDERS AND KEY HOLDERS

Attached are forms we would like completed with details of your newly elected committee and keyholders for 2011-2012. These need to be emailed to lindym@wn-kindergarten.org.nz by **31 August 2011**.

2011/12 BUDGETS

Your kindergarten budget for the year to 30 June 2012 needs to be completed by **31 August 2011** and should be approved at your AGM.

Your budget exercise should also include completion of your annual fundraising plan and a review of the 2011/12 building and environment spending in your 5 year Building and Environment Plan.

We will circulate revised templates (incorporating recent changes to account codes) to assist you with

preparation of your 2011/12 budget data. These will be emailed to kindergartens on **1 July 2011**. The budget templates approved at your AGM need to be sent to the Association by **31 August 2011** and should be emailed to brendonf@wn-kindergarten.org.nz.

If you have any questions about budget requirements please call Brendon Fyfe-Gits on (04) 232 1749 or email the address above.

COMMITTEE CLUSTER MEETINGS

As previously advised, we are holding committee cluster meetings beginning next week and running through into July. The timetable of these meetings is attached. If the date set for your kindergarten does not suit, you are very welcome to attend another night's meeting.

KEY YEAR END DATES

Year End Audit and Reporting

27 Jun	Auditors commence interim audit at Association office and kindergarten visits
30 Jun	2010/11 financial year end
5 Jul	Deadline for completion of June month end tasks in Infocare
8 Jul	Deadline for receipt of kindergarten invoices at Association office
15 Jul	“Draft” 30 June 2011 year end kindergarten accounts circulated
	Deadline for completion of July month end tasks in Infocare (all kindergartens except full day centres)
18 Jul	Term break commences
1 Aug	Auditors commence final audit at Association office
2 Aug	Deadline for completion of July month end tasks in Infocare (full day centres)
30 Aug	Auditors sign/confirm annual accounts at Association Board meeting
2 Sep	Final auditor adjustments applied to kindergarten accounts
6 Sep	Deadline for completion of August month end tasks in Infocare
7 Sep	“Final” 30 June 2011 year end kindergarten accounts circulated
15 Sep	“Year to Date” 31 August 2011 kindergarten accounts circulated (incorporating two months of transactions from 1 July to 31 August)

Committee AGMs and 2011/12 Budgets

1 Jul	2011/12 Budget templates circulated to kindergartens
1 Aug	Committees AGMs commence from this date
3 Aug	Notification of Association AGM meeting date
31 Aug	Deadline for AGM and 2011/12 Budget documentation being received at Association office: <ul style="list-style-type: none"> - copy of AGM minutes and papers - completed Office Holder and Key Holder forms - completed 2011/12 budget templates (including fundraising plan and details of planned building and environment spending)



..... KINDERGARTEN

OFFICE HOLDERS

So we can update our records, please complete this form and return it to the address below as soon as possible after your AGM. If any changes of address, or any changes of officeholders, occur later on in the year, please advise us. Thank you for your cooperation.

	Name	Address	Telephone/Email
Chairperson			T: E:
Deputy Chairperson			T: E:
Secretary			T: E:
Treasurer			T: E:

Members of the Local Committee (Addresses not required)

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Night of monthly meetings:



<p>..... KINDERGARTEN</p> <p>KEYHOLDERS</p>
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Please print clearly and return this form immediately after your AGM to P.O. Box 51-143, Tawa or fax 04 232 3096
 or email to info@wn-kindergarten.org.nz

Name	Address	Phone

If your kindergarten is alarmed, Alarm Code:

KINDERGARTEN ANNUAL GENERAL MEETING

A G E N D A

A Guide to Proceedings

WELCOME AND INTRODUCTIONS

You may ask at this time if there are any matters to be brought up as General Business.

MINUTES OF THE LAST ANNUAL GENERAL MEETING

Read by the secretary or circulated prior to the meeting in which case it is "Taken as Read".

Moved: That it is a true and correct record.

Seconded.

MATTERS ARISING

This is a follow up on discussion from the last AGM (if any).

CHAIRPERSON'S REPORT

Read by the Chairperson. Outlines the committee work the year.

Moved: That the Chairperson's report be accepted.

Seconded.

TREASURER'S REPORT

Treasurer "talks" to the end of year accounts.

Moved: That the annual accounts be accepted.

Seconded.

HEAD TEACHER'S REPORT

Read by the Head Teacher. Outlines the year from the teachers' perspective.

Moved: That the Head Teacher's Report be accepted.

Seconded.

CONFIRMATION OF KINDERGARTEN BUDGET

Review and confirmation of the budget for the coming year, as well as the kindergarten's annual fundraising plan and building and environment spending.

ELECTION OF OFFICERS

If there is a difficulty filling positions, the committee members can be elected and positions filled at the first meeting of the new committee.

GENERAL BUSINESS

CLOSE MEETING Record time the meeting closes

**WELLINGTON KINDERGARTENS
COMMITTEE CLUSTER MEETING – DATES AND VENUE
ALL MEETINGS START AT 7.00 PM**

Monday, 20 June	Tues, 21 June	Wed, 22 June	
Matairangi Kgtn 112-114 Waipapa Rd, Hataitai	Strathmore Park Kgtn 50a Strathmore Avenue, Strathmore	Island Bay Kgtn 100 Melbourne Road Island Bay	
Hataitai Matairangi Newtown Pikopiko Clyde Quay Tai Tamariki Wellington South	Miramar Central Miramar North Seatoun Strathmore Park	Island Bay Kura Pepe Island Bay Kura Tamaiti Lyllall Bay Owhiro Bay Berhampore	
Mon, 27 June	Tuesday, 28 June	Wed, 29 June	Thurs, 30 June
Plimmerton Kgtn Beach Road Plimmerton	Board meeting	Tairangi Kgtn Cnr Warspite Ave & Omapere St, Porirua	Ngaio Kgtn 65 Ottawa Road Ngaio
Papakowhai Paremata Plimmerton Pukerua Bay Pukerua bay Preschool		Ascot Park Tairangi Adventure Discovery	Brooklyn Khandallah Ngaio Onslow Wadestown
Monday, 4 July	Tues, 5 July	Wed, 6 July	Thurs, 7 July
Johnsonville Kgtn 6 Wanaka Street Johnsonville	Tawa Central Kgtn Oxford Street Tawa	Toru Fetū Kgtn 36a Astrolabe St Porirua	Campbell Kgtn 25a Campbell St Karori
Bellevue Churton Park Johnsonville Johnsonville West	Brian Webb Tawa Central Tui Park Newlands Paparangi	Katoa Titahi Bay Maraeroa Moira Gallagher Mungavin Nua Nua Toru Fetū Waitangirua	Campbell Karori Northland Sunshine
Mon, 11 July	Tues, 12 July	Wed, 13 July	
Petone Beach Kgtn 20 King Street Petone	Ngahina Kgtn Ngahina Street Paraparaumu	Parsons Avenue Kgtn 20 Parsons Avenue Levin	
East Harbour Petone Petone Beach	Ngahina Paraparaumu Raumati Beach Raumati South Waikanae	Betty Montford Cambridge Street Parsons Avenue Taitoko Otaki	