



Kindergarten  
where children grow in learning



***COMMITTEE***

***HANDBOOK***

***2011***

**Association Office hours: Monday to Friday - 8:30am – 5:00pm**



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# 1 WELCOME

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*Welcome to the North Taranaki Kindergarten Association! Thank you for the time, commitment and dedication you are bringing to your Kindergarten and the difference you personally will make to the children in your community.*

The North Taranaki Kindergarten Association welcomes new committee Members. The Association is one of 29 Associations who are Members of New Zealand Kindertans Incorporated. We are the umbrella organisation for 16 Kindertans in North Taranaki providing quality community based, not-for-profit Early Childhood Education for over 900 three-six year old children in our district every day!

The Association is made up of a membership, people (not including employees) with an interest in Kindergarten. The Association is the parents' representative body, which establishes, manages and administers all the North Taranaki Kindertans. Across our sixteen kindertans we currently employ 90 permanent staff including Teachers, Kindergarten Administrators, Kindergarten Support Workers and also a number of relieving teachers.

The Governing Board (equivalent to a school Board of Trustees) is responsible for the governance of the Association; it sets future direction through its strategic plan, policies and guidelines, and employs of the Association Manager who acts as employer on behalf of the Board.

The Board is comprised of up to seven elected members, one of whom acts as the chairperson, and also an elected Teacher Board member. The usual term of office is two years and to ensure that historical knowledge and stability is retained, it is usual for half of the Board Members to retire at each Annual General Meeting but they may stand for re-election.

Board Members are there in a collective capacity to "govern" the affairs of the Association. The Board measures outcomes or results of the Association's activities rather than the way in which they are achieved. The outcomes are measured against Association policy (set by the Board) and the strategic plan. In short governance is about the ends rather than the means.

Management however is concerned with the day to day operation of the Association, coordinating events and resources, motivating staff, and managing information systems to ensure effective operation. It is the job of the Association Manager, Senior Teachers, Financial/Property Manager, Property Officer with the support of the Office and Accounts Administrators to manage the day to day affairs of the Association. They have the knowledge and experience of current Regulations and requirements to ensure our Kindertans and staff are managed and supported in the best possible way.

Being a Governing Board Member is an exciting and challenging role and offers an opportunity to learn skills and knowledge that is highly marketable in today's job market. It is also about ensuring that Kindergarten remains a viable early childhood option for parents and that affordable early childhood education remains the right of every child in New Zealand. We encourage you to consider joining the Governing Board, talk to us about how you can make a difference for children in our wider community.

## 2 THE ASSOCIATION OFFICE AND HOW IT WORKS FOR YOU

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The North Taranaki Kindergarten Association employs a number of personnel to administer the Association. They work from the Association Office in Kindergarten House, 361 Devon St East, New Plymouth. Working at Kindergarten House are:

|                                   |  |
|-----------------------------------|--|
| <b>Association Manager</b>        | Kelly Ellis is full-time Mon-Fri 8:30am - 5:00pm   |
| <b>Senior Teacher</b>             | Hilda Colgan is full time Mon-Fri 8:30am – 5:00pm  |
| <b>0.8 Senior Teacher</b>         | Liz Clegg is part-time Mon, Tue, Wed 8:30am-5:00pm, Thur 1:00pm–5:00pm and Fri 8:30am – 12:00 noon |
| <b>Financial/Property Manager</b> | Steve Smith who is part time Mon-Thurs 8:30am - 4:30pm   |
| <b>Property Officer</b>           | Graeme Phillips who is part time Mon/Wed/Thurs 8.30am – 4.00pm                                     |
| <b>Office Administrator</b>       | Full time  |
| <b>Accounts Administrator</b>     | John Sykes – 15 hours per week (mid morning – early afternoon)                                     |

These personnel are here to:

1. Ensure the smooth functioning of the Kindergarten Association.
2. Provide advice, support and information to Committees.
3. Ensure that contractual obligations with the Ministry of Education are fulfilled.
4. Provide your link with:
  - Ministry of Education
  - Early Childhood Development Unit
  - Special Education
  - Education Review Office
  - New Zealand Kindergarten Incorporated
  - New Zealand Educational Institute (Teachers' Union) and other professional bodies.

It is important that you maintain regular communication with Association Office staff, as they are available to help and answer any questions you may have. Please do not hesitate to contact them by phone, email or fax.

## 2.1 How to contact the Management Team

|                       |   |  |    |
|-----------------------|---|--|----|
| Call in and see us at | Kindergarten House<br>361 Devon Street East<br>NEW PLYMOUTH   |  |    |
| Write to us at        | PO Box 655<br>NEW PLYMOUTH 4340   |  |    |
| Phone                 | (06) 759 7036   |  |    |
|                       | Extension Numbers   | Administration   | 10 |
|                       |   | Kelly Ellis  | 11 |
|                       |   | Hilda Colgan   | 12 |
|                       |   | Liz Clegg  | 13 |
|                       |   | Steve Smith  | 14 |
|                       |   | John Sykes   | 15 |
|                       |   | Graeme Phillips  | 22 |
| Fax                   | (06) 759 7016   |  |    |
| Mobile                | 027 223 9640 - Association Manager, Kelly Ellis<br>021 177 6606 - Senior Teacher, Hilda Colgan<br>021 102 4085 – Senior Teacher, Liz Clegg<br>027 298 1112 – Property Office, Graeme Phillips |  |    |
| Website               | <a href="http://www.ntkindergartens.co.nz">www.ntkindergartens.co.nz</a>  |  |    |
| Email                 | Kelly Ellis   | <a href="mailto:kelly@ntkindergartens.co.nz">kelly@ntkindergartens.co.nz</a>   |    |
|                       | Hilda Colgan  | <a href="mailto:hilda@ntkindergartens.co.nz">hilda@ntkindergartens.co.nz</a>   |    |
|                       | Liz Clegg   | <a href="mailto:liz@ntkindergartens.co.nz">liz@ntkindergartens.co.nz</a>       |    |
|                       | Steve Smith   | <a href="mailto:steve@ntkindergartens.co.nz">steve@ntkindergartens.co.nz</a>   |    |
|                       | Administration  | <a href="mailto:admin@ntkindergartens.co.nz">admin@ntkindergartens.co.nz</a>   |    |
|                       | John Sykes  | <a href="mailto:john@ntkindergartens.co.nz">john@ntkindergartens.co.nz</a>     |    |
|                       | Graeme Phillips   | <a href="mailto:graeme@ntkindergartens.co.nz">graeme@ntkindergartens.co.nz</a> |    |

### **THE ASSOCIATION MANAGER**

The Association Manager is responsible for the day-to-day management of the Association and has delegated authority to act within the policies and guidelines as set down by the Board and is the employer representative.

The Association Manager is the licensee of the Kindergartens and therefore responsible to the Ministry of Education for upholding the Education Act, Early Childhood Regulations and other legislation that relates to this Association. Association Manager is on call 24 hours a day for emergencies.

## **THE SENIOR TEACHERS**

All teachers in Kindergartens must be provided with professional support and development and the North Taranaki Kindergarten Association employs two Senior Teachers to carry out this work. The Senior Teachers as part of their work visit all of the Kindergartens regularly to see Kindergarten programmes in action.

The Senior Teachers are also expected to

- Work closely with the Association Manager on all matters but particularly those related to personnel management and curriculum related matters
- Provide advice to the Board on the same matters.
- Provide advice to the Financial/Property Manager

The Association provides a budget for professional development for all staff and through this the Senior Teachers provide in-service training.

Another key task of the Senior Teachers' job description is to provide professional support and advice for children, whanau, families, teachers, management and the wider community.

## **FINANCIAL/PROPERTY MANAGER**

The Association employs a Financial/Property Manager to look after all the Association's financial and property business:

- Banking/investing money
- Writing cheques/paying accounts
- Keeping accounts in tidy, date order
- Presenting accounts/payments/receipts to each monthly meeting of the Board
- Preparing GST returns
- Payroll administration
- Assists the Board with some financial matters
- Oversees the preparation of the Association's draft budget for the next year
- Assists local Kindergarten Treasurers
- Repairs and Maintenance
- Advice to Kindergartens regarding building projects
- Undertakes health and safety checks of Kindergartens

## **PROPERTY OFFICER**

- Provides property support and advice to kindergartens.

## **OFFICE ADMINISTRATOR(S)**

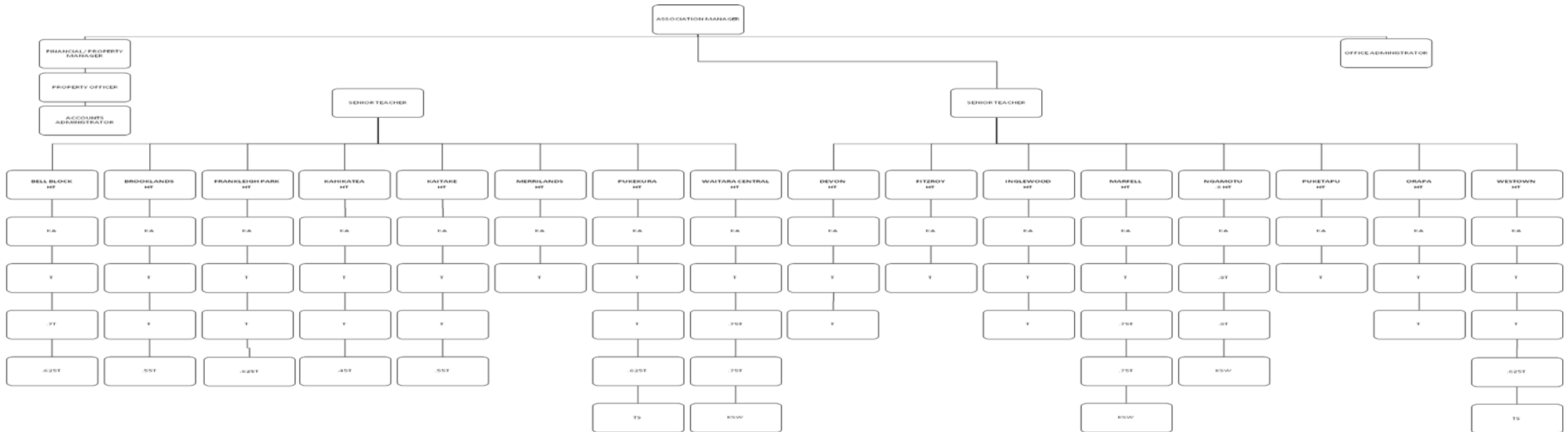
The Office Administrator's work is various and is covered in three main areas:

- Secretarial
- Reception
- Assisting with payroll

## **ACCOUNTS ADMINISTRATOR (KINDERGARTENS)**

The Accounts Administrator keeps accurate financial records for all 16 Kindergartens and assists the Financial/Property Manager with general financial duties if required.

# NORTH TARANAKI KINDERGARTEN ASSOCIATION ORGANISATIONAL CHART



HT = Head Teachers    T = Teacher    A = Kindergarten Administrator

KWS = Kindergarten Support Worker

### 3 COMMITTEE RULES

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#### 3.1 Membership of a Kindergarten Committee

A Kindergarten committee is made up of members of the Association. A member is defined under the NTKA Constitution as:

**Section 4, Membership**, in the NTKA Constitution states:

*4.1 Membership of the Association shall be open to:*

- (a) any parent or primary caregiver who has a child on a waiting list or enrolled at a member Kindergarten and who is not an employee of the Association will automatically become a member of the Association during that period.*
- (b) to any company or person who supports the objectives of the Association and whose application for membership has been accepted by the Governing Board and confirmed by the Association Manager. The Governing Board will have the right to decline a membership application without giving any reason for such decision, other than on a confidential basis to the individual concerned.*
- (c) all persons upon whom the Association has conferred Life Membership.*

The affairs of the Kindergarten shall be managed by a Committee. The Committee should be elected at each Kindergarten Annual General Meeting in accordance with the following provisions, namely:

- (a) Only members of the Association shall be eligible for election on Kindergarten Committees;
- (b) The term of office for Committee members shall be one (1) year. This does not preclude members standing again;
- (c) The election of the officers is to be done by way of a ballot at the Kindergarten Annual General Meeting;
- (d) Paid employees of the Association may be eligible to attend meetings but not be entitled to vote.
- (e) The Kindergarten itself shall elect a person or persons to fill casual vacancies on the Committee. Any person so elected shall retire at the Kindergarten's Annual General Meeting immediately following his or her appointment;
- (f) All Committee members have the right to speak, move motions and to vote at all Kindergarten meetings, including Special Meetings of the Association;
- (g) The Committee shall establish sub-committees as it deems necessary.

## 3.2 Quorum

**Section 13, Quorum**, in the NTKA Constitution states:

- 13.4 *The quorum for any Kindergarten Committee Meeting shall be five (5) people present.*
- 13.5 *The quorum for any Annual General Meeting or Extraordinary General Meeting of a Member Kindergarten shall be ten (10) people including teachers, present at the meeting.*
- 13.6 *If a quorum is not reached within half an hour from the time appointed for any Annual General Meeting or any Extraordinary General Meeting the meeting shall stand adjourned until reconvened.*
- 13.7 *If a quorum is not reached at Board Meetings, Committee Meetings, Combined Kindergartens' Meetings the meeting shall continue with the proviso that all motions and matters arising be formally ratified at the following meeting.*

A quorum should remain for the whole meeting. If the quorum is broken then points 13.6 and 13.7 apply accordingly.

## 4 ROLES AND RESPONSIBILITIES

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### 4.1 Kindergarten Committee

A Committee (Oxford Dictionary) is a group of people who are appointed or elected to perform a specified service or function.

Being a member of a committee can be enjoyable and satisfying – skills can be developed and friends made while the Kindergarten benefits from your contribution.

The Kindergarten committee, through communication and consultation with the teachers and where appropriate with the Management Team, is responsible for:

1. Overseeing the finances of the Kindergarten.
2. Maintaining the Kindergarten building, grounds and resources (in line with Association Policy).
3. Liaising with the community about the way the Charter is being fulfilled.
4. Contracting a cleaner.
5. Fundraising for the Kindergarten.
6. Providing a vital link between the Kindergarten community and the Board.

#### 4.1.1 Members' code of conduct

The objective of the Code of Conduct is to provide a framework to guide the behaviour of committee members in the discharge of their duties.

The Code should be based on commitment to the following values:

- Acting with integrity and honesty
- Acting without bias and partiality
- Respect for the objectives of the group
- Exercise due diligence
- Following the due processes
- Declarations of conflicts of interests
- Use of information
- Use of group's resources
- Business relationships with the group
- Compliance with the relevant regulatory laws
- Ensuring effective and efficient organisational procedures
- Accountability to the membership and stakeholders, and
- Dealing with breaches of the Code.

The Code of Conduct should be an expression of the commitment of the individuals to act with integrity.

#### 4.1.2 Kindergarten Committee/Teacher procedure

1. Committee members should become familiar with:
  - (a) The North Taranaki Kindergarten Constitution
  - (b) This Committee Handbook
  - (c) Relevant policies of the NTKA.
2. The Governing Board expects Committees and Teachers to work co-operatively and to consult regularly. For example:
  - The meeting date and time must be suitable for all Committee members and Teachers and must not encroach on child contact time. We suggest evenings are most suitable for meetings because adults can give their full attention to the matters at hand.
  - Your agenda must be written in consultation with the Teachers and include specific actions from your “Implementing your vision worksheet”.
  - Ensure that any matters arising in the Head Teachers Report are addressed promptly
3. Publicity, other than promotion and fundraising, must be handled through the Association Office. The Kindergarten logo must be used in all instances.
4. To protect the privacy of children and families the Kindergarten office is primarily for the teachers’ use. A formal arrangement between teachers and committee can be made for the use of the office. If your Kindergarten chooses to make this arrangement please ensure that you use utmost discretion and respect the teachers’ space.
5. All Committee meetings and Annual General Meetings **are open meetings and therefore must be held at the Kindergarten.** The Kindergarten’s AGM must be held in April or May each year.
6. Conflicts at the Committee Meetings must be resolved to a satisfactory end. You are privy to a lot of confidential information and please remember the trust vested in you as a committee member. If there are any matters that cannot be resolved please contact the Association Manager.
7. Procedures for laying complaints: Firstly approach the person concerned, and then if still unsatisfied contact the Association Manager who will act in accordance with the Concerns and Complaints Procedure. A copy of the policy and procedures is available at your Kindergarten.
8. As a parent you have the right to discuss with the teacher’s any curriculum matters relating to your child and his/her needs. But, as a member of the committee you may not request information about any other child. Curriculum may come up for discussion through the Head Teacher’s report.
9. Teachers are not required to attend any committee social functions or fundraising activities.

10. Committees, in consensus reached with teachers, maintain the grounds, buildings and resources at the Kindergarten. A plan must be submitted to the Association Office for approval where the Property Officer in conjunction with a Senior Teacher will consult.

Committees are responsible for working bees. All work should first be approved by the Property Officer. Refer to the Property Manual.

Teachers are not obliged to attend working bees, but must be in full agreement of the work to be undertaken.

11. Committees are responsible for employing a cleaner at the Kindergarten and dealing with any areas of concern. Teachers are expected to pass on to the committee any concerns they have about the cleaning. Please do not hesitate to contact the Property Officer if you are having any problems and need a hand to sort them out. Cleaners are employed on a contract basis - the contract is available from the Association. If the terms of a contract are changed a new contract must be drawn up. It is good practice when a change in Head Teacher occurs to review the cleaning contract as often expectation can differ.
12. Should a playgroup operate at your Kindergarten a committee member must be responsible for the running of the group. These groups are set up only with the approval of the Head Teacher.
13. All office bearers in the committee i.e. the President/Chairperson, Secretary and Treasurer can expect training from the Association after all new committees have been elected.

#### 4.1.3 The first responsibilities of the incoming Kindergarten Committee

1. Be familiar with:
  - (a) This handbook.
  - (b) The NTKA Policy Folders.
  - (c) NTKA Constitution.
  - (d) Attend any training evenings offered by the Association
2. Confirm the regular meeting day for each meeting in conjunction with the teachers. These dates would have been set 12 months in advance; with a change in committee it is a good idea to ensure they continue to meet everyone's needs. Dates may be changed throughout the year but you must inform the Accounts Administrator so that your monthly financial reports are ready.
3. Review and set goals for the year in line with your kindergartens strategic plan this includes reviewing your budget with the teachers.
4. Begin fundraising for your desired special projects.

**If you need ANY help at all,  
phone Kindergarten House (06) 759 7036**

## 4.2 President/Chairperson

The role of the President/Chairperson is to provide effective leadership and control of meetings to ensure attention to agenda business is dealt with in an efficient and sensitive manner.

- Ensure that all members of the committee participate in the affairs of the Kindergarten by delegating, and supporting them with their responsibilities, i.e. close liaison with Secretary and Treasurer. Read also section 4.3, Secretary and section 4.4, Treasurer.
- Act as a liaison person between teachers and the committee and to provide support for the teachers.
- Be familiar with the agenda and correspondence BEFORE the meeting. This requires active co-operation with the Secretary.
- Ensure that the Head Teacher's report is discussed following presentation and decisions made are implemented.

### **A good President/Chairperson will be:**

1. Well informed about the meeting agenda.
2. A good listener who is able to summarise the main points of discussion.
3. Able to avoid repetition, arguments, interruptions and deviation from the matter under discussion.
4. Well versed in the rules of procedure and able to apply these.

### 4.2.1 Before the Meeting

1. Liaise with the Head Teacher, Secretary and Treasurer to ascertain items for the agenda. (In some Kindergartens the Kindergarten Administrator is involved in this process)
2. Meet with the Secretary to finalise the agenda items and their order. See Section 5.1, Sample agenda
3. Familiarise themselves with any correspondence or other material to be brought forward.
4. Be satisfied that the open meeting has been well advertised, that all those entitled to receive notice of the meeting have been notified and the agenda circulated or made known.

NOTE: It is important to alert your committee to the need to speak to the President/Chairperson about extra matters they wish to raise at the meeting before the agenda is finalised. This allows time for you to prepare, (e.g. you may need to ring the Association office for advice or information).

#### 4.2.2 The meeting

1. **Welcome/Opening:**

- (a) Establish a quorum - five people present for a committee meeting  
10 people, including teachers, present for an AGM
  - (b) Ensure you have a teacher present.
  - (c) Declare meeting open - “I declare this monthly meeting of  
\_\_\_\_\_ Kindergarten open at  
\_\_\_\_\_”.
- Introduce special guests.

2. **Apologies:** Are there any apologies?

The President/Chairperson puts the motion: “I move that the apologies are accepted”.

Seconded  
Vote  
Carried/lost

3. **Minutes:** Call on the Secretary to read the minutes of the last meeting unless previously circulated. These should have been glued into the minute book. Ask if there are additions/deletions or alterations to the minutes.

Secretary moves “That the minutes of the meeting held (date/month/201\_) be confirmed as a true and correct record:

Seconded  
Voted  
Carried/lost

President/Chairperson then signs and dates the minutes that were read out from the book.

4. **Correspondence**

The main points of inward and outward correspondence should be read out to the meeting and a formal motion

“THAT the inward correspondence is received and the outward correspondence approved” is put to the meeting and seconded.

At this stage some discussion may take place before the motion is passed.

The motion is now voted on - Carried/Lost

If any action is required as a result of correspondence, an appropriate motion should be moved.

E.g.: “THAT the Secretary replies to Mr Johns confirming that...”

5. **Treasurer’s Report**

Call on the Treasurer to present the monthly financial report (which has been provided to the Treasurer by the Accounts Administrator - John Sykes). The Treasurer will need to answer any questions then move that the report be accepted. The report must have been signed by the Treasurer prior to presentation.

If the report is not accepted as presented then the amendments are moved, seconded, voted upon and carried/lost.

The Treasurer will then present the schedule of accounts and cheques to be paid (prepared by the Kindergarten Administrator). These are moved, seconded and voted upon and carried/lost. When passed the cheques are signed by two signatories of the Kindergarten bank account and returned to the Kindergarten Administrator.

Purchases of \$500 or more should have been approved by the Association. See 5.7 for approval form.

Fundraising activities and opportunities should not be discussed here – only the results of fundraising are relevant.

There may be discussion on investment of part of the balance etc. If decisions are made to invest or withdrawal investments, ensure they are in the form of a carried motion.

6. **Head Teacher's Report**

Call on the Head Teacher to present their written report. As it is presented, be sure to write down any matter for discussion or delegation.

The Head Teacher moves their report; it is seconded, voted on carried/lost.

Ensure any jobs are delegated here. Discuss each matter separately and then, if necessary, make a decision, call for a motion, seconder, vote and carry.

7. **Strategic Plan**

This is where specific actions from “Implementing your Vision” are discussed. See section 6 for more information. This should be half of your meeting. It is an opportunity to sign off projects, allocate resources for the next stage and celebrate your successes.

- a. Items for completion.
- b. Items due to start.

8. **General Business**

Any matter not otherwise dealt with can be raised here. Discuss each matter separately. If necessary make a decision, call for a motion and vote.

9. **Arrangements for next meeting**

The President/Chairperson should ensure that this is discussed so that everyone is aware of the date, time and other arrangements. Dates for monthly meetings have been set for the whole year. If meeting dates have changed please notify the Accounts Administrator so that the monthly financial reports can be done on time for each meeting.

15. **Close of meeting**

Thank all participants' particularly special guests. Formally declare the meeting closed and state the time.

## 4.3 Secretary

The role of the Secretary is to maintain true and accurate records of all committee meetings and to minute all correspondence to and from the committee. This requires close liaison with the President/Chairperson. In some Kindergartens the Kindergarten Administrator may be responsible for certain functions of the Secretary.

### 1. Committee Meetings

- (a) Notify committee members of date, time and place of meetings. If minutes are circulated, these will include this notification. Use the Kindergarten notice board to display meeting dates and times.
- (b) Prepare an agenda for meetings in consultation with the President/Chairperson and Head Teacher.
- (c) **Minutes of the previous meeting** must be read and confirmed unless circulated, in which case they are “taken as read” and confirmed.

The President/Chairperson must sign and date the Minutes book copy at the meeting after the previous minutes have read or taken as read and confirmed.

The KA will ensure that all meeting minutes and reports (Head Teacher, Financial, payments schedule and Sub-committees etc.) be glued into a hard covered minute book with individually numbered pages.

### **Providing reports to Association Office**

The Kindergarten Administrator will send a copy of the minutes, including the Head Teacher’s Report, within seven days of the meeting to the Association.

- (e) **Correspondence** - all inwards and outwards correspondence should be presented to the meeting and a motion put re - approval of correspondence. All correspondence received from the Association must be read in full at the committee meeting.
- (f) **Financial Report** - Treasurers present the Monthly Financial Report (Statement and Cashflow analysis report), Cheque reconciliation, Payments Schedule and the current Year to Date expenditure spreadsheet.

### **A motion must be carried to approve all payments.**

All details must be recorded in the minutes including payments for approval. We suggest that the Monthly Financial report and Payment Schedule be pasted directly into the minute book in which case the President/Chairperson when signing the minutes must also sign this.

- (g) **Head Teacher’s Report** - requests for assistance or approval should be listed in the minutes, with detail of action agreed, so that the following meeting can check that matters have been attended to. It is frustrating for Head Teachers if requests are made and overlooked so that they need to repeat them.

- (h) **General Business** - it is essential to the President/Chairperson that known matters that will arise under this section are listed on the agenda.
- (i) Date of next meeting - to be confirmed - record time meeting closed.

## 2. Minutes

See Section 5.2, Sample minutes.

- (a) A minute book must be kept (hard cover with pre-numbered pages) into which all minutes are either written or pasted in. The President/ Chairperson must sign and date the previous month's minutes (and financial report) in the minute book after being approved at the next meeting.
- (b) Resolutions and motions - must have a mover and seconder and these must be clearly recorded.
- (c) Detail - all relevant details raised in discussion should be recorded for future reference. Be specific when recording financial matters – include \$ values from grants, investments and expenditure.

## 3. Correspondence

It is important that any outward correspondence is attended to as soon as possible after the meeting as some correspondence could have been received up to four weeks previously. If left until just before the next meeting, it could be 6-8 weeks old.

## 4. Filing and Record Keeping

Secretaries are responsible for maintaining a record of all relevant matters, e.g. Correspondence, NTKA Combined Kindergartens' Meeting minutes and Association memos. Secretaries may change frequently and, whatever the method used, all records should be kept in a manner, which will ensure they are retained intact through sometimes-regular handovers. These records should be clearly marked for ease of reference.

For local committee correspondence a large "Eastlight" type file is perhaps most suitable as it should contain several years of correspondence. Basically, date order is the simplest method of filing for Kindergarten purposes, except that correspondence on a specific matter should be kept together and filed at the date of the latest letter or other information. Special major fundraising projects are worthwhile detailed separately if the project is likely to be repeated - including copy of advertising, various job delegations etc.

These files, equipment such as a hole punch, stapler etc, should be handed over to the incoming Secretary in a tidy and easy to follow manner.

## 5. North Taranaki Kindergarten Association

If in doubt on any matter, contact the Association Manager, ph 759 7036 extension 11.

## 4.4 Treasurer

The Treasurer's role is to ensure the Kindergarten committee is provided with current and accurate information regarding the financial situation of the Kindergarten. Reports are formulated by the Accounts Administrator at Kindergarten House. Kindergarten Administrators are responsible for banking and preparing accounts for payment.

### 1. **Payments**

All accounts should be paid when due, irrespective of the timing of committee meetings. **ALL** payments **must** be approved/ratified at committee meetings and recorded in the minutes of the meeting. This includes any payments made in between committee meetings. (The schedule(s) must be glued into the minute book). If payments have been made between meetings these payments must be ratified at the next meeting.

### 2. **Financial Report**

The Treasurer presents a **schedule of all payments for approval** (prepared by the Kindergarten Administrator), together with an up to date **Financial Report (Statement and cashflow analysis report) and a bank reconciliation** (prepared by the Accounts Administrator). On receipt of all the above reports the Treasurer is to sign all copies prior to presentation.

The Committee should be aware of their exact financial position each month. The Treasurer (or Kindergarten Administrator) should use the Budget Year to Date spreadsheet for this purpose (see 5.6 Sample year to date spreadsheet). The actual figures from the monthly report are added into the spreadsheet and are subtracted from the predicted budget figures' giving a clear indication of how much money is left for the remainder of the year. An electronic copy of the spreadsheet is available (Excel) – this will add/subtract your figures/columns as you go. Contact the Association Office for this by email.

Please refer to examples given in this handbook, see Section 5.4 Sample Financial Report, and Section 5.5 Sample cheque account reconciliation. Section 5.6 Budget Year to Date spreadsheet

The minutes of the committee meeting must include all details from the Treasurer's Report, or alternatively, the report can be itself pasted in the Minute Book and when confirmed, it is signed by President/Chairperson.

A few payments will be automatic each month such as Head Teacher's allowance, Phone, Electricity and cleaning contract monthly payments. The approval for regular monthly payments of this nature should first be given by proper motion at a committee meeting and recorded in the minutes as such. These payments will still, however, appear in the monthly schedule of accounts for payment.

The original reports are to be given to the Secretary for the minute book and the Treasurer should also retain a copy.

3. **Payment of accounts (Kindergarten Administrator)**  
Most accounts are due for payment on the 20th of the month following issue. Ensure that accounts are paid promptly including those invoiced by the Association.
4. **Budgeting – budget year to date report (spreadsheet)**  
Treasurers should be responsible to keep their Committees aware of their financial position and, particularly when kindergarten funds are limited, they should warn the Committee when expenditure being considered is likely to exceed funds and additional fund raising is required before the expenditure is approved.
5. **Budgeting for Kindergartens**  
Kindergartens receive funding from the Association in March, July and November. Careful management of funds will need to occur to ensure that funds are available throughout the year, especially the months between receiving funding.

Budgeting is the Kindergarten's Strategic Plan, but in numbers. It is about allocating funds to fulfil the goals identified in the Plan. It has to be realistic and achievable. It needs to take into consideration the objectives of the Kindergarten in meeting minimum standards (including day to day costs like phone, power, rates etc.). It must also consider items that will be above the minimum standards as well as long term goals such as special resources and building projects.

See Section 5.3 for budget example. Budgets are usually drafted in December and finalised in February each year taking into account the needs of next 12 months. An electronic copy is available (Excel) – this will add your figures/columns as you go. Contact the Association Office for this by email.

Where possible the Association has completed some areas of the spreadsheet for known items. Kindergarten Operational Funding is included along with some payment items. The Kindergarten community will need to complete the spreadsheet ensuring that the total income matches the total payments (i.e. a zero budget). All the budget figures are to be GST inclusive.

The first step for Kindergartens is to complete the Core Cost payments. Some of these are filled in by the Association but the rest will need to be established from past records and the future needs of the individual Kindergartens (an allowance for inflation will also need to be taken into consideration).

The difference between the Receipts & Payments at this point will give an indication of the financial position with regard to meeting minimum standards. A surplus of income means that you may be able to spend a bit more and a deficit of income means that costs may need to be cut (subject to meeting minimum standards) or that fundraising may be required to meet the shortfall.

The Receipts are next (again some will be filled in by the Association). The balance of the headings (with the exclusion of Fundraising & Grants) can be completed with the same criteria as the payments.

From there Kindergartens will need to consider any special projects and this is where Grants and Fundraising will normally be involved.

Long term projects may necessitate the depositing and/or the withdrawal of investment funds depending on when they are scheduled to take place.

Remember “All budgets should balance with Receipts matching Payments”.

**Please remember that the Association is available to support you with this process.**

A budget for the next 12 months must be completed by February and a copy needs to be sent to the Accounts Administrator. Treasurers can prepare a schedule of anticipated general receipts and payments from those of the previous year, taking into account additional expenditure likely in the year ahead (the Head Teacher advising purchases or projects which they would like considered to assist this). As the expenditure will usually exceed the income, the balance will be required from fund raising.

It is important to continue to review your budget regularly, i.e. if in March you planned to receive a \$10,000.00 grant but didn't you can re-do your budget and move the figure to your new planned month. It is helpful to arrive at a fundraising figure early and then discuss various methods of raising the desired amount. It may be preferable to have a fundraising calendar which can be reviewed and suggestions made.

The budget should be presented at your AGM in April/May for confirmation.

#### 6. **Curriculum Budget**

A portion of Kindergarten Operational Funding is for the curriculum budget, this is for use by Teachers to purchase equipment/resources used in the programme. It is not necessary for Teachers to ask permission for these purchases. Any purchases made will be reported in the Head Teacher's report linking it to learning outcomes in the Kindergarten.

#### 7. **Cheques (Kindergarten Administrator)**

- (a) Payments should in all cases be made by cheque or automatic payment.  
**(Never make payments from cash on hand).**
- (b) All cheques should be printed “not transferable” (normally done by the TSB) and “or bearer” deleted when completed. For petty cash, “Please pay cash” and signatures negate the “not transferable”. Do not delete the “or Bearer.”
- (c) When an interim cheque book is obtained from the bank (e.g. when printing delays occur) ensure that the name of the Kindergarten is written on the cheques before signing.
- (d) Always write in details of the cheque in the record space provided before writing the cheque out.
- (e) Bank Signatories - A proper motion is necessary to be recorded each year re - bank signatories - usually two to sign, e.g. Treasurer, President/Chairperson and Secretary. Two staff members should also be signatories, i.e. Teachers/Kindergarten Administrators.

- (f) All payments should have an invoice and/or a receipt. When there is only one invoice it is to be noted with the cheque number and date.
8. After meeting the running costs (power, cleaning etc) of a Kindergarten the use of funds should be for the benefit of children – resources, play equipment, books, i.e. expenditure of hundreds of dollars on a Committee social function would be inappropriate.
9. **Approval must be sought from the Management Team when any purchase or a total purchase is to exceed \$500** (excluding art/craft orders). See section 5.7 NTKA approval for expenditure over \$500 (form).
10. **Purchases**  
Consideration must be given to cost versus quality. In most cases, the cheapest option won't be the best. It is in the Kindergarten's long term interests to buy quality products that will handle years of use by many children; a few extra dollars now may save some more in the future.
11. **Banking (Kindergarten Administrator)**  
All money should be collected frequently and banked promptly. Do not deduct money from banking. **All money in and out is to be recorded through the cashbook including investments and donations and be must be made through the main (00) Kindergarten account.** This is except Education Fees which are paid into the separate Association Fees Account.
- Treasurers are responsible for the collection of fundraising monies, when handing over to the Kindergarten Administrator for banking there should be a process for the Kindergarten Administrator and Treasurer to count and sign to agree on the amount. The Kindergarten Administrator should write out a receipt to the committee for the amount handed over and what fundraising it was from.
12. **Receipts**  
Receipts must be issued for all money received. Itemise money from different sources on the receipt. The Teachers/Kindergarten Administrators, usually at the end of Term or financial year, do receipts for Education Fees. Education Fees are confidential and private between parents and Kindergarten staff.
13. **Bank statements**  
Bank statements must be for a **calendar** month (being issued at end of month). They are delivered to the Association and the Accounts Administrator faxes a copy to Kindergartens.
14. **Money in Kindergartens – guidelines**
- (a) Only small sums of money (**less than \$200 in cash**) can be left unattended on a Kindergarten site in a locked draw or similar secure place.
  - (b) The Kindergarten should have a suitable metal cash box.
  - (c) Money should not be taken to the private residence of parents or teachers.
  - (d) When the bank is closed, and cash over \$200 has to be secured, a Kindergarten should have a designated safe place arranged at business premises. The services of a security firm could be engaged to look after the money.

15. **Head Teacher's Allowance**

This amount is usually paid on a monthly basis at a figure agreed by the Committee and the Head Teacher when the budgets are set. The Teachers should have receipts for all amounts spent and should keep a book with details and running total. These records are to be forwarded to the auditors (via the Association office) at the end of the financial year.

16. **Petty Cash**

A petty cash system may be operated within Association policy and guidelines. Refer NTKA policy.

*ENQUIRIES: If in any doubt, contact the Accounts Administrator  
or the Financial Manager of the North Taranaki  
Kindergarten Association*

#### 4.4.1 Financial Procedures

### **DEPOSITS**

#### **At the Kindergarten**

- 1 Kindergarten Administrators are responsible for banking all money (cash and cheques) received at the Kindergarten. This may be for many purposes, Fees, Excursions, Fundraising, and Donations etc.
- 2 All money should be collected frequently and banked promptly. Do not deduct any money from banking.
- 3 All money received needs to be recorded in the Kindergarten cashbook (Monthly Report) so must be itemised on the Deposit Schedule Form which is faxed to the Association Office each time banking is done.
- 4 **Education Fees**  
If Fees are paid at the Kindergarten either by Cash or Cheque (made out to North Taranaki Kindergarten Association) Kindergarten Administrators must enter the details onto Infocare.
- 5 **Fundraising**  
The treasurer (or committee member) who is running the fundraising event is responsible for receiving/collating the order forms etc. Money is first counted by the committee member and passed over to the Administrator who will countersign to ensure the amounts are correct before banking. A receipt book should be used for this.

#### **Money in Kindergartens**

- a) Only small sums of money (**less than \$200 in cash**) can be left unattended on a Kindergarten site in a locked draw or similar secure place.
- b) The Kindergarten should have a suitable metal cash box.
- c) Money should not be taken to the private residence of parents or teachers.
- d) When the bank is closed, and cash over \$200 has to be secured, a Kindergarten should have a designated safe place arranged at business premises. The services of a security firm could be engaged to look after the money.

#### **Receipts**

- 1 Receipts must be issued for all money received. Itemise money from different sources on the receipt.
- 2 Education Fees are usually provided at the end of term or financial year
  - a. Education Fees are confidential and private between parents and Association Staff.

## **PURCHASE OF GOODS AND SERVICES**

### **At the Kindergarten**

- 1 Items purchased for the Curriculum do not need the prior approval of the committee. Purchases of resources, groceries etc are ordered/purchased by Teachers or Kindergarten Administrators in the usual way.
  - a. Consideration must be given to cost versus quality. In most cases, the cheapest option won't be the best. It is in the Kindergarten's long term interests to buy quality products that will handle years of use by many children: a few extra dollars now may save some more in the future.
  - b. Approval for purchases exceeding \$500 (of one or more items) must be sought from the Management Team. See Approval Form - Excludes property – see property manual
- 2 The items are delivered and the invoice is sent to the Kindergarten.
- 3 The Teachers or Kindergarten Administrator check the order to ensure all the items have been received, are in good order and that price is correct.
- 4 The invoice is kept (filed) by the Kindergarten Administrator in preparation for payment.
  - a. Most accounts are due for payment on the 20<sup>th</sup> of the month following issue. Ensure that accounts are paid promptly including those from the Association.
- 5 Prior to the next committee meeting (1-2 days) the Kindergarten Administrator begins to prepare the invoices and writes Cheque for payment.
  - a. Payments should in all cases be made by Cheque or automatic payment
    - i. **Never make payments from cash on hand.**
  - b. Always write in the details of the Cheque in the space provided before writing the actual Cheque out (found in the front of the book).
    - i. When an interim Cheque book is obtained from the bank (eg: when printing delays occur) ensure that the name of the Kindergarten is written on the Cheque before signing.
    - ii. All Cheques should be printed “not transferable” (normally done by the TSB) and “or bearer” deleted when completed. For petty cash, “Please pay cash” and signatures negate the “not transferable”. Do not delete the “or Bearer.
    - iii. Do not destroy Cheques. If a mistake is made, strike through the Cheque and mark invalid. Glue to an A4 sheet of paper and keep it in Cheque number order with the invoices.
  - c. All payments should have a GST invoice or receipt.

- d. Write the Cheque number and date on the invoice.
  - e. Complete the tear off remittance advice. If there is no remittance advice, use the attached template. Photocopy these and use as required – all payments must have a remittance advice attached.
  - f. Address an envelope (if no self addressed envelope included)
  - g. Attach together (paper clip) the invoice, envelope, remittance advice, and Cheque (on the top).
  - h. A petty cash system may be operated within Association policy and guidelines. Refer NTKA policy.
- 6 Complete the Payment Schedule – include all payments, by Cheque and Direct Debit.
- a. Keep in Cheque number order
  - b. Code each purchase (use the Chart of Account Codes)
  - c. Where there is more than one item on an invoice, separate them under their different codes and include individual totals (split total)

| <b>Cheque No</b> | <b>Cheque \$ Amount</b> | <b>Supplier</b> | <b>Code (s)</b> | <b>Split Total (GST incl)</b> |
|------------------|-------------------------|-----------------|-----------------|-------------------------------|
| 751269           | 100.00                  | School Supplies | 304             | 50.00                         |
|                  |                         |                 | 412             | 50.00                         |

- 7 Put the invoices in Cheque number order, with the Payment Schedule on top inside a Folder for presentation by the Treasurer to the committee for approval.

### **At the Committee Meeting**

- 1 The treasurer will present the Schedule of Accounts for Payment for approval.
- 2 The treasurer will move the approval; it must be seconded and voted on.
  - a. If there are any discrepancies or if an account needs to be challenged, record this in the minutes and the Kindergarten Administrator will follow it up.
- 3 The Cheques must then be signed by two signatories.
  - a. Bank Signatories - A motion is to be recorded each year – usually the first meeting after the AGM and it would usually state “any two of three”, eg: Treasurer, President/Chairperson and Secretary. Two staff members should also be signatories, i.e. Teachers/Kindergarten Administrators.
- 4 The Treasurer should sign the Monthly Report, Reconciliation and Payment Schedule

### **After the Committee Meeting**

- 1 The folder of invoices and signed Cheques are returned to the Kindergarten Administrator.
- 2 Enclose the remittance advice and Cheque in the pre-addressed envelope and post.
- 3 Post the Invoices and a copy of the Payment Schedule to the Association Office. A copy of the meeting minutes and Head Teachers report should be attached.

### **This must be done within 7 Days of the Committee Meeting**

- 4 Write or glue the originals of the Minutes, Head Teachers Report, Sub Committee Reports, Financial Report, monthly reconciliation and Payment Schedule into the Hard cover minute book.

### **At the Association Office**

- 1 The Payment Schedule, Invoices and Minutes (including Head Teachers Report) are received by the Accounts Administrator within 7 Days of the committee meeting.
- 2 Deposit Schedules are received by fax after Kindergarten Administrators have done banking into either the Kindergarten Account or Association Fees Account.
- 3 The Accounts Administrator processes the information from the Deposit and Payment Schedules and enters it into the Computerised Cashbook system.
- 4 A monthly report from Easybooks is generated along with a bank reconciliation which is provided to the Treasurer for presentation at the next Committee Meeting.
- 5 Monthly bank statements from TSB Bank are sent directly to the Association. If the committee requires a copy it can be faxed to the Kindergarten.
  - a. Bank statements must be for a calendar month (issued at the end of the month)

### **Head Teacher's Allowance**

- 1 This amount is usually paid on a monthly or termly basis at a figure agreed by the Committee and the Head Teacher when the budgets are set.
- 2 The Teachers should have receipts for all amounts spent and should keep a book with details and running total – this may be the responsibility of the Kindergarten Administrator.

These records are to be forwarded to the auditors (via the Association office) at the end of the financial year (28/2/201\_)

## 4.5 Combined Kindergartens' Meeting delegates

### 1. **These meetings are held when required – See NTKA Constitution**

- (a) This is an opportunity to report on **committee** activities, results and concerns. This is not a report of the teacher's work with children.
- (b) If a major motion is to be discussed, it may be necessary to call a committee meeting to gauge which way your Kindergarten committee wishes you to vote on its behalf.
- (c) If you have General Business to raise on your Kindergarten's behalf, please phone the office prior to the meeting so that it can be placed on the agenda.

### 2. **After the meeting:**

- (a) Write up a report on the meeting for presentation at your next committee meeting.
- (b) Obtain the Combined Kindergartens' Meeting minutes from the Secretary and ensure they are a true and correct record of the meeting. They also serve as a double check for your report.

## 5 PROCESSES

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### 5.1 Sample agenda

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#### **(...) KINDERGARTEN COMMITTEE MEETING**

**TO BE HELD ON (DATE)**

**AT (TIME) AT (VENUE) KINDERGARTEN**

#### **AGENDA**

- 1 Welcome/opening
- 2 Apologies
- 3 Minutes of the previous meeting
- 4 Correspondence
- 5 Treasurer's Report
- 6 Head Teacher's Report
- 7 Strategic Plan (specific actions from "Implementing your Vision")
  - a. Items due to complete
  - b. Items due to start
- 8 General Business
- 9 Arrangements for next meeting
- 10 Close of meeting

This should be half of your meeting-

- completion and sign off of projects
- allocation of resources for next stage
- Celebrate your successes

## 5.2 Sample minutes

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MINUTES OF THE XYZ KINDERGARTEN COMMITTEE  
MEETING HELD AT THE KINDERGARTEN, 2 DEVON MALL,  
NEW PLYMOUTH ON MONDAY 6 APRIL 2011 AT 7.30 PM

**PRESENT:** A. Black, B. Blue, C. Pink, D. Green, E. Yellow, F. Red, G. Purple, H. White.

**APOLOGIES:** I. Grey, J. Lime.  
Moved that the apologies be accepted.  
Moved Black  
Seconded Blue CARRIED

**MINUTES:** Minutes of the previous meeting held on 8 March 2011 were read and confirmed as a true and accurate record of that meeting.  
Moved Pink  
Seconded Green CARRIED

(or - having been circulated, were taken as read and confirmed as a true and accurate record of that meeting.)

**CORRESPONDENCE:** Inward: Minutes of NTKA Combined Kindergartens' Meeting.  
Letter from Lion Foundation grant of \$10,000  
Letter from TSB Community Trust grant \$5,000

Outward: Application to Pelorus Trust for \$4000 grant  
Letter of thanks to D Brown for mending the front gate.

Moved that the inward correspondence be accepted and the outward approved.  
Moved White  
Seconded Purple CARRIED

**TREASURERS REPORT:** Edna Yellow presented her financial report for March 2011.  
Grant from Lion Foundation \$10,000 in bank account  
Grant from TSB \$5,000 in bank account

Moved that the financial report be accepted  
Moved Yellow  
Seconded Red CARRIED

The following accounts were approved for payment:  
List ..... (or glue in Payment Schedule)  
Moved Yellow  
Seconded Blue CARRIED

Bank balance is \$17444.44  
Investment account \$30,000  
(or can be as per the report attached)

Moved that the \$15,000 grant money be transferred from the Kindergarten '00' account to the investment account

Moved Yellow  
Seconded Blue                      CARRIED

**HEAD TEACHER'S REPORT:**

The books have been repaired. Many thanks to the mothers who helped on the day. Children had visited Smith's farm. G. Purple requested assistance in mending two trolleys, Informed the committee that two outdoor movable boxes from Tred Safe, cost \$900 had been approved by the Association and purchased.

Moved by G. Purple that her report be accepted.  
Seconded White                      CARRIED

C Pink offered to mend the trolleys

**STRATEGIC PLAN:**

**Items for completion**

New sandpit – Plans have been finalised, seek final approval with NTKA for next term break as all the funding has been secured. – A Black will contact Association

**Items due to start**

Sunshades – obtain quotes for shade sails over sandpit – H White to contact suppliers, and seek approval from Association

**GENERAL BUSINESS:**

The idea of holding a cake stall was discussed. To be put before the next meeting when everyone had had more time to think about alternatives.

**ARRANGEMENTS FOR NEXT MEETING:**

The next meeting is 4/5/11 at 7:30 pm at the Kindergarten. Fundraising ideas, quotes for shade sails, seek prospective grant organisations and find out application details.

There being no further business the meeting closed at 8.30pm.

President/Chairperson \_\_\_\_\_

Date                      4/5/11

## 5.2.1 Motions

1. A substantive motion is one ordering something to be done, authorising some past or proposed action, expressing the meeting opinion in regard to some subject, or otherwise dealing with the organisation's general activities.

e.g. "that the Secretary send a letter of protest to the Ministry of Education".

"that the electricity account be passed for payment".

A motion must start with "that ..." and can consist of several parts.

e.g. "that this meeting:

- (a) register its thanks to Mrs Wood for her report
- (b) request the Council to action it and
- (c) instruct the Secretary to send copies to the Mayor and to all councillors.

2. **There must be a motion to spend or move Kindergarten funds.**

3. Motions before the Meeting

It is usual for motions to be communicated to the President/Chairperson in advance of the meeting so that they can be put on the agenda and considered by members before the meeting. The President/Chairperson may defer until the next meeting any motions, which have not been notified in this way, but items which are not too contentious are usually accepted at the meeting.

4. Motions must have a **mover** and a **second**. The motion is then 'put'

"all those in favour, say aye", "anyone against?" "any abstentions?"

Everyone has the right to have their name recorded in the minutes should they request this indicating how they voted.

The motion is then CARRIED or LOST.

A majority is 75% of votes cast either for or against. In the event of equality of votes the person chairing the meeting shall have both a deliberate and casting vote.

5. When a decision has been reached the whole committee, including any dissenters, have to support the decision in the community.

# 5.3 Budget

## KINDERGARTEN BUDGET

Kindergarten:

Year \_\_\_\_\_

**Curriculum**

|                          | MAR     | APR    | MAY     | JUN    | JUL    | AUG     | SEP    | OCT    | NOV     | DEC     | JAN    | FEB    | TOTAL   |
|--------------------------|---------|--------|---------|--------|--------|---------|--------|--------|---------|---------|--------|--------|---------|
| <b>RECEIPTS</b>          |         |        |         |        |        |         |        |        |         |         |        |        |         |
| Kindergarten Op. Funding | 3000.00 |        |         |        |        |         |        |        |         |         |        |        | 3000.00 |
| <b>PAYMENTS</b>          |         |        |         |        |        |         |        |        |         |         |        |        |         |
| Art & Craft              | 200.00  | 200.00 | 200.00  | 200.00 | 200.00 | 200.00  | 200.00 | 200.00 | 200.00  | 400.00  | 200.00 | 600.00 | 3000.00 |
| Indoor Resources         | 150.00  | 150.00 | 150.00  | 150.00 | 150.00 | 150.00  | 150.00 | 150.00 | 150.00  | 150.00  | 150.00 | 150.00 | 1800.00 |
| Outdoor Resources        | 160.00  | 150.00 | 150.00  | 150.00 | 150.00 | 150.00  | 150.00 | 150.00 | 150.00  | 150.00  | 150.00 | 150.00 | 1800.00 |
| Teachers Allowance       | 50.00   | 50.00  | 50.00   | 50.00  | 50.00  | 50.00   | 50.00  | 50.00  | 50.00   | 50.00   | 50.00  | 50.00  | 600.00  |
| General Expenses         | 500.00  |        | 500.00  |        |        |         | 500.00 |        |         | 300.00  |        |        | 1800.00 |
| <b>TOTAL PAYMENTS</b>    | 1050.00 | 850.00 | 1950.00 | 550.00 | 550.00 | 1050.00 | 550.00 | 550.00 | 1050.00 | 1050.00 | 850.00 | 950.00 | 9000.00 |

total receipts = total payments

## Core Costs

|                          | MAR     | APR     | MAY     | JUN     | JUL     | AUG     | SEP     | OCT     | NOV      | DEC     | JAN     | FEB     | TOTAL    |
|--------------------------|---------|---------|---------|---------|---------|---------|---------|---------|----------|---------|---------|---------|----------|
| <b>RECEIPTS</b>          |         |         |         |         |         |         |         |         |          |         |         |         |          |
| Kindergarten Op. Funding | 7000.00 |         |         |         | 7000.00 |         |         |         | 7000.00  |         |         |         | 21000.00 |
| Stationery Fee           | 100.00  | 100.00  | 100.00  | 100.00  | 100.00  | 100.00  | 100.00  | 100.00  | 100.00   | 100.00  | 100.00  | 100.00  | 1200.00  |
| Interest                 |         |         |         |         |         |         |         |         |          |         |         |         |          |
| Sundry Income            |         |         |         |         |         |         |         |         |          |         |         |         |          |
| <b>TOTAL RECEIPTS</b>    | 7100.00 | 100.00  | 100.00  | 100.00  | 7100.00 | 100.00  | 100.00  | 100.00  | 7100.00  | 100.00  | 100.00  | 100.00  | 22200.00 |
| <b>PAYMENTS</b>          |         |         |         |         |         |         |         |         |          |         |         |         |          |
| Audit Fees               |         |         | 300.00  |         |         |         |         |         |          |         |         |         | 300.00   |
| Marketing                |         |         |         |         |         |         |         |         |          |         |         |         | 0.00     |
| Stationery               | 300.00  | 300.00  | 300.00  | 300.00  | 300.00  | 300.00  | 300.00  | 300.00  | 300.00   | 300.00  | 300.00  | 300.00  | 3600.00  |
| Cleaning                 | 887.50  | 887.50  | 887.50  | 887.50  | 887.50  | 887.50  | 887.50  | 887.50  | 887.50   | 887.50  | 887.50  | 887.50  | 11050.00 |
| Insurance                |         |         |         |         |         | 696.00  |         |         |          |         |         |         | 696.00   |
| Rates                    |         |         | 200.00  |         |         |         |         |         |          | 200.00  |         |         | 600.00   |
| Leases                   |         |         |         |         |         |         |         |         |          |         |         |         | 0.00     |
| Motorcycles              |         |         | 194.72  |         | 194.72  |         |         |         | 194.72   |         |         |         | 584.16   |
| Phone/Internet           | 110.00  | 110.00  | 110.00  | 110.00  | 110.00  | 110.00  | 110.00  | 110.00  | 110.00   | 110.00  | 110.00  | 110.00  | 1320.00  |
| Electricity              | 150.00  | 150.00  | 150.00  | 150.00  | 200.00  | 200.00  | 200.00  | 200.00  | 150.00   | 150.00  | 150.00  | 150.00  | 2000.00  |
| Repairs/Maintenance      | 185.00  |         |         | 185.00  |         |         | 185.00  |         |          | 185.00  |         |         | 740.00   |
| Sundry Expenditure       |         |         |         |         |         |         |         |         | 519.60   |         |         |         | 519.60   |
| <b>TOTAL PAYMENTS</b>    | 1832.50 | 1447.50 | 1942.22 | 1832.50 | 4692.22 | 2394.30 | 2077.22 | 1487.50 | 27154.82 | 1832.50 | 1847.50 | 1642.22 | 22200.00 |

total receipts = total payments

## Special Projects

|                           | MAR     | APR    | MAY    | JUN     | JUL    | AUG    | SEP     | OCT    | NOV    | DEC     | JAN    | FEB     | TOTAL    |
|---------------------------|---------|--------|--------|---------|--------|--------|---------|--------|--------|---------|--------|---------|----------|
| <b>RECEIPTS</b>           |         |        |        |         |        |        |         |        |        |         |        |         |          |
| Fundraising Net           | 600.00  | 300.00 | 600.00 | 300.00  | 600.00 | 300.00 | 600.00  | 300.00 | 600.00 | 300.00  | 600.00 | 600.00  | 5100.00  |
| Grants                    | 1000.00 |        |        | 1000.00 |        |        | 1000.00 |        |        | 1000.00 |        |         | 4000.00  |
| Donations                 | 300.00  |        |        | 300.00  |        |        | 300.00  |        |        | 300.00  |        |         | 1200.00  |
| Investment Withdrawals    |         |        |        |         |        |        |         |        |        |         |        |         |          |
| <b>TOTAL RECEIPTS</b>     | 900.00  | 300.00 | 600.00 | 900.00  | 600.00 | 300.00 | 1500.00 | 300.00 | 600.00 | 1600.00 | 600.00 | 600.00  | 10300.00 |
| <b>PAYMENTS</b>           |         |        |        |         |        |        |         |        |        |         |        |         |          |
| Improvements - building   |         |        |        |         |        |        |         |        |        |         |        |         | 9500.00  |
| Improvements - playground |         |        |        |         |        |        |         |        |        | 5000.00 |        |         | 700.00   |
| Investment Deposit        |         |        |        |         |        |        |         |        |        |         |        |         |          |
| Other Exp curriculum      |         |        |        |         |        |        |         |        |        |         |        |         |          |
| <b>TOTAL PAYMENTS</b>     |         |        |        |         |        |        |         |        |        | 5000.00 |        | 4600.00 | 10300.00 |

total receipts = total payments

NOTES:

## 5.4 Sample Financial Report

| 05MAY09                           |        | KINDERGARTEN - Cheque Account |          |             |        |          |          | GST inclusive |  |
|-----------------------------------|--------|-------------------------------|----------|-------------|--------|----------|----------|---------------|--|
| CASHBOOK CASHFLOW VS: Budget 2009 |        |                               |          |             |        |          |          |               |  |
|                                   | actual | forecast                      | variance |             | actual | forecast | variance |               |  |
|                                   |        |                               |          |             |        |          |          |               |  |
| Month of APR 2009                 |        |                               |          | Year to APR |        |          |          |               |  |
| <b>TRADING RECEIPTS</b>           |        |                               |          |             |        |          |          |               |  |
| Kindergarten Op.Funding-Curricul  | 0      | 0                             |          |             | 3,661  | 3,661    |          |               |  |
| Kindergarten Op Funding-Core Cc   | 0      | 0                             |          |             | 5,944  | 5,944    |          |               |  |
| Stationery Fee                    | 40     | 40                            |          |             | 135    | 120      | +15      |               |  |
| Fundraising Net                   | 0      | 0                             |          |             | 108    | 0        | +108     |               |  |
| Grants - NZ Community Trust       | 0      | 0                             |          |             | 2,000  | 0        | +2,000   |               |  |
| Interest Received                 | 0      | 0                             |          |             | 508    | 0        | +508     |               |  |
| Sundry Income                     | 0      | 0                             |          |             | 235    | 0        | +235     |               |  |
|                                   | -----  | -----                         | -----    |             | -----  | -----    | -----    |               |  |
|                                   | 40     | 40                            |          |             | 12,590 | 9,725    | +2,865   |               |  |
| <b>TRADING PAYMENTS</b>           |        |                               |          |             |        |          |          |               |  |
| Audit Fee                         | 0      | 0                             |          |             | 281    | 280      | +1       |               |  |
| Marketing                         | 0      | 0                             |          |             | 0      | 0        |          |               |  |
| Art & Craft                       | 34     | 617                           | -583     |             | 649    | 747      | -98      |               |  |
| Cleaning                          | 648    | 514                           | +134     |             | 2,362  | 1,751    | +611     |               |  |
| Gen Expenses-Curriculum           | 747    | 0                             | +747     |             | 1,066  | 0        | +1,066   |               |  |
| Indoor Resources                  | 14     | 96                            | -82      |             | 995    | 743      | +252     |               |  |
| Outdoor Resources                 | 0      | 0                             |          |             | 0      | 625      | -625     |               |  |
| Insurance                         | 0      | 0                             |          |             | 0      | 0        |          |               |  |
| Improvements-Building             | 175    | 0                             | +175     |             | 175    | 0        | +175     |               |  |
| Improvements-Playground           | 3,570  | 0                             | +3,570   |             | 5,445  | 0        | +5,445   |               |  |
| Leases                            | 0      | 0                             |          |             | 144    | 0        | +144     |               |  |
|                                   | -----  | -----                         | -----    |             | -----  | -----    | -----    |               |  |
|                                   | 0      | 0                             |          |             | 0      | 0        |          |               |  |
|                                   | -----  | -----                         | -----    |             | -----  | -----    | -----    |               |  |
|                                   | 0      | 0                             |          |             | 0      | 0        |          |               |  |
|                                   | -----  | -----                         | -----    |             | -----  | -----    | -----    |               |  |
|                                   | 0      | 0                             |          |             | 0      | 0        |          |               |  |
|                                   | -----  | -----                         | -----    |             | -----  | -----    | -----    |               |  |
|                                   | 0      | 0                             |          |             | 0      | 0        |          |               |  |
|                                   | -----  | -----                         | -----    |             | -----  | -----    | -----    |               |  |
|                                   | 0      | 0                             |          |             | 0      | 0        |          |               |  |
|                                   | -----  | -----                         | -----    |             | -----  | -----    | -----    |               |  |
|                                   | 0      | 0                             |          |             | 0      | 0        |          |               |  |
|                                   | -----  | -----                         | -----    |             | -----  | -----    | -----    |               |  |
|                                   | 0      | 0                             |          |             | 0      | 0        |          |               |  |
|                                   | -----  | -----                         | -----    |             | -----  | -----    | -----    |               |  |
|                                   | 0      | 0                             |          |             | 0      | 0        |          |               |  |
|                                   | -----  | -----                         | -----    |             | -----  | -----    | -----    |               |  |
|                                   | 0      | 0                             |          |             | 0      | 0        |          |               |  |
|                                   | -----  | -----                         | -----    |             | -----  | -----    | -----    |               |  |
|                                   | 0      | 0                             |          |             | 0      | 0        |          |               |  |
|                                   | -----  | -----                         | -----    |             | -----  | -----    | -----    |               |  |
|                                   | 0      | 0                             |          |             | 0      | 0        |          |               |  |
|                                   | -----  | -----                         | -----    |             | -----  | -----    | -----    |               |  |
|                                   | 0      | 0                             |          |             | 0      | 0        |          |               |  |
|                                   | -----  | -----                         | -----    |             | -----  | -----    | -----    |               |  |
|                                   | 0      | 0                             |          |             | 0      | 0        |          |               |  |
|                                   | -----  | -----                         | -----    |             | -----  | -----    | -----    |               |  |
|                                   | 0      | 0                             |          |             | 0      | 0        |          |               |  |
|                                   | -----  | -----                         | -----    |             | -----  | -----    | -----    |               |  |
|                                   | 0      | 0                             |          |             | 0      | 0        |          |               |  |
|                                   | -----  | -----                         | -----    |             | -----  | -----    | -----    |               |  |
|                                   | 0      | 0                             |          |             | 0      | 0        |          |               |  |
|                                   | -----  | -----                         | -----    |             | -----  | -----    | -----    |               |  |
|                                   | 0      | 0                             |          |             | 0      | 0        |          |               |  |
|                                   | -----  | -----                         | -----    |             | -----  | -----    | -----    |               |  |
|                                   | 0      | 0                             |          |             | 0      | 0        |          |               |  |
|                                   | -----  | -----                         | -----    |             | -----  | -----    | -----    |               |  |
|                                   | 0      | 0                             |          |             | 0      | 0        |          |               |  |
|                                   | -----  | -----                         | -----    |             | -----  | -----    | -----    |               |  |
|                                   | 0      | 0                             |          |             | 0      | 0        |          |               |  |
|                                   | -----  | -----                         | -----    |             | -----  | -----    | -----    |               |  |
|                                   | 0      | 0                             |          |             | 0      | 0        |          |               |  |
|                                   | -----  | -----                         | -----    |             | -----  | -----    | -----    |               |  |
|                                   | 0      | 0                             |          |             | 0      | 0        |          |               |  |
|                                   | -----  | -----                         | -----    |             | -----  | -----    | -----    |               |  |
|                                   | 0      | 0                             |          |             | 0      | 0        |          |               |  |
|                                   | -----  | -----                         | -----    |             | -----  | -----    | -----    |               |  |
|                                   | 0      | 0                             |          |             | 0      | 0        |          |               |  |
|                                   | -----  | -----                         | -----    |             | -----  | -----    | -----    |               |  |
|                                   | 0      | 0                             |          |             | 0      | 0        |          |               |  |
|                                   | -----  | -----                         | -----    |             | -----  | -----    | -----    |               |  |
|                                   | 0      | 0                             |          |             | 0      | 0        |          |               |  |
|                                   | -----  | -----                         | -----    |             | -----  | -----    | -----    |               |  |
|                                   | 0      | 0                             |          |             | 0      | 0        |          |               |  |
|                                   | -----  | -----                         | -----    |             | -----  | -----    | -----    |               |  |
|                                   | 0      | 0                             |          |             | 0      | 0        |          |               |  |
|                                   | -----  | -----                         | -----    |             | -----  | -----    | -----    |               |  |
|                                   | 0      | 0                             |          |             | 0      | 0        |          |               |  |
|                                   | -----  | -----                         | -----    |             | -----  | -----    | -----    |               |  |
|                                   | 0      | 0                             |          |             | 0      | 0        |          |               |  |
|                                   | -----  | -----                         | -----    |             | -----  | -----    | -----    |               |  |
|                                   | 0      | 0                             |          |             | 0      | 0        |          |               |  |
|                                   | -----  | -----                         | -----    |             | -----  | -----    | -----    |               |  |
|                                   | 0      | 0                             |          |             | 0      | 0        |          |               |  |
|                                   | -----  | -----                         | -----    |             | -----  | -----    | -----    |               |  |
|                                   | 0      | 0                             |          |             | 0      | 0        |          |               |  |
|                                   | -----  | -----                         | -----    |             | -----  | -----    | -----    |               |  |
|                                   | 0      | 0                             |          |             | 0      | 0        |          |               |  |
|                                   | -----  | -----                         | -----    |             | -----  | -----    | -----    |               |  |
|                                   | 0      | 0                             |          |             | 0      | 0        |          |               |  |
|                                   | -----  | -----                         | -----    |             | -----  | -----    | -----    |               |  |
|                                   | 0      | 0                             |          |             | 0      | 0        |          |               |  |
|                                   | -----  | -----                         | -----    |             | -----  | -----    | -----    |               |  |
|                                   | 0      | 0                             |          |             | 0      | 0        |          |               |  |
|                                   | -----  | -----                         | -----    |             | -----  | -----    | -----    |               |  |
|                                   | 0      | 0                             |          |             | 0      | 0        |          |               |  |
|                                   | -----  | -----                         | -----    |             | -----  | -----    | -----    |               |  |
|                                   | 0      | 0                             |          |             | 0      | 0        |          |               |  |
|                                   | -----  | -----                         | -----    |             | -----  | -----    | -----    |               |  |
|                                   | 0      | 0                             |          |             | 0      | 0        |          |               |  |
|                                   | -----  | -----                         | -----    |             | -----  | -----    | -----    |               |  |
|                                   | 0      | 0                             |          |             | 0      | 0        |          |               |  |
|                                   | -----  | -----                         | -----    |             | -----  | -----    | -----    |               |  |
|                                   | 0      | 0                             |          |             | 0      | 0        |          |               |  |
|                                   | -----  | -----                         | -----    |             | -----  | -----    | -----    |               |  |
|                                   | 0      | 0                             |          |             | 0      | 0        |          |               |  |
|                                   | -----  | -----                         | -----    |             | -----  | -----    | -----    |               |  |
|                                   | 0      | 0                             |          |             | 0      | 0        |          |               |  |
|                                   | -----  | -----                         | -----    |             | -----  | -----    | -----    |               |  |
|                                   | 0      | 0                             |          |             | 0      | 0        |          |               |  |
|                                   | -----  | -----                         | -----    |             | -----  | -----    | -----    |               |  |
|                                   | 0      | 0                             |          |             | 0      | 0        |          |               |  |
|                                   | -----  | -----                         | -----    |             | -----  | -----    | -----    |               |  |
|                                   | 0      | 0                             |          |             | 0      | 0        |          |               |  |
|                                   | -----  | -----                         | -----    |             | -----  | -----    | -----    |               |  |
|                                   | 0      | 0                             |          |             | 0      | 0        |          |               |  |
|                                   | -----  | -----                         | -----    |             | -----  | -----    | -----    |               |  |
|                                   | 0      | 0                             |          |             | 0      | 0        |          |               |  |
|                                   | -----  | -----                         | -----    |             | -----  | -----    | -----    |               |  |
|                                   | 0      | 0                             |          |             | 0      | 0        |          |               |  |
|                                   | -----  | -----                         | -----    |             | -----  | -----    | -----    |               |  |
|                                   | 0      | 0                             |          |             | 0      | 0        |          |               |  |
|                                   | -----  | -----                         | -----    |             | -----  | -----    | -----    |               |  |
|                                   | 0      | 0                             |          |             | 0      | 0        |          |               |  |
|                                   | -----  | -----                         | -----    |             | -----  | -----    | -----    |               |  |
|                                   | 0      | 0                             |          |             | 0      | 0        |          |               |  |
|                                   | -----  | -----                         | -----    |             | -----  | -----    | -----    |               |  |
|                                   | 0      | 0                             |          |             | 0      | 0        |          |               |  |
|                                   | -----  | -----                         | -----    |             | -----  | -----    | -----    |               |  |
|                                   | 0      | 0                             |          |             | 0      | 0        |          |               |  |
|                                   | -----  | -----                         | -----    |             | -----  | -----    | -----    |               |  |
|                                   | 0      | 0                             |          |             | 0      | 0        |          |               |  |
|                                   | -----  | -----                         | -----    |             | -----  | -----    | -----    |               |  |
|                                   | 0      | 0                             |          |             | 0      | 0        |          |               |  |
|                                   | -----  | -----                         | -----    |             | -----  | -----    | -----    |               |  |
|                                   | 0      | 0                             |          |             | 0      | 0        |          |               |  |
|                                   | -----  | -----                         | -----    |             | -----  | -----    | -----    |               |  |
|                                   | 0      | 0                             |          |             | 0      | 0        |          |               |  |
|                                   | -----  | -----                         | -----    |             | -----  | -----    | -----    |               |  |
|                                   | 0      | 0                             |          |             | 0      | 0        |          |               |  |
|                                   | -----  | -----                         | -----    |             | -----  | -----    | -----    |               |  |
|                                   | 0      | 0                             |          |             | 0      | 0        |          |               |  |
|                                   | -----  | -----                         | -----    |             | -----  | -----    | -----    |               |  |
|                                   | 0      | 0                             |          |             | 0      | 0        |          |               |  |
|                                   | -----  | -----                         | -----    |             | -----  | -----    | -----    |               |  |
|                                   | 0      | 0                             |          |             | 0      | 0        |          |               |  |
|                                   | -----  | -----                         | -----    |             | -----  | -----    | -----    |               |  |
|                                   | 0      | 0                             |          |             | 0      | 0        |          |               |  |
|                                   | -----  | -----                         | -----    |             | -----  | -----    | -----    |               |  |
|                                   | 0      | 0                             |          |             | 0      | 0        |          |               |  |
|                                   | -----  | -----                         | -----    |             | -----  | -----    | -----    |               |  |
|                                   | 0      | 0                             |          |             | 0      | 0        |          |               |  |
|                                   | -----  | -----                         | -----    |             | -----  | -----    | -----    |               |  |
|                                   | 0      | 0                             |          |             | 0      | 0        |          |               |  |
|                                   | -----  | -----                         | -----    |             | -----  | -----    | -----    |               |  |
|                                   | 0      | 0                             |          |             | 0      | 0        |          |               |  |
|                                   | -----  | -----                         | -----    |             | -----  | -----    | -----    |               |  |
|                                   | 0      | 0                             |          |             | 0      | 0        |          |               |  |
|                                   | -----  | -----                         | -----    |             | -----  | -----    | -----    |               |  |
|                                   | 0      | 0                             |          |             | 0      | 0        |          |               |  |
|                                   | -----  | -----                         | -----    |             | -----  | -----    | -----    |               |  |
|                                   | 0      | 0                             |          |             | 0      | 0        |          |               |  |
|                                   | -----  | -----                         | -----    |             | -----  | -----    | -----    |               |  |
|                                   | 0      | 0                             |          |             | 0      | 0        |          |               |  |
|                                   | -----  | -----                         | -----    |             | -----  | -----    | -----    |               |  |
|                                   | 0      | 0                             |          |             | 0      | 0        |          |               |  |
|                                   | -----  | -----                         | -----    |             | -----  | -----    | -----    |               |  |
|                                   | 0      | 0                             |          |             | 0      | 0        |          |               |  |
|                                   | -----  | -----                         | -----    |             | -----  | -----    | -----    |               |  |
|                                   | 0      | 0                             |          |             | 0      | 0        |          |               |  |
|                                   | -----  | -----                         | -----    |             | -----  | -----    | -----    |               |  |
|                                   | 0      | 0                             |          |             | 0      | 0        |          |               |  |
|                                   | -----  | -----                         | -----    |             | -----  | -----    | -----    |               |  |
|                                   | 0      | 0                             |          |             | 0      | 0        |          |               |  |
|                                   | -----  | -----                         | -----    |             | -----  | -----    | -----    |               |  |

## 5.5 Sample cheque account reconciliation

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05MAY09 KINDERGARTEN - Cheque Account  
 BANK RECONCILIATION - CASHBOOK BASIS  
 At 30APR09

| Date                 | Name                      | Ref | Ledger acc: Code | Payments              | GST | Receipts | GST    | Balance        |
|----------------------|---------------------------|-----|------------------|-----------------------|-----|----------|--------|----------------|
| BALANCE              | AS PER BANK STATEMENT:    |     |                  |                       |     |          |        | 12690.97       |
|                      |                           |     | payment totals   |                       |     |          |        |                |
|                      |                           |     | receipt totals   |                       |     |          |        |                |
| BALANCE              | AS PER DAILY CASH MANAGER |     |                  |                       |     |          |        | 12690.97       |
| Unpresented cheques: |                           |     |                  |                       |     |          |        |                |
|                      |                           |     | 545970           | Warehouse Stationery  |     |          | 38.90  |                |
|                      |                           |     | 545980           | Egmont Cleaning       |     |          | 433.10 |                |
|                      |                           |     | 545981           | Dobsons Trim & Canvas |     |          | 501.19 |                |
|                      |                           |     | 545982           | M & S Lawn Mowing     |     |          | 48.00  |                |
|                      |                           |     | 545984           | Warehouse Stationery  |     |          | 259.53 |                |
|                      |                           |     | 545985           | Teacher Direct        |     |          | 13.93  |                |
|                      |                           |     | 545988           | FPC Art Warehouse     |     |          | 47.70  |                |
|                      |                           |     | 545990           | Lasertec Imaging      |     |          | 28.44  | <u>1370.79</u> |

14061.76

Bank statement as at 30 April 09

# 5.6 Sample Budget Year to Date Spreadsheet

## KINDERGARTEN YEAR TO DATE (YTD) SUMMARY

Kindergarten

Year \_\_\_\_\_

### Curriculum

| RECEIPTS                 | BUDGET         | MAR            | APR           | MAY           | JUN           | JUL           | AUG | SEP | OCT | NOV | DEC | JAN | FEB | YTD            | BALANCE        |
|--------------------------|----------------|----------------|---------------|---------------|---------------|---------------|-----|-----|-----|-----|-----|-----|-----|----------------|----------------|
| Kindergarten Op. Funding | 9200.00        | 3000.00        |               |               |               | 3000.00       |     |     |     |     |     |     |     | 6000.00        | 3000.00        |
| <b>PAYMENTS</b>          |                |                |               |               |               |               |     |     |     |     |     |     |     |                |                |
| Art & Craft              | 3000.00        | 245.25         | 177.80        | 191.15        | 225.85        | 145.30        |     |     |     |     |     |     |     | 985.35         | 2014.65        |
| Indoor Resources         | 1800.00        | 211.50         | 133.75        | 165.40        | 110.25        | 194.65        |     |     |     |     |     |     |     | 815.55         | 984.45         |
| Outdoor Resources        | 1800.00        | 177.20         | 155.75        | 131.15        | 148.65        | 161.75        |     |     |     |     |     |     |     | 774.50         | 1025.50        |
| Teachers Allowance       | 600.00         | 50.00          | 50.00         | 50.00         | 50.00         | 50.00         |     |     |     |     |     |     |     | 250.00         | 350.00         |
| General Expenses         | 1800.00        | 666.10         |               | 345.85        |               |               |     |     |     |     |     |     |     | 1011.95        | 788.05         |
| <b>TOTAL PAYMENTS</b>    | <b>9000.00</b> | <b>1350.05</b> | <b>517.30</b> | <b>537.70</b> | <b>880.80</b> | <b>551.70</b> |     |     |     |     |     |     |     | <b>3837.35</b> | <b>5162.65</b> |

### Core Costs

| RECEIPTS                 | BUDGET          | MAR            | APR            | MAY            | JUN            | JUL            | AUG         | SEP         | OCT         | NOV         | DEC         | JAN         | FEB         | YTD             | BALANCE         |
|--------------------------|-----------------|----------------|----------------|----------------|----------------|----------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-----------------|-----------------|
| Kindergarten Op. Funding | 21000.00        | 7000.00        |                |                |                | 7000.00        |             |             |             |             |             |             |             | 14000.00        | 7000.00         |
| Stationery Fee           | 1200.00         | 80.00          | 140.00         | 140.00         | 80.00          | 40.00          |             |             |             |             |             |             |             | 480.00          | 720.00          |
| Interest                 |                 |                |                |                |                |                |             |             |             |             |             |             |             | 0.00            | 0.00            |
| Sundry Income            |                 |                |                |                |                |                |             |             |             |             |             |             |             | 0.00            | 0.00            |
| <b>TOTAL RECEIPTS</b>    | <b>22200.00</b> | <b>7080.00</b> | <b>140.00</b>  | <b>140.00</b>  | <b>80.00</b>   | <b>7040.00</b> | <b>0.00</b> | <b>0.00</b> | <b>0.00</b> | <b>0.00</b> | <b>0.00</b> | <b>0.00</b> | <b>0.00</b> | <b>14480.00</b> | <b>7720.00</b>  |
| <b>PAYMENTS</b>          |                 |                |                |                |                |                |             |             |             |             |             |             |             |                 |                 |
| Audit Fees               | 300.00          |                |                | 300.00         |                |                |             |             |             |             |             |             |             | 300.00          | 0.00            |
| Marketing                |                 |                |                |                |                |                |             |             |             |             |             |             |             | 0.00            | 0.00            |
| Stationery               | 3600.00         | 315.50         | 276.45         | 298.75         | 322.25         | 286.45         |             |             |             |             |             |             |             | 1499.40         | 2100.60         |
| Cleaning                 | 11050.00        | 875.75         | 875.75         | 875.75         | 875.75         | 875.75         |             |             |             |             |             |             |             | 4378.75         | 6671.25         |
| Insurance                | 696.00          |                |                |                |                |                |             |             |             |             |             |             |             | 0.00            | 696.00          |
| Rates                    | 800.00          | 198.75         |                |                | 198.75         |                |             |             |             |             |             |             |             | 397.50          | 402.50          |
| Leases                   |                 |                |                |                |                |                |             |             |             |             |             |             |             | 0.00            | 0.00            |
| Mortgages                | 974.00          |                |                | 195.00         |                |                |             |             |             |             |             |             |             | 390.00          | 584.00          |
| Phone/Internet           | 1320.00         | 113.50         | 111.75         | 122.45         | 115.80         | 113.75         |             |             |             |             |             |             |             | 577.25          | 742.75          |
| Electricity              | 2000.00         | 145.95         | 130.80         | 148.75         | 161.35         | 211.95         |             |             |             |             |             |             |             | 798.70          | 1201.30         |
| Repairs/Maintenance      | 740.00          | 215.45         |                |                | 297.40         |                |             |             |             |             |             |             |             | 512.85          | 227.15          |
| Sundry Expenditure       | 520.00          |                |                |                |                |                |             |             |             |             |             |             |             | 0.00            | 520.00          |
| <b>TOTAL PAYMENTS</b>    | <b>22200.00</b> | <b>1864.90</b> | <b>1394.75</b> | <b>1640.70</b> | <b>1871.30</b> | <b>1682.80</b> | <b>0.00</b> | <b>0.00</b> | <b>0.00</b> | <b>0.00</b> | <b>0.00</b> | <b>0.00</b> | <b>0.00</b> | <b>8854.45</b>  | <b>13345.55</b> |

### Special Projects

| RECEIPTS                  | BUDGET          | MAR           | APR            | MAY           | JUN            | JUL           | AUG         | SEP         | OCT         | NOV         | DEC         | JAN         | FEB         | YTD            | BALANCE        |
|---------------------------|-----------------|---------------|----------------|---------------|----------------|---------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|----------------|----------------|
| Fundraising Net           | 5100.00         | 475.65        | 280.20         | 555.15        | 285.95         | 380.40        |             |             |             |             |             |             |             | 1957.35        | 3142.65        |
| Grants                    | 4000.00         |               | 1000.00        |               | 1500.00        |               |             |             |             |             |             |             |             | 2500.00        | 1500.00        |
| Donations                 | 1200.00         | 160.00        |                |               | 285.75         |               |             |             |             |             |             |             |             | 445.75         | 754.25         |
| Investment Withdrawals    |                 |               |                |               |                |               |             |             |             |             |             |             |             | 0.00           | 0.00           |
| <b>TOTAL RECEIPTS</b>     | <b>10300.00</b> | <b>635.65</b> | <b>1280.20</b> | <b>555.15</b> | <b>2071.70</b> | <b>380.40</b> | <b>0.00</b> | <b>0.00</b> | <b>0.00</b> | <b>0.00</b> | <b>0.00</b> | <b>0.00</b> | <b>0.00</b> | <b>4803.10</b> | <b>5396.90</b> |
| <b>PAYMENTS</b>           |                 |               |                |               |                |               |             |             |             |             |             |             |             |                |                |
| Improvements - building   | 9600.00         |               |                |               |                |               |             |             |             |             |             |             |             | 0.00           | 9600.00        |
| Improvements - playground | 700.00          |               |                |               | 779.50         |               |             |             |             |             |             |             |             | 779.50         | -79.50         |
| Investment Deposit        |                 |               |                |               |                |               |             |             |             |             |             |             |             | 0.00           | 0.00           |
| Other Eg curriculum       |                 |               |                |               |                |               |             |             |             |             |             |             |             | 0.00           | 0.00           |
| <b>TOTAL PAYMENTS</b>     | <b>10300.00</b> | <b>0.00</b>   | <b>0.00</b>    | <b>0.00</b>   | <b>0.00</b>    | <b>779.50</b> | <b>0.00</b> | <b>0.00</b> | <b>0.00</b> | <b>0.00</b> | <b>0.00</b> | <b>0.00</b> | <b>0.00</b> | <b>779.50</b>  | <b>9520.50</b> |

NOTES:



**6 STRATEGIC PLANNING**

6.1 Te Putahi Kura Pūhou o Raro Taranaki | North Taranaki Kindergarten Association  
**Strategic Plan 2010-2015**

|   |  |
|---|--|
| <p style="text-align: center;"><b><u>Mission/Purpose</u></b></p> <p style="text-align: center;">To provide for the well-being of tamariki and their learning for the future</p> <p><b><u>Core values</u></b><br/>         Our decisions and actions are guided by our values, which are:</p> <p><b>Integrity</b><br/> <i>in our actions</i></p> <p><b>Passion</b><br/> <i>pride, enthusiasm and dedication to everything we do</i></p> <p><b>Collaboration</b><br/> <i>engaging within the Association and with our stakeholders</i></p> <p><b>Showing innovation and finding creative solutions</b><br/> <i>a culture where entrepreneurship is encouraged</i></p> <p><b>Celebrating diversity</b></p> <p><b>Listening</b></p> | <p style="text-align: center;"><b><u>Our Vision</u></b></p> <p style="text-align: center;">A holistic environment that ensures the well-being of our tamariki so that their learning is maximised</p> <p><b><u>Vivid Description</u></b></p> <p>NTKA will continue to excel at providing early childhood education for tamariki/whanau in our community.</p> <p>We will employ highly qualified teachers and staff who are supported in their endeavours by innovative management and governance personnel.</p> <p>NTKA will embrace collaboration with whanau, local and national community organisations and seek new opportunities to support the learning needs of tamariki.</p> <p>We will have excellent communication at all levels that is reflected through a culture of teamwork, acknowledging our strengths, diversity and the cultural aspirations of all.</p> <p>NTKA will promote sustainable practices ensuring our physical environments support a passion and love of lifelong learning.</p> <p>We are committed to and acknowledge the special role we have as guardians of the future.</p> |
|---|--|

**Strategic Goals**

|   |   |  |                                   |
|---|---|--|-----------------------------------|
| <b>1</b> Have enriched teaching and learning programmes that reflect the lives of tamariki/whanau in the 21 <sup>st</sup> Century | <b>2</b> Be an ECE leader in North Taranaki | <b>3</b> Foster collaborative relationships in the community | <b>4</b> Sustainable environments |
|---|---|--|-----------------------------------|

Integrity ~ Passion ~ Collaboration ~ Innovation ~ Diversity ~ Listening

## 6.2 Kindergarten strategic planning

Strategic planning is the process of defining your kindergartens approach or direction for future needs, and forms the guidelines for making decisions to allocate your resources (money and people) and thus making your plan a reality.

Strategic planning may sound very technical and daunting, but it is really quite simple. In this section we have included some templates and information for you to use.

Firstly ask yourselves – What is it we want for our Kindergarten in the next 3-5 years? Where do we want to be?

In order to determine where it is you want to be, you need to know where you are now, and then determine where you want to go and then how are you going to get there.

The resulting document is called your strategic plan. The strategic plan is the tool for effectively plotting the future direction of the Kindergarten, but be aware that you cannot plan for everything and new ideas will evolve over time, therefore it is important to ensure that you review and tinker with your plan accordingly as the need arises.

### **Where to start?**

The Mission, Vision and Values of the North Taranaki Kindergarten Association set the overarching tone for all its member Kindergartens.

**Purpose/Mission**      *To provide for the well-being of tamariki and their learning for the future*

**Vision**                *A holistic environment that ensures the well-being of our tamariki so that their learning is maximised*

**The Vivid Description describes what the above will look like in our member Kindergartens.**

- NTKA will continue to excel at providing early childhood education for tamariki/whanau in our community.
- We will employ highly qualified teachers and staff who are supported in their endeavours by innovative management and governance personnel.
- NTKA will embrace collaboration with whanau, local and national community organisations and seek new opportunities to support the learning needs of tamariki.
- We will have excellent communication at all levels that is reflected through a culture of teamwork, acknowledging our strengths, diversity and the cultural aspirations of all.

- NTKA will promote sustainable practices ensuring our physical environments support a passion and love of lifelong learning.
- We are committed to and acknowledge the special role we have as guardians of the future.

To achieve this Vision everyone has a role to play, Children, Committees, Parent’s/Whanau, Staff, Governing Board.

**So what will you be doing to ensure your Kindergarten looks like this?**

Your Kindergarten will have a Strategic Plan already in place. It would have been developed by Teachers and Community over successive years. It is important to work in partnership, whanau and Teachers together so that the Vision for the Kindergarten is shared and meets everyone’s needs.

Remember that the Kindergartens purpose is *To provide for the well-being of tamariki and their learning for the future.* Therefore Teachers should play a lead role in the developing of the Kindergarten Strategic Plan as their knowledge and expertise of children’s learning and development is central to what should or shouldn’t be provided for children.

**Setting your Goals**

Firstly you need to know what it is you want to be or do. This is your Goal. A Goal needs to be SMART.

Once you have decided what it is you want to do, apply the following questions, you should be able to answer yes to all of them, if not reconsider what it is you want to achieve.

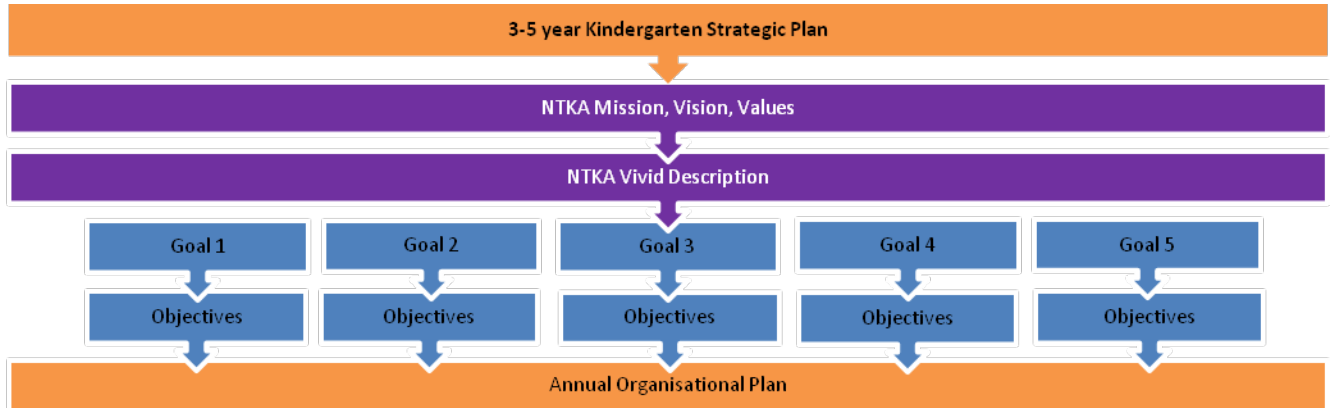
|                     |                               |            |
|---------------------|-------------------------------|------------|
| <b>Is your Goal</b> | <b>Specific?</b>              | <b>Yes</b> |
|                     | <b>Measurable?</b>            | <b>Yes</b> |
|                     | <b>Achievable/Acceptable?</b> | <b>Yes</b> |
|                     | <b>Realistic?</b>             | <b>Yes</b> |
|                     | <b>Time Bound?</b>            | <b>Yes</b> |

Now use a GAP analysis to help you work out how you are going to achieve your Goal

Ask and answer the following questions - use the chart *Implementing your Vision* to document your ideas (one page per goal)

- Where are we now?
- What is the gap?
- What do we need to do to close the gap? (These are your objectives)
- When do we need it done by? (Is it the first, second, third, fourth or fifth year?)
- Which month?
- What resources do we have/do we need? (People, money – fundraising)
- What steps will we take?
- How will we measure progress?

Your Strategic Plan will link to the Association’s Vision and Goals. You will have your own objectives or mini goals that break down the big goal into smaller chunks. These smaller chunks can then be put together into the Kindergarten Annual Organisational Plan.



There are different aspects of the Kindergarten environment which involve different groups of people. The Kindergarten committee’s role will determine what they are responsible for in the Kindergarten Strategic Plan, as will the role of Teachers as educators, your Kindergarten Families or the role of the Governing Board and Management Team.

The combined goals of the Association and 16 Kindergartens together are very powerful in determining the future landscape of Kindergarten in North Taranaki. All are inextricably linked and neither can exist without the other, this is why it is so important to work in partnership, collaborating and supporting each other.

**Example of a Committee responsibility in the Strategic Plan.**

In section 5.1 Roles and Responsibilities of a Kindergarten Committee, point 2. Maintaining the Kindergarten building, grounds and resources.

*Scenario      A recent survey with Kindergarten families and teachers identified a need to improve the entrance/foyer into the Kindergarten. Families also wanted an area where they could sit and rest, observe their children at play or meet and talk with other parents whilst having a coffee. It was also noted that the outside of the kindergarten was not inviting and looked tired, the gardens were overgrown, lawns weren’t mowed regularly, the guttering and building looked dirty, and paint was peeling, the gate was hard to open and it was difficult for pushchairs to get through.*

What can you do? Plan for change!

Go through the steps of planning, set a SMART goal, do a GAP analysis and add to your Annual Organisational Plan. Make it happen! As you can see in the example 6.3 *Implementing your*

*Vision* the whole scenario has been addressed by separate objectives (smaller goals) and then an overall goal covers all of the objectives in a generalised way.

The great thing about having a Strategic Plan is that as people come and go on the committee or teaching staff a plan exists to continue to bring about your vision; it is the constant thread through times of change. The example given is perhaps wishful thinking, as in real terms a project such as a building renovation could take up to 2 years as lack of funding usually holds the project up. Having your strategic plan means that goals/objectives are not lost over time. It is also helpful to involve the Management team in your plans from the beginning as this will also help to keep things on track.

The Strategic Plan is the central most important document that as a committee member you should know about in your Kindergarten. We suggest that at your committee meetings you spend half of your time discussing specific actions from your Strategic Plan. It is an opportunity to sign off projects, allocate resources for the next stage and celebrate your successes.

Celebrating your successes is very important no matter how small they are, because often a project will outlive the time you are on the committee. If you were to wait until it was completed, members of the committee who did the hard work may never feel they have achieved anything; this can be demoralising and can turn people off being on the committee in the first place. Plan for success – and make it often!

**Remember if you need any help at all contact the team at Kindergarten House  
They can assist you at any time in your planning process.**

## 6.3 Example – implementing your vision

### **GAP ANALYSIS** *Please note that this is a made up example – always contact us first if you are unsure of your responsibilities*

| <b>OBJECTIVE: (What do we want to be or do?)</b><br>That the Kindergarten building and grounds are well maintained, accessible and are inviting for children and families to come to.  |  |  |  |   |
|--|--|--|--|---|
| <b>CURRENT SITUATION: (Where are we now?)</b><br>There is nowhere for parents to sit and rest, observe their children playing or to talk with other parents. The entrance also needs improving. The building is not inviting from the road and looks tired, the gardens are overgrown, lawns aren't mowed regularly, the guttering and building looks dirty, and paint is peeling, the gate is hard to open and it is difficult for pushchairs to get through. |  |  |  |   |
| What do we need to do to close the gap?  | When do we need to do it by?   | What resources do we have? Do we need?   | What steps will we take?   | How will we measure progress?   |
| Provide a whanau area  | By the end of March<br>By the end of March<br>By the end of May<br>By the end of Oct<br>By the end of Nov<br>By the end of Jan | <ul style="list-style-type: none"> <li>• Funding from sale of raffle tickets</li> <li>• Investigate options for building extension to Kindergarten</li> <li>• Need funding</li> <li>• Need contractor</li> <li>• Need Project Manager</li> </ul> | <ul style="list-style-type: none"> <li>• Purchase new couch</li> <li>• Arrange to meet with architect and Association</li> <li>• Consult with community and Finalise plans</li> <li>• Obtain grants from funding organisations</li> <li>• Tender for contractor</li> <li>• Prepare Kindergarten for building work</li> </ul> | <ul style="list-style-type: none"> <li>• Couch available to use in Kindergarten by parents</li> <li>• Draft plans completed ready for consultation</li> <li>• Final plans ready for grant applications</li> <li>• Grant money received</li> <li>• Contract signed</li> <li>• Job completed on time and in budget</li> </ul> |
| Tidy up front of building/gardens and plan for regular maintenance of lawns  | As soon as possible but within two weeks   | <ul style="list-style-type: none"> <li>• Organise Community Service Workers</li> <li>• Parent roster</li> </ul>  | <ul style="list-style-type: none"> <li>• Secretary to contact Justice Department</li> <li>• Set up roster with parents or Investigate options for lawn mowing contractor - costs</li> </ul>  | <ul style="list-style-type: none"> <li>• Job will be completed on time</li> <li>• Completed by the end of the month</li> </ul>  |
| Repaint building   | By the end of summer   | <ul style="list-style-type: none"> <li>• Seek help from a parent for painting?</li> </ul>  | <ul style="list-style-type: none"> <li>• Contact Association about their painting schedule – when is it our turn?</li> <li>• Investigate solutions – short term patch up?</li> <li>• Choose colours</li> </ul>   | Job completed on time and on budget   |
| Purchase new gate  | immediately  | <ul style="list-style-type: none"> <li>• Need funding assistance</li> <li>• Quotes</li> <li>• Mend existing latch as temporary measure</li> </ul>  | <ul style="list-style-type: none"> <li>• Contact Association for assistance – Health and safety</li> <li>• Obtain quotes for larger gate</li> </ul>  | Job completed on time and safely and within budget  |

## 6.4 Example Annual Organisational Plan 2011

|                      | <i>January</i>            | <i>February</i>                                 | <i>March</i>                                      | <i>April</i>                  | <i>May</i>                                    | <i>June</i> | <i>July</i> | <i>August</i> | <i>September</i> | <i>October</i>                                     | <i>November</i>      | <i>December</i>     |
|----------------------|---------------------------|---|---|-------------------------------|---|-------------|-------------|---------------|------------------|--|----------------------|---------------------|
| <i>Goal 1</i>        | <i>Paint Int building</i> | <i>Hold Raffle<br/>Working Bee<br/>New gate</i> | <i>Purchase new couch<br/>Meet with Architect</i> | <i>Consult with community</i> | <i>Final plans ready<br/>Apply for grants</i> |             |             |               |                  | <i>Funding completed<br/>Tender for contractor</i> | <i>Sign contract</i> | <i>Work started</i> |
| <i>Goal 2</i>        |                           |   |   |                               |   |             |             |               |                  |  |                      |                     |
| <i>Goal 3</i>        |                           |   |   |                               |   |             |             |               |                  |  |                      |                     |
| <i>Goal 4</i>        |                           |   |   |                               |   |             |             |               |                  |  |                      |                     |
|                      |                           |   |   |                               |   |             |             |               |                  |  |                      |                     |
| <i>Policy Review</i> |                           |   |   |                               |   |             |             |               |                  |  |                      |                     |

## 6.5 Implementing your vision template

### **GAP ANALYSIS**

GOAL: (What do we want to be or do?)

CURRENT SITUATION: (Where are we now?)

What do we need to do to close the gap?  
(OBJECTIVES)

When do we need  
to do it by?

What resources do we  
have? Do we need?

What steps will we take?

How will we measure  
progress?

### 6.6 Annual Organisational Plan

|                      | <i>January</i> | <i>February</i> | <i>March</i> | <i>April</i> | <i>May</i> | <i>June</i> | <i>July</i> | <i>August</i> | <i>September</i> | <i>October</i> | <i>November</i> | <i>December</i> |
|----------------------|----------------|-----------------|--------------|--------------|------------|-------------|-------------|---------------|------------------|----------------|-----------------|-----------------|
| <i>Goal 1</i>        |                |                 |              |              |            |             |             |               |                  |                |                 |                 |
| <i>Goal 2</i>        |                |                 |              |              |            |             |             |               |                  |                |                 |                 |
| <i>Goal 3</i>        |                |                 |              |              |            |             |             |               |                  |                |                 |                 |
| <i>Goal 4</i>        |                |                 |              |              |            |             |             |               |                  |                |                 |                 |
| <i>Goal 5</i>        |                |                 |              |              |            |             |             |               |                  |                |                 |                 |
| <i>Policy Review</i> |                |                 |              |              |            |             |             |               |                  |                |                 |                 |

## 7 COMMITTEE ANNUAL GENERAL MEETINGS

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1. In early November/ December the Association will ask committees to set the dates for their AGMs for the following year. These dates are advertised in the Daily News 14 days before the first Kindergarten AGM.

### 7.1 Annual General Meeting requirements

- The quorum for a Kindergarten's AGM is ten (10) people, including teachers, actually present at the meeting. See Section 3.2 Quorum.
  - To get a quorum it might be necessary for the local community to recruit parents by phoning them and encouraging them to come to the AGM.
  - An AGM must be held at the day/time as advertised.
  - In the absence of a quorum, as a last resort, the AGM can be postponed.
- Documentation for AGM – Kindergarten Annual Report  
This should be collected together prior to the meeting and produced as a booklet to distribute at the meeting, i.e. agenda, minutes of previous meeting, audited financial accounts, Head Teachers report, President/Chairpersons report, and the new Budget for the year. The Kindergarten Administrator may be the best person to co-ordinate this.
- All documents should be read aloud at the meeting to those present – the copies in the booklet allow everyone to follow at their own pace. This includes ‘
  - The previous year's minutes – read by the President
  - Presidents Report- read by the President
  - Head Teacher Report – read by the Head Teacher
  - Finance Report – Audited accounts provided by Vanburwray – read by the Treasurer
  - Budget – read by the Treasurer
- The President must sign and date the minutes (which were glued in the minute book after the last AGM) when the resolution to approve them has been passed.
- Correspondence is only that which is related to the AGM.
- A motion must be passed authorising signatory authority for designated people. This must be any two of five, the President, Treasurer or Secretary and two Kindergarten Staff i.e. Head Teacher and Teacher or Kindergarten Administrator.

The Treasurer should collect the following forms from the TSB Bank before the meeting:

- Account Reference Card/Joint Account Authority, and
- New Account Application/Advice of Change.

The completed forms and a copy of this AGM minutes authorising the change must be forwarded to the TSB Bank.

- Election of Officers – this is overseen by a Kindergarten Staff member (ie Kindergarten Administrator, or Teacher).

- When several people are volunteering for one Office Holder position it is advised that each candidate speaks to the meeting and then a secret vote is held. You can nominate yourself or be nominated by a member (not a staff member).
- Nominations in absentia  
It is becoming common that persons are being nominated for positions in their absence from the meeting. This is not desirable in any circumstances. As a last resort a letter may be written and presented to the meeting authorising approval for nomination. No-one can be elected without prior approval.
- It is advisable to pass a motion authorising the Committee to co-opt new Committee members throughout the year.
- AGMs are an opportunity to recruit new members – make an effort to impress them, have a supper, wine and cheese etc
- See Section 7.3, Sample AGM agenda and Section 7.4, Sample AGM minutes.

## 7.2 A President's Annual Report

Annual reports cover the 12 months, 1 Mar – 28 Feb. This should be the period reported upon.

Annual reports are a time to reflect on the year that has passed, a time to celebrate successes and to recognise the contribution of others.

### **Guidelines for the structure of a President's Annual Report**

- Progress of the Kindergarten's Strategic Plan
  - Goals achieved
- Details of Committee and Kindergarten Achievements
  - Fundraising
  - Special projects
  - Specify grants received – from whom, amount and use, acknowledge them
- A comment on the general state of the kindergarten's finances
- Acknowledgements and thanks
  - Work of Committee colleagues
  - The work of particular outstanding individual/s
  - The teachers
- Vision for the next year/s

## 7.3 Sample Kindergarten AGM Agenda

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### **ANNUAL GENERAL MEETING**

**(...) KINDERGARTEN**

**TO BE HELD ON (DATE)**

**AT (TIME) AT (VENUE) KINDERGARTEN**

### **AGENDA**

- 1 Apologies
  - 2 Minutes of the previous Annual General Meeting
  - 3 Correspondence
  - 4 President's Report
  - 5 Head Teacher's Report
  - 6 Finance Report
    - a. Audited financial accounts
    - b. Budget
  - 7 Election of Officers
  - 8 General Business
  - 9 Close of Meeting
-

## 7.4 Sample Kindergarten AGM Minutes

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### MINUTES OF THE AGM OF THE *(NAME)* KINDERGARTEN COMMITTEE HELD ON *(DATE)* AT *(TIME)* AT *(VENUE)* KINDERGARTEN

#### PRESENT

#### 1. APOLOGIES

Moved/seconded CARRIED/LOST

#### 2. MINUTES OF THE PREVIOUS AGM

The minutes of the previous AGM meeting held on *(date)* were confirmed as a true and accurate record.

Moved/seconded CARRIED/LOST

#### 3. CORRESPONDENCE

##### Inwards

- A letter from *(name)* dated *(date)* advising of his/her resignation from the role of committee member.

##### Outwards

Moved/seconded. CARRIED/LOST

#### 4. PRESIDENT'S REPORT

The President's report for *(year)* was presented. This was accepted as a true and accurate record.

Moved/seconded. CARRIED/LOST

#### 5. HEAD TEACHER'S REPORT

The Head Teacher's report for *(year)* was presented. This was accepted as a true and accurate record.

Moved/Seconded CARRIED/LOST

#### 6. FINANCE REPORT

The Treasurer presented the audited Financial Report for *(year)*. The report was accepted as a true and accurate record.

Moved/Seconded CARRIED/LOST

The Budget for *(year)* was presented and accepted

Moved/Seconded CARRIED/LOST

## 7. ELECTION OF OFFICERS

(This is chaired by either a Governing Board Member or Kindergarten staff member)

|                                     |                 |              |
|-------------------------------------|-----------------|--------------|
| President:                          | Moved/seconded. | CARRIED/LOST |
| Vice President: ( <i>optional</i> ) | Moved/seconded. | CARRIED/LOST |
| Secretary:                          | Moved/seconded. | CARRIED/LOST |
| Treasurer:                          | Moved/seconded. | CARRIED/LOST |
| OSH Delegate:                       | Moved/seconded. | CARRIED/LOST |
| Committee:                          | Moved/seconded. | CARRIED/LOST |

Outgoing committee members were thanked for their contribution during their term on the Committee. Incoming members were welcomed.

MOTION: That the President (name) and Treasurer (name) and Secretary (name), Head Teacher (name) and Teacher/Kindergarten Administrator (name) are authorised as signatories for the (Kindergarten) Committee.  
Moved/seconded CARRIED/LOST

MOTION: That the (Kindergarten) Committee have authority to co-opt new Committee members throughout the (201\_) year.  
Moved/Seconded CARRIED/LOST

***The current or outgoing President or the newly elected President can chair the rest of the meeting.***

## 8. GENERAL BUSINESS

*Only business directly related to the Annual General Meeting should be discussed.*

## 9. CLOSE OF MEETING

The meeting closed at (*time*).

*The minutes of this AGM are approved at the next AGM the following year. The President signs and dates the **previous year's AGM minutes** (which have been glued into the Minute Book).*

Approved: \_\_\_\_\_ Date: \_\_\_\_\_

## 8 SUCCESSFUL FORMULA FOR APPLYING FOR GRANTS

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1. Establish a sub-committee of at least two people, if not three, including the Treasurer.
  - 1a. The Treasurer plays a key role in putting together the financial information that is included with the application. It is helpful if a three monthly financial performance statement can be included with the application along with the previous year's end of year accounts.
2. Seek out all available grants. Information like this generally does not fall into your lap.
  - 2a. [www.fis.org.nz](http://www.fis.org.nz) – this website is available free at Puke Ariki Library and you can easily spend a few hours searching for the information you require on this site.
  - 2b. Most community trusts and other organisations that give grants have websites where you can download an application form.
  - 2c. Don't be afraid to apply to organisations that will give grants nationwide but are based in somewhere like Dunedin. With a fantastic application they will more often than not give you something. Remember, every bit counts.
3. Once you have obtained an application form, make it a combined effort to complete it.
  - 3a. Working with someone else to complete the application can make the world of difference as you will feed off each other's ideas and come up with a brilliant application.
  - 3b. Read the fine print on the application form!!!!!!
  - 3c. Most organisations will only want quotes that are less than two to three months old to be submitted with the application. This can cause problems for the kindergartens applying for grants for building projects. In this case if your quotes are outdated and you are working with a building designer/architect please ask them to update the quotes for you – dates, prices etc. Most prices will increase over a matter of months and this can cause you to have a shortfall at the end of the project. It is important to be aware of this before you complete the application so you can ask for more funding.
4. Don't hold back in asking for how much you require. If you ask for a small amount that is what you will get, and often you will get less than what you ask for.
5. Ask a parent or teacher at your kindergarten, or neighbours or Kelly Ellis (Association Manager) at the Association, for a reference to send with your application. Any form of support really helps.
6. Make sure you know exactly what you are applying for. More often than not a person from the organisation you have applied to for a grant will give you a call and will probably ask some pretty difficult questions. You need to have the answers to whatever they throw at you. **KNOW YOUR STUFF!**

## 9 SOME USEFUL ORGANISATIONS TO KNOW

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### **NEW ZEALAND KINDERGARTEN INCORPORATED (NZK)**

The New Zealand Kindergarten Inc. is the national body of the 29 New Zealand Kindergarten Associations. This is administered in a similar manner to the North Taranaki Kindergarten Association and is our link with the Minister of Education. [www.nzkindergarten.org.nz](http://www.nzkindergarten.org.nz)

### **MINISTRY OF EDUCATION (MOE)**

- Provides advice to Government on Early Childhood Education
- Ensures effective, efficient and equitable implementation of the Government's policies
- Ensures optimum use of resources devoted to Education
- Approves our Charters
- Provides our funding
- Support for special needs

Go to [www.minedu.govt.nz](http://www.minedu.govt.nz) for further information or to find out about issues relevant to Early Childhood Education

### **EDUCATION REVIEW OFFICE (ERO)**

The Education Review Office has been set by the Government to review all Educational Institutions. They conduct regular reviews of our Kindergartens. ERO reports are available at all Kindergartens. For up to date information on ERO reports go to their website [www.ero.govt.nz](http://www.ero.govt.nz).

### **SPECIAL EDUCATION (SE)**

The Ministry of Education, Special Education (SE), together with schools and early childhood education services, provides services to children and young people in New Zealand with special education needs. Special education in New Zealand is available for children with physical and/or intellectual impairments; hearing or vision difficulties; children who struggle with learning, communicating, or getting along with others; or who have an emotional or behavioural difficulty. Information about special education needs, including the services and funding available, is on the Ministry of Education website [www.minedu.govt.nz](http://www.minedu.govt.nz)

### **NZEI**

The New Zealand Educational Institute Te Riu Roa (NZEI) is New Zealand's largest education union. More than 46,000 New Zealanders - teachers and support staff working in primary, area and secondary schools and early childhood centres, Specialist Education Services and Colleges of Education - come together through NZEI to improve their working lives. As a union and professional institute, they are committed to quality public education for all New Zealand children. [www.nzei.org.nz](http://www.nzei.org.nz)



# Kindergarten House



Introducing the North Taranaki Kindergarten Association Management Team

Back Row

**Graeme Phillips**  
Property Office

**Liz Clegg**  
Senior Teacher

**John Sykes**  
Accounts Administrator

Office Administrator

Front Row

Office Administrator

**Kelly Ellis**  
Association Manager

**Steve Smith**  
Finance/Property Manager

**Hilda Colgan**  
Senior Teacher

**This handbook contains information for Kindergarten committee members to use during their term of office on the committee.**

**This booklet is up dated annually and we hope that you find it be a helpful resource. Please let us know if you have any further comments or suggestions that should be included for future editions.**

**Please remember that if you need assistance at any time contact the Association Office.**

**Thank you for your commitment to your kindergarten and the provision of quality Early Childhood Education in Kindergarten.**

