

Business Improvement District (BID) Programme - Annual Report to Otara Papatoetoe Local Board 2016/17

Attachment F: Otara Business Association BID programme

Otara Business Association has met the requirements of the BID programme for the 2015-16 financial year for the purpose of striking the targeted rate.

Reporting Status

Requirement FY 2015-2016	Status	Comments
A strategic plan for next 3 – 5 years - reviewed every 3 years.	Compliant	2014-2019 Strategic Plan in effect.
Audited financial accounts and audit management letter.	Compliant	Provided
Business plan including: <ul style="list-style-type: none"> A minimum of three key performance indicators and budget allocations for programme areas. 	Compliant	Provided
Annual review report: <ul style="list-style-type: none"> Achievement of previous year's objectives against business plan. 	Compliant	Provided
2017-2018 Indicative Budget	Compliant	Provided
Annual BID programme reporting and alignment meeting between Otara-Papatoetoe Local Board and business association board.	Pending	All BIDs are advised that this meeting must be scheduled before the end of this fiscal year.
BID Programme Agreement	Compliant	Fully signed agreement provided.
Summary	Recommend Targeted Rate	Staff are satisfied that Otara BID is in substantial compliance with policy reporting requirements for the purpose of the recommendation of this report, and that the local board reporting meeting will be held in a timely manner.