

Business Improvement District (BID) Programme – Annual Compliance Report to the Kaipātiki Local Board for FY 2016-17

Attachment D: Northcote Town Centre BID programme



Northcote Town Centre Incorporated has met the requirements of the BID programme for the 2016-17 financial year for the purpose of striking the targeted rate.

Compliance Status

Requirement FY 2016-2017	Received	Comments
A Strategic Plan for next 3 – 5 years - reviewed every 3 years.	✓	2017-2020 Strategic Plan on file
Audited financial accounts.	✓	Last audit was completed for 2015/2016 financial year. BID programme was under council management for 2016/2017 and council retained the Northcote BID grant for 2016/2017. A balance of the 2016/2017 BID grant of \$17,662.80 was paid to Northcote business association. As per the BID Policy, BID grants under \$100,000 require auditing every two years. An audit was not required for the 2016/2017 financial year. An audit will be required for the 2017/2018 financial year.
Business plan.	✓	
Annual review report: <ul style="list-style-type: none"> Achievement of previous year's objectives against business plan. 	✓	
2018-2019 Indicative Budget	✓	
Annual BID programme reporting and alignment meeting between the Kaipātiki Local Board and business association board.	✓ ✓	Ongoing liaison throughout year. The Kaipātiki Local Board Plan 2017 engagement process provided opportunities to align plans.
Annual Accountability Form	✓	

Board Charter	✓	
Recommendation and Findings	Recommend Targeted Rate	Staff are satisfied that Northcote Town Centre is in substantial compliance with policy reporting requirements for the purpose of the recommendation of this report.