

From: [Gill Plume](#)
To: [Micaela Daniel](#); [Claire Siddens](#)
Cc: [Viv Beck](#)
Subject: 15.4.2025 Accountability reporting - HOTC
Date: Tuesday, 15 April 2025 1:26:00 pm
Attachments: [~WRD0001.jpg](#)
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[image012.png](#)

Thanks Micaela,

Appreciate the feedback. What we are looking for is transparency for your members about the amount of targeted rate. I probably did not come back to you because I could see the budget for 2025/2026 was already in the public arena, on your website when I saw the proposed 2025/2026 budget.

For future budgets relating to the target rate, and if you are increasing your target rate, please can you show it as:

2025/2026 Target Rate	\$100,000
2025/2026 proposed increase 7%	\$ 7,000 #

The proposed increase will be used for additional marketing, etc – what it will be used for – make a note of this somewhere on your budget page

We do require your Agenda, income and expenditure document and draft business plan 4 weeks prior to the date of the AGM.

I will shortly send you confirmation that your accountability reporting is completed for the year.

Cheers Gill

Gill Plume | Senior BID Advisor | Business Improvement District Programme (BIDs)
CCO/External Partnerships | Group Strategy & Chief Executives Office
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Visit our BID Programme website: <https://www.bid.aucklandcouncil.govt.nz>
Or <https://www.aucklandcouncil.govt.nz>

Enquiries or questions about a BID programme? Please e-mail [xxxx@xxxxxxxxxxxxxxxxxx.xxxx.xx](#)

From: Micaela Daniel <[.@..](#)>
Sent: Tuesday, 15 April 2025 9:52 am
To: Gill Plume <[.@..](#)>; Claire Siddens

<.@..>

Cc: Viv Beck <@..>

Subject: HOTC - 10 March 2024 accountability reporting - To be noted for March 2026 reporting

Hi Gill and Claire

Thanks for your review. We have a couple of responses to your assessment.

Draft budget and plan for 2025-2026

- We sent the link to our website to you with the budget (attached email dated 10th October), do you prefer a PDF ?
- The below part of the policy notes that the budget must 'align' with the resolution, which our total did match, and therefore we ticked the Mandatory Management Summary. It did not have the 2% increase as a separate line item – noted for next year.



- In terms of the due dates – it states 4 weeks prior **And/or** no later than 31 October each year. We chose **or** and submitted by 31 October.



Treasurers report

- The treasurers report does cover our accumulated funds/reserves. Attached for reference with highlighted sections.

Hope that helps to clarify

Kind regards

Micaela

Micaela Daniel
Head of Operations

HEART OF THE CITY

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From: Gill Plume <@..>
Sent: Wednesday, 9 April 2025 11:04 am
To: Viv Beck <@..>; Micaela Daniel <@..>
Cc: Claire Siddens <@..>
Subject: HOTC - 10 March 2024 accountability reporting - To be noted for March 2026 reporting

Kia ora Viv and Micaela ,

Many thanks for your email with your accountability reporting documents provided to us by the 10 March 2025 deadline.

Note: The accountability reporting documents required by March 10, must have been presented to, and approved by your members at the 2024 AGM before sending to us.

Please note the comments in the table below about the Treasurers Report and the detailed budget and income 2025/2026 document.

HOTC did not provide their budget (income/expenditure document) document prior to your AGM. This is a requirement of the BID Policy. Attached are our reminders that we expect to view this document. As we did not see the budget prior to presenting to your 2024 AGM, we were not able to provide feedback that the proposed increase in target rate (2%) was not presented correctly. The draft budget needs to clearly show the existing amount of target rate, the amount of target rate increase/decrease expected and then the total amount of target rate. The income and expenditure budget presented to members at the 2024 AGM did not show this information. We note that your Mandatory Management Summary 'ticks' that your budget has been set out as required.

The annual accountability documents form the basis of our report to your local board confirming the BID association is compliant with the accountability reporting sections of BID Policy as of 10 March 2025. The report to the local board also asks the local board to recommend to the Governing Body the striking of the Heart of the City 2025/2026 BID Targeted Rate.

It is important you focus on meeting this BID Policy reporting requirement and utilise the BID Policy as a check list for completing this task.

We have reviewed the information you have submitted and provided our feedback below.

Accountability documents	Status
1. Draft income and expenditure report 2025/2026	Received & accepted – see note above. Expectation of layout for AGM 2025
2. Draft business plan (next 18 months)	Received - Accepted
3. Draft 2024 AGM minutes	Received – Accepted
4. Signed Financial Statements to 30 June 2024	Received - Accepted
a. Signed Financial Statements to 30 June 2024	Received - Accepted
b. Treasurers report	Received & accepted – Reminder that Treasurers report needs to comment on the situation around accumulated funds. Expectation this will occur for AGM 2025.
c. Audit report	Received - Accepted
d. Audit Management/closing report	Received - Accepted
5. Chair written report	Received - Accepted
6. Management report	Received - Accepted
7. Management Summary BID Policy Appendix B	Received - Accepted
8. Governance Summary BID Policy Appendix C	Received - Accepted

If you have any questions regarding this email, please don't hesitate to contact us.

Ngā mihi | Kind regards

**Gill Plume | Senior BID Advisor | Business Improvement District Programme (BIDs)
CCO/External Partnerships | Group Strategy & Chief Executives Office
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