ANZAC House BC66017
181 Willis Street
WELLINGTON 6011

12th July 2022

Dear Owner,

NOTICE FOR THE ANNUAL GENERAL MEETING

Notice is hereby given of the Annual General Meeting to be held as follows:

DATE: Friday 19th August 2022

TIME: 1.00 PM (13.00)

PLACE: 5th Floor ANZAC House, 181 Willis Street, Te Aro, Wellington

Unit owners are invited to propose matters for discussion at the meeting. All matters **MUST** be received by **Monday 1st August 2022 at 4pm.**

We are also calling for Chairperson and Body Corporate Committee member nominations. We have attached nomination forms and an outline of responsibilities for the positions. Please also forward nominations by 4pm Monday 1st August 2022.

If you are unable to attend, or should your unit be registered in the name of a Company, Trust, or jointly owned, a signed copy of the enclosed attendance or proxy form, authorised by the Director/s, Trustee/s, spouse or co-owner must be completed and lodged with the Body Corporate manager by post to:

ANZAC House Body Corporate 66017
C/- 1st Fl, 271 Willis Street
Te Aro, Wellington 6011

Or by email to:

admin@cbcs.co.nz

Please be advised that you, or your proxy appointment, will not be able to vote unless all body corporate levies and other amounts that are from time to time payable to the Body Corporate in respect of your unit/s have been paid in accordance with the Unit Titles Act 2010.

Should you have any further questions, please contact us.

Yours sincerely,

Gillian Brown
Body Corporate Manager

BODY CORPORATE 66017 (ANZAC House)
2022 Annual General Meeting Agenda

Date: Friday 19th August 2022

Time: 1.00 PM (13.00)

Venue: ANZAC House, 5th Floor, 181 Willis Street
Te Aro, Wellington

1. Welcome and introduction of Body Corporate Managers/Chairperson.
2. Registration of attendees and confirmation of quorum including proxies.
3. Apologies.
4. Confirmation of 2021 AGM Minutes held 01/09/21.
5. Matters arising from previous meetings.
6. Body Corporate Committee report
7. Election of Body Corporate Chairperson
8. Election of Body Corporate Committee
9. Financial Statements.
10. Presentation of 2022/2023 Budget.
11. Insurance.
12. Discussion on long-term maintenance planning and funding.
13. Audit of accounts.
14. Common Area Maintenance Matters.
    - Rust and leaking windows on Level 8
    - Asbestos update by Unit
    - Leaking roof Level 7, while we have, using our own funds, replaced a rubber seal on one of the outdoor AC units this has improved but not fully fixed the issue where there is a leak in the NW corner during large rain events.
    - The garage door has been damaged and will not close
    - The Ground Floor access door closest to the drive into the basement will not close properly unless you push it hard onto the magnetic locking strip.
    - The security lighting for the steps to the Ground Floor Doors, no longer light up the access stairs to Ground Floor entry
    - The urinal flush device is emitting a beeping noise at regular intervals

15. General Business.

- The Carpark outside ANZAC House - who owns the lease/ level 2 are looking to lease/buy off the Body Corporate.

16. Closing

complete bodycorp solutions

MOTIONS

Ordinary Resolution: For an Ordinary Resolution to pass, 51% of eligible voters who vote on the resolution must vote in favour of the resolution (50% or more for a poll vote).

Special Resolution: For a Special Resolution to pass, 75% of eligible voters who vote on the resolution must vote in favour of the resolution (75% or more for a poll vote).

	Motions	Type of Resolution Ordinary / Special	Vote For (Yes) Against (No)
1	That the apologies are accepted.	Ordinary	
2	That the minutes of the meeting held 1 September 2021 be confirmed as a true and accurate record of that meeting.	Ordinary	
3	That the Committee report be accepted into the body corporate records.	Ordinary	
4	That ________________ of (Unit ____) be duly elected as Chairperson until the next held AGM of the Body Corporate.	Ordinary	
5	That ____ be duly elected as the new Body Corporate Committee until the next held AGM of the Body Corporate.	Ordinary	
6	That the financial statements be accepted as a true and accurate record of the financial position of the body corporate for the financial year ending 31 March 2022.	Ordinary	
7	That the Body Corporate approves the operating budget for year ended 31 March 2023.	Ordinary	
8	That the Body Corporate approves the special levy, $58,000+GST for the roof project works for the year ended 31 March 2023.	Ordinary	
9	That the Body Corporate approves the special levy $87,000+GST to be invoiced in March 2023 to allow the insurance to be paid in full.	Ordinary	
10a	That the Body Corporate agrees to appoint ______________________________________ as the auditors the year ending 31 March 2023.	Ordinary	
10b	That the Body Corporate agrees not to audit or review the financial statements for the year ended 31 March 2023.	Special	

ANZAC House BODY CORPORATE BC66017

MINUTES OF THE 2022 ANNUAL GENERAL MEETING
Held on Friday 19th August at 1.00 PM
1st floor ANZAC House, Willis Street, Wellington

1. **Welcome and introduction of Body Corporate Managers and Body Corporate Chairperson.**

2. **Registration of attendees and confirmation of quorum including proxies.**

PRESENT: As per the attendance list, **9** owners were present in person or by proxy representing 69.23% of the Body Corporate. A quorum was achieved.

Tall Poppy Real Estate	Floor 1
P & B Cheung	Floor 3
RNZ RSA	Floor 4
Clubs NZ	Floor 5
Corporate Risk	Floor 6
Schlat Properties	Floor 7
K & M Seban	Floor 8
The Young Family Trust	Ground Floor 01

Proxies

Clubs New Zealand Floor 5	Michelle Mazey

Other

Lily Misselke-Evans	CBCS - Corporate Coordinator
Ben Duflou	CBCS - Body Corporate Manager

3. **Apologies.**

Eran Ben-Shahar	Units G2 & G3

Motion 1: That the apologies are accepted.

Moved: Russell Joseph **Seconded:** Ken Seban **MOTION CARRIED**

4. **Confirmation of Minutes of previous Annual General Meeting (held 01/09/2021).**

Motion 2: That the minutes of the meeting held Wednesday 01st September 2021 be confirmed as a true and accurate record of that meeting.

Moved: Marty Donoghue **Seconded:** Michelle Mazey **MOTION CARRIED**

5. **Matters arising from the previous meeting.**

EV charging points, Ken Seban suggested installing a three point pin in the carpark. No cost will be presented to unit owners unless it is used. It was confirmed usage of the EV charger would be at the owner's own cost and if a unit owner wanted to use the supply the committee would need to be supplied with a certificate of compliance.

Moved: Ken Seban **Seconded:** Marty Donoghue **MOTION CARRIED**

6. Election of Body Corporate Chairperson

Michelle Mazey nominated herself to be the Body Corporate Chair until the 2023 AGM on the provision that all maintenance matters will be delegated to the maintenance Committee.

To ensure that ANZAC House will have a Chairperson it was agreed that a co-chair will also be appointed then will be moved to Chairperson until the 2023 AGM. Paul Cheng nominated himself for this role with the Body Corporate unanimously agreeing.

Motion 3: That **Michelle Mazey (Floor 7)** is duly elected as Chairperson until the next held AGM of the Body Corporate.

Moved: Michelle Mazey **Seconded:** Marty Donoghue **MOTION CARRIED**

7. Election of Body Corporate Maintenance Committee

The Committee includes the Co-Chair or Chairperson as well as a representative from each of the Principal Units with 4 or more members comprising a quorum.

John Hickey (Floor 7), Marty Donoghue (Floor 4), Paul Cheung (Floor 3), and Russell Joseph (Floor 6)

Were all duly elected to form the Maintenance Committee until the next AGM.

Motion 4: That the above listed owners form the new Body Corporate Maintenance Committee.

Moved: Michelle Mazey **Seconded:** John Hickey **MOTION CARRIED**

Motion 5: It was agreed that each member of the Committee will have a limit of $2,000 per item of expenditure without the authorisation from the Chair or the rest of the Committee.

Moved: Ken Seban **Seconded:** Marty Donoghue **MOTION CARRIED**

8. Financial Statements.

Profit & Loss

Overall, the Body Corporate generated a small deficit of $573 for the year.

Body Corporate levies and rental income were in line with the budget, while around $1.2k in sundry income (expenses recovery was also received during the year.

Expenses were in-line with budget, with the exception of:

- Cleaning - Building Exterior: $2.7k over budget due to BOS services increasing their monthly contract amount from $1,300 per month to $1,736 excl. This was largely driven be significant increases in minimum wages impacts on their staff.

- Lift Contract & Maintenance: $1k over budget due to Schindler Lifts increasing their quarterly contract amount (inflation related) and repairs and maintenance required during the financial year.
- Lift Phones: $829 over budget. Budgeted amount was $150 for the financial year, Spark NZ monthly fee is $55.25; so due to under budgeting for 2022.
- Security – due to replacement motor and sensor for the garage door, along with new garage remotes.

Balance Sheet

The Body Corporate held $70.9k at 31 March 2022, an increase of $1.1k on the previous financial year.

Majority of unit owners were current or in credit as at 31 March 2022 with the exception of units 01. Contact has been made with this unit owner.

Due to the difficulty CBCS and the committee had been added as signatories to the Anzac House BNZ accounts $14.6k was owing at 31 March 2022. However, all creditors have been paid (many were paid directly by CBCS to ensure continued service), with all supplier now current.

At 31 March 2022, the Body Corporate held $61.3k in equity and long-term maintenance fund. We would recommend that the Body Corporate look to increase the equity fund to ensure that increase insurance premium can continue to be paid in one lump sum each year, thereby avoiding interest charges.

Ben from CBCS spoke to the financial statements:

The insurance was discussed, it was recommended that the Body Corporate look at raising funds to cover the increase in insurance.

Motion 6: Paul Sabine offered to be an authorised signatory for the ANZAC House Body Corporate.

Moved: Paul Cheng **Seconded**: John Hickey **MOTION CARRIED**

Motion 7: That the financial statements be accepted as a true and accurate record of the financial position of the Body Corporate for the financial year ending 2022.

Moved: Marty Donoghue **Seconded**: Russell Joseph **MOTION CARRIED**

9. Presentation of the 2022/2023 Budget.

2022/2023 Budget

The Body Corporate is proposing to increase the BC levies by $11.5k (excl) for the 2022/23 financial year which is in line with the 10-year forecast.

However as stated above, we would recommend the body corporate consider raising an extra $87,000+GST in March 2023 to ensure the insurance can be paid in full next year.

Again, in line with the 10 year long term maintenance plan, there is a proposed special levy of $58,000+gst for the planned roof works.

Funds for the repairs of the roof will need to be allocated for the next financial year. Ben from CBCS advised they have a contractor who can look into the roof and the drainage issues. Marty advised before any work starts the Committee will need to list the issues with the building and work out a plan of action.

Ben suggested, due to the number of repairs needed for the building windows on level 3, 8 and 9 it may be worth increasing levy payments to cover the rising costs

It was agreed to set the levy to $240,000 with no one-off 'special' and pro- rata the amount over the next 7 months starting from the next invoicing date.

Motion 8: The 2022/2023 budget for the levies will be set to $240,000 and be reviewed in April 2023 at the next AGM.

And

Motion 8a: That the Budget for 2022/2023 to be accepted with the understanding that things may change.

Moved: Russel Joseph **Seconded:** Marty Donoghue **MOTION CARRIED**

10. Insurance

Ben from CBCS spoke to the current insurance increase which is happening across all of Wellington.

Action Point: Michelle Mazey to send the Body Corporate her company's own insurance policy documents and will contact Abbots regarding a quote.

11. Long Term Maintenance

It was advised that the LTMP will need to be updated to a 30 -year plan as per the new legislation under The Unit Titles Act.

12. Audit of accounts

The Body Corporate agreed to get independently audited on a yearly basis.

13. Maintenance Matters

The Maintenance Committee will firstly look to address window leaks and the damage to the garage door. Ben from CBCS will contact a contractor, (MH Developments) to have a quick look/repair on the windows to ensure it is water tight before the long term work will start.

The Committee will arrange to meet and plan out a list of priority items and advise CBCS accordingly.

Security Room Lock box code **–** 410637 for the Fire Services, its located on the door on the Ground floor.

Action Point CBCS: To provide a time frame to organise a contractor to fix the garage door.

14. General Business

Regarding the car park matter it will be added to the Maintenance Committee for discussion.

The current space will be available from 05th September 2022 and the Body Corporate agreed it will go to tender every two years.

Meeting closed at 2.48 pm

MOTIONS

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	Motions	Type of Resolution Ordinary / Special	Vote For (Yes) Against (No)
1	That the apologies be accepted	Ordinary	Yes
2	That the minutes of the AGM held on 01/09/2021 be confirmed as a true and accurate record of the meeting.	Ordinary	Yes
3	That **Michelle Mazey (Floor 7)** is duly elected as Chairperson until the next held AGM of the Body Corporate	Ordinary	Yes
4	**John Hickey (Floor 7), Marty Donoghue (Floor 4), Paul Cheung (Floor 3), and Russell Joseph (Floor 6)** That the above listed owners form the new Body Corporate Maintenance Committee.	Ordinary	Yes
5	It was agreed that each member of the Committee will have a limit of $2,000 per item of expenditure without the authorisation from the Chair or the rest of the Committee.	Ordinary	Yes
6	Paul Sabine to be an authorised signatory for the ANZAC House Body Corporate	Ordinary	Yes
7	That the financial statements be accepted as a true and accurate record of the financial position of the Body Corporate for the financial year ending 31 March 2022.	Ordinary	Yes
8	The 2022/223 budget for the levies will be set to $240,000 and be reviewed in April 2023 at the next AGM	Ordinary	Yes
8a	That the Budget for 2022/2023 to be accepted with the understanding that things may change.	Ordinary	Yes

BODY CORPORATE 66017 (ANZAC HOUSE)
Financial Commentary
As at 31 March 2022

Profit & Loss

Overall, the Body Corporate generated a small deficit of $573 for the year.

Body Corporate levies and rental income were in line with the budget, while around $1.2k in sundry income (expenses recovery was also received during the year.

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However as stated above, we would recommend the body corporate consider raising an extra $87,000+GST in March 2023 to ensure the insurance can be paid in full next year.

Again in line with the 10 year long term maintenance plan, there is a proposed special levy of $58,000+gst for the planned roof works.

Annual Report

Body Corporate 66017 (Anzac House)
For the year ended 31 March 2022

Prepared by Complete Body Corp Solutions Limited

Contents

Body Corporate Information

Body Corporate 66017 (Anzac House)
For the year ended 31 March 2022

Nature of Business

Body Corporate

Postal Address

181 Willis Street, Te Aro, Wellington, New Zealand, 6011

Body Corporate Number

66017

IRD Number

051-606-752

Bankers

Bank of New New Zealand

Body Corporate Manager

Complete Body Corp Solutions
181 Willis Street, Te Aro, Wellington, New Zealand, 6011

Auditors

Dent and Heath

2nd Floor, 21-23 Andrews Avenue

Lower Hutt, 5010

DENT and HEATH
CHARTERED ACCOUNTANTS

J.M. DENT C.A.
L.E. HEATH B.C.A., C.A

INDEPENDENT AUDITOR'S REPORT

To the Members of ANZAC House Body Corporate

Opinion

We have audited the financial statements of ANZAC House Body Corporate on pages 7 to 17, which comprise the balance sheet as at 31 March 2022, and the statements of profit or loss and changes in equity for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of ANZAC House Body Corporate as at 31 March 2022, and its financial performance for the year then ended, in accordance with Special Purpose Financial Reporting Framework for For-Profit Entities (SPFR for FPEs), issued by Chartered Accountants Australia & New Zealand and in accordance with the financial reporting provisions of Section 132 of the Unit Titles Act 2010 and Clause 32 of the Unit Title Regulations 2011.

Basis for Opinion

We conducted our audit in accordance with International Standards on Auditing (New Zealand) (ISAs (NZ)). Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are independent of ANZAC House Body Corporate in accordance with Professional and Ethical Standard 1 'International Code of Ethics for Assurance Practitioners (including International Independence Standards) (New Zealand) issued by the New Zealand Auditing and Assurance Standards Board, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Other than in our capacity as auditor we have no relationship with, or interests in, ANZAC House Body Corporate.

Emphasis of Matter – Basis of Accounting

The financial statements are prepared in all material respects, in accordance with Special Purpose Financial Reporting Framework for For-Profit Entities (SPFR for FPEs), issued by Chartered Accountants Australia & New Zealand to assist the Body Corporate to meet the requirements of the Unit Title Act 2010 and the Unit Titles Regulations 2011. As a result, the financial statements may not be suitable for another purpose. Our opinion is not modified in respect of this matter.

Restriction on Responsibility

This report is made solely to the members, as a body. Our audit work has been undertaken so that we might state to the members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the members as a body, for our audit work, for this report, or for the opinions we have formed.

The Body Corporate Committee's Responsibility for the Financial Statements

The Body Corporate Committee is responsible on behalf of the entity for determining that the SPFR for FPE framework adopted is acceptable in ANZAC House Body Corporate's circumstances, the preparation of financial statements, and for such internal control as the Body Corporate Committee determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

P.O. Box 30-304, Lower Hutt 5040. Telephone: (04) 569-3303, Fax: (04) 566-0154
2nd Floor, 21-23 Andrews Avenue, Lower Hutt. Email - admin@dentheath.co.nz
www. dentheath.co.nz

DENT and HEATH

In preparing the financial statements, the Body Corporate Committee is responsible on behalf of the entity for assessing the entity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the Body Corporate Committee either intends to liquidate the entity or to cease operations, or have no realistic alternative but to do so.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (NZ) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with ISAs (NZ), we exercise professional judgement and maintain professional scepticism throughout the audit. We also:

- identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Company's internal control.
- conclude on the appropriateness of the use of the going concern basis of accounting by the Body Corporate Committee and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Company's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Company to cease to continue as a going concern.
- evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management. We communicate with the Body Corporate Committee regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Dent & Heath

Dent and Heath
Lower Hutt
11 August 2022

Approval of Financial Report

Body Corporate 66017 (Anzac House)
For the year ended 31 March 2022

The Directors are pleased to present the approved financial report including the historical financial statements of Body Corporate 66017 (Anzac House) for year ended 31 March 2022.

APPROVED

For and on behalf of the Committee Members.

[Committee Member]

Date 11/08/22

(M.J. DONOGHUE)

[Committee Member] 11 Aug 22.

Profit and Loss

Body Corporate 66017 (Anzac House)
For the year ended 31 March 2022

	2022	2021
Revenue		
Body Corporate Levies		
Operating Levies	142,000	130,000
Total Body Corporate Levies	**142,000**	**130,000**
Other Revenue		
Interest Received	14	14
Rent Received	20,812	20,388
Security Key Sale	45	182
Sundry Income	1,262	4,011
Total Other Revenue	**22,133**	**24,595**
Total Revenue	**164,133**	**154,595**
Expenses		
Cleaning		
Cleaning - Common Areas	23,130	27,699
Rubbish Removal	7,574	-
Total Cleaning	**30,704**	**27,699**
Fire Systems & BWOF		
Compliance - BWoF	1,806	1,914
Fire Service - Repairs & Maintenance	1,260	-
Fire Service - Testing & Fees	1,824	2,806
Total Fire Systems & BWOF	**4,890**	**4,719**
Insurance		
Insurance	83,329	73,374
Valuation Fees	-	1,800
Total Insurance	**83,329**	**75,174**
Lift Costs		
Lift Contract & Maintenance	13,029	13,330
Lift Phone	979	-
Total Lift Costs	**14,008**	**13,330**
Professional Fees & Bank Charges		
Audit Fees	2,650	2,650
Bank Charges	129	128
Management Fees	14,778	13,500
Printing, Stamps & Stationery	680	855
Total Professional Fees & Bank Charges	**18,236**	**17,133**
Repairs & Maintenance		
R & M - Building	1,070	7,776
R & M - Electrical	800	-

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These financial statements must be read in conjunction with the Financial Statements and the Independent Auditor Report.

	2022	2021
R & M - Plumbing	1,150	-
Security	3,117	109
Total Repairs & Maintenance	**6,137**	**7,885**
Utilities		
Electricity - Common Area	5,142	4,857
Water Rates	2,260	3,848
Total Utilities	**7,402**	**8,705**
Total Expenses	**164,706**	**154,646**
Net Surplus/(Deficit) Before Long Term Maintenance & Taxation	(573)	(51)
Net Surplus/(Deficit) for the Year	(573)	(51)

DENT AND HEATH Chartered Accountants LOWER HUTT

These financial statements must be read in conjunction with the Financial Statements and the Independent Auditor Report.

Movements in Equity

Body Corporate 66017 (Anzac House)
For the year ended 31 March 2022

	2022	2021
Equity		
Opening Balance	61,887	64,683
Increases		
Long Term Maintenance Fund	-	(2,741)
Surplus for the Year	(573)	(55)
Total Increases	**(573)**	**(2,796)**
Total Equity	**61,314**	**61,887**

DENT AND HEATH
Chartered Accountants
LOWER HUTT

These financial statements must be read in conjunction with the Financial Statements and the Independent Auditor Report.

Balance Sheet

Body Corporate 66017 (Anzac House)
As at 31 March 2022

	31 MAR 2022	31 MAR 2021
Assets		
Current Assets		
Cash and Bank		
Anzac House - CHQ	36,846	20,220
Anzac House - Savings	34,128	49,618
Total Cash and Bank	**70,973**	**69,838**
Trade and Other Receivables		
Accounts Receivable	7,541	-
Prepayments	4,191	2,890
Total Trade and Other Receivables	**11,733**	**2,890**
Total Current Assets	**82,706**	**72,727**
Total Assets	**82,706**	**72,727**
Liabilities		
Current Liabilities		
Trade and Other Payables		
Accounts Payable	14,589	8,695
Accrued Expense	3,487	-
GST Payable	2,673	2,145
Taxation & RWT	643	-
Total Trade and Other Payables	**21,392**	**10,840**
Total Current Liabilities	**21,392**	**10,840**
Total Liabilities	**21,392**	**10,840**
Net Assets	**61,314**	**61,887**
Equity		
Long Term Maintenance Fund	54,480	54,480
Operating Fund	4,304	-
Special Projects fund	3,103	3,103
Retained Earnings	(573)	4,304
Total Equity	**61,314**	**61,887**

DENT AND HEATH Chartered Accountants LOWER HUTT

These financial statements must be read in conjunction with the Financial Statements and the Independent Auditor Report.

Aged Receivables Summary

Body Corporate 66017 (Anzac House)
As at 31 March 2022

CONTACT	CURRENT	< 1 MONTH	1 MONTH	2 MONTHS	3 MONTHS	OLDER	TOTAL
Floor 01 - Tall Poppy Real Estate	-	1,510	1,510	-	-	-	3,020
Wellington Electricity Lines Limited	-	-	4,521	-	-	-	4,521
Total	**-**	**1,510**	**6,031**	**-**	**-**	**-**	**7,541**

DENT AND HEATH Chartered Accountants LOWER HUTT

These financial statements must be read in conjunction with the Financial Statements and the Independent Auditor Report.

Aged Payables Summary

Body Corporate 66017 (Anzac House)
As at 31 March 2022

CONTACT	CURRENT	< 1 MONTH	1 MONTH	2 MONTHS	3 MONTHS	OLDER	TOTAL
Aged Payables							
BOS Services t/a Cleantastic	1,817	-	-	-	-	-	1,817
Complete Body Corp Solutions	1,447	1,447	1,447	1,447	-	-	5,788
Genesis Energy - DD	509	-	-	-	-	-	509
N.S.Cowan	132	-	-	-	-	-	132
Redfire Systems Limited	105	-	-	418	-	-	523
Rentokil	-	469	-	-	-	-	469
Schindler Lifts	-	3,373	400	-	-	-	3,773
Securatel Ltd	-	-	126	-	-	-	126
Spark DD	64	-	-	-	-	-	64
Vetta Online Ltd	-	23	-	-	-	-	23
Waste Management	779	-	-	-	-	-	779
Wellington City Council	586	-	-	-	-	-	586
Total Aged Payables	**5,439**	**5,312**	**1,973**	**1,865**	**-**	**-**	**14,589**
Total	**5,439**	**5,312**	**1,973**	**1,865**	**-**	**-**	**14,589**

DENT AND HEATH Chartered Accountants LOWER HUTT

These financial statements must be read in conjunction with the Financial Statements and the Independent Auditor Report.

Notes to the Financial Statements

Body Corporate 66017 (Anzac House)
For the year ended 31 March 2022

1. Reporting Entity

The financial statements presented here are for the entity Body Corporate 66017 (Anzac House), a registered Body Corporate under the Unit Titles Act 2010.
This special purpose financial report was authorised for issue in accordance with the Chairperson's instructions.
The principal activity of Body Corporate No.66017 is to provide for the use and management of principal units, accessory units, and common property.

2. Statement of Accounting Policies

Basis of Preparation

These financial statements have been prepared in accordance with the Special Purpose Framework for use by For-Profit Entities (SPFR for FPEs) published by Chartered Accountants Australia and New Zealand.
The financial statements have been specifically prepared for the purposes of reporting the financial results of the Body Corporate in accordance with the Unit Titles Act 2010 and for meeting the Body Corporate's income tax filing requirements.

Historical Cost

These financial statements have been prepared on a historical cost basis, unless otherwise mentioned in the below accounting policies. Accrual account is used to match revenue earned with expenditure incurred. The financial statements are presented in New Zealand dollars (NZ$) and all values are rounded to the nearest NZ$, except when otherwise indicated.

Revenue Recognition

Body Corporate Levies are recognised as income in the financial period to which the levies are received.

Accounts Receivable

Receivables are stated at their estimated realisable value. Bad debts are written off in the year in which they are identified.

Income Tax

Income tax is accounted for using the taxes payable method. The income tax expense in profit or loss represents the estimated current obligation payable to Inland Revenue in respect of each reporting period after adjusting for any variances between estimated and actual income tax payable in the prior reporting period.

Goods and Services Tax

The financial statements have been prepared on a GST exclusive basis with the exception of Accounts Receivables and Accounts Payable.

Provisions

Provision for future expected maintenance are recognised when levies have been received in advance of incurring the expenditure.

Changes in Accounting Policies

There have been no changes in accounting policies. Policies have been applied on a consistent basis with those of the previous reporting period.

DENT AND HEATH Chartered Accountants LOWER HUTT

These financial statements must be read in conjunction with the Financial Statements and the Independent Auditor Report.

	2022
3. Income Tax Expense	
Interest Received	14
Less Administration Expenses	(472)
Taxable Income	(457)
Income Tax Expense at 28%	-
RWT	(1)

4. Related Parties

The Body Corporate charged Operational levies to the Unit Owners in accordance with the budget approved at the more recent Annual General Meeting or subsequent Special General Meeting.

5. Audit

These financial statements have been audited by Dent and Heath Chartered Accountants.

6. Contingent Liabilities

At balance date there were no known contingent liabilities. (Last year: NIL)

DENT AND HEATH Chartered Accountants LOWER HUTT

These financial statements must be read in conjunction with the Financial Statements and the Independent Auditor Report.

Budget Variance

Body Corporate 66017 (Anzac House)
For the year ended 31 March 2022

	ACTUAL	BUDGET	VARIANCE	VAR %
Revenue				
Body Corporate Levies				
Operating Levies	142,000	142,000	-	-
Total Body Corporate Levies	**142,000**	**142,000**	**-**	**-**
Other Revenue				
Interest Received	14	15	(1)	(6)
Rent Received	20,812	20,810	2	-
Security Key Sale	45	150	(105)	(70)
Sundry Income	1,262	-	1,262	-
Total Other Revenue	**22,133**	**20,975**	**1,158**	**6**
Total Revenue	**164,133**	**162,975**	**1,158**	**1**
Expenses				
Cleaning				
Cleaning - Common Areas	23,130	20,400	2,730	13
Rubbish Removal	7,574	7,200	374	5
Total Cleaning	**30,704**	**27,600**	**3,104**	**11**
Fire Systems & BWOF				
Compliance - BWoF	1,806	2,300	(494)	(21)
Fire Service - Repairs & Maintenance	1,260	-	1,260	-
Fire Service - Testing & Fees	1,824	2,850	(1,026)	(36)
Total Fire Systems & BWOF	**4,890**	**5,150**	**(260)**	**(5)**
Insurance				
Insurance	83,329	83,330	(1)	-
Total Insurance	**83,329**	**83,330**	**(1)**	**-**
Lift Costs				
Lift Contract & Maintenance	13,029	12,000	1,029	9
Lift Phone	979	150	829	553
Total Lift Costs	**14,008**	**12,150**	**1,858**	**15**
Professional Charges				
Audit Fees	2,650	2,700	(50)	(2)
Bank Charges	129	200	(71)	(36)
General Expense	-	300	(300)	(100)
Management Fees	14,778	17,000	(2,222)	(13)
Printing, Stamps & Stationery	680	900	(220)	(24)
Total Professional Charges	**18,236**	**21,100**	**(2,864)**	**(14)**
Repairs & Maintenance				
R & M - Building	1,070	1,500	(430)	(29)
R & M - Electrical	800	600	200	33

These financial statements must be read in conjunction with the Financial Statements and the Independent Auditor Report.

DENT AND HEATH Chartered Accountants LOWER HUTT

	ACTUAL	BUDGET	VARIANCE	VAR %
R & M - Front Doors	-	650	(650)	(100)
R & M - Garage Doors	-	300	(300)	(100)
R & M - Glass & Windows	-	1,000	(1,000)	(100)
R & M - Plumbing	1,150	1,500	(350)	(23)
R & M - Roof	-	750	(750)	(100)
Security	3,117	800	2,317	290
Total Repairs & Maintenance	**6,137**	**7,100**	**(963)**	**(14)**
Utilities				
Electricity - Common Area	5,142	4,900	242	5
Water Rates	2,260	3,200	(940)	(29)
Total Utilities	**7,402**	**8,100**	**(698)**	**(9)**
Total Expenses	**164,706**	**164,530**	**176**	**-**
Net Surplus/(Deficit) Before Long Term Maintenance & Taxation	**(573)**	**(1,555)**	**982**	**(63)**
Net Surplus/(Deficit) for the Year	**(573)**	**(1,555)**	**982**	**(63)**

DENT AND HEATH Chartered Accountants LOWER HUTT

These financial statements must be read in conjunction with the Financial Statements and the Independent Auditor Report.

Repairs & Maintenance - Transactions

Body Corporate 66017 (Anzac House)
For the period 1 April 2021 to 31 March 2022

DATE	DESCRIPTION	REFERENCE	GROSS
Fire Service - Repairs & Maintenance			
31 Dec 2021	Conversion Balance		896
1 Jan 2022	Redfire Systems Limited - Attend fire alarm system 25/5/2021. Water leaking into detector on level 7, remove detector from system and restore to normal.	INV-41134	418
Total Fire Service - Repairs & Maintenance			**1,314**
Lift Contract & Maintenance			
31 Dec 2021	Conversion Balance		12,681
31 Mar 2022	Being: Prepayment of Schindler lift contract 01.04.2022 to 30.06.2022 - Being: Prepayment of Schindler lift contract 01.04.2022 to 30.06.2022	#510	(2,933)
26 Feb 2022	Schindler Lifts - Contractual payment as per agreement for period from 01.04.2022 to 30.06.2022	5503604974	3,373
13 Jan 2022	Schindler Lifts - Equipment No: 23000336309 LIFT NO 1 ANZAC HOUSE, 181 WILLIS STREET, TE ARO 6011 WELLINGTON Report No: 13870, 14130 Execution date: 21.12.2021 Job Number: CBK 56844368 Job description: When responding to the callback dated 21.12.2021, the Schindler Technician found that one of the components had been damaged due to misuse or improper use of the equipment. The landing panels / indicators were faulty. Following our attendance, the equipment was left in service. Works due to misuse or improper use are not covered under the terms of your maintenance agreement, therefore this site visit will be chargeable.	5513100778	400
Total Lift Contract & Maintenance			**13,521**
R & M - Building			
31 Dec 2021	Conversion Balance		920
15 Mar 2022	Securatel Ltd - Maintenance for Stuart Campbell.	751	172
Total R & M - Building			**1,092**
R & M - Electrical			
31 Dec 2021	Conversion Balance		592
3 Feb 2022	The Light Bulb Man Limited - [60024] 13W G24d (2 Pin) PLC Cool White 840 Compact Fluorescent	INV-57750	239
Total R & M - Electrical			**831**
R & M - Plumbing			
31 Dec 2021	Conversion Balance		918
18 Feb 2022	Imax Plumbing & Gas Ltd - #2918a Fire Hose reel in basement leaking 26/01 Found isolation valve on FHR required service. Isolated water supply, serviced valve, reinstated valve and confirmed satisfactory operation.	INV-04772	267
Total R & M - Plumbing			**1,185**
Total			**17,944**

DENT AND HEATH
Chartered Accountants
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These financial statements must be read in conjunction with the Financial Statements and the Independent Auditor Report.

Body Corporate 66017

Anzac House

Proposed 2022-23 Budget & Body Corporate Levies

BODY CORPORATE 66017 (ANZAC HOUSE)
Projected Budget (excl gst)
For the year ended 31 March 2023

complete bodycorp solutions

	2021/22 Budget Excl GST	2021/22 Actual Excl GST	2022/23 Budget Excl GST	2022/23 Budget Incl GST
INCOME				
Body Corp Levies	142,000	142,000	152,000	174,800
OTHER INCOME				
Interest & Laundry Income	15	14	15	15
Rent Received	20,810	20,812	20,810	23,932
Secuirty Key sale	150	45	450	518
Sundry Income	-	1,262	-	-
TOTAL INCOME	162,975	164,133	173,275	199,264
EXPENSES				
Cleaning				
Cleaning - Building Exterior	20,400	23,130	23,500	27,025
Rubbish Removal	7,200	7,574	8,300	9,545
Fire Systems - Contract & Maintenance				
BWoF & Compliance	2,300	1,806	2,300	2,645
Fire Service - Repairs & Maintenance	-	1,260	1,300	1,495
Fire Service - Testing & Fees	2,850	1,824	1,800	2,070
Insurance				
Insurance	83,330	83,329	87,085	100,148
Valuation	-	-	1,500	1,725
Lift Costs				
Lift Contract & Maintenance	12,000	13,029	13,000	14,950
Lift Phone	150	979	1,000	1,150
Professional Fees & Administration				
Audit Fees	2,700	2,650	2,700	3,105
Bank Fees	200	129	200	200
Body Corporate Management	17,000	14,778	15,100	17,365
General Expense	300	-	140	161
GST Expense	-	-	-	28
Printing & Stationary	900	680	900	1,035

BODY CORPORATE 66017 (ANZAC HOUSE)
Projected Budget (excl gst)
For the year ended 31 March 2023

	2021/22 Budget Excl GST	2021/22 Actual Excl GST	2022/23 Budget Excl GST	2022/23 Budget Incl GST
Repairs & Maintenance				
R & M - Building	1,500	1,070	1,500	1,725
R & M - Electrical	600	800	600	690
R & M - Front Doors	650	-	650	748
R & M - Garage Doors	300	-	300	345
R & M - Glass & Windows	1,000	-	1,000	1,150
R & M - Plumbing	1,500	1,150	1,500	1,725
R & M - Roof	750	-	-	-
Security	800	3,117	800	920
Utilities				
Electricity	4,900	5,142	4,900	5,635
Water Rates	3,200	2,260	3,200	3,680
TOTAL EXPENSES	164,530	164,706	173,275	199,264
NET SURPLUS BEFORE LTMF & TAX	(1,555)	(573)	-	-
LONG TERM MAINTENANCE				
LONG TERM MAINTENANCE INCOME				
Special Levy	-	-	58,000	66,700
Transfer from LTM Provision	-	-	33,500	38,525
LONG TERM MAINTENANCE EXPENSES				
LTM- Front doors	-	-	(1,500)	(1,725)
LTM - Roofing of Building	-	-	(90,000)	(103,500)
TOTAL LONG TERM MAINTENANCE	-	-	-	-
Taxation & Adjustments				
Taxation	-	-	-	-
NET SURPLUS FOR YEAR	(1,555)	(573)	-	-

BODY CORPORATE 66017 (ANZAC HOUSE)
Projected Body Corporate Levies (incl gst)
For the year ended 31 March 2023

Unit	Unit Entitle	%	2022-23 Incl GST Annual BC Levies	2022-23 Incl GST Monthly Levies	2021-22 Incl GST Annual BC Levies	2021-22 Incl GST Monthly Levies	Change (pa)	Change (mthly)
Ground 1	7,462	7.46%	13,043.58	1,086.96	12,185.45	1,015.45	858.13	71.51
Ground 2	2,920	2.92%	5,104.16	425.35	4,768.36	397.36	335.80	27.98
Ground 3	1,273	1.27%	2,225.20	185.43	2,078.81	173.23	146.40	12.20
Level 1	11,097	11.10%	19,397.56	1,616.46	18,121.40	1,510.12	1,276.16	106.35
Level 2	10,567	10.57%	18,471.12	1,539.26	17,255.91	1,437.99	1,215.21	101.27
Level 3	11,235	11.24%	19,638.78	1,636.57	18,346.76	1,528.90	1,292.03	107.67
Level 4	12,152	12.15%	21,241.70	1,770.14	19,844.22	1,653.68	1,397.48	116.46
Level 5	10,706	10.71%	18,714.09	1,559.51	17,482.90	1,456.91	1,231.19	102.60
Level 6	11,568	11.57%	20,220.86	1,685.07	18,890.54	1,574.21	1,330.32	110.86
Level 7	12,291	12.29%	21,484.67	1,790.39	20,071.20	1,672.60	1,413.47	117.79
Level 8	8,729	8.73%	15,258.29	1,271.52	14,254.46	1,187.87	1,003.84	83.65
	100,000	100.00%	174,800.00	14,566.67	163,300.00	13,608.33	11,500.00	958.33
Excl gst			152,000.00	12,666.67	142,000.00	11,833.33	10,000.00	833.33

BODY CORPORATE 66017 (ANZAC HOUSE)

Special Levy Allocation (incl gst)
For the year ended 31 March 2023

Unit	Unit Entitle	%	2022-23 Incl GST Annual BC Levies
Ground 1	7,462	7.46%	4,977.15
Ground 2	2,920	2.92%	1,947.64
Ground 3	1,273	1.27%	849.09
Level 1	11,097	11.10%	7,401.70
Level 2	10,567	10.57%	7,048.19
Level 3	11,235	11.24%	7,493.75
Level 4	12,152	12.15%	8,105.38
Level 5	10,706	10.71%	7,140.90
Level 6	11,568	11.57%	7,715.86
Level 7	12,291	12.29%	8,198.10
Level 8	8,729	8.73%	5,822.24
	100,000	100.00%	66,700.00
		excl gst	58,000.00

BODY CORPORATE 66017 (ANZAC HOUSE)

Insurance Levies (incl gst)
For the year ended 31 March 2023

Unit	Unit Entitle	%	2022-23 Incl GST Annual BC Levies
Ground 1	7,462	7.46%	7,465.73
Ground 2	2,920	2.92%	2,921.46
Ground 3	1,273	1.27%	1,273.64
Level 1	11,097	11.10%	11,102.55
Level 2	10,567	10.57%	10,572.28
Level 3	11,235	11.24%	11,240.62
Level 4	12,152	12.15%	12,158.08
Level 5	10,706	10.71%	10,711.35
Level 6	11,568	11.57%	11,573.78
Level 7	12,291	12.29%	12,297.15
Level 8	8,729	8.73%	8,733.36
	100,000	100.00%	100,050.00
		excl gst	87,000.00

ANZAC HOUSE BODY CORPORATE

Projected Budget for 10 Years Ended 31 March 2021 to 2030 — **$ '2020**

TOTAL LONG TERM MAINTENANCE FUND & SPECIAL PROJECTS

	Actual 2019/20	Budget *2017/18*	Forecast *2020/21*	Forecast *2021/22*	Forecast *2022/23*	Forecast *2023/24*	Forecast *2024/25*	Forecast *2025/26*	Forecast *2026/27*	Forecast *2027/28*	Forecast *2028/29*	Forecast *2029/30*
Levies for/(from) General Purpose	*0*	*0*	-	2,000	10,000	13,000	14,000	15,000	18,000	17,000	14,500	14,500
Long Term Maintenance brought Forward	*66,617*	66,617	60,325	38,425	30,425	6,925	8,925	17,925	50,425	49,425	107,925	74,425
Special Levy for special projects	*0*				58,000			17,500		50,000	55,000	
Total of all Income	*66,617*	66,617	60,325	40,425	98,425	19,925	22,925	50,425	68,425	116,425	177,425	88,925
Long Term Maintenance Items (see below)	*6,292*	34,200	21,900	10,000	1,500	11,000	5,000	-	9,000	1,000	-	6,000
Special Projects (see below)	*0*	0	-	-	90,000	-	-	-	10,000	7,500	103,000	80,000
Total Cost of all Projects	*6,292*	34,200	21,900	10,000	91,500	11,000	5,000	-	19,000	8,500	103,000	86,000
Long Term Maintnenance Fund to c/fwd	***60,325***	**32,417**	**38,425**	**30,425**	**6,925**	**8,925**	**17,925**	**50,425**	**49,425**	**107,925**	**74,425**	**2,925**
LONG TERM MAINTENANCE ITEMS:												
Garage Door	429		1,500			3,000			3,000			
Painting Interior						3,000						
Roofing of veranda	888	22,000	10,000	10,000								
Front Doors	2,227	3,000	1,500		1,500					1,000		
Toilets	953	1,500	2,500				5,000					
Lifts						5,000			6,000			6,000
Security	1,795	7,700	5,900									
Windows			500									
Bird Control	0											
	6,292	34,200	21,900	10,000	1,500	11,000	5,000	-	9,000	1,000	-	6,000
SPECIAL PROJECTS:												
to be funded by way of special levy in the year concerned as previously decided.												
Painting Exterior											60,000	60,000
Roofing of building					90,000				10,000			
Consultancy/Project Management										7,500		
Windows											18,000	
Lifts -reinstatement												
Foyer											25,000	20,000
	0	0	-	-	90,000	-	-	-	10,000	7,500	103,000	80,000
	6,292	**34,200**	**21,900**	**10,000**	**91,500**	**11,000**	**5,000**	**-**	**19,000**	**8,500**	**103,000**	**86,000**

DISCLOSURE STATEMENT

1. The following information has been supplied to Capital Commercial (2013) Limited ("Bayleys") to be made available for distribution on the vendor's behalf to potential purchasers to assist purchasers with their due diligence and to use at the purchaser's discretion.
2. Bayleys and the Vendor do not warrant the accuracy or completeness of the information and recommends that all recipients undertake their own due diligence, obtain their own reports to their satisfaction and seek independent advice prior to committing to purchaser.