Unit Owners
Body Corporate 66017
181 Willis Street, Te Aro
WELLINGTON 6011

27 August 2024

Dear Owner,

NOTICE FOR THE ANNUAL GENERAL MEETING

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

DATE: Tuesday 17 September 2024

TIME: 16.00 (4.00pm)

PLACE: All Accounted For Meeting Room, Gr Floor, 271 Willis Street, Te Aro, Wellington and online via Zoom (Link to be provided at part of the final agenda)

Unit owners are invited to propose matters for discussion at the meeting. All matters **MUST** be received by **15.00 (3.00pm), Tuesday 3 September 2024.**

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 **15.00 (3.00pm), Tuesday 17 September 2024.**

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:

Body Corporate 66017 (ANZAC)
C/- Gr Fl, 271 Willis Street
Te Aro, Wellington 6011

Or by email to:

admin@cbcs.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,
The CBCS Team

BODY CORPORATE 66017 (ANZAC)
2024 ANNUAL GENERAL MEETING
AGENDA AND MOTIONS

To be held at **16.00 (4.00pm), Tuesday 17 September 2024** in the All Accounted For Meeting Room, Gr Floor, 271 Willis Street, Te Aro, Wellington

1. Welcome and introduction.
2. Registration of attendees and confirmation of quorum including proxies.
3. Apologies.
4. Confirmation of 2023 AGM Minutes (attached).
5. Matters arising from the previous meeting.
6. Body Corporate Committee report, provided by Chairperson.
7. Financial Statements for the year ended 31 March 2024.
8. Discussion on Long-Term Maintenance plan.
9. Insurance.
10. Presentation of Budget for the year ended 31 March 2025.
11. Audit of financial statements for the year ended 31 March 2025.
12. Election of Body Corporate Chairperson.
13. Election of Body Corporate Committee.
14. Common Area Maintenance Matters.
15. General Business.
16. Closing

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	**Legislative Reference**	**Type of Resolution Ordinary / Special**	**Vote For (Yes) Against (No)**
1	That the apologies are accepted	Standard meeting protocol	Ordinary	
2	That the minutes of the meeting held Thursday 2 November 2023 be confirmed as a true and accurate record of that meeting.	Standard meeting protocol	Ordinary	
3	That the Chairperson's report be accepted into the body corporate records	Standard meeting protocol	Ordinary	
4	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 2024.	S132(1), UTA 2010	Ordinary	
5	That the Body Corporate accepts the proposed operating budget and levy allocations for the year ended 31 March 2025.	S121 (1), UTA 2010	Ordinary	
6	That the Body Corporate adopts the following rule in addition to the default rule under the Unit Titles Act: That any member who is in default of their levies for more than 30 days must pay penalty interest of 10% pa calculated daily.	S105, S124 & S128, UTA 2010	Ordinary	
7	That the Body Corporate agrees not to audit or review the financial statements for the year ended 31 March 2025.	S121 (1), UTA 2010	Special	
8	That _________________ of (Unit _____) be duly elected as Chairperson until the next held AGM of the Body Corporate	S10 & S12, UTR 2011	Ordinary	
9	That the Body Corporate Committee consists of at least 3 members, up to maximum of 5 members.	S112, UTA 2010 & S24 (1a), UTR 2011	Ordinary	
10	That the Body Corporate Committee quorum be set at 3 members.	S24 (1a), UTR 2011	Ordinary	

11	That ____ be duly elected as the new Body Corporate Committee until the next held AGM of the Body Corporate.	S24 (1b), UTR 2011	Ordinary	

BODY CORPORATE 66017 (ANZAC House)
2024 Annual General Meeting Minutes

Held in the All Accounted For Meeting Room, Gr Floor, 271 Willis Street, Te Aro, Wellington.
On Tuesday 17 September, commencing 4.00pm

1. Welcome and introduction.

Ashleigh Marr, Body Corporate Manager, introduced herself and Dakota Scott, Body Corporate Co-ordinator, and welcomed all attendees.

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

PRESENT: As per attendance list, **7** of the Body Corporate's **11** units were present in person or by proxy representing **64**% of the Body Corporate. Quorum was achieved.

Richard Young *(Young Family Trust)*	Unit 1
Geline Owezarek *(Astra Healthcare)*	Unit 5
Michelle Mazey (*Clubs NZ)*	Unit 8
Russell & Sarina Joseph *(Corporate Risk)*	Unit 9
John Hickey *(Schlat Properties)*	Unit 10

Proxies & Postal Votes
Geline Owczarek receives proxy for Unit 2 and Unit 3

Other

Ashleigh Marr	CBCS – Body Corporate Manager
Dakota Scott	CBCS – Body Corporate Coordinator

3. Apologies.

No apologies received

Motion 1: That the apologies are accepted.

Moved: **Seconded:**
MOTION WITHDRAWN

4. Confirmation of 2023 AGM Minutes.

Motion 2: That the minutes of the meeting held Thursday 2 November 2023 be confirmed as a true and accurate record of that meeting.

Moved: Russell Joseph (Unit 9) **Seconded:** Michelle Mazey (Unit 8)
MOTION CARRIED

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

A discussion was held around windows as the 2023 minutes referenced window repairs not window replacements. Any window replacements have not been approved or agreed on by the BC and if an owner is wanting a full window replacement, approval from the BC is required first & will be done at the owner's expense.

To clarify: Any internal items are owner responsibility and any external items are BC responsibility. Any improvements beyond basic maintenance and repairs that contribute to the betterment of the Unit are at the Unit owner's expense.

6. **Body Corporate Committee report, provided by Chairperson, verbally.**

Motion is withdrawn as ANZAC House currently has no standing chair and no comments were made by the committee.

Ashleigh extended her gratitude on behalf of CBCS for all the hard work the BC Committee have done over the past year and Russel extended a big thanks to Michelle for stepping in as the unofficial interim chair until the AGM.

Motion 3: That the Chairperson's report be accepted and added to the Body Corporate records.

Moved: **Seconded:**
MOTION WITHDRAWN

7. **Financial Statements for the year ended 31 March 2024.**

Profit & Loss
Overall, the Body Corporate generated a surplus of $62.3k for the year.
Levies were in line with the approved budget.
Expenses were in-line with budget, except for:

- Cleaning - Rubbish: $1.4k over budget due to the significant increase in landfill changes from WCC due to their compliance with carbon reduction requirements & higher wage & fuel costs.
- Lift Contract & Maintenance: $2.5k over budget due to an increase in the quarterly Schindler lift contract.
- R & M - Building: $15.4k over budget due the July 2023 leak in the lift shaft.
- R&M - Garage Doors: $1.3k over budget due to the supply and code in of remote controllers.

Balance Sheet
The Body Corporate held $160.6k at 31 March 2024, an increase of $53.3k on the previous financial year.
Majority of unit owners were current or in credit as at 31 March 2024 with the exception of units 01, 02 & 07. Contact has been made with this unit owner and arrears have been paid.

Motion 4: 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 2024.

Moved: Michelle Mazey (Unit 8) **Seconded:** Russell Joseph (Unit 9)
MOTION CARRIED

8. Discussion of the Long-Term Maintenance Plan.

A discussion was held around the draft LTMP. A quote was received by Cove Kinlock however the draft plan has not yet been approved and accepted by the BC.

Action Point: CBCS to send the Draft LTMP to all owners & hold an EGM to approve and accept it into the BC records.

9. Insurance

Ashleigh gave a brief on the trends with in the current market.
A discussion was held around the roof leak claim. It was decided that when the roof is repaired, a policy will need to be put in place to cover all repairs.
The general consensus was everyone is happy with the amount of cover that the BC currently has and the BC is also happy to not go to the market next year but instead ask the current broker to obtain a couple different quotes from different providers.

10. Presentation of Budget for the year ended 31 March 2025.

The Body Corporate is proposing that levies remain the same. This will allow the BC to then put aside some funds once the LTMP is accepted.

It was brought to CBCS's attention that there were a couple of typos in the budget a financial commentary.

Action Point: Lucy to change 'friends' to 'funds' and update the '15' to '15k'

Motion 5: That the Body Corporate accepts the proposed operating budget and levy allocations for the year ended 31 March 2025 subject to the amendments suggested during the AGM.

Moved: Russell Joseph (Unit 9) **Seconded:** John Hickey (Unit 10)
MOTION CARRIED

Motion 6: That the Body Corporate adopts the following rule in addition to the default rule under the Unit Titles Act: That any member who is in default of their levies for more than 30 days must pay penalty interest of 10% pa calculated daily.

Moved: Michelle Mazey (Unit 8) **Seconded:** Russell Joseph (Unit 9)
MOTION CARRIED

11. Audit of financial statements for the year ended 31 March 2024.

It was decided an audit every 2-5 years was sufficient and as an audit was done last year, one was not needed this year.

Motion 7: That the Body Corporate agrees not to audit or review the financial statements for the year ended 31 March 2025.

Moved: Russell Joseph (Unit 9) **Seconded:** Geline Owezarek (Unit 5)
MOTION CARRIED

12. Election of Body Corporate Chairperson.

Russell Joseph accepted the nomination by Michelle Mazey on the bases that the maintenance committee remains functional and operates effectively and efficiently.

Motion 8: That Russell Joseph of Unit 9 be duly elected as Chairperson until the next held AGM of the Body Corporate.

MOTION CARRIED BY WAY OF NO OTHER NOMINATIONS BEING RECEIVED

As Russell Joseph of Unit 9 was elected Chairperson, per section 112A of the Unit Titles Act 2010, he is automatically entered into the Committee.

13. Election of Body Corporate Maintenance Committee

Motion 9: That the Body Corporate Maintenance Committee consists of at least 3 members, up to maximum of 5 members.

Moved: John Hickey (Unit 10) **Seconded:** Michelle Mazey (Unit 8)
MOTION CARRIED

Motion 10: That the Body Corporate Maintenance Committee quorum be set at 3 members.

Moved: Russell Joseph (Unit 9) **Seconded:** Michelle Mazey (Unit 8)
MOTION CARRIED

Nominated Committee Members

Russell Joseph (Unit 9)
Michelle Mazey (Unit 8)
John Hickey (Unit 10)
Geline Owezarek (Unit 5)

Motion 11: That Russell Joseph (Unit 9), Michelle Mazey (Unit 8), John Hickey (Unit 10), and Geline Owezarek (Unit 5) be duly elected as the new Body Corporate Maintenance Committee until the next held AGM of the Body Corporate.

Moved: Sarina Joseph (Unit 9) **Seconded:** Richard Young (Unit 1)
MOTION CARRIED

14. Common Area Maintenance Matters.

Key points discussed are as follows:

- The sign advising who is on each floor needs updating. This is up to the individual owners to update.
- Issues with the lifts are occurring too frequently and it is suspected that general maintenance is not occurring.
- Issues around cleanliness around the toilets, lifts and rubbish was raised.
- The front door is currently being fixed.

Action Point: CBCS to send all owner's email advising owners that leaving boxes by the lift is a potential H&S risk, and to please avoid budging the door open as it breaks the hinges.

Action Point: CBCS to get in touch with Ampco and get lift quote and to ask Schindler when the last service was carried out & how frequent services are.

Action Point: CBCS to advise cleaner if concerns around cleanliness. And send contractors list to BCC

15. General Business.

A discussion was held around the agreed amount the BCC can spend without BC Consent. It was agreed that during the EGM a motion would be put forward that the committee is allowed to spend a maximum of $2.5k before needing BC consent.

Action Point: CBCS to include in the EGM a motion that the BCC can spend a maximum of $2.5k before needing to consult the entire BC.

A discussion was held around whether any action can be taken to enforce that the building is fully commercial as having permanent residents can affect the NBS rating and the insurance coverage adding additional risks to the building. This includes the common area roof not being utilised or accessed by level 8.

Just to clarify the level 7 roof is a common area but does not form part of the level 8-unit entitlement and access to the roof is strictly fort maintenance only.

Action Pont: CBCS to look into the BC rules, seek clarity regarding how it effects insurance and discuss with the BCMC regarding further action.

16. Closing.

Meeting was closed at 5.13pm

MINUTES APPROVED BY CHAIR

Name: ______________________________

Signed: ______________________

Date: ______________________

MOTIONS

Ordinary Resolution: For an Ordinary Resolution to pass, 50.1% 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	**Legislative Reference**	**Type of Resolution Ordinary / Special**	**Vote For (Yes) Against (No)**
1	That the apologies are accepted	Standard meeting protocol	Ordinary	Withdrawn
2	That the minutes of the meeting held Thursday 2 November 2023 be confirmed as a true and accurate record of that meeting.	Standard meeting protocol	Ordinary	Yes
3	That the Chairperson's report be accepted into the body corporate records	Standard meeting protocol	Ordinary	Withdrawn
4	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 2024.	S132(1), UTA 2010	Ordinary	Yes
5	That the Body Corporate accepts the proposed operating budget and levy allocations for the year ended 31 March 2025.	S121 (1), UTA 2010	Ordinary	Yes
6	That the Body Corporate adopts the following rule in addition to the default rule under the Unit Titles Act: That any member who is in default of their levies for more than 30 days must pay penalty interest of 10% pa calculated daily.	S105, S124 & S128, UTA 2010	Ordinary	Yes
7	That the Body Corporate agrees not to audit or review the financial statements for the year ended 31 March 2025.	S121 (1), UTA 2010	Special	Yes
8	That Russell Joseph of (Unit 9) be duly elected as Chairperson until the next held AGM of the Body Corporate	S10 & S12, UTR 2011	Ordinary	Yes
9	That the Body Corporate Maintenance Committee consists of at least 3 members, up to maximum of 5 members.	S112, UTA 2010 & S24 (1a), UTR 2011	Ordinary	Yes
10	That the Body Corporate Maintenance Committee quorum be set at 3 members.	S24 (1a), UTR 2011	Ordinary	Yes

11	That Russell Joseph (Unit 9), Michelle Mazey (Unit 8), John Hickey (Unit 10), and Geline Owezarek (Unit 5) be duly elected as the new Body Corporate Maintenance Committee until the next held AGM of the Body Corporate.	S24 (1b), UTR 2011	Ordinary	Yes

BODY CORPORATE 66017 (ANZAC HOUSE)
Financial Commentary
As at 31 March 2024

Profit & Loss

Overall, the Body Corporate generated a surplus of $62.3k for the year.

Levies were inline with the approved budget.

Expenses were in-line with budget, except for:

- Cleaning - Rubbish: $1.4k over budget due to the significant increase in landfill changes from WCC due to their compliance with carbon reduction requirements & higher wage & fuel costs.
- Lift Contract & Maintenance: $2.5k over budget due to an increase in the quarterly Schindler lift contract.
- R & M - Building: $15.4k over budget due the July 2023 leak in the lift shaft.
- R&M - Garage Doors: $1.3k over budget due to the supply and code in of remote controllers.

Balance Sheet

The Body Corporate held $160.6k at 31 March 2024, an increase of $53.3k on the previous financial year.

Majority of unit owners were current or in credit as at 31 March 2024 with the exception of units 01, 02 & 07. Contact has been made with this unit owner and arrears have been paid.

2024/2025 Budget

The Body Corporate is proposing that levies remain the same. This will allow the BC to then put aside some funds once the LTMP is accepted.

Annual Report

Body Corporate 66017 (Anzac House)
For the year ended 31 March 2024

Prepared by Complete Body Corp Solutions Limited

Contents

Body Corporate Information

Body Corporate 66017 (Anzac House)
For the year ended 31 March 2024

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 Zealand

Body Corporate Manager

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

Auditors

Moore Markhams

Level 11, 34 – 42 Manners Street

Wellington 6142, New Zealand

Independent assurance practitioner’s review report

To the Unit Holders of Body Corporate 66017 (ANZAC House)

We have reviewed the accompanying special purpose financial statements of Body Corporate 66017 (ANZAC House), which comprise the statement of financial position as at 31 March 2024 and the statement of financial performance, statement of movements in equity and material accounting policy information and other explanatory information. The financial statements have been prepared in accordance with the accounting policies set out in the statement of accounting policies of the special purpose financial statements.

Body Corporate Committees’ responsibility for the financial statements
The Body Corporate committee is responsible for the preparation and fair presentation of these financial statements in accordance with the accounting policies set out in the statement of accounting policies of the special purpose financial statements, and for such internal control as the Body Corporate committee determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

Assurance Practitioner’s Responsibility
Our responsibility is to express a conclusion on the accompanying financial statements. We conducted our review in accordance with International Standard on Review Engagements (New Zealand) (ISRE (NZ) 2400) “Review of Historical Financial Statements Performed by an Assurance Practitioner who is not the Auditor of the Entity”. ISRE (NZ) 2400 requires us to conclude whether anything has come to our attention that causes us to believe that the financial statements, taken as a whole, are not prepared in all material respects in accordance with the applicable financial reporting framework. This Standard also requires us to comply with relevant ethical requirements.

A review of financial statements in accordance with ISRE (NZ) 2400 is a limited assurance engagement. The assurance practitioner performs procedures, primarily consisting of making enquiries of management and others within the entity, as appropriate, and applying analytical procedures, and evaluates the evidence obtained.

The procedures performed in a review are substantially less than those performed in an audit conducted in accordance with International Standards on Auditing (New Zealand). Accordingly, we do not express an audit opinion on these financial statements.

Other than in our capacity as assurance practitioner we have no relationship with, or interests in, Body Corporate 66017 (ANZAC House).

Conclusion
Based on our review, nothing has come to our attention that causes us to believe that these special purpose financial statements do not present fairly, in all material respects, the financial position of Body Corporate 66017 (ANZAC House) as at 31 March 2024, and its financial performance for the year then ended, in accordance with the accounting policies set out in the statement of accounting policies of the special purpose financial statements.

Basis of Accounting
Without modifying our opinion, we draw attention to the statement of accounting policies of the special purpose financial statements, which describes the basis for preparation. The financial statements have been prepared for the purpose of reporting the assets and liabilities of the Body Corporate as at 31 March 2024, and the revenues and expenses for the year then ended in accordance with the rules of the Body Corporate. As a result, the financial statements may not be suitable for another purpose.

Moore Markhams

Moore Markhams Wellington Audit | Chartered Accountants, Wellington, New Zealand
26 August 2024

Approval of Financial Report

Body Corporate 66017 (Anzac House)
For the year ended 31 March 2024

The Body Corporate Committee are pleased to present the approved financial report including the historical financial statements of Body Corporate 66017 (Anzac House) for year ended 31 March 2023.

APPROVED

For and on behalf of the Committee Members.

____

[Committee Member] Michelle Mazey

Date 21 Aug 2024 ....

____

[Committee Member] Russell Joseph

complete bodycorp solutions

Profit and Loss

Body Corporate 66017 (Anzac House)
For the year ended 31 March 2024

	2024	2023
Revenue		
Body Corporate Levies		
Operating Levies	280,000	205,709
Total Body Corporate Levies	**280,000**	**205,709**
Other Revenue		
Interest Received	1,650	197
Rent Received	20,812	20,812
Total Other Revenue	**22,462**	**21,009**
Total Revenue	**302,462**	**226,718**
Expenses		
Cleaning		
Cleaning - Common Areas	23,836	23,851
Rubbish Removal	11,430	9,765
Total Cleaning	**35,267**	**33,616**
Fire Systems & BWOF		
Compliance - BWoF	2,846	2,524
Fire Service - Repairs & Maintenance	77	748
Fire Service - Testing & Fees	1,931	2,541
Total Fire Systems & BWOF	**4,854**	**5,813**
Insurance		
Insurance	124,501	87,083
Interest - Insurance	8,350	5,168
Valuation Fees	-	1,000
Total Insurance	**132,851**	**93,251**
Lift Costs		
Lift Contract & Maintenance	15,489	12,925
Lift Phone	1,044	1,116
Total Lift Costs	**16,533**	**14,041**
Professional Fees & Bank Charges		
Audit Fees	3,395	3,635
Bank Charges	59	71
Building Management	233	947
Management Fees	15,100	15,378
Total Professional Fees & Bank Charges	**18,787**	**20,030**
Repairs & Maintenance		
R & M - Building	17,405	442
R & M - Electrical	831	3,240
R & M - Garage Doors	-	1,648

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

	2024	2023
R & M - Plumbing	4,113	4,434
Security	656	174
Total Repairs & Maintenance	**23,004**	**9,937**
Utilities		
Electricity - Common Area	4,659	5,124
Water Rates	4,111	2,202
Total Utilities	**8,770**	**7,326**
Total Expenses	**240,064**	**184,014**
Net Surplus/(Deficit) Before Long Term Maintenance & Taxation	**62,397**	**42,703**
Taxation		
Tax Expense	134	-
Total Taxation	**134**	**-**
Net Surplus/(Deficit) for the Year	**62,263**	**42,703**

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 2024

	2024	2023
Equity		
Opening Balance	104,017	61,314
Increases		
Surplus for the Year	62,263	42,703
Total Increases	**62,263**	**42,703**
Total Equity	**166,281**	**104,017**

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 2024

	31 MAR 2024	31 MAR 2023
Assets		
Current Assets		
Cash and Bank		
Anzac House - CHQ	19,387	47,231
Anzac House - Savings	141,256	60,101
Total Cash and Bank	**160,642**	**107,332**
Trade and Other Receivables		
Accounts Receivable	37,548	19,112
Prepayments	4,462	4,322
Total Trade and Other Receivables	**42,010**	**23,434**
Total Current Assets	**202,652**	**130,766**
Total Assets	**202,652**	**130,766**
Liabilities		
Current Liabilities		
Trade and Other Payables		
Accounts Payable	4,404	3,759
Accrued Expense	3,609	5,237
GST Payable	28,136	17,169
Taxation & RWT	223	584
Total Trade and Other Payables	**36,372**	**26,748**
Total Current Liabilities	**36,372**	**26,748**
Total Liabilities	**36,372**	**26,748**
Net Assets	**166,281**	**104,017**
Equity		
Long Term Maintenance Fund	54,480	54,480
Operating Fund	4,304	4,304
Special Projects fund	3,103	3,103
Retained Earnings	104,393	42,130
Total Equity	**166,281**	**104,017**

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 2024

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.
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.

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

	2024	2023

3. Income Tax Expense

Taxable Income		
Interest Received	1,650	197
Less Administration Expenses	(443)	(468)
Less Losses Brought Forward	(728)	(457)
Plus Losses Brought Forward	-	-
Total Taxable Income	**479**	**(728)**

Tax Payable / (Refundable)		
Income Tax Expense at 28%	134	-
Prior Year Tax Refund Due	-	(527)
Refund transferred to GST	139	-
RWT Deducted	(495)	(59)
Total Tax Payable / (Refundable)	**(222)**	**(586)**

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 Moore Markhams.

6. Contingent Liabilities

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

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 2024

	ACTUAL	BUDGET	VARIANCE	VAR %
Revenue				
Body Corporate Levies				
Operating Levies	280,000	280,000	-	-
Total Body Corporate Levies	**280,000**	**280,000**	**-**	**-**
Other Revenue				
Interest Received	1,650	200	1,450	725
Rent Received	20,812	20,812	-	-
Total Other Revenue	**22,462**	**21,012**	**1,450**	**7**
Total Revenue	**302,462**	**301,012**	**1,450**	**-**
Expenses				
Cleaning				
Cleaning - Common Areas	23,836	24,500	(664)	(3)
Rubbish Removal	11,430	10,000	1,430	14
Total Cleaning	**35,267**	**34,500**	**767**	**2**
Fire Systems & BWOF				
Compliance - BWoF	2,846	3,000	(154)	(5)
Fire Service - Repairs & Maintenance	77	1,300	(1,223)	(94)
Fire Service - Testing & Fees	1,931	3,000	(1,069)	(36)
Total Fire Systems & BWOF	**4,854**	**7,300**	**(2,446)**	**(34)**
Insurance				
Insurance	124,501	124,501	-	-
Interest - Insurance	8,350	8,357	(7)	-
Total Insurance	**132,851**	**132,858**	**(7)**	**-**
Lift Costs				
Lift Contract & Maintenance	15,489	13,000	2,489	19
Lift Phone	1,044	1,200	(156)	(13)
Total Lift Costs	**16,533**	**14,200**	**2,333**	**16**
Professional Charges				
Audit Fees	3,395	4,600	(1,205)	(26)
Bank Charges	59	200	(141)	(70)
Building Management	233	-	233	-
Management Fees	15,100	15,100	-	-
Total Professional Charges	**18,787**	**19,900**	**(1,113)**	**(6)**
Repairs & Maintenance				
R & M - Building	17,405	2,000	15,405	770
R & M - Electrical	831	2,600	(1,769)	(68)
R & M - Front Doors	-	650	(650)	(100)
R & M - Garage Doors	-	2,000	(2,000)	(100)

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

	ACTUAL	BUDGET	VARIANCE	VAR %
R & M - Glass & Windows	-	1,000	(1,000)	(100)
R & M - Plumbing	4,113	3,000	1,113	37
Security	656	1,000	(344)	(34)
Total Repairs & Maintenance	**23,004**	**12,250**	**10,754**	**88**
Utilities				
Electricity - Common Area	4,659	5,500	(841)	(15)
Water Rates	4,111	3,200	911	28
Total Utilities	**8,770**	**8,700**	**70**	**1**
Total Expenses	**240,064**	**229,708**	**10,356**	**5**
Net Surplus/(Deficit) Before Long Term Maintenance & Taxation	**62,397**	**71,304**	**(8,907)**	**(12)**
Long Term Maintenance				
Long Term Maintenance Expenses				
Long Term Maintenance Plan	-	5,000	(5,000)	(100)
Total Long Term Maintenance Expenses	**-**	**5,000**	**(5,000)**	**(100)**
Total Long Term Maintenance	**-**	**(5,000)**	**5,000**	**(100)**
Taxation				
Tax Expense	134	-	134	-
Total Taxation	**134**	**-**	**134**	**-**
Net Surplus/(Deficit) for the Year	**62,263**	**66,304**	**(4,041)**	**(6)**

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 2023 to 31 March 2024

DATE	DESCRIPTION	REFERENCE	GROSS
Fire Service - Repairs & Maintenance			
23 Nov 2023	ALL FIRE SAFETY LIMITED - Fire Hose Reel in Garage - leaking	39311	77
Total Fire Service - Repairs & Maintenance			**77**
Lift Contract & Maintenance			
1 Apr 2023	Reversal: Being: Prepayment of Schindler lift contract 01.04.2023 to 30.06.2023 - Being: Prepayment of Schindler lift contract 01.04.2023 to 30.06.2023	#3361	3,064
31 Mar 2024	Being: Prepayment of Schindler lift contract 01.04.2024 to 30.06.2024 - Being: Prepayment of Schindler lift contract 01.04.2024 to 30.06.2024	#3363	(3,203)
26 May 2023	Schindler Lifts - Contractual payment as per agreement for period from 01.07.2023 to 30.09.2023	5503623192	3,684
30 Aug 2023	Schindler Lifts - Contractual payment as per agreement for period from 01.10.2023 to 31.12.2023	5503626802	3,684
22 Nov 2023	Schindler Lifts - Contractual payment as per agreement for period from 01.01.2024 to 31.03.2024	5503630391	3,684
19 Feb 2024	Schindler Lifts - Contractual payment as per agreement for period from 01.04.2024 to 30.06.2024	5503634103	3,684
11 Dec 2023	Schindler Lifts - Job Description:WATER IN THE LIFT PIT	5511606316	1,898
4 Mar 2024	Schindler Lifts - ANZAC HOUSE, 181 WILLIS STREET, TE ARO 6011 WELLINGTON Job Description:1 hour access to plumbers	5511606697	345
31 Oct 2023	Schindler Lifts - Job description: When responding to the callback dated 25.10.2023, the Schindler Technician found the equipment was running on arrival. Schindler standard procedure is to observe the operation, look for possible causes and ensure that the unit is safe to put back into operation. Following our attendance, the equipment was left in service. Attendance due to equipment running on arrival is not covered under the terms of your maintenance agreement, therefore this site visit will be chargeable.	5513109384	370
10 Dec 2023	Schindler Lifts - When responding to the callback dated 23.11.2023, the Schindler Technician found that the equipment had been subjected to vandalism which had affected one of the components. The car operating panel / indicators were damaged. Following our attendance, the equipment was left in service. Works due to vandalism are not covered under the terms of your maintenance agreement, therefore this site visit will be chargeable.	5513110098	626
Total Lift Contract & Maintenance			**17,833**
R & M - Building			
26 May 2023	Rentokil - Pest Management Services Mice, PestCheck, Rats Hazardous Pesticide Record Charge (2 Service Visits) Pest Management Services Mice, PestCheck, Rats	02296779	522
24 Aug 2023	Rentokil - Pest Management Services Mice, PestCheck, Rats $25.00 Hazardous Pesticide Record Charge (2 Service Visits) Pest Management Services Mice, PestCheck, Rats	02316212	570
30 Jun 2023	Safety First - Consultancy service fee for the scheduling and conducting of a trial evacuation and debrief meeting on 28.06.23 at 10:35 AM	52234	351

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

DATE	DESCRIPTION	REFERENCE	GROSS
21 Feb 2024	Safety First - Consultancy service fee for the scheduling and conducting of a trial evacuation and debrief meeting on 02.02.24 at 11:05 AM	54793	351
19 May 2023	Floor 04 - RNZ RSA - Reimbursement for Typawa Consulting Ltd - re building leak.	INV-0471	500
14 Aug 2023	Typawa Consulting Ltd - Technicians attended site and made repairs as per quote: • Cleaned area free from dirt and debris • Made surface good and sealed any penetrations • Applied Formstik epoxy primer • Installed reinforced fibreglass membrane • Applied two Traffigard UV resistant top coats	INV-209083	3,948
9 Jan 2024	jae Wellington Ltd - 27/07/2023 - Flood Initial Call - Two technicians on-site. Parking is challenging. Apartment is 8 stories up from street. Assessed flood. Established moisture perimeter. Checked all current moisture readings. Setup portable carpet cleaning machine. Treated carpet with anti-browning to prevent possible water staining. Steam cleaned to remove flood debris. Lifted lounge carpet. Cut out affected flood damaged underlay. Marked power points with green tape for electrician to check and complete electrical make safe. Installed drying equipment. Inducted tenant.	INV-7447	2,287
24 Jan 2024	J&P Partners Ltd T/A Exceed - raised main door on its bottom pivot as it had dropped	JPP-16930	254
1 Dec 2023	Mark Darrow - reimbursement	reimbursement	300
25 Aug 2023	Floor 04 - RNZ RSA - Reimbursements fr Anzac House Building Maintenances - Leak in lift shaft - Jul 23	Reimbursement	9,031
25 Aug 2023	Floor 04 - RNZ RSA - Roof Leak Repair - Jul 23	Reimbursement	500
25 Aug 2023	Floor 04 - RNZ RSA - Leak in Lift shaft - May - 23	Reimbursement	500
25 Aug 2023	Floor 04 - RNZ RSA - Flooded Basement - waste water clean	Reimbursement	673
27 Oct 2023	J De Gregorio/L Amitrano - Reimbursement for damaged tyre	Reimbursement Oct 2023	228
Total R & M - Building			**20,015**

R & M - Electrical

28 Nov 2023	MAINLINE ELECTRICAL (WN) LTD - As per call from Marty to attend. Mike Jones (23/11/2023) - Work Note Check lights not operating in foyer area, remove fitting and check power, light fittings all ok, just need lamps, source lamps, replace 5x lamps and order more (additional x20 requested by Marty to be spares.	125613	956
Total R & M - Electrical			**956**

R & M - Plumbing

24 Jul 2023	Imax Plumbing & Gas Ltd - #3406a Men's Urinal Level 7, building check and sundry repairs as outlined below 19/06/23 Investigated level 7 urinal continually running, found Solenoid valve to be faulty. Obtained new solenoid valve and installed. 12/07/23 Carried out maintenance check throughout bathrooms in building. Pulled apart and cleared all urinal wastes. Found urinal in G3 to be continually running and urinal in G1 to be not running at all. Obtained and installed new solenoid vale for G3 and a new battery for G1, Battery didn't solve the issue in G1, will need to replace sensor. 21/07/23 Checked throughout building for any obvious leaks. 24/07/23 Obtained new Solenoid and sensor kit and carried out installation. replaced battery serving G2 urinal sensor. Discussed work with Michelle. Checked valves and pipework in old tank room. Outstanding	INV-05313	4,730

DATE	DESCRIPTION	REFERENCE	GROSS
	maintenance issues - G4 water heater leaking, L4 water heater not heating water, L2 broken flush button cistern requires replacement, L1 broken toilet seat		
Total R & M - Plumbing			**4,730**
Total			**43,611**

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 2024

CONTACT	CURRENT	< 1 MONTH	1 MONTH	2 MONTHS	3 MONTHS	OLDER	TOTAL
Floor 01 - Tall Poppy Real Estate	-	2,978	6,066	2,978	-	2,219	14,241
Floor 02 - Astra Healthcare	1,463	2,835	965	-	-	-	5,263
Floor 03 - P & B Cheng	-	-	-	1,529	-	-	1,529
Floor 04 - RNZ RSA	1,463	-	-	-	-	-	1,463
Floor 05 - Clubs NZ	2,925	-	-	-	-	-	2,925
Floor 06 - Corporate Risk	-	-	-	89	-	(44)	44
Floor 07 - Schlat Properties	-	-	6,720	1,369	1,929	2,201	12,219
Floor 08 - MCD Capital Limited	-	-	-	-	-	(502)	(502)
Ground 02 - BS Family Holdings	-	-	-	-	-	274	274
Ground 03 - BS Family Holdings	-	-	-	-	-	92	92
Total	**5,850**	**5,813**	**13,751**	**5,965**	**1,929**	**4,240**	**37,548**

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 2024

CONTACT	CURRENT	< 1 MONTH	1 MONTH	2 MONTHS	3 MONTHS	OLDER	TOTAL
Aged Payables							
BOS Services t/a Cleantastic	1,932	-	-	-	-	-	1,932
Genesis Energy - DD	426	-	-	-	-	-	426
J&P Partners Ltd T/A Exceed	254	-	-	-	-	-	254
Red Fire Systems Limited	105	-	-	-	-	-	105
Schindler Lifts	345	-	-	-	-	-	345
Securatel Ltd	-	69	-	-	-	-	69
Spark DD	69	-	-	-	-	-	69
Vetta Online Ltd	76	-	-	-	-	-	76
Waste Management	1,127	-	-	-	-	-	1,127
Total Aged Payables	**4,335**	**69**	**-**	**-**	**-**	**-**	**4,404**
Total	**4,335**	**69**	**-**	**-**	**-**	**-**	**4,404**

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

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Body Corporate 66017

Anzac House

Approved 2024-25 Budget & Body Corporate Levies

BODY CORPORATE 66017 (ANZAC HOUSE)
Approved Budget (excl gst)
For the year ended 31 March 2025

	2023/24 Budget Excl GST	2023/24 Actual Excl GST	2024/25 Budget Excl GST	2024/25 Budget Incl GST
INCOME				
Body Corp Levies	280,000	280,000	280,000	322,000
OTHER INCOME				
Interest Received	200	1,650	15,000	15,000
Rent Received	20,812	20,812	20,812	23,934
Secuirty Key sale	-	-	-	-
TOTAL INCOME	301,012	302,462	315,812	360,934
EXPENSES				
Cleaning				
Cleaning - Building Exterior	24,500	23,836	24,500	28,175
Rubbish Removal	10,000	11,430	12,000	13,800
Fire Systems - Contract & Maintenance				
BWoF & Compliance	3,000	2,846	3,000	3,450
Fire Service - Repairs & Maintenance	1,300	77	1,300	1,495
Fire Service - Testing & Fees	3,000	1,931	3,000	3,450
Insurance				
Insurance	124,501	124,501	84,396	97,055
Insurance - Interest	8,357	8,350	-	-
Valuation	-	-	1,325	1,524
Lift Costs				
Lift Contract & Maintenance	13,000	15,489	15,500	17,825
Lift Phone	1,200	1,044	1,200	1,380
Professional Fees & Administration				
Audit Fees	4,600	3,395	5,000	5,750
Bank Fees	200	59	200	200
Building Management	-	233	5,000	5,750
Long Term Maintenance Plan update	5,000	-	5,000	5,750
Management Fees	15,100	15,100	15,100	17,365
GST Expense	-	-	-	10,771
Repairs & Maintenance				
R & M - Building	2,000	17,405	2,000	2,300
R & M - Electrical	2,600	831	2,600	2,990

BODY CORPORATE 66017 (ANZAC HOUSE)
Approved Budget (excl gst)
For the year ended 31 March 2025

R & M - Front Doors	650	-	650	748
R & M - Garage Doors	2,000	-	2,000	2,300
R & M - Glass & Windows	1,000	-	1,000	1,150
R & M - Plumbing	3,000	4,113	3,000	3,450
Security	1,000	656	1,000	1,150
Utilities				
Electricity	5,500	4,659	5,500	6,325
Water Rates	3,200	4,111	4,500	5,175
TOTAL EXPENSES	234,708	240,064	198,771	239,328
NET SURPLUS BEFORE LTMF & TAX	66,304	62,397	117,041	121,606
LONG TERM MAINTENANCE				
LONG TERM MAINTENANCE INCOME				
Transfer from LTM Provision	-	-	-	-
LONG TERM MAINTENANCE EXPENSES				
LTM- Exterior windows	-	-	(30,435)	(35,000)
LTM - Roofing of Building	-	-	-	-
TOTAL LONG TERM MAINTENANCE	-	-	-	-
Taxation & Adjustments				
Taxation	-	134	-	-
NET SURPLUS FOR YEAR	66,304	62,263	86,606	86,606
Projected Cash position at 31 March 2025				247,248
Projected LTM fund at 31 March 2025				54,480
Projected Special Projects fund at 31 March 2025				3,103
Projected Retained earnings 31 March 2025				190,999

BODY CORPORATE 66017 (ANZAC HOUSE)
Approved Body Corporate Levies (incl gst)
For the year ended 31 March 2025

Unit	Unit Entitle	%	2024-25 Incl GST Annual BC Levies	2024-25 Incl GST Monthly Levies	2023-24 Incl GST Annual BC Levies	2023-24 Incl GST Monthly Levies	Change (pa)	Change (mthly)
Ground 1	7,462	7.46%	24,027.64	2,002.30	24,027.64	2,002.30	-	-
Ground 2	2,920	2.92%	9,402.40	783.53	9,402.40	783.53	-	-
Ground 3	1,273	1.27%	4,099.06	341.59	4,099.06	341.59	-	-
Level 1	11,097	11.10%	35,732.34	2,977.70	35,732.34	2,977.70	-	-
Level 2	10,567	10.57%	34,025.74	2,835.48	34,025.74	2,835.48	-	-
Level 3	11,235	11.24%	36,176.70	3,014.73	36,176.70	3,014.73	-	-
Level 4	12,152	12.15%	39,129.44	3,260.79	39,129.44	3,260.79	-	-
Level 5	10,706	10.71%	34,473.32	2,872.78	34,473.32	2,872.78	-	-
Level 6	11,568	11.57%	37,248.96	3,104.08	37,248.96	3,104.08	-	-
Level 7	12,291	12.29%	39,577.02	3,298.09	39,577.02	3,298.09	-	-
Level 8	8,729	8.73%	28,107.38	2,342.28	28,107.38	2,342.28	-	-
	100,000	100.00%	322,000.00	26,833.33	322,000.00	26,833.33	-	-
Excl gst			280,000.00	23,333.33	280,000.00	23,333.33	-	-

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.