

# Whareongaonga 5 Blocks Trust

## Policy Manual

Finance Policies

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### Koha and Donations

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#### PURPOSE:

To ensure that koha and donations are made in a consistent manner.

#### POLICY STATEMENT:

The trustees will ask shareholders at each Annual General Meeting to set aside a specific amount for koha and donations. This will represent the maximum amount that the trustees can pay-out during the current financial year.

Applications for koha and donations will only be accepted for consideration by the trustees from shareholders of the Trust.

The trustees, at their sole discretion, will consider whether or not a koha or donation should be made for each application received. The trustees will take into consideration in their deliberations the following desirable areas for koha or donations:

- Cultural significance
- Educational aspects
- Sporting endeavour
- Religion

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## Tangihanga

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### PURPOSE:

To provide a koha towards tangihanga for the beneficiaries of the Trust and their whanau. This is available through application to the office during the fortnight of the tangihanga. Applications outside this time will be ineligible for the koha.

### POLICY STATEMENT:

#### Tangihanga

A \$200 Pak n Save voucher or cheque payment to the whanau will be made available for the direct whanau of the deceased to collect from the office. To be eligible the deceased must be a shareholder, a father or mother of a shareholder or a child or grandchild of a shareholder.

The office will contact Tui Ferris (Trustee) or in her absence the Chair for approval to purchase the Pak n Save voucher or issue a cheque. If either of the two primary contacts are unsure of the whanau they will advise the office which Trustee needs to be contacted to approve the tangihanga koha.

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## Scholarship

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### PURPOSE:

To ensure the Trust is consistent in its policy of providing scholarships to shareholders.

### POLICY STATEMENT:

The Trust reserves the right to grant, suspend, withdraw or terminate any funds allocated in any year or subsequent years to scholarship holders as set out in the policy or for any other reason it sees fit.

### AIM:

To provide financial assistance for the scholarship holders to undertake tertiary education and or diploma qualifications through Polytechnics. The following are preferred, however applications are not limited by this list of disciplines. The trustees will have discretion to include other disciplines they see fit the future direction of Whareongaonga 5 Blocks Trust:

Agricultural Science  
 Business Management  
 Law  
 Accountancy  
 Medical Science  
 Teaching  
 Veterinary Science  
 Information Technology

To give the opportunity for Whareongaonga 5 Blocks Trust to be managed and serviced by its own professional staff in the future.

### POLICIES:

An interview panel (comprised of 3 people selected by the trustees) will select the successful appointee or appointees in any one year to be recommended to the trustees for the Award of the Scholarship each year. It is most unlikely that all applicants will be awarded the Scholarship in any year.

That the candidates meet all criteria and conditions in the application form.

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Education grants

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PURPOSE:

To ensure the Trust is consistent in its policy of providing educational grants to shareholders.

POLICY STATEMENT:

The Trust reserves the right to grant, suspend, withdraw or terminate any funds allocated in any year as set out in the policy or for any other reason it sees fit.

AIM:

To provide financial assistance for the educational grant holders to undertake tertiary education and or diploma qualifications recognised tertiary institutes.

To give the opportunity for Whareongaonga 5 Blocks Trust to be managed and serviced by its own professional staff in the future.

POLICIES:

Applicants must:

1. Be shareholders, children or grandchildren of shareholders
2. Undertaking full time and full year studies at a recognised NZQA university or tertiary institute

Important information to be provided:

1. Previous year's results - verified certificate of course results (Tertiary or Secondary).
2. The tertiary institute of study must identify your course/certificate of Study, the subjects and the fees for the upcoming year.
3. The tertiary institute of study must also provide a verified and signed certificate or covering letter confirming your enrolment as a full time student for the upcoming year.
4. Applicants who are not shareholders must provide their own whakapapa clearly showing their connection to the shareholder

That the candidates meet all criteria and conditions in the application form.

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