



Port Bouvard Surf Life Saving Club
Minutes of the 16th Annual General Meeting
DATE Thursday 3 September 2020 TIME 6.30pm

ATTENDANCES:

John Hodges	Wayne Butchart	Marcus Martin	Shannon O'Brien
Tanja O'Brien	Lara Martin	Helen Steffen	Eleana Rigoll
Cam Baker	Luise Wilkinson	Jim Delopulos	Tanya Turner
Karen Cleveland	Richard Cleveland	Ingrid Foster	Zoe Foster
Michelle Hodges	Andrew Trotter	Mark Chalwell	Andrew Farmer
Mark Delopolus	Elena Rigoll	Jeff Kallawk	Sue Kallawk

APOLOGIES:

Nil

MEETING OPENED BY JOHN HODGES AT 6.30PM

We have a quorum of 20 people.

ADOPTION OF THE MINUTES OF THE 15TH ANNUAL GENERAL MEETING

Motion by Shannon O'Brien Seconded by Tanya Turner Motion carried by members.

BUSINESS ARISING FROM THE MINUTES OF THE 15TH ANNUAL GENERAL MINUTES

2018 - 2019 was a very good Season. Review of Annual Report. We need a Strategic Plan going forward. We have a very strong Youth movement and Surf Sports. We are competing well.

Nippers need more parent involvement.

Youth social media. Snapchat is best social media for the Youth to communicate with each other. Important that EVERY youth is on the Snapchat account. It must be inclusive.

RECEIVE AND ADOPT THE ANNUAL REPORT AND FINANCIAL STATEMENT FOR 2019/2020 SEASON

Annual Report: To be completed and available for viewing. No further questions for financials, they stand as true and accurate

Motion by: Wayne Butchart Seconded by Michelle Hodges
Motion carried by members

NIPPERS

- Nil

YOUTH

- Nil

FACEBOOK / WEBSITE

- Best for general news about the club
- Best for Nippers to get information about the club



Port Bouvard Surf Life Saving Club
Minutes of the 16th Annual General Meeting
DATE Thursday 3 September 2020 TIME 6.30pm

KEYS - RETURNED AND ALLOCATED

13 John Hodges
5 or 8 Karen Cleveland
? Wayne Butchart
7 Tanya Turner
9 Tanja O'Brien
13 Jeff Kalawk
21 Andrew Farmer
18 Murray Horbury
19 Helen Steffan
1 Jess

FINANCES

**PORT BOUVARD
SURF LIFESAVING CLUB INC.**

**FINANCIAL ACCOUNTS
FOR THE YEAR ENDED
30 APRIL 2020**

PORT BOUVARD SURF LIFESAVING CLUB INC.

CONTENTS

Statement by the Committee
Balance Sheet
Adjusted Balance Sheet after Recommended Adjustments
Income and Expenditure Statement
Adjusted Income and Expenditure Statement after Recommended Adjustments
Adjustment Journal
Notes to the Financial Statements
Auditor's Report



Port Bouvard Surf Life Saving Club
Minutes of the 16th Annual General Meeting
DATE Thursday 3 September 2020 TIME 6.30pm

PORT BOUVARD SURF LIFESAVING CLUB INC.

STATEMENT BY THE COMMITTEE

IN THE OPINION OF THE MEMBERS OF THE COMMITTEE: -

- 1 The accompanying Income & Expenditure Statements of the Organisation are drawn up so as to give a true and fair view of the results of the Club for the twelve months ended 30th April 2020.
- 2 The accompanying Balance Sheet of the Club is drawn up so as to give a true and fair view of the state of affairs of the Club as at the end of that period.
- 3 At the date of this statement there are reasonable grounds to believe that the Club will be able to pay its debts as and when they fall due.
- 4 The accompanying financial statements have not necessarily been prepared in accordance with Australian Accounting Standards and Applicable Approved Accounting Standards, but do comply with the Club's constitution.



CLUB PRESIDENT



TREASURER

31/8/20
Dated



Port Bouvard Surf Life Saving Club
Minutes of the 16th Annual General Meeting
DATE Thursday 3 September 2020 TIME 6.30pm

	30/04/2020	30/04/2019
Balance Sheet		
Port Bouvard Surf Life Saving Club		
POST ADJUSTMENTS		
For Period Ending 30 April 2020		
Asset		
Banking		
Community Solutions - Cheque account	33,133	68,017
Community Solutions - Pre Paid Credit Card	579	1,454
Floats	1,150	1,150
Business Cash Reserve	18,659	153,367
Community Solutions - Paver Account	4,727	0
Total Banking	<u>58,248</u>	<u>223,988</u>
Current Assets		
Stock on Hand - Bar	2,255	0
Stock on Hand - Merchandise	2,500	0
Accounts receivable	2,325	276,100
Total Current Assets	<u>7,080</u>	<u>276,100</u>
Fixed Assets		
Furniture & fittings	12,309	88,150
Motor vehicles	98,150	91,574
Office equipment & computers	2,877	5,728
Medical Equipment	23,041	11,964
Plant & equipment	76,035	75,390
Buildings	85,000	0
Total Fixed Assets	<u>303,412</u>	<u>272,806</u>
Total Asset	<u>368,740</u>	<u>772,893</u>
Liability		
Credit Card		
Total Credit Card	<u>0</u>	<u>0</u>
Current Liabilities		
GST	1,421	10,667
Venue Deposit	150	0
Other Creditors	0	350,000
	<u>1,571</u>	<u>360,667</u>
Long Term Liabilities		
Other loan	0	18,000
Total Long Term Liabilities	<u>18,000</u>	<u>18,000</u>
Total Liability	<u>19,571</u>	<u>378,667</u>
Net Assets	<u>349,169</u>	<u>394,227</u>
Current year earnings	394,991 -	252,571
	<u>394,991 -</u>	<u>252,571</u>
Retained earnings	-27,822	224,749
	<u>- 27,822</u>	<u>224,749</u>
Historical balancing	0	422,049
	<u>367,169</u>	<u>394,227</u>



Port Bouvard Surf Life Saving Club
Minutes of the 16th Annual General Meeting
DATE Thursday 3 September 2020 TIME 6.30pm

Income & Expenditure Statement
Port Bouvard Surf Life Saving Club
POST ADJUSTMENTS
FOR PERIOD ENDING 30 APRIL 2020

	30/04/2020	30/04/2019
Income		
Fundraising - General	9,941	6,910
Fundraising - Sausage Sizzles Bunnings	1,148	2,380
Fundraising - Sausage Sizzles Other	0	100
Fundraising - Pavement Sale	435	0
Fundraising - Street Appeal	4,169	6,249
Fundraising - Golf Day	11,612	577
Donations	19,230	12,000
Donations - Water Safety	4,674	5,796
Sponsorship	12,917	9,045
Grants	5,000	8,450
Membership Fee Income	30,630	25,280
Merchandise	5,232	4,440
Cafe	106,981	79,682
Venue Hire	2,206	200
Bar	10,804	9,716
Training Fees	591	1,886
Competition / Carnival Fees	2,132	2,332
Club Events - Youth	785	302
Club Event - Cut 2 Club	10,485	0
Club Awards Night	1,709	3,186
Services Rendered	3,132	0
Total Income	243,173	178,642
Less Cost of Income		
SLSA WA - Membership Fees	0	5,330
Merchandise	2,851	291
Cafe - Management Fee	96,958	75,960
Cafe - General	0	254
Bar - Alcohol	6,664	2,202
Bar - General	411	651
Training Cost Expenses	250	326
Competition / Carnival Entry Fees	3,341	1,402
Competition / Carnival - Other Costs	509	385
Awards Night	1,803	1,480
Venue Hire Costs	386	2,959
Fundraising - General	3,209	0
Fundraising - Pavers	156	0
Fundraising - Sausage Sizzles Bunnings	248	796
Fundraising - Sausage Sizzles Other	167	127
Fundraising - Street Appeal	25	55
Fundraising - Golf Day	6,385	7,235
Water Safety Associated Costs	137	0
Club Events - Youth	673	0
Club Event - Cut 2 Club	6,565	0
Closing Stock - Alcohol	-2,255	0
Closing Stock - Merchandise	-2,500	0
Total Cost of Income	125,983	99,472
Gross Surplus	117,190	79,071



Port Bouvard Surf Life Saving Club
Minutes of the 16th Annual General Meeting
DATE Thursday 3 September 2020 TIME 6.30pm

Less Expenses		
Accounting fees	2,800	2,000
Advertising	117	550
Public Relations / Marketing Awareness Events	95	0
Merchant Fees	754	1,259
Computer Software	834	716
Electricity	9,543	8,606
Gas	2,947	2,435
Insurance	4,984	4,813
Medical Consumables	1,016	3,159
Security	409	33
Cleaning	3,842	3,208
Uniforms	1,054	401
Building Lease	0	4,545
Lease of equipment	106	0
Licences & Subscriptions	1,195	0
Motor Vehicle Lease	6,000	6,000
Vehicle - Fuel	1,979	1,471
Vehicle - Insurance	1,835	1,411
Vehicle - Servicing	1,040	0
Vehicle - Registrations - Licences	743	327
Vehicle Repairs & Maintenance	2,879	115
Office supplies	217	151
Postage & Freight Courier	136	165
Printing & Stationery	140	0
Rates	861	845
Building Repairs & Maintenance	8,062	4,728
Nipper Equipment - Non Capitalised	14	358
Equipment - Non Capitalised	7,498	2,874
Training - SLSWA	227	1,892
Telephone	1,446	2,459
Internet		123
Water	1,285	1,062
Training Equipment - Non Capitalised	480	598
Equipment Repair & Maintenance	2,987	4,610
Cafe - Sub Contracting Fees	758	0
Sundry Expenses	0	894
Prior Year Equipment Replacement Fund	10,000	0
Total Expense	78,125	61,798
Operating Profit	39,094	17,232
Plus Other Income		
Grants	500,000	650,000
Lotterywest Grant - 2018	100,000	0
Bank Interest	269	0
Discount received	81	0
Interest income	41	1,448
Other income	250	699
Lane Ford Recognition of loan paid	18,000	0
Historical balancing adjustment	422,049	0
Total Other Income	1,040,689	652,148
Less Other Expense		
Building Costs	600,000	900,000
Adjustments	0	22,000
Asset Revaluation - From Inception	84,763	0
Total Other Expense	684,763	922,000
Net Surplus	394,991	-252,571



Port Bouvard Surf Life Saving Club
Minutes of the 16th Annual General Meeting
DATE Thursday 3 September 2020 TIME 6.30pm

PORT BOUVARD SURF LIFESAVING CLUB INC.

NOTES TO THE SPECIAL PURPOSE FINANCIAL REPORT

NOTE 1: Accounting Policies

This special purpose financial report was prepared to fulfil the Port Bouvard Surf Lifesaving Club Inc.'s (the organisation) reporting requirements under its constitution. The accounting policies used in the preparation of this report, as discussed below, are in the opinion of the organisation, appropriate to fulfil the requirements of its constitution and the needs of its members.

- (a) The financial report was prepared on a cash basis of accounting, including the historical cost convention.
- (b) The requirements of accounting standards and other professional reporting requirements in Australia do not have mandatory applicability to the organisation because it is not a 'reporting entity'. Therefore the organisation has not prepared the financial report in accordance with any Australian accounting standards.

Note 2: Economic Dependency

The ongoing operation of the services provided by the Club and the ability to continue as a going concern is dependent upon the continued receipt of funding from sponsorship/fundraising events and upon the continued support of its members.



Port Bouvard Surf Life Saving Club
Minutes of the 16th Annual General Meeting
DATE Thursday 3 September 2020 TIME 6.30pm

**INDEPENDENT AUDITOR'S REPORT TO THE COMMITTEE OF
PORT BOUVARD SURF LIFESAVING CLUB INC.**

We have audited the accompanying financial report, being a special purpose financial report, of Port Bouvard Surf Lifesaving Club Inc. (the organisation), which comprises the income and expenditure statement for the year ended 30 April 2020, the balance sheet as at 30 April 2020, notes comprising a summary of significant accounting policies and other explanatory information, and the Certification by the Committee for the period then ended.

The Organisation's Responsibility for the Financial Report

The organisation is responsible for the preparation and fair presentation of the financial report and has determined that the basis of preparation described in Note 1 is appropriate to meet the requirements of the constitution and is appropriate to meet the needs of the members. The committee's responsibilities also includes such internal control as the committee determines is necessary to enable the preparation and fair presentation of a financial report that is free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on the financial report based on our audit. We have conducted our audit in accordance with Australian Auditing Standards. Those standards require that we comply with relevant ethical requirements relating to audit engagements and plan and perform the audit to obtain reasonable assurance whether the financial report is free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial report. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial report, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the association's preparation and fair presentation of the financial report that gives a true and fair view 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 association's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by the committee, as well as evaluating the overall presentation of the financial report.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Independence

In conducting our audit, we have complied with the independence requirements of Australian professional ethical pronouncements.

Qualification

As is common for organisations for this type, it is not practicable for to maintain an effective system of internal control over income and expenses prior to their initial entry into the accounting records, and therefore, no opinion is expressed on the accuracy of these amounts. However, all amounts recorded as deposits and payments have been properly reflected in the financial report. Accordingly our audit procedures were limited to the amounts recorded in the books of accounts. We have not verified the existence nor value of the fixed assets as shown on the balance sheet but have relied upon information provided to us by the finance officer.

Opinion

In our opinion, subject to the effects on the financial reports of the above qualification, if any, the financial report is based on proper accounts and presents fairly, in all material respects, the financial position of the



Port Bouvard Surf Life Saving Club
Minutes of the 16th Annual General Meeting
DATE Thursday 3 September 2020 TIME 6.30pm

Port Bouvard Surf Lifesaving Club Inc. as at 30 April 2020 and of its financial performance for the period then ended in accordance with the financial reporting requirements of its constitution.

Basis of Accounting and Restriction of Distribution

Without modifying our opinion, we draw attention to Note 1 to the financial report, which describes the basis of accounting. The financial report has been prepared for the purpose of fulfilling the organisation's reporting responsibilities under the constitution. As a result, the financial report may not be suitable for another purpose.

WEALTHVISORY PTY LTD
Chartered Accountants
5/53 Sholl Street, Mandurah, WA 6210

A handwritten signature in black ink, appearing to read "A. Colley", is written over a horizontal line.

Aaron Colley
Principal

Dated:



Port Bouvard Surf Life Saving Club
Minutes of the 16th Annual General Meeting
DATE Thursday 3 September 2020 TIME 6.30pm

POSITION HOLDERS

All previous signatories (see below) to be removed from the bank records on Port Bouvard Surf Life Saving Club account numbers:

BSB 036157 account numbers **464780, 280965, 466575.**

- John Hodges – Club President
- Karen Cleveland – Club Vice President
- Wayne Butchart – Club Captain
- Tanya Turner – Club Treasurer
- Tanja O'Brien – Club Administration Officer.

New signatories as below to be added to the Port Bouvard Surf Lifesaving Club accounts, BSB 036157 account numbers 464780, 280965, 466575 to also include online access. Please note Karen Cleveland to be given administrator access on accounts.

- John Hodges – Club President
- Karen Cleveland – Club Vice President
- Cameron Baker – Club Captain
- Tanya Turner – Club Treasurer
- Tanja O'Brien – Club Administration Officer.

Motion: Michelle Hodges
Motion carried by members

Seconded: Ingrid Foster

AUDITOR

Appointment of Auditors - Motion for keeping Wealth advisory for 2019 - 2020

Motioned by John Hodges
Motion carried by members

Seconded Tanya Turner



Port Bouvard Surf Life Saving Club
Minutes of the 16th Annual General Meeting
DATE Thursday 3 September 2020 TIME 6.30pm

ELECTED POSITIONS

President:	John Hodges	Unopposed
Vice President:	Karen Cleveland	Unopposed
Director of Finance:	Tanya Turner	Unopposed
Club Captain:	Wayne Butchart	Unopposed
Director of Education:	Steve Peraldini	Unopposed
Director of Administration:	Tanja O'Brien	Unopposed
Director of Lifesaving:	Shannon O'Brien & Elena Rigoll Elena Rigoll elected by silent vote	2 nominations
Director of Surf Sports:	Hiroko Cording	Unopposed
Director of Memberships	Tanya Turner	Unopposed
Director of Youth Development:	Melissa Martyn	Unopposed
Proficiency Officer	Melissa Martyn	Unopposed
Grievance Officer	Murray Horbury	Unopposed
Bar Manager	Helen Steffen	Unopposed
Gear Shed	Wayne Butchart	Unopposed
First Aid Officer	?	Unopposed
Merchandise & uniforms	Tanja O'Brien	Unopposed
Cut 2 Club	Jeff Kallawk	Unopposed
Grant Officer	?	Unopposed
Photographer	Cameron Baker	Unopposed
Schools Coordinator	?	Unopposed
Nippers Coordinator	Mark Chalwell	Unopposed
Social Officer	Luise Wilkinson	Unopposed
Fundraising	Luise Wilkinson & Helen Steffen	Unopposed



Port Bouvard Surf Life Saving Club
Minutes of the 16th Annual General Meeting
DATE Thursday 3 September 2020 TIME 6.30pm

Endorsement of Fees for 2020/2021 Season

Fee Structure 2020/2021

Cadet Member (13-15 years) SRC Award	\$100
Cadet Member (13-15 years) SRC trainee	\$100
Cadet Member (14-15) Bronze Award trainee or upgrading from SRC	\$115
Award Member Refer to website)	\$145
Active Junior 15 to 18 Bronze Medallion	\$115
Active Senior 18+ Bronze Medallion	\$130
Reserve Active Member	\$145
Long Service Member	\$145
Associate Member Refer to website	\$160
Social Member*	\$35

***Social Member is limited to house functions and does not permit the use of any club equipment or shower facilities. A social member can upgrade their membership at any time.**

NIPPERS PROGRAMME (children aged 5-13 years)

Nipper and Family Memberships

Nippers 5 to 13 - 1 parent + 1 Nipper	\$180
Nippers 5 to 13 - 1 parent + 2 Nippers	\$215
Nippers 5 to 13 - 1 parent + 3 Nippers	\$245
Nippers 5 to 13 - 1 parent + 4 Nippers	\$265

\$20 per additional Nipper capped at \$300

Nippers 5 to 13 - 2 parents + 1 Nipper	\$250
Nippers 5 to 13 - 2 parents + 2 Nippers	\$285
Nippers 5 to 13 - 2 parents + 3 Nippers	\$310
Nippers 5 to 13 - 2 parents + 4 Nippers	\$325

\$20 per additional Nipper capped at \$350

EDUCATION FEES (in addition to membership fees)

Levy fee - Bronze Medallion	\$130
Levy fee - Surf Rescue Certificate	\$105
Course Levy fee - SRC upgrade to Bronze Medallion	\$60

COMPULSARY CLUB FEES

Skull Cap (Nippers, all water based Award trainees & Competitors) ea	\$10
Pink high visibility vest (Competition & all water based Award trainees)	\$15
Carnival Nomination fees determined by SLSWA at each competition	



Port Bouvard Surf Life Saving Club
Minutes of the 16th Annual General Meeting
DATE Thursday 3 September 2020 TIME 6.30pm

CONSTITUTION AND BY-LAWS

Special Motion to alter Constitution of Port Bouvard SLSC subject to clause 6.4 (as per Annexure 1 below) in order to make the constitution more amenable to current practice with respect to Notice of meetings and Nominations for Board Positions – Increased duration of window of opportunity to raise motions and increasing opportunities for nominations to be received.

Motioned by Jeff Kallawk

Seconded Wayne Butchart

Motion carried by members

GENERAL BUSINESS

- Proposed registration/Open Day 4 October 2020. Sunday 10am to 3pm at the Clubrooms. Need to alert the Mandurah Mail.
- Website to have online shopping of Merchandise added to it.
- Website to have a calender (that EC can add to).
- Allocations of rooms. Office is office. Old 'Annie' cupboard is now Merchandise store room. Youth room on lower level. Training room on upper level. Storage to be considered in that room.

MEETING CLOSED AT 7.30pm



Port Bouvard Surf Life Saving Club
Minutes of the 16th Annual General Meeting
DATE Thursday 3 September 2020 TIME 6.30pm

ANNEXURE 1 – CONSTITUTION AMENDMENTS

Motioned by Jeff Kallawk
Motion carried by members

Seconded by Wayne Butchart

Special Motion to alter Constitution of Port Bouvard SLSC subject to clause 6.4 (as below) in order to make the constitution more amenable to current practice with respect to Notice of meetings and Nominations for Board Positions – Increased duration of window of opportunity to raise motions and increasing opportunities for nominations to be received.

6.4 Amendment of the Constitution

No addition, alteration or amendment shall be made to this Constitution unless the same has been approved:

- (a) by SLSWA acting in good faith prior to the relevant General Meeting of the Club; and
- (b) by Special Resolution of the Club.

CHANGING REQUEST FOR MOTIONS AND TIME OF RECEIPT (AGM/SGM)

Current

14.3 (b) *At least 28 days prior to the proposed date of the AGM, the Board will request from Voting members notices of motions, which must be received no less than 21 days prior to the AGM.*

Amendment

14.3 (b) At least **21** days prior to the proposed date of the AGM, the Board will request from Voting members notices of motions, which must be received no less than **7** days prior to the AGM.

CHANGING BOARD NOMINATION CLOSING DATES

Current

18.1 Nomination for Board

Nominations for Elected Directors shall be called for by the Board at least 45 days prior to the General Meeting at which the election is to be held (usually the AGM).

Amendment

18.1 Nomination for Board

(a) Nominations for Elected Directors shall be called for by the Board at least **7** days prior to the General Meeting at which the election is to be held (usually the AGM).

(b) In circumstances where no nomination has been received, the chair of the AGM may call for and accept nominations at the time of the meeting.



Port Bouvard Surf Life Saving Club
Minutes of the 16th Annual General Meeting
DATE Thursday 3 September 2020 TIME 6.30pm

Current

18.2 Form of Nomination

Nominations must be:

- a) in writing on the prescribed form (if any);
 - b) signed by a Voting Member;
 - c) certified by the nominee expressing their willingness to accept the position for which they are nominated; and
 - d) delivered to the Club not less than 28 days before the date fixed for the holding of the General Meeting.
-

Amendment

18.2 Form of Nomination

Nominations must be:

- a) in writing on the prescribed form (if any);
- b) signed by a Voting Member;
- c) certified by the nominee expressing their willingness to accept the position for which they are nominated; and
- d) delivered to the Club not less than **7** days before the date fixed for the holding of the General Meeting.
- e) **In circumstances as defined by Section 18.1(b), by verbal means during the course of the meeting if called for by the chair.**

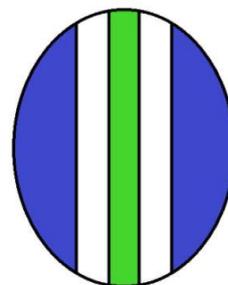
CHANGING THE COMMON SEAL

Current:

31. COMMON SEAL & CLUB COLOURS



Fig 1a: Common Seal Fig



1b: Club Cap Colours

(a) The Club has a common seal (Fig 1a) that shall:

- (i) be kept in the custody of the Board; and



Port Bouvard Surf Life Saving Club
Minutes of the 16th Annual General Meeting
DATE Thursday 3 September 2020 TIME 6.30pm

- (ii) *not be affixed to any instrument except by the authority of the Board and the affixing of the common seal shall be attested by the signatures of 2 Directors.*

Amendment:

31. COMMON SEAL & CLUB COLOURS



Fig 1a: Common Seal Fig