

BUNDABERG TOUCH ASSOCIATION INCORPORATED

PO Box 1285
Bundaberg, QLD 4670
Email: bundytouch@gmail.com



AGENDA - ANNUAL GENERAL MEETING OF BUNDABERG TOUCH ASSOCIATION INCORPORATED

MEETING DETAILS:

DATE: Tuesday 3rd September 2024
TIME: 5:30pm
PLACE: Greg Duncan Field, Bundaberg Touch Complex
Childers Road, Bundaberg

Order of Business

1. Welcome
2. Attendance and Apologies
3. Minutes of Previous Annual General Meeting
4. Financial Statements and Auditors Report
5. Special Business: -
 - a) Election of Management Committee
 - a. President
 - b. Treasurer
 - c. Management Committee x 3
 - b) Appointment of Delegate to CQ Touch Association
 - c) Confirm appointment of Auditor
 - d) Election of Life Member - Nil
 - e) Notices of Motion – Nil
6. 2025 AGM date
7. Meeting Closed

David Field

President
Bundaberg Touch Association Inc.

Bundaberg Touch Association Management Committee Nominations 2024

Position	Nominee	Proposer	Seconder
President (2yrs)	David Field	Troy Jacobsen	Baz Cutmore
Treasurer(2yrs)	Sarah Driver	David Field	Baz Cutmore
General Committee (2yrs)	Baz Cutmore	Troy Jacobsen	David Field
General Committee (2yrs)	Michael Lederhose	Brittany Edwards	Jamie McCarthy
General Committee (2yrs)	Troy Jacobsen	Baz Cutmore	David Field
General Committee (2yrs)	Shane Higgins	Daniel Duncan	Brittany Edwards

*Bundaberg Touch Association's affiliation with TFA provides Public Liability Cover of \$20,000,000
(Sportscover Australia Pty LTD, Policy No. PMEL99/0097606)*



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ABN: 22129152258
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www.bundytouch.com



ANNUAL GENERAL MEETING OF BUNDABERG TOUCH ASSOCIATION INCORPORATED

MEETING MINUTES

DATE: Tuesday 21 November 2023
TIME: 5:30pm
PLACE: Greg Duncan Field, Bundaberg Touch Complex
Childers Road, Bundaberg

Order of Business

1. Welcome
2. Attendance (*Attendance Register*): Dave Field, Sarah Driver, Brittany Edwards, Ainsley Driver, Troy Jacobsen, Nathan Harvey, Bronwyn Bonser, Blake Hornbrook, Deb Seymour, Baz Cutmore, Stacey Murdoch, Tim Holmes, Julie Bugeja, Lachlan Walker
3. Nil Apologies

Members entitled to vote (*in accordance with the Bundaberg Touch Constitution*)

Senior	Person over the age of 18 who is registered to play Touch with the association or acts in an official capacity as an accredited referee, coach or management.
Parent/Carer	Parents or guardians of junior players. One vote only per family. To be advise to the Secretary prior to general meeting.
Life Member	Person awarded life membership of the association according to the process outlined in by-laws.

Note: Members are entitled to a maximum of one vote per person, regardless of the number of membership categories in which they may be eligible.

4. Minutes of Previous Annual General Meeting
Moved: Britt Edwards Seconded: Ainsley Driver Carried: Yes
5. Financial Statements and Auditors Report
Moved: Sarah Driver Seconded: Troy Jacobsen Carried: Yes
6. Special Business: -
a) Election of Management Committee

Vice President (2-year term)

Nominee: Ainsley Driver Accepted: Yes
Proposer: Sarah Driver Seconded: David Field Carried: Yes



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Secretary (2-year term)

Nominee: Brittany Edwards Accepted: Yes
Proposer: Michael Lederhose Seconder: Nick Edwards Carried: Yes

General Committee (2-year term) - 3 positions

Nominee 1: Julie Bugeja Accepted: Yes
Proposer: Sarah Driver Seconder: David Field Carried: Yes

Nominee 2: Daniel Duncan Accepted: Yes
Proposer: Troy Jacobsen Seconder: Britt Edwards Carried: Yes

Nominee 3: Accepted:
Proposer: Seconder: Carried: Yes

b) Appointment of Delegate to CQ

Nominee: Blake Hornbrook Accepted: Yes
Proposer: Ainsley Driver Seconder: Deb Seymour Carried: Yes

c) Confirm appointment of Auditor

Lever Audit Services be appointed as Auditor

Proposer: Sarah Driver Seconder: Britt Edwards Carried: Yes

d) Election of Life Member - Nil

e) Notices of Motion - Nil

7. 2024 AGM Date: September 2024
8. Meeting Closed: 5:53pm

David Field

Britt Edwards

David Field
President

Britt Edwards
Secretary

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(Sportscover Pty LTD, Policy No. PMEL99/0097606)*



BUNDABERG TOUCH ASSOCIATION INCORPORATED

IA 56226

SPECIAL PURPOSE FINANCIAL REPORT
For the year ended 30 June 2024

BUNDABERG TOUCH ASSOCIATION INCORPORATED

STATEMENT BY MEMBERS OF THE COMMITTEE

The Management Committee has determined that Bundaberg Touch Association Incorporated (“the Association”) is not a reporting entity and that this special purpose financial report should be prepared in accordance with the accounting policies described in Note 1 to the financial statements which are considered appropriate to meet the requirements of the *Associations Incorporation Act 1981 (Queensland)*. The Management Committee acknowledges and understands its responsibilities for the preparation of the financial report and maintenance of the underlying accounting records.

In the opinion of the Management Committee:

- a) the financial statements and notes set out on pages 2 to 6 present fairly the financial position of the Association as at 30 June 2024 and of its performance for the year ended on that date in accordance with the accounting policies described in Note 1 to the financial statements;
- b) at the date of this statement there are reasonable grounds to believe that the Association will be able to pay its debts as and when they fall due; and
- c) all expenditure transactions recorded in the accounting records of the Association represent expenditure necessarily incurred in the pursuit of the Association’s objectives.

Signed on behalf of the Management Committee:

Sarah Driver
Treasurer

26 August 2024

BUNDABERG TOUCH ASSOCIATION INCORPORATED

**INCOME AND EXPENDITURE STATEMENT
FOR THE YEAR ENDED 30 JUNE 2024**

	2024	2023
	\$	\$
<i>Income</i>		
Canteen income	60,100.09	94,315.90
Discount received	1,500.00	-
Facility hire	-	227.27
Grants received	69,904.22	2,750.00
Grant funds unspent	(13,500.00)	-
Insurance claim	-	10,228.43
Interest	1,195.42	960.42
Player registrations	156,837.67	146,689.18
Qld QTF	-	7,209.09
Refunds of fees	-	14,160.75
Representation fees	48,888.91	20,935.38
Sponsorship	2,727.27	-
Uniform sales	11,612.42	7,181.03
Sundry income	11,072.74	854.55
	<hr/>	<hr/>
	350,338.74	305,512.00
 <i>Expenditure</i>		
Advertising and promotion	704.88	622.73
Affiliation fees	25,758.44	28,250.09
Audit fees	1,350.00	1,250.00
Bank fees and charges	523.25	657.71
Bookkeeping fees	8,190.00	7,800.00
Canteen purchases	52,647.04	65,188.78
Depreciation	28,846.52	29,106.37
Dues/subscriptions	939.50	1,483.80
Electricity and gas	7,472.98	8,874.05
Equipment	3,957.21	5,204.54
Fees and charges	1,068.65	671.65
Grant expenditure	44,977.29	-
Hire fees	2,850.80	495.00
Insurance	5,104.99	7,225.40
Internet	(765.33)	654.36
Interest paid	-	540.50
Low value pool (items less \$20,000)	-	1,517.73
Motor vehicle expenses	1,550.57	1,417.23
Office supplies	846.65	127.27
Print, post and stationery	1,609.30	492.31
Rates	3,951.38	3,843.60
Referees expense	20,188.00	28,260.00
Refunds - fees	685.46	28,617.26
Representative Team costs		
- Registrations	4,663.64	2,428.63
- Uniforms	28,932.63	14,833.00
- Travel Expenses	16,211.27	10,883.01
- Gift Cards	4,039.45	3,300.00

The accompanying notes form part of these financial statements.

BUNDABERG TOUCH ASSOCIATION INCORPORATED

**INCOME AND EXPENDITURE STATEMENT
FOR THE YEAR ENDED 30 JUNE 2024**

	2024	2023
	\$	\$
<i>Expenditure (continued)</i>		
Referee/Coach training	1,711.81	209.82
Repairs and maintenance	25,090.24	27,534.63
Security	643.04	619.78
Sub-contractors	4,844.00	7,392.00
Telephone	115.12	1,605.96
Travel and accommodation	761.41	-
Trophies	4,430.55	5,967.18
Uniform purchases	18,172.94	10,492.82
Website	227.35	-
Sundry expenses	1,205.96	986.66
	<hr/>	<hr/>
	323,506.98	308,553.87
Surplus / (deficit) before income tax expense	<hr/>	<hr/>
	26,831.76	(3,041.87)
Income tax expense	-	-
	<hr/>	<hr/>
Surplus / (deficit) for the year	<hr/>	<hr/>
	26,831.76	(3,041.87)

The accompanying notes form part of these financial statements.

BUNDABERG TOUCH ASSOCIATION INCORPORATED

BALANCE SHEET AS AT 30 JUNE 2024

	2024	2023
	\$	\$
ASSETS		
Current Assets		
Cash and cash equivalents		
- Westpac Bank Corporation general account	38,379.65	2,431.37
- Westpac Bank Corporation canteen account	36,073.10	6,301.21
- Westpac Bank Corporation representative account	24,373.04	24,776.13
- Westpac Bank Corporation community account	2,421.26	3,072.28
- Westpac Bank term deposit	34,720.24	33,524.82
- Cash float	1,062.50	750.00
GST refund	1,527.41	6,084.46
Total Current Assets	<u>138,557.20</u>	<u>76,940.27</u>
Non-Current Assets		
Fixed assets		
- Plant and equipment at cost	542,391.22	582,218.50
- Accumulated depreciation	(256,684.37)	(227,837.85)
Total Non-Current Assets	<u>285,706.85</u>	<u>354,380.65</u>
Total Assets	<u>424,264.05</u>	<u>431,320.92</u>
LIABILITIES		
Current Liabilities		
Payables	(625.60)	46,763.03
GST payable	162.59	-
Unspent grant funding	13,500.00	-
Total Current Liabilities	<u>12,874.40</u>	<u>46,763.03</u>
Total Liabilities	<u>12,874.40</u>	<u>46,763.03</u>
Net Assets	<u>411,389.65</u>	<u>384,557.89</u>
MEMBERS FUNDS		
Retained earnings		
- brought forward	384,557.89	387,599.76
- surplus / (deficit) for the year	26,831.76	(3,041.87)
Total Members Funds	<u>411,389.65</u>	<u>384,557.89</u>

The accompanying notes form part of these financial statements.

BUNDABERG TOUCH ASSOCIATION INCORPORATED

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2024

Note 1: Summary of Significant Accounting Policies

Special purpose financial report

In the Management Committee's opinion, Bundaberg Touch Association Incorporated ("the Association"), incorporating Bundaberg Junior Touch, is not a reporting entity because there are no users dependent on general purpose financial reports. This is a special purpose financial report that has been prepared for the purpose of fulfilling the financial reporting responsibilities under the *Associations Incorporation Act 1981 (Queensland)* to the members and must not be used for any other purpose.

The financial report has been prepared in accordance with the recognition and measurement principles of Australian Accounting Standards and contains only those disclosures considered necessary by the Management Committee to meet the needs of the members.

The financial report has been prepared on an accruals basis and is based on historical costs.

The financial report has been prepared on a going concern basis which contemplates the continuity of normal operational activities and the realisation of assets and discharge of liabilities in the ordinary course of these activities. Normal operating activities are dependent upon the sourcing of income through registrations, representation fees, trading activities (canteen sales), grants and sponsorship which the Management Committee has assessed as being a reasonable assumption upon which to prepare the financial report on a going concern basis.

Accounting policies

The following significant accounting policies, which are consistent with the previous year unless otherwise stated, have been adopted in the preparation of the financial statements.

a) Income

Income is measured at the fair value of the consideration received or receivable.

Income from the rendering of goods or services is recognised upon delivery of the goods or services to the customer.

Donations and fundraising activity income are recognised when received.

Membership related fees are recognised as income on receipt as no further service obligations are imposed upon the Association.

Interest income is recognised when received.

b) Expenditure

Expenditure represents liabilities for goods or services provided to the Association and are recognised upon incurrence of the liability and the receipt of an invoice.

BUNDABERG TOUCH ASSOCIATION INCORPORATED

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2024

Note 1: Summary of Significant Accounting Policies (continued)

c) Taxation

No provision for income tax has been recognised as the Management Committee has assessed the Association as being exempt from income tax under Section 50 of the *Income Tax Assessment Act 1997*.

d) Cash and cash equivalents

Cash includes cash on hand, cash at bank and funds held in term deposits and cash management accounts that are readily convertible to cash on hand with an insignificant risk of change in value, which are used in the Association's cash management strategy.

e) Fixed assets

Fixed assets, whether owned or leased, are carried at cost less accumulated depreciation and, where applicable, any impairment losses.

The depreciable amount of all fixed assets are depreciated on a straight-line or diminishing value basis over their estimated useful lives to the Association commencing from the time the asset is held ready for use. The depreciation rates used for each class of depreciable asset are:

Plant and equipment – 2.5% to 30.0%

f) Payables

Payables represent liabilities for goods or services provided to the Association prior to the end of the financial year and which remain unpaid.

g) Goods and Services Tax (GST)

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office. In these circumstances the GST is recognised as part of the cost of acquisition of the asset or as part of an item of the expense. Receivables and payables in the balance sheet are shown inclusive of GST.

Note 2: Mortgages, Charges and Other Security

There are no mortgages, charges or other securities affecting the property of the Association at any time during the year, or as at or subsequent to balance date.

The Association did not have any contingent assets or liabilities as at 30 June 2024.

Note 3: Matters Subsequent to the end of the Financial Year

No matter or circumstances have arisen since the end of the year that has significantly affected or may significantly affect the operations of the Association, the results of those operations or the state of affairs of the Association in years subsequent to 30 June 2024.

INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF BUNDABERG TOUCH ASSOCIATION INCORPORATED

Qualified Opinion

We have audited the accompanying financial report, being a special purpose financial report of Bundaberg Touch Association Incorporated (“the Association”) which comprises the Balance Sheet as at 30 June 2024, the Income and Expenditure Statement for the year then ended, notes comprising a summary of significant accounting policies and other explanatory information, and the Statement by Members of the Committee.

In our opinion, except for the possible effects of the matter described in the *Basis for Qualified Opinion* section of the audit report, the accompanying financial report presents fairly, in all material respects, the financial position of the Association as at 30 June 2024 and of its performance for the year then ended in accordance with Australian Accounting Standards to the extent described in the accounting policies disclosed in Note 1 to the financial statements and the *Associations Incorporation Act 1981 (Queensland)*.

Basis for Qualified Opinion

As is common with other similar organisations, it is impracticable to establish and maintain an effective system of internal control over income transactions prior to amounts being banked and recorded in the accounting records. Accordingly, our audit procedures with respect to income have been restricted to ensuring that the amounts banked were properly recorded in the accounting records. We therefore are unable to express an opinion as to whether income is complete.

We conducted our audit in accordance with Australian Auditing Standards. Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Report* section of the audit report.

We are independent of the Association in accordance with the auditor independence and ethical requirements of APES 110 *Code of Ethics for Professional Accountants (including Independence Standards)*.

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

Emphasis of Matter - Basis of Accounting

We draw attention to Note 1 to the financial statements, which describes the basis of accounting. The financial report has been prepared for the purpose of fulfilling the Management Committee's financial reporting responsibilities under the *Associations Incorporation Act 1981 (Queensland)*. As a result, the financial report may not be suitable for another purpose and should not be distributed to or used by parties other than the members. Our opinion is not modified in respect of this matter.

Responsibilities of the Committee for the Financial Report

The Management Committee of the Association is responsible for the preparation of the financial report that presents fairly and has determined that the basis of preparation described in Note 1 to the financial report is appropriate to meet the requirements of the *Associations Incorporation Act 1981 (Queensland)* and the needs of the members. The Management Committee's responsibility also includes such internal control as the Management Committee determines is necessary to enable the preparation of the financial report that presents fairly and is free from material misstatement, whether due to fraud or error.

**INDEPENDENT AUDITOR'S REPORT
TO THE MEMBERS OF BUNDABERG TOUCH ASSOCIATION INCORPORATED
(continued)**

In preparing the financial report, the Management Committee is responsible for assessing the Association's ability to continue as a going concern, disclosing, as appropriate, matters relating to going concern and using the going concern basis of accounting.

Auditor's Responsibility for the Audit of the Financial Report

Our objectives are to obtain reasonable assurance about whether the financial report as a whole is 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 the Australian Auditing Standards 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 economic decisions of users taken on the basis of this financial report.

As part of an audit in accordance with the Australian Auditing Standards, we exercise professional judgement and maintain professional scepticism throughout the audit. We also:

- a) Identify and assess the risks of material misstatement of the financial report, 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 controls;
- b) Obtain an understanding of internal controls 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 entity's internal controls;
- c) Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the Management Committee;
- d) Conclude on the appropriateness of the Management Committee's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the entity'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 report 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 entity to cease to continue as a going concern; and
- e) Evaluate the overall presentation, structure and content of the financial report, including the disclosures, and whether the financial report represents the underlying transactions and events in a manner that achieves fair presentation.

We communicate with the Management Committee regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal controls that we identify during our audit.