



## *Collingwood Harriers Athletic Club Inc.*

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### **Minutes for Annual General Meeting**

26 November 2020

Held via Zoom

**Start at 7:30pm**

**Present:** Andrew McAdam, Graeme Scott, Tony Williams, Adam Garganis, Eugene Nemesi, Lou Santiglia, Pauline Ryan, Mason Johns, Rob Barnes, Robert Maillardet, Bob Gardiner, Liam Delany, Rachel Delany, Hartley Tobin, Wolfgang Nemesi, Jim Hopkins, Julie-Ann Undrill, Brigid Tram, Grant Sargent, Katie Ward, Cameron Aughterson, Meryl Tobin, Michael Grech, Ben Daly, Neil Matthews, Steve Griffiths, Jim Sayer, Lewis Sullivan, Chris Waldron, Janette Chapman, Andrew Dawson, Michael Oke, Jessica Anderson, Chris Scott, Nick Scott, Matthew Webster, Kareem Wakim, Andrew McIntosh, Zoe Delany, Scott Lovell, Chris Boylen, Nick Rosa, Sofie Fabre, Paul Ryan, Andrew Close, Michael Gyton, Joanne Jones, Kurt Jungling, Marty Galea.

**Apologies:** Christine Dell, Tammy Quinn, Mike Boylen, Don Cook, Mason Barnes, Teresa Barnes, Jack Sayer.

**Chairperson of Meeting:**

As the President of the Club, Jim Hopkins chaired the meeting in accordance with Rule 46(1) of the Constitution.

**Minutes of AGM held on 6 June 2019:**

The minutes of the AGM held on 6 June 2019 were noted as having been tabled with a copy being posted on the Club's website.

*Resolution:*

The minutes be accepted as a true and accurate record of the meeting

Moved: Steve Griffiths – Seconded: Scott Lovell.

**Carried** (on a show of hands)

**Business arising from the 2019 AGM minutes:**

Nil

## **Presentation of Reports:**

The President, Jim Hopkins referred to his report in the 2020 Annual Report. He said he wished to draw particular attention to:

- the Womens' XCR championship result;
- the Club's AVSL championship result.

He also drew attention to the Club's next major expenditure project which would involve replacing the pole vault mats.

The Treasurer, Sofie Fabre referred to her report in the 2020 Annual Report. She drew attention to the Club's income and expenses, and to the small operating loss. She also advised that the Club's major expenditure in the year was for new high jump mats, which was also partly funded by a grant and contribution from CLAC.

### *Resolution:*

The Annual Report and Financial Statements for 2019-20, having been considered, are approved.

Moved: Lou Santiglia – Seconded: Chris Boylen.

**Carried** (on a show of hands)

## **Annual Subscription**

### *Resolution:*

The Annual Subscription for 2020-21, being \$90 for adult competition members and all Recreational Runners and \$50 for Junior competition members (in addition to the Athletics Victoria fee), is confirmed.

Moved: Chris Boylen – Seconded: Paul Wallace.

**Carried** (on a show of hands)

## **Announcement of Delegates**

Mr Hopkins briefly described the role of the Club's delegates to AV and to AV's Red Zone. He then announced that the Committee had appointed:

- a) Chris Boylen, Ian Fisher, Kevin Wigmore, and Tony Williams as the Club's delegates to Athletics Victoria;
- b) Chris Boylen and Steve Griffiths as the Club's delegates to AV Red Zone

## **Presentation of Awards**

Mr Hopkins advised that the Life Members Association keeps records and makes recommendations for the Club's service awards. He said that for 2019/20 the following service awards had been made:

15 Years of Service: Malcolm Campbell

Ross Reid

10 Years of Service: Nick Rosa

Steve Griffiths, in his capacity as the Club's registrar and records and rankings officer, advised that the following club competition awards had been made:

**Robert Hendy Winter Points Award**

Peter Gaunt

**Magnus Michelson Winter Points Award**

Andre Maillardet

**Kirralee Radford Summer Points Award**

Louise Davey

**Colin Murraylee Summer Points Award**

Chris Boylen

Steve Griffiths also noted that due to COVID-19 restrictions the Club had been unable to hold the 100 yards championship, and hence the honour board will be notated as 'Not Conducted', which will be a first for the Club.

**Election of Office Bearers / Committee**

Mr Hopkins confirmed his retirement from the position of the Club's president. He thanked the Committee and members for their support.

He declared all Committee positions vacant, and confirmed that the election for Committee positions had been held via OpaVote to meet the circumstances caused by COVID-19 restrictions. He thanked Campbell Maffett and Michael Oke for suggesting OpaVote as a technology to allow the election to proceed.

He advised that the Committee had appointed Ms Deb Lewis as the returning officer for the election. Ms Lewis then advised the meeting that she is an employee with the Aust. Electoral Commission and Vic. Electoral Commission. She noted her impartiality and said that she had verified the email addresses for the Club's members eligible to vote. It was also noted by Ms Lewis and Mr Hopkins that there were 219 members eligible to vote and that 205 had voted. In addition there were 55 life members eligible to vote, and most had voted.

Executive Positions

Each of the candidates for executive committee positions confirmed their candidacy, and Ms Lewis announced the election results, as follows:

President:	Scott Lovell	129
	Liam Delany	102
Vice President:	Bev Thomas	99
	Jim Hopkins	130
Secretary:	Andrew McAdam	128
	Julie-Ann Undrill	98
Treasurer:	Sofie Fabre	128
	Michael Gyton	99



Summer Team Co-Ord	Steve Griffiths	136
	Katie Ward	93

Mr Hopkins declared each of the winners duly elected. He also declared that the following were elected unopposed:

Admin Manager: Robert Maillardet

Winter Team Co-Ord: Campbell Maffett

#### Ordinary Members

Mr Hopkins noted that the number of ordinary members to be elected was 8, and in accordance with Rule 56(1) he also noted that this would be recorded as having been approved by the meeting, unless there was dissent. There was no dissent.

Ms Lewis announced the election results, as follows:

Cara Foot	135
Michael Oke	132
Chris Boylen	131
Tammy Quinn	131
Andrew McIntosh	130
Lou Santiglia	125
Paul Wallace	114

Ms Lewis then announced that for the eight position there had been a tie between Zoe Delany and Lewis Sullivan with each receiving 111 votes. Ms Lewis and Mr Hopkins advised the meeting that Rule 57(11)(b) provided for the breaking of a tie by, amongst other means, the toss of a coin. A coin was tossed and Lewis Sullivan called incorrectly.

Mr Hopkins then declared that each of the above and Zoe Delany was elected as an ordinary member.

#### **Close of Meeting**

Mr Hopkins asked for Scott Lovell, as the Club's new president, to say a few words. Mr Lovell thanked the Club's members for their endorsement and said that he believed it was a good sign for the club's future that so many members had voted in the election.

He also noted that the Committee would meet on 8 December 2020 at 7:30pm

Chris Waldron and Bob Gardiner each offered thanks to Jim Hopkins for his work as president, and also thanked all the candidates who stood for election to the committee.

Mr Hopkins then formally closed the meeting at 8:45pm.

Andrew McAdam  
Secretary

# **AUDITED FINANCIAL STATEMENTS**

## **Collingwood Harriers Athletic Club Inc**

**ABN 77 721 165 688**

### **FINANCIAL REPORT**

**For the year ended 31 March 2020**

Prepared by  
**All About Business Pty Ltd**  
15 Vincent Street  
MACLEOD VIC 3085

## Collingwood Harriers Athletic Club Inc

ABN 77 721 165 688

### BALANCE SHEET

	\$	\$
<b>SALES</b>		
Subscriptions - Harriers	14,180.80	-
Uniform Sales	1,430.00	-
Banking Income	25.27	-
Term Deposits Income	1,826.88	-
Fund Raising & Grants	3,359.10	-
Pole Vault Hire	360.00	-
Bookings & Hire of Facilities	33,313.50	-
Maintenance & Equipment Contributions	4,075.01	-
	58,570.56	-
<b>GROSS SURPLUS FROM TRADING</b>	<b>58,570.56</b>	-
<b>EXPENDITURE</b>		
Administrative Expenses	211.87	-
Annual Report Printing	1,228.45	-
Athlete Sponsorship	500.00	-
Awards/Trophies	1,302.90	-
Bank charges	74.75	-
Canteen Supplies	335.65	-
Catering	1,237.65	-
Cleaning & Bthroom Supplies	1,230.39	-
Club Room Capital	4,163.95	-
Facilities Expenditure	19,313.98	-
Improvements/Equipment	21,777.53	-
Office Supplies & Postage	348.43	-
Utilities	6,444.73	-
Washroom Services (COY)	1,821.60	-
	59,991.88	-
<b>DEFICIT FROM ORDINARY ACTIVITIES BEFORE INCOME TAX</b>	<b>(1,421.32)</b>	<b>0.00</b>
Retained surplus at the beginning of the financial year	137,208.96	137,208.96
<b>TOTAL AVAILABLE FOR APPROPRIATION</b>	<b>135,787.64</b>	<b>137,208.96</b>

# Collingwood Harriers Athletic Club Inc

ABN 77 721 165 688

## BALANCE SHEET

As at 31 March 2020

	2020 \$	2019 \$
<b>ASSETS</b>		
<b>Current Assets</b>		
Coulson Reserve Trust A/C 19413384/2502	31,239.40	30,826.58
Bendigo Bank Transaction A/C 19413384/1201	18,181.86	21,430.06
Collingwood Harriers Term Deposit 19413384/2501	86,366.38	84,952.32
	<u>135,787.64</u>	<u>137,208.96</u>
<b>TOTAL ASSETS</b>	<u><b>135,787.64</b></u>	<u><b>137,208.96</b></u>
<b>LIABILITIES</b>		
<b>NET ASSETS</b>	<u><b>135,787.64</b></u>	<u><b>137,208.96</b></u>
<b>EQUITY</b>		
Accumulated surplus	135,787.64	137,208.96
<b>TOTAL EQUITY</b>	<u><b>135,787.64</b></u>	<u><b>137,208.96</b></u>

These statements should be read in conjunction with the attached compilation report.

# Collingwood Harriers Athletic Club Inc

ABN 77 721 165 688

## STATEMENT OF CASH FLOWS

For the year ended 31 March 2020

	Note	2020 \$	2019 \$
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>			
Receipts from customers		58,570.56	-
Payments to suppliers and employees		(59,991.88)	-
Net cash provided by operating activities	2	(1,421.32)	-
<b>CASH FLOWS FROM FINANCING ACTIVITIES</b>			
Net increase in cash held		(1,421.32)	137,208.96
Cash at the beginning of year		137,208.96	-
Cash at end of year		135,787.64	137,208.96



# Collingwood Harriers Athletic Club Inc

ABN 77 721 165 688

## BALANCE SHEET

As at 31 March 2020

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<b>ASSETS</b>		
<b>Current Assets</b>		
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<b>TOTAL ASSETS</b>	<u><b>135,787.64</b></u>	<u><b>137,208.96</b></u>
<b>LIABILITIES</b>		
<b>NET ASSETS</b>	<u><b>135,787.64</b></u>	<u><b>137,208.96</b></u>
<b>EQUITY</b>		
Accumulated surplus	<u>135,787.64</u>	<u>137,208.96</u>
<b>TOTAL EQUITY</b>	<u><b>135,787.64</b></u>	<u><b>137,208.96</b></u>

These statements should be read in conjunction with the attached compilation report.

# Collingwood Harriers Athletic Club Inc

ABN 77 721 165 688

## STATEMENT OF CASH FLOWS

For the year ended 31 March 2020

	Note	2020 \$	2019 \$
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### NOTE 1: STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES

- a. This financial report is a special purpose financial report prepared for use by directors and members of the company. The directors have determined that the company is not a reporting entity.

The financial report has been prepared in accordance with the requirements of the following Australian Accounting Standards:

AASB 1031: Materiality

AASB 110: Events after the Balance Sheet Date

The financial report is prepared on an accruals basis and is based on historic costs and does not take into account changing money values or, except where specifically stated, current valuations of non-current assets.

The following specific accounting policies, which are consistent with the previous period unless otherwise stated, have been adopted in the preparation of this report:

**b. Property, Plant and Equipment**

Property, plant and equipment are carried at cost, independent or directors' valuation. All assets, excluding freehold land and buildings, are depreciated over their useful lives to the company.

**c. Inventories**

Inventories are measured at the lower of cost and net realisable value. Costs are assigned on a first-in first-out basis and include direct materials, direct labour and an appropriate proportion of variable and fixed overhead expenses.

### NOTE 2: CASH FLOW INFORMATION

For the purposes of the statement of cash flows, cash includes cash on hand and in at call deposits with banks or financial institutions, investments in money market instruments maturing within less than two months, net of bank overdrafts

**a. Reconciliation of Cash**

Cash at the end of the reporting period as shown in the statement of cash flows is reconciled to the related items in the statement of financial position as follows :

Cash on hand	135,787.64	137,208.96
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These notes should be read in conjunction with the attached compilation report.

# Collingwood Harriers Athletic Club Inc

ABN 77 721 165 688

## NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2020

	2020	2019
	\$	\$
<b>b. Reconciliation of CashFlow from Operations with Profit from Ordinary Activities after Income Tax</b>		
Surplus after income tax	(1,421.32)	-
Cash flow from operations	(1,421.32)	-

### Funds Made up as follows:

Fred Lester Assistance Fund	\$2,925.00
Track Maintenance Fund	\$5,500.00
Pacific Island Pole Vault Fund	\$593.00
Collingwood Harriers	\$95,530.24

## Scope

We have audited the attached financial report, being a special purpose financial report of Collingwood Harriers Athletic Club Inc for the year ended 31/03/2020. The company's directors are responsible for the financial report and have determined that the accounting policies used and described in Note 1 to the financial statements which form part of the financial report are consistent with the financial reporting requirements of the company's constitution and are appropriate to meet the needs of the members. We have conducted an independent audit of the financial report in order to express an opinion on it to the members of Collingwood Harriers Athletic Club Inc. No opinion is expressed as to whether the accounting policies used are appropriate to the needs of the members.

The financial report has been prepared for distribution to members for the purpose of fulfilling the directors' financial reporting requirements under the company's constitution. We disclaim any assumption of responsibility for any reliance on this report or on the financial report to which it relates to any person other than the members, or for any purpose other than that for which it was prepared.

Our audit has been conducted in accordance with Australian Auditing Standards. Our procedures included examination, on a test basis, of evidence supporting the amounts and other disclosures in the financial report, and the evaluation of significant accounting estimates. These procedures have been undertaken to form an opinion whether, in all material respects, the financial report is presented fairly in accordance with accounting policies described in Note 1, so as to present a view which is consistent with our understanding of the company's financial position, and performance as represented by the results of its operations and its cash flows. These policies do not require the application of all Accounting Standards and other mandatory professional reporting requirements in Australia.

The audit opinion expressed in this report has been formed on the above basis.

## Audit Opinion

In our opinion, the financial report presents fairly in accordance with the accounting policies described in Note 1 to the financial statements, the financial position of Collingwood Harriers Athletic Club Inc as at 31/03/2020 and the results of its operations and its cash flows for the year then ended.

Name of Firm      All About Business Pty Ltd

Name of Partner



Stella Guest

All About Business Pty Ltd  
15 Vincent Street  
MACLEOD VIC 3085

Dated : 28/09/2020