



ABN 25 389 922 457

Annual General Meeting - MINUTES

27th September 2020

Held @ QDDTC Training Grounds

Hoover Rd, Queanbeyan NSW

MEETING OPENED: 1030h (10:30 am)

PRESENT: Karen Jenkins (Chair), Jan Loose (Secretary), Jodie Moore, Vanessa Tuckfield, Zoe Tuckfield, Fay Grunsell, Ros Bush, Karen Roberts, Anne Butler, Ritchie Butler, Rebecca Manley, Rhonda Daley, Kathy Griffiths, Michael Ziebell

APOLOGIES:

MINUTES OF PREVIOUS MEETING:

That the minutes of the previous 2019 AGM be accepted.

Moved: Karen Roberts **Seconded:** Fay Grunsell
CARRIED

REPORTS – PRESIDENT AND SECRETARY

Presented by Karen Jenkins and Jan Loose respectively. Attached.

That these Reports be accepted

Moved: Jodie Moore **Seconded:** Michael Ziebell
CARRIED

TREASURER'S REPORT

Allocation of funds for work commenced on our decking and veranda, improvements to irrigation system and weed spraying. Due to the Covid-19 pandemic, shop sales are down compared to last year and we have seen a 50% reduction in membership renewals. Future expense considerations include lease renewal fees and water rates.

The Auditor this year was John Beard Audit. Auditors Report attached.

Reports for the financial year 2019/20 were presented by Rhonda Daley and are attached.

That the Financial Reports be accepted

Moved: Michael Ziebell **Seconded:** Karen Roberts
CARRIED

VACATION OF 2019/2020 COMMITTEE POSITIONS:

Karen Jenkins declared all Committee Positions vacant.

ELECTION AND INTRODUCTION OF 2020/2021 COMMITTEE

Nomination forms for Committee positions had been received and accepted.

All office bearers were accepted unopposed.

Jan Loose introduced the following Committee Members for 2020/2021

PRESIDENT	Karen Jenkins
VICE PRESIDENT	Fay Grunsell
SECRETARY	Jan Loose
ASS SEC/ENROLMENTS	Jodie Moore
TREASURER	Rhonda Daley
OTHER COMMITTEE	Michael Ziebell
	Karen Roberts
	Anne Butler
	Rosalind Bush
	Rebecca Manley

Moved: Fay Grunsell **Seconded:** Rhonda Daley
CARRIED

GENERAL BUSINESS:

a. Review of Fees - Currently they are as follows:

Family membership fees	\$50.00 pa	July-June
Single membership fees	\$40.00 pa	July-June
Training fees (for 1 dog)	\$70.00 pa	July-June
Training fees (for each additional dog)	\$30.00 pa	July-June
Rally O (for each dog)	\$30.00	Terms 2, 3 and 4 only

Fee Proposal (effective 1 July 2021)

1. Retain single and family membership categories

Accept: Unanimous
CARRIED

2. Introduce joining fee of \$50 to new members

Accept: Majority

Amend joining fee to \$30

Moved: Rhonda Daley **Seconded:** Fay Grunsell
CARRIED

3. Introduce 25% discount on Membership fee for holders of Pension card or ANKC state member organisation

Accept: Unanimous
CARRIED

4. Increase fees for membership and training as follows:

Membership - Family	\$65.00 pa
Membership - Single	\$50.00 pa
Training fee – 1 dog	\$90.00 pa
Additional dog training	\$45.00 pa

Accept: Unanimous
CARRIED

b. Committee Admin/Stationary reimbursements of \$50

- Karen Jenkins
- Jan Loose
- Rhonda Daley
- Jodie Moore

Moved: Rhonda Daley **Seconded:** Jan Loose
CARRIED

c. Life Members

i. Recognition of Life Membership conferred on the following club members:

2009 Richard Herba

2009 Mara Herba

2013 Terry Griffin

2013 Kathy Griffiths

ii. Three nominations received for the following club member for her outstanding service and contributions to success of the club:

2020: Life Membership conferred to Fay Grunsell

Moved: Karen Roberts **Seconded:** Jan Loose
CARRIED

NEXT AGM: Thursday 26th August, 2021

MEETING CLOSED: 1113h (11:13 am)



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Queanbeyan and District Dog Training Club

President's Report

2019 – 2020

This year has been very disruptive with COVID-19 restrictions, fire and weather. But given all of this we still managed to pull through.

I would like to thank the Committee last year for working together and getting the job done. Without this effort we would have come through the year as we did.

I would also like to thank the Instructors who keep giving their time and effort every Sunday to see classes and assessments carried out.

Karen Jenkins

President – Queanbeyan & District Dog Training Club Inc

27Aug2020



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Queanbeyan & District Dog Training Club

SECRETARY'S REPORT

2019 – 2020

The club has faced uncertainty this year in the face of a Covid-19 pandemic, shutdown and restrictions so I would like to thank all committee members and instructors for their dedication and hard work. This has kept us going despite the loss of Term 2 training, cancellation of our 2020 Trial and weather disruption in our return to training Term 3.

This year

1. I would like to thank Kathy who is leaving the committee after 15 years. Her support, hard work and dedication is very much appreciated and we look forward to her continuing role as an instructor.
2. Thank you to Jodie who has been busy organising enrolments and keeping members informed through our Facebook page,
3. We have seen the introduction of a Covid-19 Safety Plan, new cleaning procedures and safe guidelines for instructors and handlers
4. We held a raffle at Christmas and, due to covid-19 shutdown, our postponed Easter raffle became a return to training in July
5. A successful application to the NSW Government's Community Building Partnership Program saw the club receive over \$15,000 to contribute toward the installation of weatherproof flooring and extension of the veranda. Thanks Ros for seeing this through and to Rhonda for organising quotes and initialising the construction process about to start.
6. Unfortunately our scheduled July Obedience and Rally-O Trial had to be cancelled due to Covid-19 restrictions. Thank you to Fay for her initial organisation.
7. Another Level 2 Instructor class held in June/July will finish with revision and an update on the new ANKC Obedience and Rally-O rules for 2021. Thanks Anne for your time running this and instructors Kathy, Jodie, Christiane, Tim and myself.
8. Thankyou Michael for running assessment days, organising work around the grounds and developing a plan to improve the training grounds moving forward.

I look forward to continuing with the club into next year

Secretary – Queanbeyan & District Dog Obedience Club Inc

27 September 2020

Profit and loss

Queanbeyan & District Dog Training Club
PO Box 900, Queanbeyan NSW 2620, Australia

Accrual mode
01 Jul 2019 - 30 Jun 2020
Generated 26 Sep 2020

		Total
Income		
4-1200	Interest - Community Solutions	30.34
4-1400	Interest - Westpac Term Deposit	292.98
4-1600	Interest - Westpac Reserve	7.14
4-2400	Membership Revenue	9,701.00
4-2500	Fundraising/Raffle Revenue	666.65
4-2600	Shop Revenue	1,893.00
4-2700	Trial Entry Revenue	775.00
4-2800	Club Function	360.00
Total Income		13,726.11
Less Cost of Sales		
Total Cost of Sales		0.00
Gross Profit		13,726.11
Less Expense		
6-1000	Accounting & Auditing fees	1,611.20
6-1300	Catering Costs	143.74
6-1350	Club Trophies & Awards	397.80
6-1500	Depreciation Expense	779.13
6-1910	Dogs NSW Trial Costs	64.00
6-1930	Dogs NSW Memberships Committee Reimbursement	177.00
6-2000	Entertainment Costs	1,320.00
6-2050	Filing Fees	333.33
6-2300	General Expenses	301.22
6-2500	Fundraising/Raffle Expenses	29.00
6-2510	Hire Plant & Equipment	288.98
6-2520	Hire Meeting Room	40.00
6-3400	Membership Refunds	110.00
6-4000	Postage & courier	134.00
6-4200	Printing & stationery	37.96
6-4600	Reimbursed expenses	420.00
6-4800	Repairs & maintenance - Grounds	102.85

		Total
6-5000	Shop Supplies	240.82
6-5100	Staff Training & Welfare	700.00
6-5600	Telephone	448.00
6-5900	Trailer Registration	67.29
6-6000	Trial Expense	80.00
6-6010	Trial Gifts	250.00
6-6030	Trial Prize Money	500.00
Total Expense		8,576.32
Operating Profit		5,149.79
Plus Other Income		
8-1400	Government Subsidies/Grants	15,612.00
Total Other Income		15,612.00
Less Other Expense		
Total Other Expense		0.00
Net Profit		20,761.79

Balance Sheet

Queanbeyan & District Dog Training Club
PO Box 900, Queanbeyan NSW 2620, Australia

Accrual mode
30 Jun 2020
Generated 26 Sep 2020

		Total
Asset		
Banking		
1-1000	Community Solutions Cheque Account	49,130.13
1-1300	Westpac Business Cash Reserve	5,563.40
1-1400	Westpac Term Deposit	17,175.65
1-1500	Petty Cash	100.00
Total Banking		71,969.18
Current Assets		
1-1700	Stock on Hand	6,403.00
1-1800	Accounts receivable	70.00
Total Current Assets		6,473.00
Fixed Assets		
1-2000	Container	10,295.00
1-2010	Accum Dep - Container	-9,110.86
1-2100	Container - Equipment	3,234.00
1-2110	Accum Dep - Container Equipment	-2,600.13
1-2200	Laptop - Secretary	640.00
1-2210	Accum Dep - Laptop Secretary	-640.00
1-2300	Laptop - Treasurer	945.00
1-2310	Accum Dep - Laptop Treasurer	-945.00
1-2400	Mower	5,999.00
1-2410	Accum Dep - Mower	-5,999.00
1-2500	Plant & Equipment	7,082.13
1-2510	Accum Dep - Plant & Equipment	-7,082.13
Total Fixed Assets		1,818.01
Total Asset		80,260.19
Liability		
Credit Card		
Total Credit Card		0.00
Current Liabilities		
2-1800	Accounts payable	-238.00
Total Current Liabilities		-238.00
Long Term Liabilities		
Total Long Term Liabilities		0.00
Total Liability		-238.00
Net Assets		80,498.19
Equity		
Current Earnings		
3-1800	Current year earnings	20,761.79
Total Current Earnings		20,761.79

Retained Earnings		
3-1600	Retained earnings	22,734.93
Total Retained Earnings		22,734.93
3-1000	Opening Balance Equity	36,001.47
3-1500	Donations/Gifted to the club	1,000.00
Total Equity		80,498.19



John Beard Audit
REPORTS & ADVICE

Registered Company Auditor 15775
22 Hensman Street LATHAM ACT 2615
Mobile 0466 317 120

ABN 36 761 490 955

INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF
THE QUEANBEYAN & DISTRICT DOG TRAINING CLUB

Report on the Audit of the Financial Report

Qualified Opinion

I have audited the financial report of Queanbeyan & District Dog Training Club (the association), which comprises the assets and liabilities statement as at 30 June 2020, the income and expenditure statement for the year then ended, and notes to the financial statements, including a summary of significant accounting policies, and the certification by members of the committee on the annual statements giving a true and fair view of the financial position and performance of the association.

In my opinion, except for the effects of the matter described in the Basis of Qualified Opinion section of my report, the accompanying financial report of Queanbeyan & District Dog Training:

- a) gives a true and fair view of the association's financial position as at 30 June 2020 and of its financial performance for the year then ended; and
- b) complies with Australian Accounting Standards to the extent described in Note 1.

Basis of Qualified Opinion

Cash receipts from fundraising and sales are a source revenue for Queanbeyan & District Dog Training Club. The association has determined that it is impracticable to establish control over the collection of cash receipts and donations prior to entry into its financial records. Accordingly, as the evidence available to me regarding this revenue was limited, my audit procedures with respect to cash receipts had to be restricted to the amounts recorded in the financial records. I therefore am unable to express an opinion on whether the recorded cash entries of the association are complete.

I conducted my audit in accordance with Australian Auditing Standards. My responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Report* section of my report. I am independent of the association in accordance with the ethical requirements of the Accounting Professional and Ethical Standards Board's APES 110: *Code of Ethics for Professional Accountants* (the Code) that are relevant to my audit of the financial report in Australia. I have also fulfilled my other ethical responsibilities in accordance with the Code.

I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my opinion.

Emphasis of Matter – Basis of Accounting

I draw attention to Note 1 to the financial report, which describes the basis of accounting. The financial report has been prepared to assist the association to meet its reporting requirements. As a result, the financial report may not be suitable for another purpose. My opinion is not modified in respect of this matter.

Responsibilities of the Committee for the Financial Report

The committee is responsible for the preparation and fair presentation of the financial report and for 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.

In preparing the financial report, the committee is responsible for assessing the association's ability to continue as a going concern, disclosing, as applicable, matters relating to going concern and using the going concern basis of accounting unless the committee either intends to liquidate the association or to cease operations, or has no realistic alternative but to do so.



John Beard Audit
REPORTS & ADVICE

Registered Company Auditor 15775

INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF
THE QUEANBEYAN & DISTRICT DOG TRAINING CLUB

Auditor's Responsibilities for the Audit of the Financial Report

My 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 my 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 Australian Auditing Standards, I exercise professional judgement and maintain professional scepticism throughout the audit. I also:

- 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 my 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 control.
- Obtain an understanding of internal control 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 association's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness³ of accounting estimates and related disclosures made by the committee.
- Conclude on the appropriateness of the 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 association's ability to continue as a going concern. If I conclude that a material uncertainty exists, I am required to draw attention in my auditor's report to the related disclosures in the financial report or, if such disclosures are inadequate, to modify my opinion. My conclusions are based on the audit evidence obtained up to the date of my auditor's report. However, future events or conditions may cause the association to cease to continue as a going concern.
- 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.

I communicate with the committee regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that I identify during my audit.

John Beard

Registered Company Auditor 15775

Dated this 26th day of September 2020