



Australian Bowhunters Association Inc.

Treasurer's Meeting Fri 8th October 2021 - Agenda

Attendance: Kerry Chandler (Branch D), Gerard Kelly (Branch H), Stuart Renwick (Branch A), Raylene (Branch E), Jennifer Hall (Branch B), Steve Barratt (Branch G) and Amanda Skinner (National Treasurer)

Apologies: Maggie (Branch F), Maree (Branch J), Gary (Branch C) Hazel (Branch I)

Agenda Items

- **Covid-19 Impact**

Each Branch ran over how the year was going with the covid impacts. Main consensus was that when shoots were cancelled, there was no dramatic impact on the bottom line as expenses were dormant too

- **Structure Changes**

Amanda briefed the meeting on the important motion being put to the meeting in tomorrow's AGM and explained what the re-structure/transition to company means.

NO CHANGE to Branch structure

- **Audit Requirements**

All good on this front – Amanda reported to Treasurer's present that all 10 Branches passed the audit requirements this year, with a huge thank you for their ongoing support & time in the position

- **Xero**

We ran over any general questions regarding Xero. Jennifer mentioned that she found it handy with the 'Xero tips' email I use to send out to Branch Treasurers. Amanda has noted to look at introducing this again, especially with a few new Treasurer's on board

- **GST**

Steve B had a fantastic suggestion that when you land in the position of Treasurer, you don't always have a full hand over, and whilst the guide that is sent out helps, it would be great to standardize Xero as much as we can. Amanda mentioned that the

chart of accounts (COA) in each Xero file was inherited from the original MYOB file and Branches mostly do things differently however we should try and align as best we can. By standardizing the COA, we can link the correct GST codes, making GST entries easier too.

The meeting felt this was a good area to explore so we will table this project for the next 12 months.

- **Feedback**

Raylene is new onboard with Branch E, we discussed that once her Xero file has more transactions, we can do some further training. Raylene is also waiting for restrictions to lift and can sit down with Karen for handover

Steve B from Branch B said that Matt will be coming on board and he is leaving the Xero transactions to reconcile together, no issues there

Ran over the requirements with Stuart in Branch A for a budget to be submitted, even though their funding arrangements are different to other Branches

Discussed with Jennifer from Branch B her audit and Amanda to note for the audit next year to report on a cash basis and no GST on national transactions. Amanda will also take up a GST amendment

Amanda will draft the Branch membership rebates upon the successful passing of the audit report at the AGM tomorrow, and payment will be made by 31st Oct