

Annual General Branch B Meeting Minutes

Meeting title:	Annual General Branch B Meeting
Meeting time and date:	6.00pm 10/08/24
Meeting venue:	Collinsville Bowhunters
Attendees:	Wayne Salmon, Frank Hall, Kyra Siely, Michael Siely, Beck Nelson, Mick Beard, Ian Lepinath, Lindsay Mackie, Lindsay Yule, Lochlan Attwood,
Visitors	Graeme McComskie
	Meeting Opened 5.00pm
	Meeting Closed

Regular Business & Rebate compliance

Every Meeting			
Risk Management Issues to Report - <i>Ken Henderson is the point of contact for all Risk Management reports and enquiries and any problems with OHS or RM should be promptly advised to Ken Email address is nco@bowhunters.org.au</i>	Risk Mgmt Officer	Nil	
Previous Meeting Minutes sent to National	Secretary	21/08/23	
Has the monthly transactions been entered and reconciled in Xero to ensure the National Treasurer can complete National's GST obligations	Treasurer	Yes	
All scores have been forwarded to the National Score Recorder	Score Recorder	Yes	
Have all Branch Officers read the association's constitution, bylaws, policies, and procedures	All	Yes	
Clubs having completing yearly audit & risk management	Audit	Risk Mgmt	
Mackay	• Y	• Y	
Collinsville	• Y	• Y	
Charters Towers	• -	• -	
Townsville	• Y	• Y	
Full Boar	• Y	• Y	
Mt Isa	• -	• -	
Hinchinbrook	• -	• Y	



Australian Bowhunters Association Ltd - Branch B

DATED 05.08.2024

Treasurer's report for Branch B AGM: August 2024

For the year 1.6.2023 to 31.5.2024,

Bank Balance 31.5.24	\$27,502
At 1.6.23 bank balance	\$26,381.00
There for the bank balance has been reduced by	\$1,121
overall income of	\$7,416
Overall expenses of	\$6,295.00
therefore made a profit of	\$1,121.00

Branch Safari Income \$1260.00 down from the previous year, expenses \$1,796.14 therefore a loss of \$536.14.

Of the \$1550.88 from Clubs there was still \$276 not paid by clubs have just received a cheque for outstanding. This was overall more fees income than the previous year by \$100 and less outstanding shoot fees by \$134.

GST movement was \$55 to the ATO for the year

This year's profit was \$1,121 compared to a predicted loss of -\$4925 than the budget mainly because membership rebate was \$1,100 less than expected, Score recorder's Laptop was not purchased, Mt Isa supplied safari trophies last year, the first aid training did not occur and the fuel card idea did not progress. And trophies for safari this year still be to paid.

NOTES

1. The 2024 Financial Year Audit with Certus Group – report signed by Controller and Treasurer tabled - to be passed.
2. Recommendation that the same auditor be appointed for the 2025 Financial year Audit – to be passed
3. Xero Cloud accounting for Branch B 2024 Financial year – reports tabled
4. Bank Statements to 30.6.2024 - tabled
5. The 2025 Financial Year Budget – tabled - to be passed. It includes allowance to buy the score recorder a new laptop and the relevant software which has been purchased within this new financial year already, prices for things like trophies and auditor have also increased.
6. Asset and Depreciation Schedule – No current assets to note all over 5 years.

Branch Treasurer 2023-2024 Kyra Siely Mob: 0407 300 208

Email treasurer@abafnqbranch.com

ABA Branch Report

Australian Bowhunters Association Ltd - Branch B

ABN 29 093 577 603

For the year ended 31 May 2024

Prepared by Certus Group Accountants

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Income and Expenditure Statement

Australian Bowhunters Association Ltd - Branch B For the year ended 31 May 2024

	2024	2023
Income		
Branch Income	7,416	8,435
Total Income	7,416	8,435
Gross Surplus		
	7,416	8,435
Expenditure		
Auditing Fees	450	380
Bank Fees	-	1
Computer Expenses	116	110
Freight and Postage	46	40
Misc	2	40
National Accommodation Fees	50	50
National Linen Pack Fees	32	35
Printing	-	103
Rebate Shoot Fees	197	747
Refunds to Branch Secretary	109	-
Sundry Expenses	-	-
Targets	953	1,369
Training Expenses	638	-
Training Manuals	128	-
Travel & Accom. Expenses	1,862	437
Trophies and Engraving	646	1,052
Website and Email Hosting	1,067	76
Total Expenditure	6,295	4,440
Current Year Surplus/ (Deficit)	1,121	3,994

The accompanying notes form part of these financial statements. These statements should be read in conjunction with the attached compilation report.

Assets and Liabilities Statement

Australian Bowhunters Association Ltd - Branch B As at 31 May 2024

	NOTES	31 MAY 2024	31 MAY 2023
Assets			
Current Assets			
Cash and Cash Equivalents			
QCB ABA Branch B North Qld New ABN account 2023		27,259	-
QCB Branch B ABA account 2021-2023		-	26,011
Total Cash and Cash Equivalents		27,259	26,011
Trade and Other Receivables			
Trade Debtors		276	410
Total Trade and Other Receivables		276	410
Total Current Assets		27,535	26,421
Non-Current Assets			
Other Non-Current Assets		21	21
Total Non-Current Assets		21	21
Total Assets		27,557	26,442
Liabilities			
Current Liabilities			
GST Payable		55	61
Total Current Liabilities		55	61
Total Liabilities		55	61
Net Assets		27,502	26,381
Member's Funds			
Current Year Earnings		1,121	3,994
Retained Earnings		26,381	22,387
Total Member's Funds		27,502	26,381

The accompanying notes form part of these financial statements. These statements should be read in conjunction with the attached compilation report.

Movements in Equity

Australian Bowhunters Association Ltd - Branch B For the year ended 31 May 2024

	2024	2023
Equity		
Opening Balance	26,381	22,387
Increases		
Profit for the Period	1,121	3,994
Total Increases	1,121	3,994
Total Equity	27,502	26,381

Notes to the Financial Statements

Australian Bowhunters Association Ltd - Branch B For the year ended 31 May 2024

1. Summary of Significant Accounting Policies

These financial statements are prepared for a divisional branch of the Australian Bowhunters Association Ltd.

The financial statements are special purpose financial statements prepared in order to satisfy the financial reporting requirements of the Australian Bowhunters Association Ltd. The committee has determined that the branch is not a reporting entity.

The financial statements have been prepared on an accruals basis and are based on historic costs and do not take into account changing money values or, except where stated specifically, current valuations of non-current assets.

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

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

Compilation Report

Australian Bowhunters Association Ltd - Branch B For the year ended 31 May 2024

Compilation report to Australian Bowhunters Association Ltd - Branch B.

We have compiled the accompanying special purpose financial statements of Australian Bowhunters Association Ltd - Branch B, which comprise the asset and liabilities statement as at 31 May 2024, income and expenditure statement, a summary of significant accounting policies and other explanatory notes. The specific purpose for which the special purpose financial statements have been prepared is set out in Note 1.

The Responsibility of the Committee Member's

The committee of Australian Bowhunters Association Ltd - Branch B are solely responsible for the information contained in the special purpose financial statements, the reliability, accuracy and completeness of the information and for the determination that the basis of accounting used is appropriate to meet their needs and for the purpose that financial statements were prepared.

Our Responsibility

On the basis of information provided by the partners we have compiled the accompanying special purpose financial statements in accordance with the basis of accounting as described in Note 1 to the financial statements and APES 315 *Compilation of Financial Information*.

We have applied our expertise in accounting and financial reporting to compile these financial statements in accordance with the basis of accounting described in Note 1 to the financial statements. We have complied with the relevant ethical requirements of APES 110 *Code of Ethics for Professional Accountants*.

Assurance Disclaimer

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The financial statements are special purpose financial statements prepared in order to satisfy the financial reporting requirements of the Australian Bowhunters Association Ltd. The committee has determined that the branch is not a reporting entity.

The financial statements have been prepared on an accruals basis and are based on historic costs and do not take into account changing money values or, except where stated specifically, current valuations of non-current assets.

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

Independence

In conducting our review, we have complied with the independence requirements of the Australian professional accounting bodies.

Limitation

Australian Bowhunters Association Ltd - Branch B Income

It is not practical for the Australian Bowhunters Association Ltd - Branch B to establish accounting control over all sources of income prior to its receipt and accordingly it is not possible for our examination to include procedures to extend beyond the amounts of income recording in the accounting records of the Australian Bowhunters Association Ltd - Branch B

Plant and Equipment

Our review has not included an inspection of plant and equipment. Accordingly, we expressed no opinion as to the existence or valuation of plant and equipment.

GST

The Australian Bowhunters Association Ltd (ABA) is a GST registered entity. The ABA prepares audited financial statements annually and verification procedures exist to confirm the GST payable or receivable at balance date. It is impractical to verify GST balances at a divisional (branch) level and balances at a branch level are generally not material in relation to the parent body.

Qualified Conclusion

Except for the adjustments to the financial report that we might have become aware of had it not been for the situation described above, based on our review, which is not an audit, nothing has come to our attention that causes us to believe that the financial report of the Branch does not present fairly, in all material respects, the financial position of Australian Bowhunters Association Ltd - Branch B.



Certus Group Accountants

260 Moarayfield Road

MORAYFIELD, QLD 4506

David Thomson FCA - Partner

22/07/2024

Dated: / /