

# **JAN JUC SURF LIFESAVING CLUB (Inc) A 0000388K**

## **60<sup>TH</sup> ANNUAL GENERAL MEETING**

Sunday 24<sup>th</sup> July 2022

### **Location** – Clubhouse

Access to the Meeting was also available to members via Zoom media , control of on line voting was monitored by D Sibun, with the assistance of a representative of RSM , who provided access to their on line systems

### **Present** –

Eligible Voting Members –

I Blanchonette, J Edmonds, R Elliott, M Field, N Gillard, S Gordon, A Green, I Heather, S Iannazzo, K Isaac, D Jackson, A Jenkins, M Leigh- Smith, G Lightfoot, B Makin, W McDonald, J Moss, J Reyntjes, A Richards, V Sheehan, D Sibun, P Smith, I Swan, B Thompson, G Thompstone

Non Eligible Voting Members –

M Dripps, B Dunlop, B Papworth, R Schofield, G Touzel,

Visitor (s)-

P Tremain

### **Apologies** –

D Bartlett, A Bleazby, J Bleazby, J Chin- Jewson, B Dunlop, N Hough, A Isaac, S Jewson, B Johnson, S Talbot, T Watson

M Dripps opened the meeting, with a welcome to those attending – Members were made aware that the on line format and conduct of the Meeting was accepted so that any challenges arising from any procedural irregularity, in, or to the conduct of the Meeting be waived

Voting methods, question procedures, were explained, including the process of removal of on line non voting Members to a non voting space whilst voting took place

**Accreditation of Absentee Votes received** - No absentee votes were received

**Correspondence relative to AGM** - Nil

### **Minutes 59<sup>th</sup> AGM 29/08/2021 Read and Confirmed**

Motion – “That the Minutes of the 59<sup>th</sup> Annual General Meeting of the Jan Juc Surf Lifesaving Club held on the 29/08/2021 represent a true and correct document of that Meeting “

Moved P Smith / M Leigh-Smith

Carried

### **President`s Season Review**

M Dripps provided a review covering many aspects of the 2021/22 season and outlined enhancements and further developments of the Club`s strategic objectives , highlights included –

-Thanked the Club for the opportunity to be President for the season, noting that the position was undertaken following a Board request for consideration of acceptance of the position.

-Thanked the hundreds of Club volunteers who make the Club what it is today, including current Board of Directors

-A strategic planning day had been held and work was well underway as to the formulation of a plans for the next few years

Framework centres included – Desire to be externally facing and continue with Lifesaving as Club`s core business, continuing to be an exemplar lifesaving Club

Focus future effort on continuing to provide a connected, healthy, purposeful community for Members to ensure everyone has a chance to safely enjoy the Club environment  
Other matters included , Lifesaving services, Development of Member skills base ,community engagement /community support initiatives , Community engagement or community support initiatives  
The Club is in a good place to go forward ,each areas linking to the overreaching plan

### **Presentation and Adoption Of Annual Report (2021/2022 Season )**

M Dripps presented and spoke on the Presentation and Adoption of the Annual Report to the meeting, acknowledging that the Annual Report had previously been made available to the Membership providing an opportunity for reading and comment prior to this Annual General Meeting

The Annual Report was then put to the Meeting for approval by motion –

“That the 2021/2022 Annual Report presented at the Annual General Meeting held on the 24/07/2022 be adopted and accepted “

Moved A Green / J Reyntjes

Carried

### **Presentation & Adoption of Financial Report (2021/2022 Season )**

M Field presented the Audited Financial Report for the 2021/22 Season

Acknowledgement of having face to face Annual General Meeting as opposed to the previous “covid” years and that a very solid set of results being presented to the Meeting

Hopefully, this is the last of the seriously impacted set of results.

Highlights of Financial Report –

-Club`s audited financial statements report an accounting profit before depreciation (a non cash item) for the 2022 year of \$107,397, and a loss after depreciation of \$52,793. This compares to a reported profit for 2021 , \$437,432 , which included \$460,000 in capital grants for the building redevelopment

Noting that major components of new facility are completed, with a few minor areas remaining to receive attention

There is only a small Financial legacy outstanding from building the new facility , with spending in other areas not constrained ( within budget guidelines ).

-The Club was able to not only maintain existing assets, but, invested \$152,168 in purchase of new assets ( with grant assistance ) including ATV`s , installation of dumb waiter, furniture , training, racing , and rescue boards,

Deposits were also made for the purchase of a further ATV , AV equipment for facility

\_Cancellation of the Grand Final Eve lunch and the later starting dates for the D1K / Bells Bash effected income revenue streams

-Membership growth revenues were up 17% on top of a 39% increase in 2021

- Generous support of volunteers, operating Club bar, and social events contributed \$34,445

-Cash flow has been managed closely and with the finalisation of receipt of all grant funding associated with the redevelopment , Club was able to deposit \$200,000 against Bank Loan, in addition to normal repayments

- Year end loan balance \$174,843

-Cash at year end, on hand balances totalled \$213,102, meaning the Club when offsetting borrowings with cash on hand is essentially debt free

This represents an outstanding financial position to be in the second year following completion of a building redevelopment

A Green spoke and commended M Field on her efforts / contributions especially over the past 2 years of covid and all associated factors

## **Adoption of Annual Financial Report 2021/2022**

Motion “That the 2021/2022 audited Annual Financial Report presented at the Annual General Meeting held 24/7/2022 be adopted and accepted, in a bundle, as a fair and true representation of the financial position for the Jan Juc Surf Lifesaving Club for the 2021/2022 financial term

Moved D Sibun / I Heather

Carried

## **Audit, Finance & Governance Committee**

I Swan presented and read the yearly report to Members – The Report previously being circulated amongst Board Members

The elected Members of the Committee for the reporting year consisted of –

I Swan ( Chair ) , N Hough, B Potter, D Lightfoot, Observers –R Miano, D Sibun

Board Representatives – M Dripps, M Field

Noted that N Hough , B Potter retiring from Committee on rotation arrangement , leaving 2, 3 year term vacancies to be filled for the 2023 Season

Highlights of Report –

Club compliant with requirements of Consumer Affairs Vic and holds a Registered charity status with Australian Charities & No for profit commission

Committee undertook work on the following –

Review of the Club`s framework (ongoing)

Reviewed Club`s operations and its finances under the prevailing covid restrictions

Implemented the Committee`s annual work plan and monitored Club`s “Health Check”

Provided an Annual Board induction and good governance and director responsibilities

Reviewed end of year financial accounts and initiated discussions with Club`s Auditor

Commenced discussions on the development of longer term financial projections as part of the Board`s ongoing financial management practices for the Committee`s review (on going )

Initiated OH&S discussions including lifesaving and maintenance schedules

Conclusion

That the Club has managed the impacts of the Covid 19 on its operations and finances and has positioned itself well to expand its activity level and functions to pre covid levels over the 2022/23 season

The Committee does not see any Financial matters that are required to be brought to the attention of Members

Note – Full Report attached to these Minutes

Report Moved I Swan / M Leigh-Smith

Carried

## **Election of Members to AF&G Committee**

Voting was required to fulfil 2 vacant positions on the AF&G Committee

Nominations as follows

Nominee	Nominator	Secunder
Vincent Sheehan	D Sibun	D Jackson
James Edmonds	D Sibun	G Thompstone

## **Election of Committee Members Audit Risk & Governance Committee 2022/23 Season**

Motion “That V Sheehan and J Edmonds be elected to the Audit, Finance & Governance Committee for the specified term as determined by the Constitution of the Jan Juc Slsc .

Moved M Leigh – Smith / A Green

Carried

## **Election Of Office Bearers - Board**

M Dripps vacated chair and I Swan then managed / controlled the election voting process , all positions being declared vacant.

The following nominations were received prior to the closing date of the 24/6/2022 and met the required criteria to permit voting upon

<b>Position</b>	<b>Nomination</b>	<b>Nominated by</b>	<b>Seconded</b>
<b>President</b>	Brett Thompson	J Reyntjes	B Walsh
<b>Vice President</b>	Peter Smith	J Chin Jewson	S Jewson
<b>Finance Manager</b>	Melissa Field	G Thompstone	A Jenkins
<b>Secretary</b>	Geoff Thompstone	D Jackson	M Field
<b>Lifesaving Skills &amp; Development Manager</b>	Vacant		
<b>Juniors Manager</b>	Katrina Walsh	B Thompson	J Reyntjes
<b>Fundraising &amp; Sponsorship Manager</b>	Jodie Reyntjes		
<b>Competition Manager</b>	Tim Watson	G Thompstone	K Walsh
<b>Received after Closing Date</b>			
<b>Life Saving services Manager</b>	Grace Lightfoot	M Field	J Reyntjes

Motion “That the nominations for Board Members received by the closing date of the nominations being the 24/6/2022, are accepted by the Members present at the AGM held on the 24/7/2022 and appointment duly declared

Moved I Swan / G Thompstone Carried

Motion “That the Nomination for Lifesaving Services Manager of G Lightfoot for the 2022/23 season, received after the closing date of the 24/6/2022, is accepted by the Members present at the AGM held on the 24/7/2022 and appointment duly declared “

Moved I Swan / G Thompstone Carried

The position of Life Saving Skills and Development Manager was declared vacant and appointment to be made under section 20.3 Casual Vacancy of the Club Constitution

### **Approval of Candidates for Official Positions (General Committee )**

The following nominations were received prior to the closing date of the 24/6/2022 and met the required criteria to permit voting upon.

<b>Position</b>	<b>Nomination</b>	<b>Nominated by</b>	<b>Seconded</b>
<b>Junior Club Captain</b>	Amelia Reyntjes	K Walsh	B Walsh
<b>Club House Manager</b>	Geoff Thompstone	D Jackson	M Field
<b>Received after 24/6/2022</b>			
<b>First Aid Manager</b>	Jemma Ugrin	G Thompstone	D Sibun
<b>IRB Manager</b>	Rick Elliott	G Thompstone	

Nominations received at the AGM

<b>Gear Manager</b>	Jay Moss	J Reyntjes	G Lightfoot
<b>Surfboat Manager</b>	James Edmonds	J Moss	A Green
<b>Board &amp; Ski Manager</b>	Anthony Reyntjes	J Reyntjes	A Green

## **Vacant Positions**

Training & Assessment Manager, Beach & Water Manager, Nippers Manager, Communications / Publications Manager, Social Functions Manager

Motion “That the Members nominated for the Official Positions ( General Committee ) for the 2022/2023 season , inclusive of those nominations received on dates prior to, or after closing date of the 24/7/2022 and those nominations taken during the course of the AGM are recommended by the Members in attendance, to the Board for consideration and approval

Moved B Thompson / M Leigh- Smith

Carried

Vacancies - Board will attempt to seek suitable applicants for the positions, appointments being made under Section 20.3 of the Club Constitution

B Thompson, then as incoming President, spoke on his appointment, acknowledging the efforts and achievements of Members of Boards / Official positions for the past 5/6 years , resulting in the current healthy position of the Club.

Future aspirations and ongoing direction of Club, to form his agenda for the coming season.

## **General Business**

### **1/ Recommendation from Board re Contribution to Lifesaving Services Fund**

The Board, in conjunction with the AF&G Committee, have not made a recommendation to allocate funds this year to the Lifesaving Services Fund for the 2022/23 season

### **2/ Recommendation from Board re Auditor appointment for the 2022/23 Financial year**

Motion “That the Board endorses the appointment of STS Accounting Group as Auditors for the Club for the 2022/2023 Financial Year

Moved M Field / G Thompstone

Carried

### **3/ Affiliation with SLSA /LSV for 2022/2023 Season**

Motion – “That the Jan Juc Surf Lifesaving Club ( Inc ) agrees to affiliate with Surf Lifesaving Australia and Life saving Victoria for the 2022/2023 Season and abide with their rules, regulations and constitutions of those governing bodies

Moved G Lightfoot / G Thompstone

Carried

### **4/ Bank Signatories**

Motion “That the approved signatories for the 2022/2023 season for all Bank Accounts held by the Jan Juc Surf Lifesaving Club ( Inc ) be any two of the following Board Members –

President, Vice President , Finance Manager, Secretary

Moved M Field / G Thompstone

Carried

### **5/ Constitution Amendment –**

In order to update the Constitution, to align with SLSA / LSV current structure , in the Category of Member – Junior Association Members, Section 8(2) which does not reflect the current Nipper Age groups (u/7- u13 or 6-12 year olds as at the 30<sup>th</sup> September of that year

The following Constitution amendment was put to the Meeting by the following motion –

“That Section 8 (2) of the Constitution of the Jan Juc Surf Lifesaving Club (Inc) is amended to the following – A Junior Association Member (Nipper) is any Member between 6 – 12 years of age (As at September ) and is thus eligible to partake in a Nippers Program “

Moved G Thompstone / M Leigh Smith

Carried

Meeting Closed

# FINANCIAL STATEMENTS

JAN JUC SURF LIFE SAVING CLUB INCORPORATED  
 ABN 21 849 701 767  
 STATEMENT OF COMPREHENSIVE INCOME  
 FOR THE YEAR ENDED 30 APRIL 2022

	NOTE	2022	2021
		\$	\$
<b>REVENUE</b>			
Memberships		118,764	101,091
Competitions		43,959	21,800
Juniors		16,877	15,837
Lifesaving skills and development		4,273	3,454
Fundraising and Sponsorship	2(a)	255,572	152,468
Capital Grants - clubhouse redevelopment	2(a)	-	460,000
Clubhouse and other	2(b)	81,822	91,732
Gross Trading Profit/(Loss)	2(c)	45,666	45,749
<b>TOTAL REVENUE</b>		<b>566,933</b>	<b>892,130</b>

<b>LESS OPERATING EXPENDITURE</b>			
Administration & Employment	3 (a)	131,788	111,261
Clubhouse	3 (b)	57,041	41,935
Lifesaving services		12,888	14,796
Lifesaving skills and development		6,078	3,856
Fundraising and sponsorship	3 (c)	71,144	21,558
Competition		54,504	27,306
Juniors		44,043	15,242
Interest expense		13,299	18,344
Other		5,751	4,535
<b>TOTAL OPERATING EXPENDITURE</b>		<b>396,536</b>	<b>258,834</b>
<b>OPERATING PROFIT BEFORE DEPRECIATION</b>		<b>170,397</b>	<b>633,296</b>
Depreciation of building and plant and equipment		223,189	195,864
<b>OPERATING PROFIT AFTER DEPRECIATION</b>		<b>(52,793)</b>	<b>437,432</b>
<b>OTHER COMPREHENSIVE INCOME FOR THE YEAR</b>		<b>-</b>	<b>-</b>
<b>TOTAL COMPREHENSIVE INCOME FOR THE YEAR</b>		<b>(52,793)</b>	<b>437,432</b>

JAN JUC SURF LIFE SAVING CLUB  
 ABN 21 849 701 767  
 FINANCIAL STATEMENTS  
 FOR THE YEAR ENDED 30 APRIL 2022

The accompanying notes form part of these financial statements.

**JAN JUC SURF LIFE SAVING CLUB INCORPORATED**  
**ABN 21 849 701 767**  
**STATEMENT OF FINANCIAL POSITION**  
**AS AT 30 APRIL 2022**

	NOTE	2022	2021
		\$	\$
<b>CURRENT ASSETS</b>			
Cash assets	9(b)	213,102	269,922
Receivables	4	26,765	224,115
Inventories	5	43,210	28,713
Deposits to suppliers		10,651	10,201
<b>TOTAL CURRENT ASSETS</b>		<u>293,727</u>	<u>532,952</u>
<b>NON-CURRENT ASSETS</b>			
Property, Plant and Equipment	6	6,731,866	6,802,886
<b>TOTAL NON-CURRENT ASSETS</b>		<u>6,731,866</u>	<u>6,802,886</u>
<b>TOTAL ASSETS</b>		<u>7,025,592</u>	<u>7,335,838</u>
<b>CURRENT LIABILITIES</b>			
Payables	7	47,799	90,282
Borrowings	8	30,737	20,579
Long Service Leave		9,770	-
<b>TOTAL CURRENT LIABILITIES</b>		<u>88,306</u>	<u>110,861</u>
<b>NON CURRENT LIABILITIES</b>			
Borrowings	8	144,106	379,005
<b>TOTAL NON CURRENT LIABILITIES</b>		<u>144,106</u>	<u>379,005</u>
<b>TOTAL LIABILITIES</b>		<u>232,412</u>	<u>489,866</u>
<b>NET ASSETS</b>		<u>6,793,180</u>	<u>6,845,972</u>
<b>MEMBERS' FUNDS</b>			
Retained Surplus		6,793,180	6,845,972
<b>TOTAL MEMBERS' FUNDS</b>		<u>6,793,180</u>	<u>6,845,972</u>

**JAN JUC SURF LIFE SAVING CLUB INC.**  
**ABN 21 849 701 767**  
**STATEMENT OF CASH FLOWS**  
**FOR THE YEAR ENDED 30 APRIL 2022**

	NOTE	2022	2021
		\$	\$
<b>CASH FLOW FROM OPERATING ACTIVITIES</b>			
Receipts from members and customers		740,365	653,274
Payments to suppliers and employees		(485,593)	(374,107)
Interest received		-	352
Interest expense		(13,299)	(18,344)
Donations and sponsorships received		79,064	84,663
<b>NET CASH FLOW FROM OPERATING ACTIVITIES</b>	9(a)	<u>320,537</u>	<u>345,838</u>
<b>CASH FLOW FROM FINANCING ACTIVITIES</b>			
Building Loan proceeds/(repayments)		(224,741)	(416)
<b>NET CASH FLOW FROM (USED IN) FINANCING ACTIVITIES</b>		<u>(224,741)</u>	<u>(416)</u>
<b>CASH FLOW FROM INVESTING ACTIVITIES</b>			
Proceeds from sale of property, plant and equipment		-	(21,597)
Purchase of property, plant and equipment		(152,618)	(1,125,198)
Investment in building redevelopment		-	-
<b>NET CASH FLOW USED IN INVESTING ACTIVITIES</b>		<u>(152,618)</u>	<u>(1,146,795)</u>
<b>NET INCREASE/(DECREASE) IN CASH HELD</b>		<u>(56,821)</u>	<u>(801,373)</u>
<b>CASH AT THE BEGINNING OF THE YEAR</b>		269,922	1,071,296
<b>CASH AT THE END OF THE YEAR</b>	9(b)	<u>213,102</u>	<u>269,922</u>

The accompanying notes form part of these financial statements.

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JAN JUC SURF LIFE SAVING CLUB INC.  
 ABN 21 849 701 767  
 STATEMENT OF CHANGES IN EQUITY  
 FOR THE YEAR ENDED 30 APRIL 2022

	Notes	Total \$	Retained Surplus \$
Balance as at 30 April 2020		6,408,541	6,408,541
Total Comprehensive Income For the Year		437,432	437,432
Balance as at 30 April 2021		6,845,972	6,845,972
Total Comprehensive Income For the Year		(52,793)	(52,793)
Balance as at 30 April 2022		6,793,180	6,793,180

The accompanying notes form part of these financial statements.

JAN JUC SURF LIFE SAVING CLUB INCORPORATED  
 NOTES TO AND FORMING PART OF THE ACCOUNTS  
 ABN 21 849 701 767  
 FOR THE YEAR ENDED 30 APRIL 2022  
 NOTE 1 - STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES

This financial report is a special purpose financial report prepared in order to satisfy the financial reporting requirements of the Associations Incorporation Act Victoria. The committee has determined that the association is not a reporting entity.

The financial report has been prepared on an accrual 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.

**Fixed Assets**  
Buildings are brought to account at cost or at independent valuation.

**Depreciation**  
The Committee have endorsed a policy of depreciating fixed assets using the straight line method rather than the diminishing value method.

The depreciation rates used for each class of depreciable assets have remained the same and are:

Class of Fixed Asset	Depreciation Rate
Buildings	2 - 10%
Plant and equipment	10 - 33%
Furniture and fittings	10 - 20%

**Inventories**

Inventories consist of clothing, bathers and bar stock which are measured at the lower of cost and net realisable value. Costs are assigned on a specific identification basis and include direct costs and appropriate overheads, if any.

	NOTE	2022 \$	2021 \$
<b>NOTE 2 – REVENUE</b>			
<b>2(a) - Fundraising and Sponsorship</b>			

Danger 1000	(a)	30,737	8,610
Golf Day		29,887	26,733
Bells Bash	(a)	8,478	-
Clubhouse redevelopment donations		20,000	63,800
Sponsorships		22,575	15,000
General donations		36,489	5,863
Grants - capital works		-	460,000
Grants - Other		85,124	24,963
Other		22,282	7,500
		<u>255,572</u>	<u>612,468</u>

(a) 2021 was a Covid 19 impacted virtual event combining Danger 1000 and Bells Bash in one revenue pool.



**JAN JUC SURF LIFE SAVING CLUB INCORPORATED**  
**NOTES TO AND FORMING PART OF THE ACCOUNTS**  
**ABN 21 849 701 767**  
**FOR THE YEAR ENDED 30 APRIL 2022**

	2022	2021
	\$	\$
<b>NOTE 2(b) – Clubhouse and other income</b>		
Club venue hire	8,518	10,233
Presentation night	7,591	-
Social functions and counter meals	6,903	4,582
Interest income	-	352
Covid 19 Grants and subsidies	48,435	61,445
Miscellaneous income	10,375	15,121
	<u>81,822</u>	<u>91,732</u>

	2022	2021
<b>NOTE 2(c) – Trading gross profit</b>		
<b>REVENUE</b>		
Bar & kiosk	74,726	86,640
Uniforms & Clothing	26,086	24,508
	<u>100,813</u>	<u>111,148</u>
Less Cost of Sales:		
Bar & kiosk consumables	40,281	43,813
Uniforms & Clothing	14,865	21,586
	<u>55,147</u>	<u>65,399</u>
Gross Profit from Trading Activities	<u>45,666</u>	<u>45,749</u>

**NOTE 3 - EXPENSES**

	2022	2021
<b>Note 3(a) Administration &amp; Employment</b>		
Accounting & audit	1,409	2,009
Postage, stationery and computer	4,228	468
Insurances	34,401	40,024
Bookkeeping	10,825	10,075
Wages & salaries	70,603	48,883
Superannuation & on costs	7,531	5,197
Miscellaneous administration	2,791	4,606
	<u>131,788</u>	<u>111,261</u>

**NOTE 3(b) - Clubhouse Expenses**

	2022	2021
Telephone & Internet	1,591	1,721
Electricity, gas, water & rates	13,454	12,720
Cleaning supplies and services	11,697	7,134
Repairs and maintenance	11,841	5,771
Presentation night	13,134	500
Social functions and counter meals	2,183	6,964
Miscellaneous clubhouse expenses	3,140	7,126
	<u>57,041</u>	<u>41,935</u>

**JAN JUC SURF LIFE SAVING CLUB INCORPORATED**  
**NOTES TO AND FORMING PART OF THE ACCOUNTS**  
**ABN 21 849 701 767**  
**FOR THE YEAR ENDED 30 APRIL 2022**

	2022	2021
	\$	\$
<b>NOTE 3(c) - Fundraising and Sponsorship</b>		
Golf day	15,875	7,855
Danger 1000 series	31,065	5,257
Bells Bash	14,591	-
Grand final eve	-	-
Clubhouse redevelopment philanthropic	-	3,147
Sponsorship costs	-	3,000
Other fundraising costs	9,613	2,300
	<u>71,144</u>	<u>21,558</u>

(a) Combined Danger 1000 plus Bells Bash virtual event costs for 2021

	2022	2021
<b>NOTE 4 –TRADE AND OTHER RECEIVABLES</b>		
Trade Debtors	26,765	224,115
	<u>26,765</u>	<u>224,115</u>

(c) 2021 balance includes \$220,000 final building redevelopment grant due from Federal Government

**NOTE 5 - INVENTORIES**

	2022	2021
Bar inventory (including fundraising wine)	19,287	6,563
Uniforms and apparel	23,923	22,150
	<u>43,210</u>	<u>28,713</u>

**NOTE 6 - PROPERTY PLANT AND EQUIPMENT**

	2022	2021
Buildings and Improvements at cost	6,785,414	6,753,544
Less accumulated depreciation	(310,181)	(140,699)
	<u>6,475,233</u>	<u>6,612,846</u>
Plant and equipment	730,415	648,073
Less accumulated depreciation	(554,110)	(507,584)
	<u>176,305</u>	<u>140,490</u>
Furniture and fittings	90,518	52,561
Less accumulated depreciation	(10,191)	(3,010)
	<u>80,327</u>	<u>49,551</u>

<b>TOTAL PROPERTY, PLANT AND EQUIPMENT</b>	<u>6,731,866</u>	<u>6,802,886</u>
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**JAN JUC SURF LIFE SAVING CLUB INCORPORATED**  
**NOTES TO AND FORMING PART OF THE ACCOUNTS**  
**ABN 21 849 701 767**

**FOR THE YEAR ENDED 30 APRIL 2022**

Reconciliations of the carrying amounts of fixed assets at the beginning and end of the current and previous financial year are set out below:

	Buildings		Plant & Furniture & Equipment Fittings		Total PPE
	2021	2022	2021	2022	
Carrying amount at 30 April 2020	-	153,148	-	153,148	
Additions	6,753,544	39,498	52,561	6,845,603	
Disposals	-	-	-	-	
Depreciation	140,699	52,156	3,010	195,864	
Carrying amount at 30 April 2021	6,612,846	140,490	49,551	6,802,887	
Additions	31,869	82,342	37,957	152,168	
Disposals	169,482	46,526	7,181	223,189	
Depreciation	6,475,233	176,306	80,327	6,731,866	
Carrying amount at 30 April 2022					

(a) Additions includes the reallocation of the \$5,660,907 balance of Building Redevelopment costs carried at FY20 to Property, Plant and Equipment and further Buildings, Furniture and Fittings costs of \$1,145,198 incurred and capitalised during the FY21 year

NOTE	2022	2021
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NOTE 7 - PAYABLES	2022	2021
Bonds and deposits held	9,900	10,835
Trade Creditors and accruals	37,899	79,447
	47,799	90,282

**NOTE 8 - BORROWINGS**

Bank loan - current	(a)	30,737	20,579
Bank loan - non current		144,106	379,005
Total Bank Loan		174,843	399,584

(a) Repayments were deferred until November 2020 under Covid 19 concessions. Repayments commenced December 2020. FY21 Balances reflect the impact of payments deferral and accrued interest. Remaining loan term - 18 months.

**NOTE 9a) - RECONCILIATION OF NET CASH PROVIDED BY OPERATING ACTIVITIES TO OPERATING SURPLUS**

Operating surplus/(deficit)	(52,793)	437,432
Depreciation	223,189	195,864
(Increase)/decrease in inventories	(14,496)	(7,134)
(Increase)/decrease in receivables	197,350	(219,240)
Increase/(decrease) in operating payables	(42,484)	(41,083)
Increase/(decrease) in long service leave	9,770	-
Net cash from/(used in) operating activities	320,537	365,838

**NOTE 9b) - CASH AT THE END OF THE YEAR**

Cash at bank and on hand	211,170	259,006
Building Project Bank Account	346	7,496
Other Financial assets	1,586	3,421
	213,102	269,922

**JAN JUC SURF LIFE SAVING CLUB INCORPORATED**

**NOTES TO AND FORMING PART OF THE ACCOUNTS**

**ABN 21 849 701 767**

**FOR THE YEAR ENDED 30 APRIL 2022**

**NOTE 10 - BUILDING REDEVELOPMENT**

The Surf Club completed the redevelopment of the Clubhouse during FY21. All funds capitalised as 'Building Redevelopment Costs' as at FY19 were transferred to 'Property Plant and Equipment' during the FY21 year. See Note 6 for further details.

**NOTE 11 - GOODS AND SERVICES TAX AND TAX REFORM**

The Surf Club is registered for Goods and Services Tax which is remitted on a cash basis. The Surf Club is also endorsed by the Australian Taxation Office as an Income Tax Exempt Charitable Entity and as a Deductible Gift Recipient.

**NOTE 12 - ASSOCIATION DETAILS**

Jan Juc Surf Life Saving Club is an association incorporated under the Victorian Associations Incorporation Act and is domiciled in Victoria.

**NOTE 13 - SUBSEQUENT EVENTS & GOING CONCERN - COVID 19**

The impact of Covid 19 on future club operations remains uncertain as at the date of signing of these financial statements. Notwithstanding, the Club has prepared scenario based cashflow forecasts for the twelve months from the date of these financial statements that indicate that the club will be able to pay its debts as and when they fall due, under reasonably foreseeable scenarios.



Surfcoast Taxation Services Pty Ltd

ACN 097 406 472

Certified Practising Accountants

## INDEPENDENT AUDITOR'S REPORT

To the members of Jan Juc Surf Life Saving Club Inc

### Report on the Audit of the Financial Report

#### Opinion

I have audited the accompanying financial report, being a special purpose financial report of the Jan Juc Surf Life Saving Club Inc., which comprises the Statement of Income, Statement of Financial Position, Statement of Cash Flows and Notes to the Financial Statements for the financial year ended 30 April 2022.

#### Auditor's Unqualified Opinion

In my opinion, the financial report of the Jan Juc Surf Life Saving Club Inc presents a true and fair view of the results of the Jan Juc Surf Life Saving Club Inc operations and cash flows for the year ended 30 April 2022 and its financial position as at that date in accordance with the accounting policies described in Note 1 to the accounts.

#### Basis for opinion

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 entity in accordance with the Associations Incorporation Reform Act 2012 (Vic) and 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 our 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

Without modifying my opinion, I draw attention to Note 1 of the financial report, which describes the basis of accounting. The financial report has been prepared for the purpose of fulfilling the Board's financial reporting responsibilities under the Associations Incorporation Reform Act 2012 (Vic). As a result, the financial report may not be suitable for another purpose.

Surfcoast: 158 Dunes Village  
Fisher Street  
Torquay VIC 3228  
Postal: P.O. Box 178  
Torquay VIC 3228  
Tel: (03) 5261 2242  
Email: admin@surftax.com.au

www.surftax.com.au

Liability limited by a scheme approved under Professional Standards Legislation

Windsheaf: 27 Willis Street  
Windsheaf VIC 3241  
Postal: P.O. Box 40  
Windsheaf VIC 3241  
Tel: (03) 5267 2673  
Email: winch@surftax.com.au

#### Responsibility of the Board of Management for the Financial Report

The Committee of Management are responsible for the preparation and fair presentation of the financial report in accordance with the requirements of the Associations Incorporation Reform Act 2012 (Vic) and for such internal control as the Board members determine 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 are responsible for assessing the Club'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 members either intend to liquidate the Club or to cease operations, or have no realistic alternative but to do so.

The Board of Management is responsible for overseeing the Club's financial reporting process.

#### Auditor's Responsibilities for the Audit of the Financial Report

My objective is 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 audits 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 the 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 our [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 registered entity's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by responsible entities.
- Conclude on the appropriateness of the entities' 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 registered entity'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 entity 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 Board 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.



## Jan Juc Surf Life Saving Club

### Audit, Finance and Governance Committee

### Charter

### Annual Performance Review- June 2022

#### Context

The Jan Juc Surf Life Saving Club (the Club) exists to save lives and build a better local community through education and engagement. The Club's vision is to continually adapt to meet the changing demands of members and the local community, to provide lifesaving services and aquatic sport opportunities and to position itself as a leader in community education, training and youth development.

The Jan Juc Surf Life Saving Club is an inclusive, welcoming and family orientated club that operates with integrity, supports and nurtures participation from those from all walks of life and works as a group of equals.

#### Committee Purpose and Objectives

The purpose of the Audit, Finance and Governance Committee is to review budgetary, financial reporting, risk management, internal controls and fiscal proprietary and special projects of the Association throughout the operating year. The Objectives of the Committee are generally described in the Club's Constitution (the Constitution).

#### Review Comment:

- The standing agenda items listed for monthly Committee meetings reflect both the Committee's Objectives as outlined at Clause 23.4 of the Constitution and the Committee's Work Plan

#### Approval of Charter

This Charter was approved at the 29 August 2021 Annual General Meeting (AGM)

#### Extent of Authority

Members of the Committee are elected by and responsible to the general membership of the Club. The Committee undertakes business in accordance with the Committee's Objectives outlined in the Constitution, the Committee's Charter and its Work Plans. It makes recommendations to the Board during the course of the financial year and reports to the Club membership at the AGM or appropriately constituted Extra Ordinary General Meeting (EGM) of the Club.

**Review Comment:**

- Recommendations have been made to the Board in relation to Director's Duties, the use of template club policy and position descriptions, event risk management plan templates, proposed rotation of Board member terms and Director's position description and nomination forms

## Membership & Term

The Committee will have a maximum of 5 financial members of the Club (not including temporary honorary members) over the age of 18 years, including the President or their representative as an ex-officio member. Members are elected at the AGM, with casual vacancies filled by the Board in accordance with the Constitution and will serve a maximum period of 3 years.

Members will be elected on a rotational basis beginning with one member elected in year one, and subsequent members elected in years two and three of Committee's establishment. The fourth elected member can be elected in either year of the three-year period. In this manner no more than 50% of the elected Committee membership retire each year to ensure continual Committee membership renewal.

Members of the Committee can be re-elected to the Committee for an additional term, provided that they have at least a one-year break between terms.

**Review Comment:**

- The member rotation process has been maintained with 4 current members plus the President or their representative

## Business of the Committee

The Committee will regulate its own business, agendas, times and dates of meetings and recording of proceedings to promote the orderly conduct of business and to facilitate regular reporting to the Board of its activities and recommendations, to satisfy its obligations under the Constitution.

The Committee will establish an annual Work Plan to address its obligations as outlined in the Constitution. The Work Plan will detail the areas of focus and tasks for the Committee at each of its meetings. The Objectives as outlined in the Constitution are attached at Appendix A.

**Review Comment:**

- The Committee's Work Plan has been established and incorporated into standing agenda items

## Committee Chairperson

The Committee will elect a chairperson from its membership who will preside over each meeting.

The role of the Committee Chair is to provide leadership, convene the Committee and assume overall responsibility for the efficient function and operation of the Committee.

**Review Comment:**

- Committee Chair elected

## Meeting Procedures

The Committee may invite other persons or consultants to its meetings, as it deems necessary.

The Committee will determine how often it will meet for it to efficiently conduct its business. The agenda and supporting documentation should be delivered to Committee members at least five working days in advance of a committee meeting.

A quorum for any meeting will be more than 50 per cent of members. If the Committee Chair is absent, the members of the Committee present will elect a member to preside. A majority vote is required for a recommendation to be passed from the Committee. Where a committee member has a conflict of interest, they are precluded from a vote.

The proceedings of all meetings will be minuted to reflect the work done by the Committee with meeting minutes to be provided to members as soon as possible after the meeting. The minutes of all meetings will be tabled at the next available meeting of the Board for its information.

**Review Comment:**

- Quorums maintained at monthly meetings
- Agendas and papers prepared as required
- Meeting minutes distributed with forward meeting agenda, work plan and relevant papers
- Approved committee meeting minutes forwarded to the Board for its information

## Conflict of Interest

At the start of each Committee meeting the Committee Chair will ask if any member present has an interest (i.e. a private interest or a duty to another organisation) in respect to any item on the agenda. If a committee member has an interest, they will declare it, including the nature of the interest and the conflict that results, or may result, from it.

A Committee member who becomes aware during the meeting that they have an undeclared interest will declare it immediately.

The Committee Chair should refer Committee members to Life Saving Victoria's Conflict of Interest Policy and the Board's procedures for managing conflicts of interest if required, to determine whether or not a conflict of interest exists and whether an individual should therefore be excluded from the deliberations of the Committee.

**Review Comment:**

- Conflict of Interest declarations to be included in subsequent minutes

## Referral of Matters to the Committee

The Board may refer matters in line with the Objectives of the Constitution and this Charter for the Committee's consideration. The Committee will report its recommendations to the Board on an as required basis and the general membership at the AGM.

The Club's membership may refer matters at an AGM for the Committee's consideration that are in accordance with the Objectives of the Constitution and this Charter.

**Review Comment:**

- None received

## Life Saving Services Fund

The Committee will provide advice to the members at each AGM on the amount of funds (if any) that can be allocated to the Life Saving Services Fund.

**Review Comment:**

- Advice provided in annual report to the 2021 AGM

## Related Policies

Life Saving Victoria's Conflict of Interest Policy

Life Saving Victoria's Club Disputes Policy

Life Saving Victoria's Club Discipline Policy

## Charter Review

The Committee will review this Charter annually to ensure it remains contemporary and consistent with the Constitution. This Charter was last reviewed on 10 July 2021.

### Review Comment:

- Pending the meeting of the new committee following the 2022 Club AGM



## Jan Juc Surf Life Saving Club

### Audit, Finance and Governance Committee

#### Annual Report 2021-2022

The Audit, Finance and Governance Committee (the Committee) was established at a Special General Meeting by the members on February 21, 2016.

#### Roles and Responsibilities

The Committee is an independent advisory committee elected by members at each Annual General Meeting (AGM). Members of the Committee are appointed for up to 3 years. To minimise loss of corporate memory, approximately half of the Committee members retire on a rotational basis at each AGM, where new members appointed. The number of Committee members is capped at 5, including the President or their representative as an ex-officio member.

The purpose of the Committee is to review budgetary, financial reporting, risk management, internal controls and fiscal proprietary and special projects of the Association throughout the operating year. The Objectives of the Committee are generally described in the Club's Constitution.

#### Reporting Framework

This report is prepared by the Committee to provide members with details of its activities from the previous AGM through to June the following year.

#### Current Committee Members

The elected members of the Committee for the reporting period were:

- Neil Hough;
- David Lightfoot;
- Brad Potter; and
- Ian Swan (Chair)

The following members attended in the capacity of:

- President; Marcus Dripps ex-officio
- President's Representative; Melissa Field
- Observer; Dean Sibun (former committee member)
- Observer; Robert Miano (former committee member)



## Elected Committee Members' Period of Service:

Elected Member	2018-19	2019-20	2020-21	2021-22
Neil Hough	x	✓	✓	✓
David Lightfoot*	x	x	x	✓
Brad Potter	x	✓	✓	✓
Ian Swan	x	x	✓	✓

\*David Lightfoot replaced Robert Miano who retired from the Committee at the Club's 2021 AGM.

Having now served their 3-year terms, both Neil Hough and Brad Potter will retire from the Committee at the Club's 2022 AGM, leaving two, 3-year term vacancies to be filled for 2023.

## Committee Meetings

During the reporting period from October 2021 to June 2022 the Committee met on 8 occasions. The Club's Finance Manager, Melissa Field, attended meetings of the Committee in the capacity of the President's representative. The President attended Committee meetings on one occasion.

**Table 2: Elected Committee Member Attendance.**

Member	10 October 2021	14 November 2021	9 January 2022	13 February 2022	20 March 2022	10 April 2022	7 May 2022	5 June 2022
Neil Hough	✓	✓	✓	✓	✓	✓	✓	✓
David Lightfoot	✓	✓	✓	-	✓	✓	✓	✓
Ian Swan	✓	✓	✓	✓	✓	✓	✓	✓
Brad Potter	✓	✓	✓	✓	✓	-	✓	✓

## CAV Returns & ACNC Status

The Club is an incorporated association and as of 30 June 2022 was compliant with the requirements of Consumer Affairs Victoria (CAV) and held registered charity status with the Australian Charities and Not-for-Profits Commission (ACNC).

## Committee Business

Over the reporting period the Committee continued implementing its Work Plan based on the Committee Objectives outlined in the Constitution.

Committee undertook work on the following:

- A review of the Club's policy framework (on going)
- Reviewed the Club's operations and its finances under the prevailing COVID-19 restrictions
- Implemented the Committee's annual Work Plan and monitored the Club's 'Health Checklist'
- Reviewed the end of financial year accounts and initiated discussions with the Club's auditor
- Provided an annual Board induction on good governance and Director responsibilities and duties, developing subsequent documentation for public presentation on the Club's website

- Began discussions on the development of longer-term financial projections as part of the Board's ongoing financial management practices for the Committee's review (on going)
- Developed a proposal for the Board's consideration on fixed 3 x 2-year rotational Director terms, to preserve corporate knowledge and enhance operational consistency
- Reviewed the members' Code of Conduct and related documents
- Developed an indicative position description for Club Director roles for prospective nominees
- Initiated OH&S discussions on Club operations, including lifesaving equipment maintenance schedules (on going)
- Conducted an annual review of the Committee's operations and functions against its annual Work Plan and Charter
- Undertook Board and Committee succession planning
- Reviewed the current Board member/Director survey process to provide better insight to Board function, operation and effectiveness

In addition to the above, the Committee reviewed the financial accounts on a monthly basis through productive and regular discussion with the Club's Finance Manager; this was particularly important in understanding the recovery from the continuing impact of COVID-19 on Club activity over 2021-22.

In the Committee's opinion the Club has managed the impacts of COVID-19 on its operations and finances and has positioned itself well to expand its activity level and functions to pre COVID levels over the forthcoming 2022-23 season.

Following discussion with the Club's Finance Manager to better understand the Club's financial position at year end, the Committee does not see any material financial matters that are required to be brought to the attention of members.

I'd like to again thank the Committee members for continuing to volunteer their valuable time and contribution toward delivering the work of the Committee, including the Club's Finance Manager Melissa Field for her overview of finances and Board matters.

**Ian Swan**

Chair; Audit, Finance and Governance Committee

June 2022

Attachment: Annual Audit, Finance and Governance Committee internal review