

Unkya Reserve Committee of Management
Annual General Meeting
8th August 2018
Eungai Memorial Hall

1. **Present:** John Quinn, Neil Gaddes (Mid-Coast team penning); Karen Rule, Lee Maddox, Lisa Hall, Linda Craig, Helen Hoelscher, Ros Bannister, Jenny Gibson, David Hall, Stephen Jones
2. **Apologies** Benita Schuh, Michael Coulter, Damien Brown, Paul Brown, Bernie Keast
(Lisa Hall, vice president, took the chair in absence of Benita Schuh)
3. **Confirmation of minutes from 2017 AGM**
Accepted – Jenny, Seconded - Lisa
4. **President’s Report read by Lisa on behalf of Benita** **Tabled**
Accepted – Jenny, Seconded - Lee
5. **Treasurer’s report read by Jenny** **Tabled**
Accepted - Jenny, Seconded - David
6. **David Hall** declared all committee positions vacant and called for nominations:

Position	Nominated	Nominated by	Seconded
President	Lisa	Jenny	Karen
Vice President	Ros	Lisa	Jenny
Treasurer	Jenny	Lee	Lisa
Secretary	Lee	Jenny	Steve
Vice secretary	Linda	Ros	Lee

Ordinary members: Helen Hoelscher, Stephen Jones, Benita Schuh, Karen Rule, Dave Hall, Neil Geddes, John Quinn, Damien Brown, Terry Brown, Bernie Keast, Paul Mountford, Carole Schwenson

Congratulations to new committee members and thank you to the outgoing committee for their work over the last year. Thank you especially to outgoing President, Benita Schuh for her many years’ service to Unkya, and to Karina Daniels, for her work as Secretary (and unofficial Grants Officer!) until May 2018.

ADDENDUM: It was agreed that all primary committee members (Lisa Hall, Jennifer Gibson, Roslyn Bannister and Lee Maddox) will be added as signatories to the bank accounts at BCU, with only 1 to sign for all accounts. An additional debit card will be requested for Roslyn Bannister to purchase groceries etc.

Moved - Jenny, Seconded - Helen

7. **Hire Fees:** It was decided that hire fees should change as follows, from 1st January 2019:

Permanent Hire (East side of Reserve)	6 or more hires/year \$ 250
West side of Reserve:	\$10/hour (to a maximum of \$100/day)
Bond	\$ 200

Canteen use to cater for a permanent user group activity: from \$30

These fees are to be considered as a guide, variations may apply depending on circumstances. Final fee structure will depend on type of hire and facilities required and are at the discretion of the Management Committee.

Meeting closed: 7.30pm Next meeting: TBA

UNKYA RESERVE COMMITTEE OF MANAGEMENT ANNUAL FINANCIAL REPORT

GENERAL ACCOUNT 01.07.2017 TO 30.06.2018
Section 355 Committee Nambucca Shire Council

BALANCE AS PER BANK STATEMENT 30.06.2017 **\$492.46**

INCOME

<i>Bonds Paid for Reserve Hire</i>	<i>\$300.00</i>	
<i>Casual User Reserve Hire Fees</i>	<i>\$90.00</i>	
<i>Permanent User Annual Fees</i>	<i>\$1,600.00</i>	
<i>Reimbursement From NSC (Paint)</i>	<i>\$475.00</i>	
<i>Reimbursement From NSC (Paint)</i>	<i>\$736.20</i>	
<i>Refund on Goods Returned</i>	<i>\$64.00</i>	
<i>Donations</i>	<i>\$60.00</i>	
<i>GST Refund From NSC</i>	<i><u>\$262.00</u></i>	
TOTAL	<i>\$3,587.20</i>	<i>\$4,080.46</i>

EXPENDITURE

<i>Reserve Maintenance</i>	<i>\$1,379.00</i>	
<i>Reserve Equipment</i>	<i>\$889.62</i>	
<i>Buliding Maintenance</i>	<i>\$441.63</i>	
<i>Refund of Casual User Bonds</i>	<i>\$300.00</i>	
<i>Hire Fee (Eungai Hall)</i>	<i><u>\$20.00</u></i>	
TOTAL	<i>\$3,030.25</i>	<i>\$1,049.41</i>

BALANCE AS PER BANK STATEMENT 30TH JUNE, 2018 **\$1,049.41**

UNKYA RESERVE COMMITTEE OF MANAGEMENT ANNUAL FINANCIAL REPORT

GRANT ACCOUNT 01.07.2017 TO 30.06.2018

Section 355 Committee Nambucc Shire Council

Balance as per Bank Statement 01.07.2017 0 **\$762.25**

INCOME

NIL

EXPENDITURE

NIL

BALANCE AS PER BANK STATEMENT AS AT 30.06.2018 **\$762.25**

**UNKYA RESERVE COMMITTEE OF MANAGEMENT ANNUAL FINANCIAL REPORT
 MARKET ACCOUNT 01.06.2017 TO 30.06.2018
 SECTION 355 COMMITTEE OF NAMBUCCA SHIRE COUNCIL**

BALANCE AS PER BANK STATEMENT 30TH JUNE, 2017 **\$ 11,235.79**

INCOME

CANTEEN MARKET SALES	\$ 8,602.30	
MARKET SITE FEES	\$ 4,637.00	
DONATIONS	\$ 450.00	
REIMBURSEMENTS FROM GENERAL ACCOUNT	\$ 178.22	
	TOTAL	\$ 25,103.31

EXPENDITURE

EQUIPMENT HIRE FEES	\$ 240.00	
STAGE CONSTRUCTION	\$ 8,621.63	
PHONE REIMBURSEMENTS	\$ 180.00	
FOOD	\$ 1,078.68	
COFFEE	\$ 718.80	
ADVERTISING	\$ 719.92	
MEMBERSHIP FEES	\$ 40.00	
MARKET MUSIC	\$ 1,880.00	
ELECTRICITY	\$ 1,061.54	
KIDS ACTIVITIES	\$ 160.00	
STORE CREDIT (CO-OP STORE)	\$ 1,000.00	
RESERVE MAINTENANCE	\$ 2,245.31	
DISPOSABLE MAINTENCE ITEMS	\$ 548.28	
	TOTAL	\$18,494.16 C/F

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B/F	\$18,524.16	
RESERVE EQUIPMENT	\$ 1,129.82	
KITCHEN EQUIPMENT	\$ 485.40	
WEB HOSTING FEE/DOMAIN NAME FEES	\$ 350.00	
POSTAGE/STATIONERY	\$ 69.98	
TOTAL	\$20,529.36	\$4,573.95

BALANCE AS PER BANK STATEMENT 30.06.2018 **\$4,573.95**

PLUS, CASH IN HAND (MARKET CANTEEN FLOAT)	\$1,000.00
STORE CREDIT CO-OP STORE MACKSVILLE AS 30.06.2018	\$ 97.04

DONATIONS MADE THROUGHOUT 2017/2018

CAR BOOT SALE \$250.00 DONATED TO EUNGAI STORE FOR EUNGAI FIRE VICTIMS
JUNE 2018, BENEFIT CONCERT HELD BY COMMITTEE IN JUNE, 2018 RAISED \$2,020.00
CASH AND DONATED \$1010.00 TO EACH FAMILY AT JUNE MARKET

NOTES ON REPORT

REIMBURSEMENTS FROM GENERAL ACCOUNT: Monies paid from Market account and reallocated back to Market account after payment from General Account

EQUIPMENT HIRE: Coffee grinder monthly hire fee.

STORE CREDIT: Monies paid to Macksville Co-Store for future purchases for Market Groceries

RESERVE MAINTENANCE: Tree removal soil, grass seed, gravel, cracker dust for driveway, any item purchased for upkeep of grounds.

DISPOSABLE MAINTENANCE ITEMS: This is paper products, market site paint, filling gas bottles, electrical works.

RESERVE EQUIPMENT: Purchase of physical items for reserve use, marquees, tables, paint, painting accessories, new hoses, globes, keys, containers for storage.

KITCHEN EQUIPMENT: Items purchased for use in kitchen

WEB HOSTING & ANNUAL DOMAIN NAME: Annual fee for websites and our name on web.

FINAL STAGE COST AQUITTAL UNKYA RESERVE COMMITTEE & NSC FOR
UNKYA RESERVE

RON HAWKINS	\$ 880.00
DRAWINGS STRUCTURE	
FOSTER EARTHWORKS	\$ 286.00
SAFETY FENCING	
NAMBUCCA HARDWARE	\$ 1,580.92
FLOORING, FIXINGS	
AUSTRALIAN SOLAR TIMBERS	\$ 678.02
NAMBUCCA CONCRETE PUMPING (concrete pumped into walls)	\$ 517.00
SABLE ENGINEERING (trusses, roofing)	\$ 6,453.47
STEPHEN EDWARDS (26 days = 208 Hours)	\$ 7,800.00
MITRE 10 (Assorted Hardware)	\$ 2,005.26
BORAL (Concrete)	\$ 1,611.72
JAMES BILSON (Earthworks)	<u>\$ 600.00</u>
TOTAL	<u>\$22,412.39</u>

Total Spend NSC	\$ 22,412.39
Less Grant	\$ 14,630.00
<u>TOTAL DUE FOR PAYMENT TO NSC</u>	<u>\$ 7,782.39</u>

PLUS

EXTRA ITEMS PAID BY UNKYA DIRECT

FOSTER EARTHWORKS		\$ 143.00
(extra 2 weeks safety fencing)		
FOSTER EARTHWORKS		
(Trench for Electrics)		\$ 130.00
NAMBUCCA HARDWARE		\$ 60.00
(Delivery cost Flooring)		
BUNNINGS		\$ 59.80
(screws & Dyna Bolts)		
SABLE ENGINEERING		\$ 72.53
(Y12 Reo Bar) \$12.54. Delivery Roofing \$59.99		
MID NORTH COAST CRANES		\$ 371.25
(lifting roofing into place)		
MITRE 10		
Extras needed screws, bolts etc.)	\$72.85. \$44.99. \$59.50	\$ 177.34
GKR ELECTRICAL		
(Wiring to stage, no labour costs)		<u>\$ 290.00</u>
	<u>TOTAL</u>	<u>\$ 1,303.92</u>

TOTAL COST FOR STAGE TO 29.11.2017 - \$23,716.31