



Annual Report & Financial Statement

to be presented at the

Annual General Meeting

to be held at the

Tokoroa Bowling Club Clubrooms

Sunday 23 May, 2021 @ 1pm

AGENDA

- 1.** Welcome
- 2.** Apologies
- 3.** Notices of General Business items
- 4.** Confirmation of Minutes of the AGM held on 25 July 2020
- 5.** President's Report
- 6.** 2021 Financial Statement
- 7.** Election of Officers
- 8.** Confirmation of appointment of Reviewer
- 9.** Confirmation of 2021/2022 Subscription
- 10.** General Business of which notice has been given



MINUTES OF THE ANNUAL GENERAL MEETING
of the
TOKOROA BOWLING CLUB Inc
held at the Tokoroa Bowling Club Pavilion
on Saturday 25 July 2020 @ 1:00pm

WELCOME: President Kath Kendall welcomed members to the Annual General Meeting and asked that we observe a minute's silence to honour those members who had passed during the past year:
President Bill Garrick and Peter Slattery.

PRESENT - 37 members

K Kendall, H Cox, L Murphy, M Albutt, A Bernard, M Bowers, F Boyd, W Boyd, L Broadhurst, L Clarkin, T Cotter, M Dobbyn, N Edwards, K Egan, H Frost, A Garrick, C Head, B Hewson, R Ireland, T Ivimey, G Jones, M Jones, S Joyce, S Kennedy, A Manthey, D Marsh, R Murphy, K Nepe, V Proctor, N Risbridge, J Savage, B Smout, C Sullivan, R Sullivan, H Veza, D Ward, M Wilson

APOLOGIES

Carol Cox, Jan Eccles, Dennis Hale, Maria Howe, Brett Lyttle, Michael Lyttle, Muriel Lyttle, Diana McQuade, Glenda Norris-Palmer, Joan Saunders, Larry Sullivan, Ngaire Taikato

Moved that the apologies be accepted – H Cox / R Murphy (Carried)

MINUTES OF LAST AGM

Moved that the Minutes of the AGM held on 26 May 2019 as tabled are a true and correct record – A Bernard/A. Garrick (Carried)

MATTERS ARISING FROM THE LAST AGM MINUTES - Nil

PRESIDENT'S REPORT – prepared by Kath Kendall

The reason I am here is that late last year we lost our President – Bill Garrick. Bill was an active and dedicated member over many years, serving on the Board and representing Tokoroa on the greens. He will be sadly missed.

I would like to thank the Board for their work ethic to continue to make our Club one of the best. The season was affected by Covid19 and some championships not completed. We are hoping to finalise these before the start of the 20/21 season. During this period, Nev and his team have worked hard to prepare our greens for the coming season. A big thank you to them.

I would like to congratulate four of our new bowlers who represented Waikato in the Under 5 tournament – Michelle Clarke, Michael Lyttle, Kath Nepe and Maia Wilson – and we look forward to watching your continued success. Business House Bowls run by Larry and his team was a massive success – lots of laughs and friendship made this a great revenue earner for our Club – so once again Thank You! The Board carried out quite a few improvements around the clubhouse – replacing toilets, curtains and painting the interior. Thank you to all the members who volunteered to help. Also new shade cloths were purchased and installed.

Ann Manthey – what an asset for our club! Ann looks after us like we are her big family and with her right-hand woman – Donna – caters for all our needs. Very much appreciated by all our members.

Another successful Clubs NZ North Island Women's Bowls Tournament was run here in Tokoroa. The feedback from all the players being another A1 tournament.

To all members, I wish you a successful season with lots of friendship on the greens

Moved - That the report be received with acclamation– C Sullivan / T Cotter (Carried)

The President then made the announcement that we have received a grant from Nexus to enable us to purchase a new greens mower. This was received with applause from members present.

FINANCIAL REPORT

Treasurer Lyn Murphy presented the Financial report for the 13months ended 30 April. She explained that on reviewing the Constitution, it was discovered under the clause pertaining to Annual General Meetings, the accounts were to be presented up to 30 April. Hence the change. There was also a change in the format of the accounts with various costs centres being separated out to show the profit or loss of each aspect of our club.

Moved - That the Financial report for 2019/2020 season be accepted - L Murphy/M Albutt (Carried)

ELECTION OF OFFICERS 2020 / 2021

President Kath Kendall then recused herself and handed the meeting over to Russ Murphy to conduct the Election of Officers.

POSITION	NAME	PROPOSER	2 ND
President	Kath Kendall	Lisa Clarkin	Jamie Kendall
Vice-President	Heather Cox	Ann Manthey	Kath Kendall
Secretary	Lynley Murphy	Nev Risbridge	Russell Murphy
Treasurer	Lynley Murphy	Nev Risbridge	Russell Murphy
Catering Manager	Ann Manthey	Heather Cox	Kath Kendall
Match Convenor	Maia Wilson	Nev Risbridge	Marie Howe
Club Captain	Dennis Hale	Kath Kendall	Robin Ireland
Welfare Officer	Norm Edwards	Nev Risbridge	Carol Cox
Marketing and Fund Raising	Daphne Marsh	Nev Risbridge	Carol Cox
Youth Development	Ngaire Taikato	Nev Risbridge	Marie Howe

All nominations were accepted by the meeting and approved by acclamation. It was noted that a further member could be co-opted onto the Board if need be.

CONFIRMATION OF APPOINTMENT OF REVIEWER:

Confirmed the appointment of Ken Solly as the Reviewer for the 2020/2021 year.

Moved – L Murphy / K Kendall (Carried)

SUBSCRIPTIONS

As the Affiliation Fees have been frozen by both the National and Centre office, it was decided by the Board to not seek to increase the club fees for the coming season

Moved – that the Annual Subscription for Full Playing members remain at \$85 - per annum First Year Bowlers - \$40 – Casual Bowlers - \$30 and Student (U19) Bowlers - \$15 – K Kendall / M Albutt (Carried)

CONSIDERATION OF REMITS:

The following remits were submitted for consideration by the members present:

REMIT #1 Move that : “*Clause 25.1 Financial Year: The financial year of the Club shall end on 31 March of each year*” be amended to read “*Clause 25.1 Financial Year: The financial year of the Club shall end on 30 April of each year*”

Moved - L Murphy / A Bernard (Carried)

REMIT #2 Move that: "Clause 19.4 (c): receiving the audited statement of accounts and balance sheet" be amended to read "Clause 19.4 (c): receiving the **reviewed** statement of accounts and balance sheet....."

Moved - L Murphy / M Jones (Carried)

REMIT #3 Move that: "Clause 2.1 **Interpretation: "Membership Year"** means each twelve-month period from 1 July to 30 June" be amended to read "Clause 2.1 **Interpretation: "Membership Year"** means each twelve month period from **1 November to 31 October"**

Moved – L Murphy / K Kendall (Carried)

REMIT #4 Before voting on Remit 4, it was decided to amend the Remit and remove the term Social from the replacement clauses

Moved that "/Social" be removed from Remit #4 – L Murphy / V Proctor (Carried)

➤ **Moved to rescind the following:**

*Clause 2.1 Interpretation: **Casual Member** – means a person who participates in any bowling event or competition held by or at the Club who is not a Playing Member or a Non Playing Member*

*Clause 2.1 Interpretation: **Non-Playing Member** – means a person who does not wish to play Bowls in Centre Sanctioned Events but wishes to enjoy an ongoing association with the Club. Non-Playing members shall be entitled to participate in social and pavilion activities and shall have the right to participate in Club Bowling Events but shall not play in Club Tournaments and events leading to club representation at Centre or National Events. They shall have the right to speak but not vote at Club General Meetings. A Non-Playing member may also be an Honorary Member*

❖ **And replace with:**

Clause 2.1 Interpretation: ~~Casual / Social Member~~ – means a person who does not wish to play Bowls in Centre Sanctioned Events but wishes to enjoy an on-going association with the Club. Casual/Social Members shall be entitled to participate in Club Bowling Events but shall not play in Club Open Tournaments or any events that leads to club representation at Centre or National Events. They shall have to right to hold office in the club and to speak and vote at Club General Meetings.

➤ **Moved to rescind the following:**

*Clause 6.1 (b) **Membership Categories – Non Playing Members** as described in Rule 2.1 (Interpretation)*

*Clause 6.1 (c) **Membership Categories – Casual Members** as described in Rule 2.1*

❖ **And replace with:**

*Clause 6.1 (b) **Membership Categories – Casual / Social Members** – as described in Rule 2.1*

➤ **Moved to rescind the following:**

*Clause 6.2 (c) **Sub-Categories of Membership: Non Playing Members – Honorary Members** – if any Playing Member is unable through illness or other cause to play bowls and such member has taken an active and prominent part in the affairs of the club, the Board may appoint such member as an Honorary Member for such period as it shall think fit. Except for the bowling privileges which they cannot enjoy, Honorary Members shall have the same rights and privileges has Full Members.*

*Clause 6.2 (d, e, f and g) **Sub-Categories of Membership: Casual Members** –*

Every Casual Member is entitled to:

- *play in events for which they have registered;*
- *participate in other non-playing activities at the Club as determined by the Board; and*
- *attend and speak at General Meetings of the Club if permitted to do so (by the Board or by the person chairing the General Meeting) but Casual members are **not** entitled to vote at General Meetings*

❖ **And replace with:**

*Clause 6.2 (c) **Sub-Categories of Membership: ~~Casual/Social Members~~** – Every Casual / Social Member is entitled to:*

- *play in events for which they have registered;*
- *participate in other non-playing activities at the Club as determined by the Board; and*
- *attend, speak and vote at General Meetings of the Club*

Move that we replace the term **Non-Playing Membership** with **Casual/Social Membership** in the following Clauses

- Clause 6.5 **Application for Playing & Non-Playing Membership**
- Clause 6.8 **Duration of Membership for Playing Members & Non-Playing Members**
- Clause 7.1 **Life Membership**
- Clause 8.1 **Annual Subscriptions**
- Clause 10.8 **Notification of Decision**

Moved – L Murphy / A Bernard (Carried)

As Remits #5 & #6 repeated that which we have just passed, L Broadhurst withdrew his remits

GENERAL BUSINESS

- **Ann Garrick** took the opportunity to thank all the Bowling Club members for all their help following Bill's passing – in particular, his funeral. The family appreciated all that we did for them.
- **Prize Giving:** due to the chaos caused by Covid19, not all championships have been completed. It is hoped that we can get everything finalised before next season's opening day. It is anticipated that we will hold the Prize Giving at the beginning of September.

Meeting closed at 1.50pm followed by a happy hour.

TREASURER'S REPORT

I wish to table the financial statement below for the year ended 30 April 2021.

Despite the ravages of Covid – the Bowling Club is financially in good heart.

Our overall profit is down on the previous year for several reasons.

The lack of sponsorship was a big factor. Early in the year Covid was in full flight and given the fact that most if not all our sponsors would be hurting from its aftereffects, it was felt prudent not to approach them

It was decided not to hold any Open Tournaments as the Covid effect was still around – not a good decision in hindsight.

Business House was also down due to a combination of rained off nights and defaults or no-shows by teams – particularly after Christmas.

Despite this – we made a profit which enabled us to continue to maintain and improve the clubrooms and grounds.

On the up side we received a generous grant from the Tokoroa Club which enabled us to purchase our long awaited greens mower. I would like to take this opportunity to thank the Tokoroa Club for their on going support – without them we would not be the club we are.

I would like to take this opportunity to personally thank Ann Bernard and the others that assisted during the year collecting entry fees and raffles.

TOKOROA BOWLING CLUB INCORPORATED

FINANCIAL REPORT FOR THE YEAR ENDED 30 APRIL 2021

<u>Contents</u>	<u>Page</u>
Statement of Trading Profit and Loss	1
Statement of Income and Expenditure.....	3
Statement of Movements in Equity	4
Statement of Financial Position	5
Notes to the Financial Statements.....	6
Accountants Review Report	7

TOKOROA BOWLING CLUB INCORPORATED

STATEMENT OF TRADING PROFIT AND LOSS
FOR THE YEAR ENDED 30 APRIL 2021

<u>BUSINESS HOUSE</u>		<u>2020</u>
<u>INCOME</u>		
Sponsorship	0	1,000.00
Registration Fees	600.00	620.00
Weekly Entry Fees	3,540.00	4,965.00
Raffles	1,630.20	2,038.40
Barbeque	734.00	885.78
	-----	-----
	6,504.20	9,509.18
<u>EXPENSES</u>		
Prizes	2,202.00	2,328.08
Barbeque Costs	514.29	563.70
Final Night Catering	364.00	500.00
	-----	-----
Total Cash Expenses	3,080.29	3,391.78
	-----	-----
<i>NET SURPLUS BUSINESS HOUSE</i>	3,423.91	6,117.40
	-----	-----
<u>TOURNAMENTS</u>		
<u>INCOME</u>		
Sponsorship	1,150.00	3,000.00
Entry Fees	4,381.00	2,684.80
	-----	-----
	5,531.00	5,684.80
<u>EXPENSES</u>		
Prizes	4,436.94	2,290.00
Other	638.41	1,358.89
	-----	-----
	5,075.35	3,648.89
	-----	-----
<i>NET SURPLUS TOURNAMENTS</i>	455.65	2,035.91
	-----	-----
<u>CLUB DAY</u>		
<u>INCOME</u>		
Entry Fees	1,435.00	1,992.00
<u>EXPENSES</u>		
Prizes	995.00	1,198.00
	-----	-----
<i>NET SURPLUS CLUB DAY</i>	440.00	794.00
	-----	-----
<u>CLUB SHIRTS</u>		
<u>INCOME</u>		
Sales	35.00	1,275.00
<u>EXPENSES</u>		
Opening Stock	58.01	0
Purchases	0	1,276.27
Less Closing Stock	(58.01)	(58.01)
	-----	-----
	0	1,218.26
	-----	-----
<i>NET SURPLUS CLUB SHIRTS</i>	35.00	56.74
	-----	-----

TOKOROA BOWLING CLUB INCORPORATED

STATEMENT OF INCOME AND EXPENDITURE
FOR THE YEAR ENDED 30 APRIL 2021

INCOME

Net Surplus – Business House	3,423.91	6,117.40
- Tournaments	455.65	2,035.91
- Club Day	440.00	794.00
- Club Shirts	35.00	56.74
Subscriptions	5,815.00	6,640.00
Championship Entry Fees	1,480.00	1,315.00
Raffles	824.10	1,715.10
Centre Prize Money	0	245.00
Donations	510.00	1,780.01
Miscellaneous Income	0	95.00
Interest Received	6.42	14.27
	-----	-----
TOTAL INCOME	12,990.08	20,808.43

EXPENDITURE

Accounts Review Fee	471.50	471.50
Administration	232.00	0
Affiliation Fees	4,100.00	3,950.00
AGM Expenses	266.85	249.64
Bank Fees	0.76	10.00
Catering Costs	1,162.84	1,540.82
Centre Events	590.00	665.00
Honours Board/Engraving	179.90	478.40
Hospitality & Gifts	0	242.91
Membership Cards	583.63	692.88
NZ Turf Institute	1,127.00	1,104.00
Opening Day Expenses	60.00	176.67
Repairs & Maintenance – Buildings	16.00	1,431.65
- Greens	1,181.31	2,844.97
Telephone Costs	732.89	807.69
Travel Expenses	477.50	442.00
Sundry Expenses	100.00	841.06
	-----	-----
TOTAL EXPENDITURE	11,282.18	15,949.19
	-----	-----
NET SURPLUS FOR THE YEAR	\$ 1,707.90	\$ 4,859.24

NOTE: This Statement is to be read in conjunction with the accompanying Notes to the Financial Statements and the Review Report. These Financial Statements have not been audited.

TOKOROA BOWLING CLUB INCORPORATED

STATEMENT OF MOVEMENTS IN EQUITY
FOR THE YEAR ENDED 30 APRIL 2021

		<u>2020</u>
<u>EQUITY AT THE START OF THE YEAR</u>	27,372.14	22,512.90
<u>EQUITY INCREASED BY:</u>		
Net Surplus for the Year	1,707.90	4,859.24
<u>EQUITY DECREASED BY:</u>		
2020 Capital Purchases (see note)	12,055.19	0
2021 Capital Purchases		
- Protrim Mower	13,462.76	0
- less Grant Received	(11,815.75)	-----
		0
	1,647.00	0
- Kitchen Freezer	499.00	0

	14,201.20	0
<u>EQUITY AT THE END OF THE YEAR</u>	<u>\$ 14,878.84</u>	<u>\$ 27,372.14</u>

STATEMENT OF FINANCIAL POSITION
AS AT 30 APRIL 2021

		<u>2020</u>
<u>MEMBERS EQUITY</u>	\$ 14,878.84	\$ 27,372.14
	-----	-----
<u>CURRENT ASSETS</u>		
Westpac Cheque Account	14,120.82	12,324.35
Westpac Savings Account	0.01	0.01
Cash on Hand	0	2,979.00
Stock – Club Shirts	58.01	58.01
Prepaid Club Shirts Deposit	700.00	0

	14,878.84	15,361.37
<u>CAPITAL ASSETS</u>		
Shade Cloths	0	6,039.39
Toilet Upgrade	0	4,286.54
Scoreboard Upgrade	0	1,729.26
	-----	-----
	0	12,055.19
<u>TOTAL ASSETS</u>	<u>14,878.84</u>	<u>27,416.56</u>
	-----	-----
<u>CURRENT LIABILITIES</u>		
Sundry Creditors	0	44.42
	-----	-----
<u>TOTAL LIABILITIES</u>	<u>0</u>	<u>44.42</u>
	-----	-----
<u>TOTAL NET ASSETS</u>	<u>\$ 14,878.84</u>	<u>\$ 27,372.14</u>
	-----	-----

TOKOROA BOWLING CLUB INCORPORATED

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 APRIL 2021

GENERAL

REPORTING ENTITY

The Tokoroa Bowling Club Incorporated was incorporated in November 1967 under the Incorporated Societies Act.

PREPARATION

This is a Special Purposes Report prepared for management and members.

MEASUREMENT BASE

The measurement base adopted is historical cost.

PARTICULAR

- The club qualifies for exemption from Income Tax.
- The club is not registered for GST and therefore the figures shown are GST inclusive where applicable.
- These financial statements have been subject to independent review. Please refer to the Reviews Report.

CHANGES

There have been no fundamental changes in accounting policies. All accounting policies have been applied on a basis consistent with last year.

However the following should be noted:

In the 2020 year items of Capital Expenditure were shown as assets in the Statement of Financial Position. At the instruction of the Tokoroa Club, these assets are not owned by the Tokoroa Bowling Club Incorporated and have now been treated as a charge against Equity.

ACCOUNTANTS REVIEW REPORT
FOR THE YEAR ENDED 30 APRIL 2021

I have reviewed the financial statements of Tokoroa Bowling Club Incorporated for the 13 months ended 30 April 2021, in accordance with the Review Engagement Standards (New Zealand). A review is limited primarily to enquiries of personnel and analytical review procedures applied to financial data and thus provides less assurance than an audit. I have not performed an audit and, accordingly, I do not express an audit opinion.

Special Purpose reporting has been used for management purposes and as a result may not be suitable for another purpose.

In common with other organisations of a similar nature, control over cash revenues prior to being recorded is limited, and there are no practical review procedures to determine the effect of this limited control.

To this extent the Club must rely upon the integrity of its officers. Subject to this comment, in my opinion following my review, nothing has come to my attention that causes me to believe that the accompanying Financial Statements and Notes do not give a true and fair view of the clubs activities for the year ended 30 April 2021.



KEN SOLLY & ASSOCIATES
Chartered Accountants
Putaruru and Tokoroa
3 May 2021

Confirmation of Appointment of Reviewer

Confirm the appointment of Ken Solly as the Reviewer for the 2021 – 2022 season.

Moved Lynley Murphy / Kathryn Kendall

ELECTION OF OFFICERS

President

Kathryn Kendall* Nom by Lynley Murphy 2nd by Dennis Hale

Vice President

Sam Kennedy* Maria Howe Carol Cox

Secretary

Russell Murphy Jamie Kendall Kath Kendall

Treasurer

Lynley Murphy * Russell Murphy Kath Kendall
Kath Nepe Neville Risbridge Michele Albutt

Club Captain

Dennis Hale* Lynley Murphy Kath Kendall

Committee

Daphne Marsh (Marketing) * Maia Wilson Kath Nepe
Maia Wilson (Match)* Kath Nepe Carol Cox
Norm Edwards (Welfare)* Lynley Murphy Russell Murphy
Anne Manthey (Catering)* Lynley Murphy Russell Murphy
Maria Howe Raewyn Crockett Clarrie Head

** denotes 2020/2021 committee member*

SUBSCRIPTION – 2021 / 2022

Our 2020/2021 subscription of \$85:00 for full playing members was allocated as follows:

Bowls NZ Capitation Fees	\$39.11
Bowls Waikato Capitation Fees	\$33.13
Tokoroa Bowling Club	\$12.76

Both Bowls Waikato and Bowls NZ have indicated that the capitation fees will increase by the CPI which currently stands at 2.5%. This will leave the Tokoroa Bowling Club only \$10.95.

In view of this, the Board recommends that the subscriptions for the 2021/2022 year be increased to:

Full Playing \$95:00 Casual \$40:00 1st yr \$50:00

Student (U19) \$15:00 **

*** no change*

2020 / 2021 MEMBERSHIP BREAKDOWN

Total Membership	85
Full Playing Members	61
Life Members - Playing	5
- Non Playing	4
1st year Bowlers	3
Social Members	11
Honorary Members	1