



**Annual General Meeting: Monday 21 August 2017**  
**Venue: George Bell Building**  
**Castle Hill Showground, Showground Road, Castle Hill**

**MINUTES**

**Chair declared meeting open at 7.40pm.**

**1 Attendance:**

**Present:** B.Monteith; N.Monteith; B.Weston; M.Weston; T.Mangan; K.Hirae; M.Rayner; K.Wright; B Wright; J.Kent. M. O'Donnell; G. Stynes McIlrath; A McIlrath; M. Boyd; L. Boyd; K.Wyers; B. Wenzel; S.Kearnes

**Apologies:** Nil

**Visitors:** R.Dewhurst

**2 Minutes of the Annual General Meeting of 15<sup>th</sup> August 2016**

**2.1 Motion to confirm:** Moved K. Wright Seconded K.Hirae **CARRIED**

**3 Committee Reports**

**3.1 President's Report** – The AGM is the time to formally thank the Office Bearers and Committee for the work they have done during the year. As volunteers who are donating their own time to the Club without any material benefit to themselves they all deserve thanks.

Our achievements for the year include the October 2016 and April 2017 conformation shows, the October 2016 Obedience Trial and the Fun Day. Special thanks are due to Secretary and Show Secretary Susie Kearnes, Trial Secretary Bernice Monteith, and Fun Day ideas powerhouse Jenny Kent.

Our Treasurer Kay Wright has once again made sure that the good ship PCNSW knows where it's going financially. Marg Weston has given her time to representing NSW at the National Poodle Council and provided us with regular and useful reports.

All Committee Members have not only worked at the meetings but they have contributed to show/trial/Fun Day organisation, fund raising efforts such as the Bunnings Sausage Sizzles and the planning of future events including visiting potential venues in their own time. Their generosity deserves recognition by all Poodle lovers.

As part of the President's duties to strive to improve the organisation's policy, activities and administration I have distributed information about the roles and functions of different office bearers. I will copy the relevant links here and if anyone would like further information please contact me. Amazingly enough DogsNSW doesn't provide a role description for the Secretary which is why I distributed a document last year that combined elements from this general Club Management info with the role as described in the Poodle Club Constitution, which can be viewed on the website. As this is a document of several pages in length anyone who wants to have another copy can ask and I will provide it.

[http://www.dogsnsw.org.au/images/stories/PDFS/DNSW\\_Guide\\_Club\\_Treasurer\\_-\\_Jun\\_11.pdf](http://www.dogsnsw.org.au/images/stories/PDFS/DNSW_Guide_Club_Treasurer_-_Jun_11.pdf)

[http://www.dogsnsw.org.au/images/stories/PDFS/DNSW\\_Guide\\_Club\\_Show\\_Secretary\\_-\\_Aug\\_12.pdf](http://www.dogsnsw.org.au/images/stories/PDFS/DNSW_Guide_Club_Show_Secretary_-_Aug_12.pdf)

[http://www.dogsnsw.org.au/images/stories/PDFS/DOGS\\_NSW\\_GUIDE\\_Trial\\_Secretary.pdf](http://www.dogsnsw.org.au/images/stories/PDFS/DOGS_NSW_GUIDE_Trial_Secretary.pdf)

[http://www.dogsnsw.org.au/images/stories/PDFS/DNSW\\_Guide\\_Club\\_Management\\_-\\_Jun\\_11.pdf](http://www.dogsnsw.org.au/images/stories/PDFS/DNSW_Guide_Club_Management_-_Jun_11.pdf)

This the main part of the President's role as described by Dogs NSW. Members should hold whoever occupies the Office to account against these requirements:

The primary duty of the President of an organisation is to ensure the successful functioning of the organisation and the attainment of its objectives. **The following is a summary of the more important powers and duties of the President:**

- 1 To uphold the Rules of the organisation. This involves knowing the Rules thoroughly.
- 2 To act as Chairperson at all meetings of the organisation and its Committee.
- 3 To strive to continually improve the organisation's policy, activities and administration. This requires full co-operation with all members of the Committee.
- 4 To ensure the correct functioning of all Sub-Committees.

- 5 To represent the organisation to the outside world.
- 6 To act, subject to any expressed or implied instructions, on behalf of the organisation and its committee in the interval between meetings.
- 7 To perform the customary courtesies. This includes thanking office bearers and other helpers and making new members welcome.

The job of organizing shows, trials and other activities requires significant effort from the people who take it on and the year ahead looks likely to be no easier than the previous year. Working to make the 2019 National a success will be a major task. An important part of that will be to recruit as many willing workers as we can.

Many thanks and congratulations to everyone for their work over the last 12 months and let's make the year ahead fun and successful.

Tom Mangan  
President (2016-2017)  
The Poodle Club of NSW Inc.

Accepted: Moved M. Boyd Sec K. Wright CARRIED

- 3.2 Secretary's Report** – Membership has increased in numbers since 2016. The ongoing efforts of the Committee by involving a wider base for members will see Membership continue to climb. The planned implementation of Skype or similar electronic meetings will enable remote members to participate in meetings and decisions.

Moved K.Wright Seconded B. Monteith CARRIED

### **3.3 Treasurer's Report including audited financial statements – See Attachment for Auditors Report.**

It is great to see we have nearly \$19,000.00 in the Bank at the end of the financial year.

A lot of this goes to the hard work of some of the members of the club, donations from members and other supporters of the club.

We hope to continue making a little more profit from shows with good ideas, restraint on unnecessary expenses & good planning for events. This coupled with the benefits of our 'Bunnings BBQ' weekends should put us in good stead for our upcoming National in 2019.

I would like thank Barry, Margaret and Tom.

On a personal note I would like to thank my husband "Bruce" for all his help throughout the year in helping set up and pack up our shows, also for all the help at the Bunnings BBQ. Without his support I would not be able to do the things I do for this club. Thanks Bruce

I would like to thank the committee and Executives for their hard work this year. Without you we would not have been so active in raising money and running our shows with success

I look forward to working with the next Committee and Executives of our club.

#### **3.3.1 Motion to receive the Treasurer's Report:**

Moved S. Kearnes Seconded B. Weston CARRIED

- 5 Appointment of CHAIR/Returning Officer : Motion:** That B.Wright be appointed Chair and Returning Officer. Moved T.Mangan Seconded S Kearnes CARRIED

### **6 Elections**

#### **6.1 Declaration of positions vacant in accordance with Article 8.4.2.(c)**

#### **6.2 Nomination and election for positions in accordance with Article 8.4.2 (d)**

**PATRON:** Nil.

**PRESIDENT:** T.Mangan (S. Kearnes/B.J Biggs).

G. Stynes McIlrath K. Wright/M. O'Donnell). Elected

On voting, the result was equal. T. Mangan withdrew

Vice-President: T. Mangan (S. Kearnes/B. Monteith).

Elected

Vice-President: K.Hirae (K.Wright/M. O'Donnell).

Elected

Secretary:	S. Kearnes (K.Wright/M. O'Donnell).	Elected
Treasurer:	K.Wright (M.O'Donnell/S. Kearnes).	Elected
Committee:	Angus McIlrath (K.Wright/M.O'Donnell).	Elected
Committee:	Jenny Kent (K.Wright/M.Weston).	Elected
Committee:	B.Monteith (T.Mangan; S.Kearnes).	Elected
Committee:	Karen Wyers (J.Kent/S.Kearnes)	Elected
Show Manager:	Susie Kearnes (K.Wright/J.Kent).	Elected
Show Secretary:	S.Kearnes (K.Wright/J.Kent).	Elected
Trial Secretary:	B.Monteith (K.Wright/J.Kent).	Elected
NPC Delegate:	T.Mangan (K.Wright/S.Kearnes).	Elected

Auditor: V.Neuss (K.Wright/A. McIlrath). Re-appointed.

**6.3 Declaration of elections:** The Returning officer declared the elections as above and resigned the Chair to the newly elected President.

**7 New President Gail Stynes McIlrath assumed the Chair**

**8 Motions on Notice: NIL**

**Meeting closed: 8.15pm**

**ATTACHMENT TO ANNUAL REPORT OF The Poodle Club of NSW Inc  
BALANCE SHEET AS AT 30th June 2017**

<u>ASSETS</u>	<u>Note</u>	<b>2017</b>	<b>2016</b>
Cash at Bank	1	2,292.84	1,391.85
Cash on Hand	1		
Fixed Deposits, Debentures	1	15,169.61	15,067.50
Shares			
Prepayment	2	1,292.50	133.00
Other			
Current Assets		<u>18,754.95</u>	<u>16,592.35</u>
Non Current Assets			
Equipment,	3		
Total Non Current Assets			
<u>Less LIABILITIES</u>			
Specify in detail	4	<u>110.00</u>	<u>239.50</u>
<b>NET ASSETS THIS YEAR</b>		<u><b>18,644.95</b></u>	<u><b>16,352.85</b></u>
<b>FUNDS</b>			
Balance as at 30/6/16	5	<u>16,352.85</u>	<u>15,404.06</u>
Add surplus		<u>2,292.10</u>	<u>948.79</u>
Other Adjustment (specify in detail)			
<b>NET ASSETS THIS YEAR</b>		<u><b>18,644.95</b></u>	<u><b>16,352.85</b></u>

**AUDITOR'S CERTIFICATE**

I Vanya M Neus being a member of Institute of Public Accountants of 48/61 Karalta Road Erina NSW 2250 02 43659048 have been engaged by The Poodle Club of NSW Inc nor am I an employee, Office Bearer or otherwise associated with The Poodle Club of NSW Inc. In my opinion, the Financial Statement of The Poodle Club of NSW Inc are properly drawn up so as to give a true and fair view of the Balance Sheet as at 30 June 2017, and the Income and Expenditure Statement for the year ended.

*Vanya M Neus FIPA*  
.....  
**AUDITOR**

14-08-17

**DATE**

We verify that the attached Financial Statement and above Balance Sheet is an exact copy of that submitted at our Annual General Meeting held on ...../...../.....

PRESIDENT.....*Tom Nanson*.....

SECRETARY.....*[Signature]*.....

TREASURER.....*[Signature]*.....

DATE.....*21/8/17*.....

Dogs NSW Affiliates Audit Reports

## ATTACHMENT TO ANNUAL REPORT O The Poodle Club of NSW Inc

Our Financial Statement presented at our Annual General Meeting held on.....is shown

**FINANCIAL STATEMENT****FOR THE PERIOD FROM 01/07/2016 TO 30-6-2017**

INCOME	Note	2017	2016	EXPENDITURE	Note	2017	2016
<b><u>From Show/Trials</u></b>	13			<b><u>From Show/Trials</u></b>	13		
Entry Fees		2,710.00	3,088.70	Prizes, Trophies & Ribbons		3,357.86	988.58
Levy		61.00	117.00	Levy		61.00	117.00
Judges subcontracted			600.00	Judges' Expenses (Gifts, Fees, Accommodation)		2,139.85	2,793.34
Catalogue Sales		392.00		Catalogue Expenses		94.50	
Catering Receipts	8	742.30		Catering Expenses		915.66	50.00
				Ground Rent		77.00	340.00
				Other Show Expenses	11	72.06	528.23
<b><u>Other</u></b>				<b><u>Other</u></b>			
Membership Fees	12	677.00	1,752.00	Affiliation Fees		-17.00	56.00
Function Receipts				Audit fees			70.00
Other Fund-Raising	14	2,637.00	2,212.00	Function Cost			
				Other Fund-Raising Activity Costs	14	259.81	1,028.37
Newsletter (advertising etc)				Newsletter Costs			
Advertising				Advertising			
Interest from Investments	6	110.06	152.01	Depreciation	3		
Stationery/Postage				Printing, Stationery, phone etc		62.20	28.20
Rescue				Rescue			
				Secretary's Expenses			
Trophy donations				Meeting Room Rent		340.00	
Donation		2,002.00	52.50	Bank Fees and Charges		53.00	32.00
Other Income (specify in details)	7	991.00		Donations (specify in details)	8		
Total Income		10,322.36	7,974.21	Other Expenses (specify in detail)	10	614.32	993.70
				Total Expenses		8,030.26	7,025.42
				Surplus		2,292.10	948.79
Total		10,322.36	7,974.21			10,322.36	7,974.21



**ATTACHMENT TO ANNUAL REPORT OF The Poodle Club of NSW Inc**

		2017	2016
Note 1	<b>Cash</b>		
	Cash at bank	2,292.84	1,391.85
	Cash on hand		
	Term deposit due	15,169.61	15,067.50
		<b>17,462.45</b>	<b>16,459.35</b>
Note 2	<b>Other</b>		
	Prepayment of insurance		75.00
	Prepayment of affiliation fee		58.00
	Prepayment draft schedule	50.00	
	Prepaid Trophies	227.50	
	Trophies National 2019	850.00	
	Prepaid Club inter challenge	45.00	
	Prepaid judges approval	100.00	
	Prepaid meeting room	20.00	
	Other prepayment		
		<b>1,292.50</b>	<b>133.00</b>
Note 3	<b>Non Current Asset</b>		
	Trailer		
	Less; accumulated depreciation		
	Other	1,494.30	1,494.30
	Less; accumulated depreciation	1,494.30	1,494.30
	<b>Movement in carrying amount</b>		
	Balance at beginning of year		
	Additions		
	Disposals		
	Depreciation expense		
	<b>Carrying amount at end of year</b>		
Note 4	<b>Other Liabilities</b>		
	Income Received in advance for Membership	110.00	239.50
		<b>110.00</b>	<b>239.50</b>
Note 5	<b>Accumulated funds for the year ended 30 June</b>		
	Accumulated funds at the beginning of the year	16,352.85	15,404.06
	Operating Surplus	2,292.10	948.79
	<b>Accumulated funds at the end of the year</b>	<b>18,644.95</b>	<b>16,352.85</b>
Note 6	<b>Interest Income</b>		
	Trading Account	2.95	6.22
	Term deposit	107.11	145.79
	<b>Total Interest</b>	<b>110.06</b>	<b>152.01</b>
Note 7	<b>Other Income</b>		

Note 7	<b>Other Income</b>		
	Sundry		
	Expo/Fun day	991.00	
	<b>Total Other Income</b>	<b>991.00</b>	
Note 8	<b>Donations paid</b>		
	Dogs NSW State Obedience Titles		
	<b>Total donations paid</b>		
Note 10	<b>Other Expenses</b>		
	Lodgement fee	56.00	85.00
Note 9	Insurance	17.00	70.00
	National Poodle Council membership	-153.70	459.70
	Website		
	Flowers/gifts		
	Expo	695.02	334.00
	Interclub challenge		45.00
	Repair & Maintenance		
	Trophies other		
	Telephone		
	Merchandise		
	<b>Total Other Expenses</b>	<b>614.32</b>	<b>993.70</b>
Note 11	<b>Other Show Expenses</b>		
	Draft schedule/advertising		456.00
	Judges Approval		50.00
	Stationery	22.06	22.23
	Stewards	50.00	
	Hire Equipment		
	Soap, towel etc		
	<b>Total Other Show Expenses</b>	<b>72.06</b>	<b>528.23</b>
Note 12	<b>Members</b>		
	Membership fee not including joining fee	437.50	1,199.00
	Membership fee paid in advance last year taken into accounts	239.50	553.00
	<b>Total membership taken into account</b>	<b>677.00</b>	<b>1,752.00</b>

Note 13

**Show income**

Gross proceeds from showing

Entry fees show

Entries Obedience

Less levy

Net entry fees

Catalogue

Donations

Trophy Donations

Stall hire

**Total income**

**Expenses in relation to show**

Draft schedule/advertising

Ground hire

Judges expenses - fees show

Judges expenses - accommodation and fares

Judges subcontracted

Trophies

Ribbons

Catalogue

Catering

Stationery

Stewards

Other Show expenses

**Total direct expenses for show**

**Loss on show**

**Analysis**

show entries

Cost of trophies less donated trophies

cost of trophies per show entries

cost of judges per show entries

2,718.50 2,139.55

52.50 1,066.15

61.00 117.00

2,710.00 3,088.70

392.00

2,002.00 52.50

**5,104.00 3,141.20**

456.00

77.00 340.00

1,063.53

2,139.85 1,729.81

-600.00

1,762.60 517.20

1,595.26 471.38

94.50

915.66 50.00

22.06 22.23

50.00

**6,656.93 4,050.15**

**-1,552.93 -908.95**

61 117

1,762.60 517.20

28.90 4.42

35.08 23.87

Note 11



ATTACHMENT TO ANNUAL REPORT OF The Poodle Club of NSW Inc

ASSET REGISTER AS AT 30/6/2017

Trailer	Rate	Date Purchased	Cost Value	Accumulated Depreciation	OWDV \$	Additions	Disposal	Depreciation \$	CWDV
Other			160.00	160.00					
Porta shed			101.30	101.30					
BBQ		Nov 2004	90.00	90.00					
Tables			90.00	90.00					
Um		Apr 2003	525.00	525.00					
PA system		Sep 2008	139.00	139.00					
Gazebo		Apr 2012	150.00	150.00					
Gazebo		May 2012	99.00	99.00					
BBQ 2b hotplate with legs		Sep 2011	140.00	140.00					
Grooming table		Jan 2013							

Total

1,494.30	1,494.30
1,494.30	1,494.30

TREASURER  
AUDITOR

*[Signature]*  
Vanya M. O'Neil FIPA

DATE  
DATE

21-8-17  
14-08-17

# ATTACHMENT TO ANNUAL REPORT OF The Poodle Club of NSW Inc

## Statement of Income and Expenditure for year ended 30 June 2017

	Note	2017 \$ Inflow (outflow)	2016 \$ Inflow (outflow)
<b>Cash flows from operating activities</b>			
Cash receipts in the course of operations		10,082.80	7,508.70
Cash payments in the course of operations		-9,189.76	-6,937.42
Dividend received		110.06	152.01
Interest received		1,003.10	723.29
<b>Net cash provided by operating activities</b>	A		
<b>Cash flows from investing activities</b>			
Proceeds from sale of equipment			
Purchase of equipment			
<b>Used in investing activities</b>		1,003.10	723.29
<b>Net increase in cash and cash equivalents</b>		16,459.35	15,736.06
Cash and cash equivalents at the beginning of the financial year		17,462.45	16,459.35
<b>Cash and cash equivalents at the end of the financial year</b>	B		

### Notes to Statements of Cash Flows

#### A. Reconciliation of cash flows from operating activities with Operating surplus

Operating Surplus	2,292.10	948.79
Non-cash flows in operating surplus		
Depreciation		
Net gain on sale of equipment		
Changes in assets and liabilities	-1,159.50	88.00
Increase in prepayments	-129.50	-313.50
Decrease in income received in advance		
Decrease in creditors	1,003.10	723.29
<b>Net cash provided by operating activities</b>		

#### B. Reconciliation of cash

For the purposes of this Statement, cash includes (i) cash in hand and in at call deposits with banks or financial institutions, net bank overdrafts;

Cash at the end of the financial year is shown in the balance sheet as

cash on hand	2,292.84	1,391.85
Cash at bank		
Investments	15,169.61	15,067.50
At call deposits with financial institutions	17,462.45	16,459.35
<b>Cash and cash equivalents at the end of the financial year</b>		

**The Poodle Club of NSW Inc**  
Note 1  
Bank statement

30/06/2017

	Westpac	Westpac MaxiBonus	Westpac Business Cash Reserve	
Balance of funds on last report	1,391.80	0.05	15,067.50	16,459.35
<b>Receipts since last report from:</b>				
Members subscription	437.50			437.50
Subscription in advance	110.00			110.00
Show Donations	2,002.00			2,002.00
Advertising				
Interest	2.95			
Show Enries	2,718.50		107.11	110.06
Obed entries	52.50			2,718.50
Catalogue sale	392.00			52.50
Catering	742.30			392.00
Stationery/Postage				742.30
Sub contracting Judge				
Expo/Fun day	991.00			
Loan				991.00
Fund raising	2,637.00			
Function				2,637.00
<b>Total receipts</b>	<b>10,085.75</b>		<b>107.11</b>	<b>10,192.86</b>
<b>Payments made since last report in respect of:</b>				
Lodgement fee	56.00			56.00
Audit fee				
Affiliation	-75.00			-75.00
Affiliation next year				
Affiliation other	-153.70			-153.70
Insurance	-58.00			-58.00
Insurance next year				
Newsletter				
Stationery, post etc	62.20			62.20
Show Stationery	22.06			22.06
Bank charges	48.00			48.00
Ribbons	1,595.26		5.00	53.00
Trophies	1,762.60			1,595.26
Trophies Prepaid	227.50			1,762.60
Trophies National 2019	850.00			227.50
Trophies other				850.00
Judges fees				
Judges Accommodation/Travel/Gifts	2,139.85			
Judges approval next year	100.00			2,139.85
Stewards/ Rep	50.00			100.00
				50.00

Dogs NSW Affiliates Audit Reports



**The Poodle Club of NSW Inc**

Note 1

Bank statement

30/06/2017

	Westpac	Westpac MaxiBonus	Westpac Business Cash Reserve	
Draft schedule				
Draf schedule next year	50.00			50.00
Show Levy	61.00			61.00
Ground Rent	77.00			77.00
Fund raising	259.81			259.81
Function				
Catering	915.66			915.66
Catalogue	94.50			94.50
Flowers/gifts				
Meeting Room	340.00			340.00
Meeting room prepaid	20.00			20.00
Donations				
Repair and Maintenance				
Team event next year	45.00			45.00
Expo	695.02			695.02
Asset				
Website				
Sundry				
<b>Total payment</b>	<b>9,184.76</b>		<b>5.00</b>	<b>9,189.76</b>
Transferred				
<b>Balance of funds this report</b>	<b>2,292.79</b>	<b>0.05</b>	<b>15,169.61</b>	<b>17,462.45</b>
<b>Balance shown on last bank statement dated 30 June 2017</b>	<b>2,688.84</b>	<b>0.05</b>	<b>15,169.61</b>	<b>17,858.50</b>
300805	100.00			100.00
300831	196.85			196.85
300832	49.20			49.20
300835	50.00			50.00
Cheques unrepresented	<b>396.05</b>			<b>396.05</b>
Deposit not credit to your account				
Interest not credited to your account				
add bank deposits not yet credited to your account				
<b>Balance</b>	<b>2,292.79</b>	<b>0.05</b>	<b>15,169.61</b>	<b>17,462.45</b>