

Park Orchards Tennis Club Inc – Annual Book of Reports 2015

PARK ORCHARDS TENNIS CLUB INC NOTICE OF ANNUAL GENERAL MEETING

Notice is hereby given of the 49th Annual General Meeting of this Club to be held in the Clubhouse on:

Wednesday 24th June 2015 at 7.30 pm

AGENDA

1. Apologies
2. Minutes of the 48th Annual General Meeting 25th June 2014
3. Business arising from the minutes
4. Consideration and adoption of the various reports included in the Annual Book of Reports
 - a. President's Report
 - b. Midweek Ladies Reports
 - c. Night Report
 - d. Twilighters Report
 - e. Treasurer's Report
 - f. Auditor's Report
5. Election of Office Bearers:
 - a. President
 - b. Vice-President
 - c. Honorary Secretary
 - d. Honorary Treasurer
6. Election of General Management Committee:
 - a. Five members and one position each for representatives of the Midweek Ladies and Twilighters.
 - b. Election of Senior Convenor
 - c. Election of Junior Convenor
7. Appointment of Auditor
8. Special Business – None proposed
9. General Business
 - a. Rescind 2009 AGM financial pledge for Park Orchards Chalet

**President – Andrew James
Honorary Secretary – Mark Hughes
1 Dalry Avenue, Park Orchards 3114
10 June 2015**

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**PARK ORCHARDS TENNIS CLUB INC
ELECTION OF OFFICE BEARERS AND COMMITTEE –
NOMINATION FORM**

Nomination forms must be signed by the nominees, proposer and seconder and returned to the Honorary Secretary before the commencement of the Annual General Meeting on Wednesday 24th June 2015.

POSITION OF _____

NAME OF NOMINEE _____

NAME OF PROPOSER _____

NAME OF SECONDER _____

**ELECTION OF OFFICE BEARERS AND COMMITTEE –
NOMINATION FORM**

Nomination forms must be signed by the nominees, proposer and seconder, and returned to the Honorary Secretary before the commencement of the Annual General Meeting on Wednesday 24th June 2015.

POSITION OF _____

NAME OF NOMINEE _____

NAME OF PROPOSER _____

NAME OF SECONDER _____

APOINTMENT OF PROXY

I of

Being a member of Park Orchards Tennis Club Incorporated –

Appoint also a member of that Incorporated Association, as my proxy to vote for me on my behalf at the Annual General Meeting of the Association to be held on Wednesday 24th June 2015.

My proxy is authorised to vote in favour of/against (delete as appropriate the resolution. Please insert details: (this section is to be returned to the Secretary, 24 hours prior to the Annual General Meeting)

SIGNED _____

The _____ day of _____ 2015

Park Orchards Tennis Club

**PARK ORCHARDS TENNIS CLUB INCORPORATED
MINUTES OF THE 48th ANNUAL GENERAL MEETING 25th JUNE 2014**

Meeting was opened at 7.35pm

Present: Liz Carrol, Gwen Swingler, Barb Price, Andrew James, John Hoskins, George Macrokanis, Bob Britton, Tim Shepherd, Chris Saliba, Bob Hadley, Tony Gibson, Allan Williamson, Craig Jobson, Trevor Street, Bernard Gillis, Julie Mill

Apologies: Alex Goetzke, Stuart Todero, Mark Hughes

Minutes of Previous AGM: Read and Approved.

Proposed: Bob Hadley **Seconded:** Chris Saliba

Business Arising from Minutes: Nil

Consideration and Adoption of Reports:

Presidents Report: The President's Report included a thank you to the POTC committee for their continued time, effort and professionalism in the running of the club which sees it in good shape for now and into the future.

Proposed: Tony Gibson **Seconded:** Tim Shepherd

TREASURER'S REPORT: The Treasurer reported that the POTC had a net surplus of \$10,000.00 for the 2013/14 financial year. This was down \$8,000.00 the previous year. The club has \$228,000.00 cash on hand. Thank you to Michael Huntington (Hon Auditor)

Proposed: Bob Hadley **Seconded:** George Macrokanis

ADOPTION OF ALL OTHER REPORTS:

All remaining reports which formed part of the Annual General Reports for the 2014 AGM were taken as read and accepted.

Proposed: Tim Shepherd **Seconded:** George Macrokanis

ELECTION OF OFFICE BEARERS AND MANAGEMENT COMMITTEE:

President Andrew James No other nominations

Vice-President Julie Mill No other nominations

Secretary Mark Hughes No other nominations

Treasurer Tim Shepherd No other nominations

General Management Committee:

Twilighters Tony Gibson

Facility Manager Bob Hadley

Senior Convenor Chris Saliba

Junior Convenor Robyn Mayo

Tuesday Convenor Ann Gackenheimer

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Wednesday Convenor Mary West

Thursday Convenor Dawn Gilman

Night Convenor Fiona Kulesz

General Committee (Additional members):

Bob Britton, Alex Goetzke, George Macrokanis, Stuart Todero

Proposed: Liz Carroll **Seconded:** Barb Price

AUDITOR: Michael Huntington

Proposed: Andrew James **Seconded:** Tim Shepherd

GENERAL BUSINESS:

- On behalf of the Park Orchards Lions Club, John Hoskins presented a cheque to the POTC from a local community Car Rally fundraiser. It is proposed that this event will be held on an annual basis with the 1st March 2015 set aside for the next event.
- A Life Membership of the Park Orchards Tennis Club Inc was awarded to Gwen Swingler for her many years of service to the club and community.

MEETING CLOSED: 8.00PM

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**PARK ORCHARDS TENNIS CLUB
FORTY NINTH ANNUAL GENERAL REPORT**

**PARK ORCHARDS TENNIS CLUB INC
TWENTY EIGHTH ANNUAL GENERAL REPORT**

2015

PRESIDENT'S REPORT

Welcome to the 2014-2015 President's report.

Hello to all our Members and thank you for continuing to support your local community club.

Year on year, we would not be able to operate our club without the assistance of our fantastic Committee and team of volunteers. From the Executive to Convenors and parents who run the Saturday morning tuck shop, I wanted to acknowledge the continued outstanding contribution of these individuals who give of their time so we all may continue to enjoy the game we love.

What a tumultuous year it has been. As I write this report, we have virtually completed our Clubhouse renovations. This is a project that commenced in mid January and was to be completed by the end of February. It is now May and we are yet to have all the finishing touches completed. However, that said, once completed, despite all the project issues, what a magnificent pavilion we will have for the benefit of our members and the greater community.

The Committee has been unwavering in its quest to have this project completed which started many years ago. It is a pleasure to now see it virtually finished and enjoy a fantastic legacy. The alfresco BBQ facilities will be spectacular! Well done to everyone concerned for their continued commitment and work behind the scenes.

We are also about to rollout our new automated Keying System across the club. Court and Clubhouse access will now be incorporated into a computer controlled database management system which will identify non-paying Members and those who have not renewed. Those individuals who find themselves in that position will be denied access to the facilities until such time as their Membership is brought up to date. It will also now be able to run the court lighting which is an enhancement to our current system and facilities.

During the year, we also re-affiliated with Tennis Victoria after they announced new pricing initiatives that meant the proposition and its benefits were once again economically attractive to the Club

Our financial position continues to be the envy of other Clubs in the District. Even after a significant Club contribution to the renovations, we are still in an excellent position that allows us to continue improving the amenity of our Club to its members. This may now necessitate some further spending on outsourced maintenance issues that in the past have been predominantly completed by our committee and volunteers. However, this way we hope to take the strain off those committed individuals so they enjoy their tennis a little more.

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We have had some issues with break-ins and attempted break-ins at the club of late. As a consequence, we will be considering the installation of a security system and CCTV cameras which we hope will act as a deterrent.

The Clubs Twighlighters continue to be a strong group and the collaboration between them and the Sharks Senior Football Club continues to gather momentum and strength.

As we move forward onto the 2015-16 year, the Committee will continue to drive initiatives and work for the maximum benefit of our membership base. I am excited about the next 12 months, as we start to enjoy our new amenity and I hope all members will get the chance to enjoy the benefit of our new and improved facility.

Andrew James
President - Park Orchards Tennis Club
June 2015

NIGHT TENNIS – L&DNTA REPORT

Season 1, 2015

We currently have 11 teams playing Night Tennis. We have 6 teams playing Semi Finals.

L&DNTA have introduced results of matches will now be determined on sets first, then games if sets won are equal.

Season 2, 2015 commenced 18 May 2015

We have 12 teams this season.

Despite two teams not playing over winter, we have three new teams who start this season.

One of our new teams is starting Open Singles/Doubles Competition on a **Thursday night**.

This is a new competition to L&DNTA introduced in Season 1, 2014 which has encouraged **2 person** teams to night tennis. Hopefully this will encourage our young adults to continue with their tennis after playing junior tennis.

Effective this season, female players may be used as emergencies in the Thursday Mens competition. If this initiative is positively received, a full trial of "Open Sets Doubles" competition will be trialled in Season 3, replacing the current Mens only format.

I would also like to take this opportunity to thank committee members for their support in my new role as Night Representative.

**Pota Marmarou – Night Representative
Park Orchards Tennis Club**

Mid Week Ladies – Thursday

In May 2014 Park Orchards registered four teams in the Ferntree Gully Thursday Ladies Association.

Two of the four teams made it as far as the Semi Finals.

In January 2015 we registered five teams in the Ferntree Gully Thursday Ladies Association.

Four of the five teams made it to the Finals. Sections two, three and five won the Grand Final and Section seven were runners up.

Dawn Gillman
Thursday Representative

2015 Men's Twilight Tennis 35th Season

Twilighters manages to maintain it's popularity within the POTC, a "club within the club". The mens competition with a formula of moderately competitive social tennis, after match conviviality and general bonhomie continues to be a winner. Wednesday nights sees most courts occupied with the prime of Park Orchards menfolk enjoying social tennis through the whole year with the traditional more formal summer competition.

The 2015 season was the 34th continuous year for Twilighters. We tried a shorter season with 10 rather than 12 teams and generally better representation for each team on a given night. The selectors managed to list the 74 entrants into relatively even group of 10 teams, including 9 new members.

Congratulations to Ted Brooks Thymosins and his team, narrow victory over Trevor Pyman's Beta 4's. Ted led Daniel Dellagatta, John Gayfer, Greg Jones, John Kulesz, Alana Williamson and Gary Thomas. Ted and Daniel were the only first time winners in the team with John Gayfer leading the multiple winners by clocking up his fifth win. The selectors have noted the new talent and as usual will try to rig the teams for 2016 to benefit themselves.

Social Events

We held three dinners over the season, the Christmas in July Dinner, the Christmas Dinner and the traditional Grand Final Dinner. Each dinner has a slightly different theme and a variable group of organisers. The outcomes are equally memorable and very popular with the guys. We have to recognise the

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help of many individuals during the season as caterers, selectors and comedians.

A big thanks to Trevor Street, Mark Dimech, Alan Williamson, Alex Goetzke, John Gayfer, Bob Hadley, Bob Britton, Mark Lowther, Mark Duffy, Graham Spaul, Dave Tracy, Steve Scott, Theo Tsatas, Peter White, George Macrokanis, Robin Ross, John Kulesz, Archie Marmarou, Paul Marris, Mark Hamilton and Leigh Nitz. (Apologies to any I have omitted, you know who you are !) Thanks also to those who came early to help set up and a special mention to Clean up Captain (for life) Dave O'Connor and his assistant (for life) John Belic.

Mark Dimech handed over the 2015 Golden racquet award went to Blair Williamson.

The annual card night was a great success thanks to Alan Williamson, Archie Marmarou and John Gayfer. Nice to see a number of partners and family members joining the fun.

The Park Orchards Cup match between the Twilighters and the Park Orchards Sharks footballers was another great night with better weather than the previous years. The 4 best players from each group battled out a final with the Twilighters experience delivering a narrow victory. A reverse football match has been ruled out on the grounds of potential cruelty to the adult Twilighters.

End of Season Trip

24 guys gathered at 5.15 am on a Thursday morning for an early start for the end of season trip to Port Douglas. Beautiful weather, good accommodation, golf, barefoot bowls, toad races, boat cruises, local football matches, fishing trips, doubtful games of pool and numerous excellent dinners contributed to this health weekend for the boys.

The Workers

The success of the Twilighters is driven by the many volunteers behind the scenes who ensure each Wednesday night happens without fuss. A big thanks to the POTC clubhouse manager Bob Hadley and his able team of Trevor Street, Peter White and Bob Britton, especially during the disruptions of the clubhouse rebuilding. John Gayfer, the hospitality expert, managed to stave off hunger pangs during each evening. .

Twilighters will continue to enjoy the club throughout winter with casual social tennis on a Wednesday night. We look forward to enjoying the rejuvenated clubhouse facilities during the coming year.

Tony Gibson
Twilighters Convenor

TREASURER'S REPORT

PARK ORCHARDS TENNIS CLUB INC

TREASURERS REPORT – 2015

The following pages are the audited accounts for this Annual General Meeting.

The most significant event for the year, in many dimensions, has been the upgrade to our clubhouse and surrounds. Our share of the cost was \$110,000 and this has been reflected with the increased value of the balance sheet item "Clubhouse at Cost" offset of course by a reduction in our bank account.

Our surplus is not quite as robust as first appears as we did not transfer net funds of \$6,790 due to Twilighters until May. An operating surplus of \$17.5k is solid and we retain ample reserves for further work on courts and lights anticipated in the next few years.

In comparing 2015 with the previous year:

- An increase in membership which is our foremost goal
- Other receipts higher with the insurance claim
- Bank interest lower with reduction of deposits

I would like to thank the convenors and reps for their contribution in collecting fees and chasing up subscriptions. This is important to make sure all players are covered by our insurance. I should also like to note that this, and past, Committees are responsible for the sound financial status of the club. Decisions to spend member's funds are considered with a view to preserving and enhancing the amenity for all members whilst maintaining sufficient reserves to deal with unexpected maintenance items and future capital works. All play a role in monitoring the finances and approving expenditures for which we are all grateful.

Thank you to Matthew Shepherd, who at short notice audited our accounts. He has provided some technical guidance which has assisted me and ensured our accounts meet accounting standards.



Tim Shepherd

Honorary Treasurer

PARK ORCHARDS TENNIS CLUB INC
FINANCIAL REPORT
FOR THE YEAR ENDED 30 APRIL 2015

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**INCOME & EXPENDITURE STATEMENT
FOR THE YEAR ENDED 30 APRIL 2015**

	2015	2014
Receipts		
Subscriptions		
Subscriptions - Family	\$4,495.00	\$3,480.00
Subscriptions - Senior	\$16,410.00	\$17,590.00
Subscriptions - Twilighters	\$7,590.00	\$7,480.00
Subscriptions - Student	\$280.00	\$280.00
Subscriptions - Junior	\$2,395.00	\$1,560.00
Total Subscriptions	<u>\$31,170.00</u>	<u>\$30,390.00</u>
Night Receipts		
Receipts - Teams & Twilighters	\$13,958.00	\$18,021.60
Total Night Receipts	<u>\$13,958.00</u>	<u>\$18,021.60</u>
Other Receipts		
Junior Ball Fees		
Senior Ball Fees	\$2,260.00	\$1,100.00
Sale of Balls (New & Old)	\$210.00	\$106.00
Insurance claim	\$11,507.64	
Visitor Fees, Crt Hire & Light	\$54.00	\$966.55
Keys	\$130.00	\$275.00
Light Money	\$280.75	\$244.00
Non-mem Coach Fee	\$410.00	
Donation	\$2,335.00	\$2,000.00
Ritchies Store Donation	\$190.57	\$261.10
Bank Interest (Term Deposit)	\$3,885.40	\$6,237.78
Total Other Receipts	<u>\$21,263.36</u>	<u>\$11,190.43</u>
Total Receipts	<u>\$66,391.36</u>	<u>\$59,602.03</u>
Expenses		
General Payments		
Tennis Balls	\$4,260.00	\$4,681.00
Clubhouse Expenses	\$6,959.90	\$5,904.11
Team Entries, VTA Fees	\$2,085.00	\$2,345.00
Electricity	\$5,180.32	\$4,485.97
Water	\$285.23	\$238.49
Gas	\$627.80	\$642.37
General Expenses	\$13.26	\$49.00
Printing, Stationery, Postage	\$172.00	\$158.00
Insurance - General	\$1,505.00	\$7,074.12
Keys & Locks		\$30.00
Telephone	\$581.03	\$561.37
Webpage	\$663.80	\$385.30
Outside Crt Hire		
Total General Payments	<u>\$22,333.34</u>	<u>\$26,554.73</u>
	2015	2014

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Repairs & Maintenance		
Maintenance - Courts	\$6,594.24	\$5,520.94
Maintenance - Equipment	\$793.27	
Maintenance - General	\$2,154.00	\$3,400.75
Maintenance - Lighting	\$1,985.50	\$6,124.90
Maintenance - Major Works	\$8,000.00	\$6,124.90
Total Repairs & Maintenance	\$19,527.01	\$15,046.59
Other Payments		
Liquor Licens/Business Affairs	\$263.52	\$265.00
P.O. Men's Twilight Tennis		\$7,480.00
Total Other Payments	\$263.52	\$7,745.00
Total Expenses	\$42,123.87	\$49,346.32
Net Surplus	\$24,267.49	\$10,255.71

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**BALANCE SHEET
AS AT 30 APRIL 2015**

	2015	2014
Assets		
Current Assets		
Cheque Account	\$142,165.59	\$16,318.92
Term Deposit 1		\$191,579.18
Term Deposit 2		\$20,000.00
Total Current Assets	<u>\$142,165.59</u>	<u>\$228,098.10</u>
Fixed Assets		
Clubhouse at Cost	\$183,386.20	\$73,386.20
Furnishing & Equipment at Cost	\$21,762.11	\$21,762.11
Courts & Equipment	\$47,727.62	\$47,727.62
Lighting - Court	\$37,556.00	\$37,556.00
Total Fixed Assets	<u>\$290,431.93</u>	<u>\$180,431.93</u>
 Total Assets	 <u>\$432,597.52</u>	 <u>\$408,530.03</u>
 Equity		
Member's Funds	\$408,330.03	\$398,074.32
Surplus/(Deficit)	\$24,267.49	\$10,255.71
Total Equity	<u>\$432,597.52</u>	<u>\$408,530.03</u>

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 APRIL 2015**

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 a cash basis of accounting, whereby items are brought into account as money is paid or received, from the records of the Park Orchards Tennis Club Inc. Subscription fees, joining fees and other revenue are recorded when received. Expenditure is recorded when paid. The financial report 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.

**INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF
PARK ORCHARDS TENNIS CLUB INC**

Report on the Financial Report

I have audited the accompanying financial report, being a special purpose financial report, of Park Orchards Tennis Club Inc, which comprises the Balance Sheet as at 30 April 2015, Income & Expenditure Statement for the year then ended, a summary of significant account policies and the statement by members of the committee.

Committee's Responsibility for the Financial Report

The committee of the association is responsible for the preparation and fair presentation of the financial report and has determined that the accounting policies described in Note 1 to the financial statements, which form part of the financial report, are consistent with the financial reporting requirements of the Associations Incorporation Act (Victoria) and are appropriate to meet the needs of the members. The committee's responsibilities also include designing, implementing and maintaining internal control relevant to the preparation and fair presentation of the financial report that is free from material misstatement, whether due to fraud or error; selecting and applying appropriate accounting policies; and making accounting estimates that are reasonable in the circumstances.

Auditor's Responsibility

My responsibility is to express an opinion on the financial report based on my audit. No opinion is expressed as to whether the accounting policies used, as described in Note 1, are appropriate to meet the needs of the members. I conducted my audit in accordance with Australian Auditing Standards. These Auditing Standards require that I comply with relevant ethical requirements relating to audit engagements and plan and perform the audit to obtain reasonable assurance whether the financial report is free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial report. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial report, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial report 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 entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by the committee, as well as evaluating the overall presentation of the financial report.

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The financial report has been prepared for distribution to members for the purpose of fulfilling the committee's financial reporting obligations under the Associations Incorporation Act (Victoria). I disclaim any assumption of responsibility for any reliance on this report or on the financial report to which it relates to any person other than the members, or for any purpose other than that for which it was prepared.

Independence

In conducting my audit, we have complied with the independence requirements of Australian professional ethical pronouncements.

Auditor's Opinion

In my opinion, the financial report of Park Orchards Tennis Club Inc. presents fairly, in all material respects, the financial position of Park Orchards Tennis Club Inc. as at 30th April 2015 and of its financial performance for the year then ended in accordance with the accounting policies described in Note 1 to the financial statements, and the Associations Incorporation Act (Victoria).

MATTHEW SHEPHERD CA
PRINCIPAL
SHEPHERD ADVISORY SERVICES

PARK ORCHARDS TENNIS CLUB INC.

Statement by the Members of the Committee

In the opinion of the Committee the financial statements, consisting of the Statement of Financial Performance, Statement of Financial Position and notes thereto:

Presents fairly the financial position of Park Orchards Tennis Club Inc as at 30 April 2015 and its performance for the year ended on that date.

At the date of this statement, there are reasonable grounds to believe that Park Orchards Tennis Club Inc will be able to pay its debts as and when they fall due.

This statement is made in accordance with a resolution of the Committee and is signed for and on behalf of the Committee by:

PresidentAndrew James

Treasurer..... Tim Shepherd

Dated: 10th June 2015

8 Special Business – None proposed

9 General Business

BACKGROUND

At the club's AGM in 2009 a motion was passed to financially pledge \$10,000 in support of Park Orchards Community Appeal to retain the Park Orchards Chalet for the local community (General Business Item 9(b)).

Following a review of subsequent AGM minutes, this pledge remains active and is therefore a contingent liability for the club. Given the current dormant nature of events associated with the Chalet, it is recommended that this active pledge be formally rescinded.

General Management Committee RECOMMENDATION to AGM –

(i) Committee's Recommendation to the AGM is for the Park Orchards Tennis Club to formally rescind the financial pledge to support the Park Orchards Community Appeal, which was approved at the club's 2009 Annual General Meeting.