

MINUTES OF THE MEETING OF THE TAIERI BRIDGE CLUB COMMITTEE HELD AT THE CLUBROOMS AT 6.02 P.M. ON 8th NOVEMBER 2022.

Present: Jen Macartney, Barbara Wilkes, Marie Kean, Carol Adler-Morgan, Merv Muir, Jenni Wright, Avril Power, Bob Gillanders, and Marg Auty.

Apologies: Jenny Magee, Robert Cowan

Minutes of Meeting of 10 October 2022: Barbara moved that the minutes are true and correct, seconded by Marie.

Matters arising: Treasurers Report (by Barbara) did not reflect the exact values of accounts to pay.

Correspondence:

Inwards

Snail Mail:

St Johns Taieri Area Committee – letter of thanks for donation – (rec'd 3/10).

DCC – moving to install smart meters – will update us closer to the time.

Email:

Otago Southland Bridge Admin – proposal about Otago Southland conference. A form to be completed and returned by 20 Nov. (rec'd 7/11).

Christine McNamara – reply about new changes in GST record keeping – just to do as we have always done – (rec'd 4/11).

BridgeNZ - \$815.05 – (rec'd 02/22).

Annette Ellwood – resignation – (rec'd 1/11).

Ricoh Statement – (rec'd 1/11).

Curtains Blinds and Wallpaper Company - \$3,200.00 – (rec'd 1/11).

Campbell & Sons – confirming that they would be happy to sponsor some of the costs of the 50th Anniversary but are looking for some more information – (rec'd 31/10).

Otago Southland Bridge Regional Committee – flyer for on-line classes for anyone contemplating being a club director – (rec'd 31/10).

NZ Bridge – flyer on Tournament Director Training and Assessment Dates – (rec'd 29/10).

Bridge NZ – confirming shipping order of bidding pads, and cards – (rec'd 28/10).

Xero – changing direct debit provider to Stripe – (rec'd 28/10).

Marie Kean – happy to still do some spring cleaning as away weekend of 4th Nov – (rec'd 28/10).

HNB Publishing – new book “Test your Bridge Brain against the Experts” – (rec'd 28/10).

Linda Withers – away for spring cleaning on 5/11 – (rec'd 27/10).

Spacific Design – reply to Jude Smeijers – (rec'd 27/10).

Pat Chapple – thanks for get well card – (rec'd 26/10).

Margaret Wilson – advertising for Rarotonga Cruise for 2023 – (rec'd 26/10).

Marg Auty – update email to margieauty@gmail.com and cellphone to be used as main number – (rec'd 26/10).

NZ Bridge – info on Club Director Exams – (rec'd 26/10).

DCC – confirming they are happy for us to go ahead for the planting of the commemorative tree – just requiring a photo of the plaque – (rec'd 22/10). *Marie replied to Leah Fitzgibbons.*

Ricoh Billing - \$43.39 – (rec'd 21/10).

Richard Stuart – requesting that bridge players involved in teaching to use his quiz app – (rec'd 21/10).

IRD – new rules on the requirements to use tax invoice will be replaced with requirement to keep 'taxable supply information'. No longer need to keep a single physical document holding the taxable supply info. Accounting system may contain all the info you need. – (rec'd 21/10).

Xero - \$56.93 – (rec'd 21/10).

Effective Property Services - \$2,311.50 – (rec'd 20/10).

NZ Bridge welcoming expressions of interest for 2023 International Programme – (rec'd 20/10).

IRD – payment reminder – (rec'd 20/10).

Mercury - \$313.47 – (rec'd 18/10).

O/S Bridge Admin – Flyer for Napier Bridge Club - Zelda Morris Provincial pairs – (rec'd 17/10).

Christine Samson – suggesting website be updated for paragraph about 50th Anniversary – (rec'd 17/10). *Actioned by Barbara.*

Christine Samson – apology for AGM – (rec'd 17/10).

NZ Bridge – Newsletter No. 7 – (rec'd 17/10).

Judith Standridge – enquiring about 2023 lessons – (rec'd 16/10).

Jenny Magee – apology for AGM – (rec'd 14/10).

Diane Lawlor – apologies for AGM – (rec'd 11/10).

DCC – confirming receipt of application to plant tree – (rec'd 14/10).

Marikje Scholfield – apology for AGM – (rec'd 12/10).

O/S Bridge Admin – Revised flyer for North Island Pairs – (rec'd 12/10).

Carpet Court – requesting payment for vinyl – (rec'd 12/10).

Val Wilson – apology for AGM – (rec'd 11/10).

Jody Burchall – trying to encourage new members to enter tournaments – (rec'd 11/10).

Outwards:

Acceptance of correspondence moved by Barbara and seconded by Jen.

Treasurer's Report:

The treasurer's report for October is attached.

Accounts to pay Nov 2022	
Mercury	\$282.12
Ricoh	\$43.39
Vodafone - estimate	\$100.76
Wages	\$126.25
PAYE	\$57.75
Simple Saver	\$200.00
Waste Management - reimburse Jen	\$13.00
Effective Property Solutions	\$2,311.50
Willow & Silk (balance for blinds)	\$3,200.00
Bridge NZ (2004) Ltd	\$815.00
Petty Cash Top-up	\$100.00
	\$7,249.77
Paid since last meeting	
Xero	\$56.93
Kitchen Account - monthly top up	\$300.00
Mercury	\$322.49
Vodafone	\$100.76
Wages	\$126.25
PAYE	\$57.75
Patsy Williams - kitchen supplies	\$13.96
Kitchen Account - monthly top up	\$200.00
Marie Kean (50th Anniversary Tree)	\$94.99
Avril Power (50th Compost/canes)	\$36.58
Waste Management - Sept - Jen	\$13.00
E C Shaw Plumbers	\$473.61
AEC Security	\$207.00
	\$2,003.32
Grand Total	\$9,253.09

Avril brought to our attention that \$16,500.00 has been taken out of Simple Saver Account since March this year..

Naming conventions of different bank accounts. Avril to do a schedule for the different bank accounts as they are called different things in the financials, Xero and Westpac. Barbara to give access for Marg to Xero to see if she can help out. Barbara mentioned that the reserves were set up as part of the requirement for becoming a charity.

Amount for Willow and Silk to come from Simple Saver – Carpet Reserves.

Approval of the accounts payable and acceptance of Treasurers report moved by Avril and seconded by Barbara.

Committee Reports

Building:

New net curtains for front door – Jen to look at replacements.

Fire extinguishers – Carol rang Wormald's and found that it would cost \$66.00 for a one off assessment. Carol moved a motion to have the fire extinguisher and hose assessed by Wormalds and bring their recommendations back to the committee. Seconded by Jen. Agreed unanimously. Marie happy to be available to be on-site for assessment.

Windows in the computer office – Jen suggested buying frosted film online so people can't see in. Agreed by all. Jen to sort.

Bar

Cash register had an error with the paper roll – to wait until we get until the end of the roll as the paper may have been put in incorrectly. Just remember not to shut the cash drawer as you can't get it open again.

Dale has been down to clean out the fridge, and washed the floor, but has mentioned that the walls need wiped down.

After discussion about having to give out change for glasses of wine a proposal by Carol that the price a glass of bottled wine be increased to from \$4.00 to \$5.00 and a small bottle of wine be raised from \$6.00 to \$7.00, seconded by Jenni Wright. Agreed by the majority.

Stationery Supplies:

New archive files to be purchased – after reviewing what we have.

New cards, new bidding pads and new stickers for the boards have been purchased.

Kitchen:

Hand cleaner in women's toilet – already there.

Cards Sent:

Get well card for Pat Chapple, Jen Macartney.

Membership:

None

Programme:

Bridge Fun Night – went well. Marie noted that some of the learners played together and in future should be mixed up. Marie also suggested a change of meal. Would like to see salads, ham, bean salad and cold meats for April fun night. Agreed by all.

Jen trying to organise an individual movement – still having problems. Marie to ask Invercargill club.

Tablecloths to be updated. Marie proposed that the table cloths be updated at minimal cost, seconded by Marg. Agreed unanimously.

Computers:

Nothing noted to report

A question was asked if there was a backup make of our computer. Barbara mentioned that there were Carbonite backups but to check with Jude about this.

Health & Safety:

Nothing to report.

General Business:

Honoraria – Jenni proposed that a direct credit for the honorarium be paid to the committee members (President, Treasurer and Secretary to receive \$300) and purchasing offer to be paid \$75.00), seconded by Jen. Agreed unanimously. Barbara to check with auditor on her requirements as it was felt this was different.

50th Anniversary catering decision – Jen got estimates from 2 organisations – prices ranged from \$60.00 to \$67.00 per person but this was felt to be too expensive. Idea to go to RSA for a meal as a group – members to pay for their own meals which would be considerably cheaper. Photographer also to be found and priced – Campbell & Sons may have ideas. Suggested that their offer to sponsor this event could be used towards the photographer.

Cleaners duties – Marie to come and chat with the cleaner to see time cleans usually.

It was noted that only 4 people turned up for the spring clean (Barbara, Jen, Jenni and Bob Morgan). Barbara mentioned that the toilet brushes and holders be replaced. Carol proposed that we replaced the toilet brush and containers, seconded by Avril. Marie to purchase.

Tea boy wages – Bob proposed that the tea person continues to receive a cash payment, seconded by Merv. Voted and majority agreed but disagreed by Avril and Barbara. Bob also proposed that the Tea person payment be increased from \$20.00 to \$25.00 per session from 1st January 2023. Seconded by Merv. Agreed by majority.

Admin jobs to be allocated – photocopier to be done by Judy Gorman. Maintenance by Alan – to check. Jenni to look at key register.

Time of the meeting – discussion was held about the time of the committee meetings but it was agreed to stay at 6 pm meetings on a Tuesday night.

Avril requested that Receipt book be replace with a chit that is completed each session – agreed by all.

The IRD notified (8/11/22) the bridge club of changes re GST invoicing and record keeping rules effective from 1/4/23. The auditor confirmed that Xero covers the new rules, however she recommended that we continue to keep paper records (i.e. invoices receipts) of all expenditure. Avril said she would continue to keep these paper records. Avril also explained the procedure for paying invoices and and reimbursements i.e. 1. All invoices are presented for payment at committee meetings for approval. 2. The treasurer (currently Avril) loads the payments to be paid in the bank account and partially authorises them. 3. Another committee member (currently Barbara) then co-authorises the payments. All agreed that this system is robust and avoided funds being withdrawn from the bank without authority.

Advertising for lessons to be discussed next meeting

Meeting closed at 8.07pm. The next meeting date will be 13th December 2022 at 6 o'clock.

Action List

Nov 2022

- To come up with 10-year plan for capital expenditure February 2023
 - Carpets
 - Replacement heatpumps
 - Tablecloths
 - Sterilisers
 - Clean the chairs
 - New computer
 - Fire Extinguishers checked, hose – check with Fire Department
 - Sound systems – Strawberry Sound
 - Dishwasher
- Check with Crombie Lockwood for quote on different insurance.

April 2023

- Tablecloths to be washed
- Carpets to be cleaned

June 2023

- Bridge Club to re-register with Companies Office (refiling constitution). Changes will be required to be agreed at AGM or a Special meeting.

Cash Summary		
Taieri Bridge Club		
For the month ended 31 October 2022		
Including GST		
	Oct 2022	YTD Actual
Income		
Bar Sales	\$529.50	\$817.00
Interest Earned	\$33.46	\$66.65
Subscriptions	\$0.00	\$16.40
Sundry Income	\$10.00	\$10.00
Table Money	\$1,230.00	\$3,080.00
Accounts Receivable (manual)	\$0.00	\$150.00
Total Income	\$1,802.96	\$4,140.05
Less Operating Expenses		
Accounting Software	\$56.93	\$3.45
Bar Expenses	\$32.56	\$32.56
Bar Purchases	\$308.90	\$687.51
Cleaning Sundry	\$149.50	\$149.50
Cleaning Wages	\$184.00	\$341.81
Electricity	\$322.49	\$668.66
Kitchen Expenses	\$57.63	\$112.95
Levies & Charges	\$0.00	\$851.23
Office Expenses	\$158.26	\$363.63
Prizes & Engraving	\$0.00	\$8.65
Property Expenses	\$4,427.50	\$5,108.11
Repairs and Maintenance	\$131.57	\$131.57
Supper Expenses	\$45.00	\$255.00
Telephone & Internet	\$100.76	\$200.10
Water Rates	\$0.00	\$78.09
Cash Float	-\$40.00	-\$40.00
Accounts Payable (manual)	\$0.00	\$53.48
GST	\$0.00	\$553.41
PAYE Payable	\$14.44	\$72.19
Total Operating Expenses	\$5,949.54	\$9,631.90
Operating Surplus (Deficit)	-\$4,146.58	-\$5,491.85
Plus Non Operating Movements		
Plant & Equipment	\$0.00	-\$3,200.00
Total Non Operating Movements	\$0.00	-\$3,200.00
Net Cash Movement	-\$4,146.58	-\$8,691.85
Summary		
Opening Balance	\$63,896.10	\$68,441.37
Plus Net Cash Movement	-\$4,146.58	-\$8,691.85
Closing Balance	\$59,749.52	\$59,749.52

Profit and Loss

Taieri Bridge Club

For the month ended 31 October 2022

Account	Oct 2022	Year to date
Trading Income		
Bar Sales	460.44	710.44
Interest Earned	33.46	66.65
Rent	652.17	652.17
Sundry Income	8.70	8.70
Table Money	1,069.60	2,808.79
Total Trading Income	2,224.37	4,246.75
Gross Profit		
	2,224.37	4,246.75
Operating Expenses		
Accounting Software	0.00	49.50
Bar Expenses	28.31	28.31
Bar Purchases	268.61	597.84
Cleaning Sundry	130.00	130.00
Cleaning Wages	184.00	341.81
Depreciation	344.92	689.83
Electricity	280.43	581.45
Kitchen Expenses	50.11	98.21
Levies & Charges	0.00	740.20
Office Expenses	98.16	258.89
Prizes & Engraving	0.00	7.52
Property Expenses	3,850.00	4,441.83
Repairs and Maintenance	114.41	114.41
Supper Expenses	45.00	255.00
Telephone & Internet	87.62	174.00
Water Rates	0.00	67.90
Total Operating Expenses	5,481.57	8,576.70
Net Profit	(3,257.20)	(4,329.95)

Balance Sheet

Taieri Bridge Club
As at 31 October 2022

Account	31 Oct 2022
Assets	
Bank	
Cheque Account	6,184.20
Cheque Account (Kitchen)	130.41
Prudent Res - Carpet	8,969.14
Prudent Res - Heating 2	28,496.63
Prudent Res - Roofing	15,969.14
Total Bank	59,749.52
Current Assets	
Accounts Receivable	750.00
Bar Stock	577.40
Cash Float	80.00
Total Current Assets	1,407.40
Fixed Assets	
Buildings	149,996.00
Less Acc Depn on Buildings	(107,523.02)
Less Acc Depn on Plant & Equipment	(55,200.77)
Plant & Equipment	61,601.12
Total Fixed Assets	48,873.33
Total Assets	110,030.25
Liabilities	
Current Liabilities	
GST	(871.41)
PAYE Payable	(14.44)
Total Current Liabilities	(885.85)
Total Liabilities	(885.85)
Net Assets	110,916.10
Equity	
Club Balance	115,246.05
Current Year Earnings	(4,329.95)
Total Equity	110,916.10

