

## **MINUTES OF THE 50<sup>TH</sup> ANNUAL GENERAL MEETING OF THE TAIERI BRIDGE CLUB INC. HELD AT THE CLUBROOMS, AT 6.30 PM ON MONDAY 16TH OCTOBER 2023.**

**Present:** Carol Adler-Morgan, Marg Auty, Gaynor Brown, Maurice Burrowes, Dale Cameron, Gabrielle Campbell, Bruce Carter, Bill Chapple, Pat Chapple, Cathy Ferguson, Robin Gillespie, Judy Gorman, Mavis Grant, Mavis Hastie, Vyv Hodgkin, Brian Johnson, Alan Lewthwaite, Jen Macartney, Lyn McLaren, Jan Methers, Bob Morgan, Merv Muir, Diane Paterson, Avril Power, Karl Power, Joan Robertson, Christine, Samson, Marijke Schofield, Brenda Shine, Peta Smith, Louise Stevenson Wright, Denise Tetlow, Jill Van der Loo, Elizabeth White, Barbara Wilkes, Patsy Williams, Val Wilson, Chris Wither, Pam Wood, Jenni Wright, Val Wright.

**Apologies:** Dawn Brieseman, Deirdre Bruce, Jo De Bono, Robert Cowan, Vivienne Cowan, Adrien Dever, Alan Dyer, Jan Dyer, Kathryn Fagg, David Mackie, Jenny Magee, Rose Markby, Jean McAlevey, Colin Pratt, Andrew Reynolds, Pip Weber, Judith Smeijer, Laurie Smeijer, Brian Donnelly, Lyn Clark, Kim Stewart, Marie Kean.

Moved by Jen Macartney and confirmed by Bill Chapple, carried unanimously.

### **Minutes of Meeting of 17<sup>TH</sup> October 2022**

Moved by Barbara Wilkes that the previous minutes are true and correct, and seconded by Joan Robertson. Agreed unanimously.

**Matters arising from the Minutes.** Christine Samson – wished to have clarification on the amounts of the honorariums and which positions received these. Barbara confirmed that the amount of \$300.00 each was paid to the president, the secretary, the treasurer and the auditor, \$75.00 is paid to the purchasing officer. Last year extra gifts were also paid to a couple of bridge members for exceptional service to the club.

**President's Report:** Jen Macartney read the President's report and moved its adoption which was seconded by Barbara Wilkes Carried unanimously. A copy of the report is attached.

**Treasurer's Report:** Routine expenses e.g. electricity, insurance etc have all increased this year by at least 6%. Xero and One.nz are soon going to increase as well.

Property expenses this year amounted to \$7,990.00, the major items were \$1,690.00 for the balance of the kitchen flooring, painting the club rooms amounted to \$4,170.00 and \$880.00 for the cold-water unit. The blinds were also purchased at the beginning of year totalling \$5,565.00 and this figure is included in the Balance Sheet Plant & Equipment Fixed Asset account.

Tournament income/expenditure has been presented in a more accurate way this year and shows a profit of \$1,200.00. Although not included in the financials, it is worth noting that two charity tournaments resulted in donations to local based charities, Otago Community Hospice and Mosgiel Food Bank, a total of approximately \$2,000.00 has been donated. The club also received a donation this year and I would like to thank Campbell & Sons who donated \$1,000.00 for our 50<sup>th</sup> Anniversary Celebrations.

Purchasing of the Table Cards is increasing all the time, which is beneficial for everybody and my appreciation again goes to all those who pay on-line, as this results in a lot less cash handling. However, the administration of the cards is a much larger role than was initially anticipated when they were introduced in 2021. I presented a paper to the committee in July this year proposing that responsibility for the Table Cards and the weekly banking be separate from the Treasurer role, this proposal was accepted. For those of you who like detail I have copies of the Table Card Officer job description.

The Taieri Bridge Club is in a good financial position, so if any members have suggestions for improving the club, please contact the committee for their consideration.

This is my second and final year as Treasurer, however I will remain on the committee.

I would again this year like to thank Barbara, her knowledge of Xero, our accounting system, has been extremely helpful at times to resolve any issues. Also, thanks to our Auditor Christine McNamara from BB&S Accountants.

Moved by Avril Power and seconded by Merv Muir. Carried unanimously.

**Auditor:** It was proposed by Jen Macartney and seconded by Barbara Wilkes that Christine McNamara be appointed again as honorary auditor. Carried unanimously.

**Reimbursements (Honoraria) for Office Bearers, Auditors and Subscriptions:** No increase this year, agreed by all.

Jenni Wright requested the name of Reimbursement be changed in Xero to reflect that it is actually honoraria.

**Election of Officers:** As there was only one nomination for each of the Office Bearers, they were elected unanimously as follows:

<i>Office</i>	<i>Nominee</i>	<i>Proposer</i>	<i>Secunder</i>
President	Marie Kean	Barbara Wilkes	Dawn Brieseman
Treasurer	Marg Auty	Barbara Wilkes	Marie Kean
Secretary	Barbara Wilkes	Marie Kean	Dawn Brieseman

The following committee members were duly elected:

Election of Committee

Avril Power	Barbara Wilkes	Jen Macartney
Merv Muir	Marie Kean	Jo Burnside
Jen Macartney	Avril Power	Marie Kean
Deirdre Bruce	Marie Kean	Jen Macartney
Lyn McLaren	Jenni Wright	Merv Muir
Jan Methers	Marie Kean	Avril Power
Diane Paterson	Marie Kean	Avril Power

The Chairperson duly declared all nominees duly elected seconded by Denise Tetlow. Carried unanimously.

No nominations were received for the position of Vice President, nomination was requested from the floor with none received.

**General Business:**

- Discussion was held on the changing of some of the rules relating to the removal of the position of immediate past president, adding a new position called Table Card Officer and changing the quorum. It was agreed that the changes to the rules be delayed and discussed further at another special meeting. Christine Samson proposed that the proposed changes to the rules be set aside with further discussion needed. A special AGM will be required to implement the changes, seconded by Chris Wither. Agreed unanimously.
- Jen Macartney proposes that the President can only stand for a term of 2 years after which a new President must be elected. This rule will also be reviewed and implemented at the special AGM.
- Bruce Carter mentioned about the handicaps being updated during a series. Barbara said that handicaps occurs behind the scenes every 3 months.
- Christine Samson would like to thank the outgoing Chairperson and outgoing committee members for all their hard work.
- Val Wilson requested that any reimbursements to members should be paid straight away and not wait to be approved at a meeting.

Meeting closed at 7.22 pm.

**ADDENDUM**

**Committee Composition**

An amendment to the Constitution was proposed at the AGM on 16 October 2023 that would have amended the composition of the Committee. This was not passed. However, the election of officers proceeded as if it had been passed and 7 members were elected as Committee Members instead of 5.

It was noted at the first committee meeting following the AGM that one committee member was the Immediate Past President and so fills that position rather than a Committee Member.

One person has also resigned from the Committee. That person was appointed by the Committee to fill the vacant role of Vice-President (the committee has can appoint people to vacant positions under rule 22 of the Constitution).

This leaves a committee of 5 elected members as required. The appropriate resolutions were passed at the Committee meeting held on 14 November 2023.

The Committee is now:

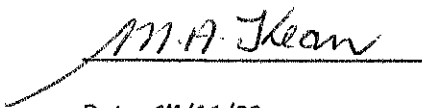
President:	Marie Kean
Vice President:	Merv Muir
Treasurer:	Marg Auty
Secretary:	Barbara Wilkes
Immediate Past President:	Jen Macartney

5 General Committee members:

Deirdre Bruce, Lyn McLaren, Avril Power, Jan Methers, Diane Paterson

Proposed: Marie Kean

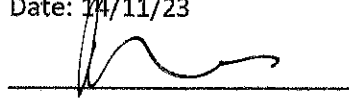
Current President



Date: 14/11/23

Seconded: Barbara Wilkes

Secretary



Date 14/11/23

## Taieri Bridge Club President's Report 2023

This is my fourth year of presidency and I would like to think that I have done a reasonable job, although I say it myself, of nurturing the club into what it is today, a very social and enjoyable place to meet and play bridge.

We have steadily increased the number of tables on a Monday evening but Wednesday and tournaments are not enjoying such good attendances.

As usual we had the Christmas Prizegiving and party which was catered for by Robert, who put on a magnificent spread, thank you very much for all your hard work and to Viv for helping in the background.

Lessons started in March, with Robert as tutor, and we had approximately 25, with most of them finishing the course of lessons but not all joining the club. We then had a series of Tuesday evenings where committee and club members came and gave their time to encourage the beginners and to show them what a normal bridge night entails. The beginners then came through to Monday nights at the beginning of Winter Pairs. I hope Robert will continue to take the lessons next year.

We have been able to hold all of our tournaments this year, albeit with less attendance than prior to Covid. I was disappointed in the numbers especially in the Junior tournament, we have 61 members ranked as Junior by NZ Bridge and only a handful of entrants, perhaps Juniors could let us know why they are not entering the tournament.

We held both our charity tournaments this year. One for the Hospice and the other going to the local Food Bank. We raised approximately \$800 for each.

The fun nights on the long weekends still attract a very good crowd, usually 30 plus members. We have a meal and then play bridge. Marie continues to organise these so thank you for all your hard work.

We celebrated our 50th Anniversary in May this year with an afternoon of bridge and afternoon tea, again catered for by Robert. We invited old and new members to attend and a good afternoon was had by all.

We have had many favourable comments on our newly renovated club rooms during this year, I think it brightens up the mood of everyone if nothing else.

Congratulations to all members who have won club competitions during the year and also members who had success in tournaments elsewhere.

I would like to thank my committee who have worked as a Team. I would like to thank Barbara personally whose hard work in doing all the secretarial work and writing the newsletter, which is always an interesting read. I would also like to thank Jude Smeijers, our computer manager and tournament secretary, for sorting out the technical problems. Also a special mention to Laurie, Derek and committee members who came along to help Robert with the lessons, thank you for your time every week.

I would also like to thank all the members of the club, for whatever little thing they do to make the club survive and if that means only attending and playing that's fine, we wouldn't have a club if no one came to play, but on the other hand we wouldn't have a club if we didn't have a committee.

As this will be my final year as President I would like to thank you all on a personal level, I have enjoyed my years as President but think it is time to hand over the reins to someone new. I wish Marie good luck in the coming year and hope that you, as members, will be as supportive to her as you have been to me.

This performance report has been approved by the quorum at the Annual General Meeting for and on behalf of The Taieri Bridge Club Incorporated.

Date 16 October 2023

Signature



Name Jen Macartney

Position President

Date 16 October 2023

Signature



Name Barbara Wilkes

Position Secretary

# The Taieri Bridge Club Incorporated

*Performance Report for the year ended: 31 August 2023*

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# Entity Information

*Who we are? Why do we exist?*

For the year ended: 31 August 2023

Legal name of entity:	The Taieri Bridge Club Incorporated
Other name of entity (if any):	
Type of entity and legal basis (if any):	Incorporated Society and Registered Charity
Registration number:	CC56377

## Entity's purpose or mission:

To organise games, lessons, matches of the card game of bridge for members and potential members and the wider bridge community.

## Entity structure:

The Taieri Bridge Club is an Incorporated Society. Members elect a committee, which includes President, Vice President, Secretary, Treasurer plus 5 committee members. The main positions are paid a small honorarium and general committee members are volunteers.

## The main sources of the entity's cash and resources:

Revenue is received from members playing subscriptions and table money.

## The main methods used by the entity to raise funds:

A small amount of funds are raised via running bridge tournaments.

## The entity's reliance on volunteers and donated goods or services:

There are many other members in the club who also volunteer their time. Members set-up and run the various weekly sessions on a voluntary basis and assist the teacher at the lessons.

## Additional information:

## Contact details:

Physical address:	10 Wickliffe Street, Mosgiel
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<b>Postal address:</b>	PO Box 53, Mosgiel
<b>Phone/fax:</b>	03 489 3614
<b>Email:</b>	taieribridge@outlook.com
<b>Website:</b>	www.otagosouthland.org.nz/taieri

## Statement of Service Performance

### *What did we do?*

For the year ended: 31 August 2023

### Description of the entity's outcomes:

To facilitate the enjoyment of bridge, plus teach others the skills to allow them to play the game.

Description and quantification (to the extent practicable) of the entity's outputs:	Actual	Budget	Actual
	This year	This year	Last year
To run classes to aid people to learn bridge	17	10	10
Run playing club sessions	154	154	136
Run tournaments for the wider community	3	4	4
Run two charity tournaments per year	2	2	0

### Additional output measures:

### Additional information:



This performance report has been approved by the quorum at the Annual General Meeting for and on behalf of The Taieri Bridge Club Incorporated.

Date 16 October 2023

Signature



Name Jen Macartney

Position President

Date 16 October 2023

Signature



Name Barbara Wilkes

Position Secretary

# Statement of Receipts and Payments

*How was it funded? What did it cost?*

	Notes	Actual This year	Budget This year \$	Actual Last year \$
<b>Operating Receipts</b>				
Donations, fundraising and other similar receipts		1,020		0
Fees, subscriptions and other receipts from members		29,828		29,420
Receipts from providing goods or services		0		0
Interest, dividends and other investment income receipts		1,635		538
Other operating receipts		9,560		3,443
<b>Total Operating Receipts</b>		<b>42,043</b>		<b>33,401</b>
<b>Operating Payments</b>				
Payments related to public fundraising		0		0
Volunteer and employee related payments		7,325		2,992
Payments related to providing goods or services		9,935		4,006
Grants and donations paid		0		0
Other operating payments		26,000		26,646
<b>Total Operating Payments</b>		<b>43,260</b>		<b>33,644</b>
<b>Operating Surplus or (Deficit)</b>		<b>-1,217</b>		<b>-243</b>
<b>Capital Receipts</b>				
Receipts from the sale of resources		0		0
Receipts from borrowings		0		0
<b>Capital Payments</b>				
Purchase of resources		5,565		3,042
Repayments of borrowings		0		0
<b>Increase/(Decrease) in Bank Accounts and Cash</b>		<b>-6,782</b>		<b>-3,285</b>
Bank accounts and cash at the beginning of the financial year		68,561		71,846
<b>Bank Accounts and Cash at the End of the Financial Year</b>		<b>61,779</b>		<b>68,561</b>
<b>Represented by:</b>				
Cheque account(s)		8,433		7,789
Savings account(s)		7,975		16,187
Term Deposit account(s)		45,366		44,465
Cash Float		5		120
<b>Total Bank Accounts and Cash at the End of the Financial</b>		<b>61,779</b>		<b>68,561</b>

# Statement of Resources and Commitments

*What do we own? What do we owe?*

## Schedule of Resources

	This year	Last year
Bank accounts and cash (from Statement of Receipts and Payments)	61,779	68,561
<b>Money held on behalf of others</b>		
Description	Amount	Amount
<b>Money owed to the entity*</b>		
Description	Amount	Amount
GST receivable		0
Accounts Receivable		
<b>Other resources</b>		
Description and source of value (cost or current value required if practical to obtain)	Cost or current value	Cost or current value
Bar Stock	739	577
Buildings Less accumulated depreciation	39,891	42,989
Plant and Equipment	7,347	3,791

## Schedule of Commitments

	This year	Last year
<b>Money payable by the entity</b>		
Description	Amount	Amount
PAYE	77	58
GST Payable	413	446
Accounts Payable	691	66
<b>Other commitments</b>		
Description	Amount	Amount
<b>Guarantees</b>		
Description	Amount	Amount

## Schedule of Other Information

	This year	Last year
Grants or donations with conditions attached (where conditions not fully met at balance date)	Amount	Amount
Resources used as security for borrowings		

# Notes to the Performance Report

## **Note 1: Accounting Policies**

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*How did you do your accounting?*

### **Basis of Preparation**

Taieri Bridge Club Incorporated is permitted by law to apply PBE SFR-C (NFP) Public Benefit Entity Simple Format Reporting - Cash (Not-For-Profit) and has elected to do so. All transactions are reported in the Statement of Receipts and Payments and related Notes to the Performance Report on a cash basis.

### **Goods and Services Tax (GST)**

Taieri Bridge Club Incorporated is registered for GST. Therefore, amounts recorded in the Performance Report are inclusive of GST (if any). GST owing, or GST refunds due as at balance date are shown in the Statement of Resources and Commitments.

## **Note 2: Correction of Errors**

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There were no correction of errors. (Last Year – Nil).

## **Note 3: Related Party Transactions**

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There were no transactions involving related parties during the financial year. (Last Year – Nil).

## **Note 4: Events after Balance Date**

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There were no events that have occurred after the balance date that would have a significant impact on the Performance Report. (Last Year – Nil).

## **Taieri Bridge Club**

### **Audit Review Report to Members**

For the year ended 31 August 2023.

### **Audit Review Report**

To the readers of the Performance Report of the Taieri Bridge Club.

I have reviewed the financial information contained in the Performance Report of the Taieri Bridge Club. The performance report provides information about the performance of the Club and its financial position as at 31 August 2023. This information is stated in accordance with the accounting policies set out in the performance report.

### **Officers Responsibilities**

The Executive of the Taieri Bridge Club are responsible for the preparation of the performance report which gives a true and fair view of the financial position of the Club as at 31 August 2023 and of the performance of operations for the 12 months ended on that date.

### **Auditor/Reviewers Responsibilities**

It is my responsibility to express an independent opinion on the financial report presented by the Officers and report my opinion to you.

### **Basis of Opinion**

A review includes examining, on a test basis, evidence relevant to the amounts and disclosures in the financial report. It also includes assessing the significant estimates and judgements, made by the Executive in the preparation of the financial report, and whether the accounting policies are appropriate to the Taieri Bridge Club, consistently applied and adequately disclosed.

As with most charities, a review is limited in verifying of the completeness of recording for cash sources of income until the funds are banked.

I conducted my review in accordance with generally accepted accounting standards in New Zealand. I planned and performed my review to obtain all the information and explanations which I considered necessary in order to provide myself with sufficient evidence to give reasonable assurance that the financial report is free from material misstatements, whether caused by fraud or error. In forming my opinion, I also evaluated the overall adequacy of the presentation of the information in the financial report.

The audit review has not been carried out under the Auditing Standards Issued by the XRB Board or the NZAuASB as the Taieri Bridge Club are not required to comply with the legal requirement of the Charities Act, being designated as a small charity. The Taieri Bridge Club have applied the review as per their rules and are able to choose who performs the review.

Other than my capacity as reviewer I have no relationship with or interest in the Taieri Bridge Club.

**Opinion**

In my opinion:

Proper accounting records have been kept by the Taleri Bridge Club.

- As far as appears from my examination of these records; and
- The financial report complies with generally accepted accounting practices; gives a true and fair view of the financial position of the Taleri Bridge Club as at 31 August 2023 and the results of its operations for the 12 months ended on that date,

My review was completed on the 1<sup>st</sup> of October 2023 and my opinion is expressed as at that date.

A handwritten signature in black ink, appearing to read 'Christine McNamara', with a stylized flourish at the end.

Christine McNamara CA

**Profit and Loss**  
**Taieri Bridge Club**  
For the year ended 31 August 2023

<u>Account</u>	<u>2023</u>	<u>2022</u>
<b>Trading Income</b>		
Advertising Income	840.00	715.22
Bar Sales	4,666.53	3,907.64
Donations	1,020.00	0
Interest Earned	671.14	232.85
Investment Interest	964.06	305.86
Lesson Income	934.87	486.96
Rent	2,352.19	1,630.40
Subscriptions	6,068.24	5,459.73
Sundry Income	1,701.79	1,097.55
Table Money	19,644.08	18,035.26
Tournament Income	3,334.83	891.31
<b>Total Trading Income</b>	<b>42,197.73</b>	<b>32,762.78</b>
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<b>Gross Profit</b>	<b>42,197.73</b>	<b>32,762.78</b>
<hr/>		
<b>Operating Expenses</b>		
Accounting Software	594.00	618.00
Bank Fees	3.00	3.00
Bar Expenses	341.35	140.00
Bar Purchases	2,935.98	1,431.26
Cleaning Sundry	151.74	105.52
Cleaning Wages	2,578.00	2,392.00
Depreciation	5,108.12	5,062.05
Electricity	3,450.34	3,069.35
Insurance	3,236.66	3,176.66
Kitchen Expenses	1,395.20	1,848.68
Lease Payments	1,286.52	1,192.33
Lesson Advertising	86.96	87.48
Lesson Tutor	600.00	600.00
Levies & Charges	3,708.20	1,952.40
Office Expenses	2,200.12	1,603.10
Playing Materials	1,474.47	952.82
Prizes & Engraving	583.52	516.13
Property Expenses	7,990.14	7,446.80
Reimbursements (Honoraria)	1,472.82	1,000.00
Repairs and Maintenance	114.41	0.00
Sundry Expenses	3,385.09	1,688.38
Supper Expenses	2,695.00	2,490.00
Telephone & Internet	1,015.70	978.49
Tournament Expenses	2,100.42	120.34
Water Rates	318.81	212.33
<b>Total Operating Expenses</b>	<b>48,826.57</b>	<b>38,687.12</b>
<hr/>		
<b>Net Profit</b>	<b>(6,628.84)</b>	<b>(5,924.34)</b>

**Balance Sheet**  
**Taieri Bridge Club**  
**As at 31 August 2023**

Account	31 Aug 2023
<b>Assets</b>	
<b>Bank</b>	
Kitchen Account	196.72
Main Account	8,236.46
Prudent Res - Carpet (Bonus Saver)	7,974.97
Prudent Res - Heating 1 (Term Deposit 2)	10,000.00
Prudent Res - Heating 2 (Term Deposit 3)	19,077.68
Prudent Res - Roofing (Term Deposit 1)	16,288.52
<b>Total Bank</b>	<b>61,774.35</b>
<b>Current Assets</b>	
Accounts Receivable	44.00
Bar Stock	738.67
Cash Float	5.00
<b>Total Current Assets</b>	<b>787.67</b>
<b>Fixed Assets</b>	
Buildings	149,996.00
Less Acc Depn on Buildings	(110,105.04)
Less Acc Depn on Plant & Equipment	(57,037.04)
Plant & Equipment	64,383.73
<b>Total Fixed Assets</b>	<b>47,237.65</b>
<b>Total Assets</b>	<b>109,799.67</b>
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Accounts Payable	690.75
GST	413.06
PAYE Payable	78.65
<b>Total Current Liabilities</b>	<b>1,182.46</b>
<b>Total Liabilities</b>	<b>1,182.46</b>
<b>Net Assets</b>	<b>108,617.21</b>
<b>Equity</b>	
Club Balance	115,246.05
Current Year Earnings	(6,628.84)
<b>Total Equity</b>	<b>108,617.21</b>