



Little Athletics Chelsea

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Annual Report

2010/11



Centre Contact Details

Email Address	chelsea@lavic.com.au
Website Address	www.chelsea.coolrunning.com.au
Postal Address	LITTLE ATHLETICS CHELSEA P.O. BOX 87 CHELSEA VICTORIA 3196
Centre Location	Edithvale Recreation Reserve Edithvale Road, Edithvale, Victoria (Melway Map 93 C9)

Affiliated Clubs

Panthers



Redbacks



Roadrunners



Life members

Little Athletics Chelsea wishes to recognise the following people and to thank them for the very significant time and effort, made over a long period, and that we are indeed grateful that they have contributed to make the Centre what it is today.

Mr Jim Rankin	Mr John Van Echteld	Mr Peter Richardson
Mr Lindsay Best	Mr Brian Gray	Mr Ian Brown
Mr John Ellem	Mr Frank Sullivan (dec.)	Mr Doug Gittens
Mrs Ann Riley	Mr Paul Riley	Mrs Faye Cornwill
Mrs Carol Butterfield	Mr Greg Butterfield	Mr Ian Dornom
Mr Steve Downie	Mr Trevor Sasman	Mr Mark Thomas
Mrs Ros MacInnes	Mr Terry Clark	Mr Ray Fyans
Mrs Elaine Simpson	Mrs Sue Davis	Mrs Liz Scammell
Mr Alan Senior	Mr Michael Stock	Mrs Anne Mellett
Mr Carlo Ballerini	Mr Andrew Holten	Mr Peter Crawford

2010/11 Centre Committee

President: Claudette MacDonald

Vice President: Scott Benton

Secretary: Glen Ward

Treasurer: Ralph Hendricks

General committee: Carlo Ballerini

Stephen Blyth

Sue Hendricks

David Lepair (01/11 onwards)

Dani MacFarlane

George Vryonis

2010/11 Panthers' Club Committee

President: Deborah Jones

Secretary: Pauline Pawsey

General committee: Prue Mitchell, Andrea Holland, Kaih Mitchell, Jake MacDonald

2010/11 Redbacks' Club Committee

President: Michael Cochrane

Secretary: Richard Cullen

General committee: Rachael Dickinson, Ria Fortune, Peter McVay, Stuart Patton

2010/11 Roadrunners' Club Committee

President: Murray Smith

Secretary: Therese Smith

General committee: Carlo Ballerini, Jamie Fleming, Carol Benton, Liam Kelly

2010/11 Centre Roles & Responsibilities

Role	Responsible Person
Registrar	Scott Benton
Kingston City Council Liaison	Stephen Blyth
Event-data Manager	Richard Cullen
Canteen Manager	Sharlene Ashton
BBQ Manager	Pauline Pawsey
WWC Registrar	Sue Hendricks
Facilities Manager	Andrew Holten
Bunnings BBQ Coordinator	George Vryonis
Handbook Editor	Anthony Cafarella
Equipment Manager	Andrew Holten
Uniform Manager	Sue Hendricks
Newsletter Editor	Glen Ward
Starters' Manager	Richard Cullen
Open Day Manager	Anthony Cafarella
Sponsorship Manager	Claudette MacDonald
Media Manager	Greg Russo
Technical Advisor	Scott Benton
SMR Meeting Delegate	Claudette MacDonald
Track Marker	Stuart Patton
Website Manager	Anthony Cafarella
Coaching Manager	Carlo Ballerini
Team Manager (Relays, T & F)	Thomas Ludwig
Team Manager (Cross Country)	Prue Mitchell
On-Track Coordinator	Murray Smith
Ground Announcer	David Lepar
	Michael Stock
Awards Managers	Claudette MacDonald
	Scott Benton
Off Season Promotion	Prue Mitchell
	Dani MacFarlane

Centre President's Report

Claudette MacDonald

As presented at the AGM

Claudette reported that she attended the 3 Club's award nights.

Claudette thanked athletes and parents for tolerating with weather throughout the season. For having supported the Centre by having competed in very difficult conditions with pools of water, plenty of muddy areas, mosquitoes and insects due to the floods and the la Nina. Along with the very muddy shoes and clothing that would have been trying to keep clean.

The athletes were congratulated for competing with their enthusiasm and determination to do well. Claudette reminded athletes about the healthy and fun side of sports and the reason for participating, and some skilled athletes will have the opportunity to make further goals such as Regional Track and Field and then States. We as a Centre are very proud of our athletes and were very excited regarding the number of athletes who tried their best making many Personal Bests and achieving Centre Records.

Claudette then urged the athletes to thank the parents and families for assisting in delivering athletics throughout the season. The parents and families were cheered for their dedication and weekly support to bring athletics to them, the athletes. They were thanked from the easiest and simplest task to the major roles all required and necessary to deliver LAC to the athletes and local community. She reminded members that without the volunteers LAC simply could not happen.

She spoke about the grounds and the completion of the upgrades to the event sites. She reported that we were hoping to have the turf ready for next season with no repeat of the past two seasons issue with KCC. Claudette pointed out to members that they are welcomed to use the facilities through the winter as the grounds are available for use all year round as a community facility. "Come and practice your events" she encouraged the members. Also the track, come and use it to improve your running". New field equipment will be purchased for next season.

Committee members were thanked for their commitment, particularly Glen Ward, LAC Secretary, who worked extremely hard on administering the secretarial paper (computer) trail. To follow on all Committee members were thanked for all their contributions which included countless hours of work due to LAVic, and existing Centre workloads. Some volunteers in their roles were specifically mentioned as to the plentiful amount of hours used through their week to effect their Centre workload.

Centre Secretary's Report

Glen Ward

After the completion of my second year in the role of Centre Secretary I have found the going bit easier after the steep learning curve of the first year. Once again I have been ably assisted by an active and involved Committee and Club Committees. I would especially like to thank Claudette MacDonald who, in her final year as Centre President, has devoted an enormous amount of time and effort into ensuring that the Centre is professionally run in a relaxed atmosphere. She has certainly left the Centre in a better position to move into the future than when she commenced.

The Centre Committee was able to achieve some magnificent outcomes throughout the season despite significant difficulties caused by weather and council works to the midfield. The work done by the Committee promoting athletics and the Centre resulted in a 25% increase in membership which we are encouraged by. The Centre also received a significant amount of positive feedback from members and families and has encouraged the Committee to continue the hard work. The biggest compliment I can hear is that the Centre is well run. I have even heard a few parents who have left because athletics isn't their child's thing, speak with personal disappointment because they believe the Centre is well run. This sort feedback is always welcome (although members leaving isn't!) as well as any constructive feedback about how we can do things better.

I hope to see all of the families back next year and all those athletics smiling and having fun doing the best they can.

Some of the achievements of the Centre and the Committee over the last year were as follows:

- The Centre commenced using the name "Little Athletics Chelsea" to fall in line with Little Athletics Victoria.
- Significant works in conjunction with Kingston City Council to update the Centre's event site including two new shot put areas, extension and resurfacing of the javelin and high jump areas, extension of the discus areas and a new finish line area. Thank you to Stephen Blyth, Anthony Cafarella and everyone else who contributed to making this happen.
- Anthony Cafarella has continued to maintain and develop a very informative and detailed website that is an excellent resource to members and prospective members.
- Emailed newsletters were streamlined and an html template was created to improve the way we communicate with members.
- An SMS service was setup to communicate important information to members or selected members when required.
- The NARS results system was successfully implemented and after a significant amount of work has been used to calculate the season results. Thank you must go to Scott Benton, Richard Cullen and Anthony Cafarella for the work done in this.
- The LAPS program was managed by Prue Mitchell and contributed to a significant increase in membership this season. Thank you to Prue for your effort and to all who assisted her.
- 5 new coached completed the ITCC and weekly coaching sessions were conducted throughout most of the season.

- Relationships have been developed and strengthened with key personnel at Kingston City Council and Chelsea Soccer Club and will assist with negotiating conditions and requirements of our proposed new pavilion. Stephen Blyth has established an effective line of communication directly with these people within council.
- The Centre introduced an Operations Sub-committee that is responsible for developing and considering operational matters. This has significantly reduced the time and effort to decide on operational matters.
- The Centre's Open Day was moved to November and was successfully run with a significant amount of effort put in by Anthony Cafarella.
- The 3rd Chelsea Gift was run and has now become an important feature on the Centre's season calendar. Entry fees were donated to the LA Vic Royal Children's Hospital appeal.
- The Centre also conducted fund raising for Victorian flood victims and the Christchurch earthquake appeals.
- The Centre's management flow chart was improved and strengthened and most positions now have a duty statement.
- The Centre introduced a new award in recognition of the service over many years of Andrew Holten. The inaugural winner of the Andrew Holten Award was Anthony Cafarella, a deserving, passionate and hard working member of the Centre. Andrew's wife Detsy presented the award to Anthony and spoke wonderfully on behalf of Andrew, who was unable to attend, and said some wonderful words about Anthony.

Tasks for 2011/12:

- Finalise the Centre's name change by changing the constitution and banking records.
- Revise and implement updated event rule sheets to more closely resemble LA Vic's rules.
- Develop a manual for the calculation and issuing of Centre awards.
- Improve the way membership data is formatted including accuracy and consistency. Use this data for membership renewal to reduce the work of data entry.

I look forward to the opportunity to serve for a third term as Centre Secretary.

Treasurer's Report

Chelsea Little Athletics Club

For the Year ended 28th February 2011

Statement of Receipts and Payments

Receipts

BBQ	1,343.70	3,942.10
Bunning's BBQ	-	4,199.50
Canteen	10,366.80	4,840.15
Chelsea Gift	408.00	284.50
Interest	631.02	2.38
Memberships	21,968.80	17,909.00
Multi entry fees	-	372.50
Open Day	2,090.00	4,432.15
40th Anniversary	-	2,046.00
Ritchie's IGA	248.72	576.32
Sponsorship		500.00
Grant	1,929.84	4,918.00
Uniforms	2,908.00	3,126.00
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Total Receipts	\$ 41,894.88	\$ 47,148.60

Payments

40th Anniversary		1,872.00
Advertising	-	-
Canteen	8,874.99	8,272.21
Sports coaching	540.00	2,080.00
Committee dinner etc	223.40	789.84
Club Presentation nights	3,130.01	3,838.17
Open Day	3,774.51	
Electricity	1,071.50	864.20
Entrance Fees	146.00	-
Equipment	6,255.27	11,964.09
Software	200.00	740.00
Print, Post & stationery	815.54	75.00
Hire	400.00	239.00
Rent	736.50	715.50
Trophies	1,543.40	2,063.50
Uniforms	2,790.50	3,260.75
VLAA registrations	9,566.00	9,475.00
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Total Payments	\$ 40,067.62	\$ 46,249.26

Total Surplus / (Deficit)	\$ 1,827.26	\$ 899.34
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Chelsea Little Athletics Club

For the Year ended 28th February 2011

Bank Reconciliation

Opening Bank Balance			11,916.11
Plus Receipts		41,265.50	
Less Payments		<u>40,267.62</u>	<u>997.88</u>
Closing Balance 28 February 2011			<u>12,913.99</u>
Balance per bank Statement	Page 363		13,241.99
Add			
Deposits not credited		0	-
Less unpresented cheques			
SMR	1257	7.00	
Australia Post	1266	86.00	
Little Athletics Vic	1268	235.00	
		<u> </u>	<u>328.00</u>
Balance 28 February 2011			<u>\$ 12,913.99</u>

Supplier	Date	Item
IT Stuff Office works	166.41 299.00	Sharp XE-A102 Black Cash Register GBC Combind C110 Bind Machine
Bunnings	199.00	Bosch Cordless Line Trimer
Asus	1,025.00	Laptop Computer & Software

Transactions without any support documentation

Brian Neighbour	1181	6/03/2010	\$ 540.00
Murray Smith	1182	6/03/2010	\$ 230.00
VLAA	1184	13/03/2010	\$ 56.00
A Thompson	1190	4/04/1903	\$ 20.00
Chelsea Football Club	1191	5/04/1903	\$ 400.00
Michael Cochrane	1192	6/04/1903	\$ 195.01
Glen Ward	1193	7/04/1903	\$ 61.31
Trophy Wise	1194	8/04/1903	\$3,787.80
Claudette McDonald	1195	9/04/1903	\$ 66.77
Murray Smith	1196	10/04/1903	\$ 385.21
VLAA	1197	11/04/1903	\$ 124.00
Pauline Landt	1198	12/04/1903	\$ 46.69
Floats	1210	8/09/2010	\$ 700.00
R Hendrix	1215	30/09/2010	\$ 600.00
Sakkas	1233	3/11/2010	\$ 95.00
Partly Zealley	1234	3/11/2010	\$ 155.00
Anne Mellett	1251	13/12/2010	\$ 150.00
Glen Ward	1261	28/01/2011	\$ 131.90
SMR	1264	2/02/2011	\$ 180.00

**CHELSEA LITTLE ATHLETICS CLUB
(CLAC)**

FINANCIAL ACCOUNTS

For the Financial Year ended 28 February 2011

Prepared by

Mekdo Pty Ltd

Registered Tax Agents

662 Nepean Highway Carrum Vic 3197

9772 4084

INDEPENDENT AUDITORS REPORT

TO THE MEMBERS OF THE CHELSEA LITTLE ATHLETICS CLUB (CLAC).

Scope

I certify that I have audited the attached financial statements of the Chelsea Little Athletics Club, for the financial year ended 28th February 2011. The Committee of Management is responsible for the preparation and presentation of the financial statements and the information contained therein. I have conducted an independent audit of the financial statements in order to express an opinion on it to the members of the CLAC.

My procedures include examination, on a test basis, of evidence supporting the amounts and other disclosures in the financial statements, and the evaluation of accounting policies significant accounting estimates. These procedures have been undertaken to form an opinion as to whether, in all respects, the financial statements are presented fairly in accordance with the accounting standards and other mandatory professional reporting requirements (Urgent Issues Group Consensus Views) so as to present a view which is consistent with my understanding of its financial position and the result of its operations.

The audit opinion expressed in this report has been formed on the above basis.

Qualification

It is not practical for me to extend my examination of amounts received from the canteen, BBQ's and other fundraising activities prior to the initial entry of those transactions in the accounting records from the bank statements. Accordingly, the audit of these receipts was restricted to the amounts recorded in the accounting records.

Qualified Audit Opinion

In my opinion, subject to the effects of such adjustments, if any, as might have been determined to be necessary had the limitation discussed in the qualification paragraph not existed, the financial statement present fairly in accordance with applicable Accounting Standards and other mandatory professional reporting requirements for the financial position of the Chelsea Little Athletics Club as at 28th February 2011, and the results of operations for the year then ended.

Michael Philip Meade ACA

Melbourne

20 October 2011

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 28th February 2011**NOTE 1. Statement of Accounting Policies**

These financial statements are special purpose financial report prepared in order to provide accounts which satisfy the requirements of the CLAC constitution to prepare accounts. The committee has determined that the CLAC is not a reporting entity and therefore, as there is no requirement to apply Accounting Standards and other mandatory professional reporting requirements (Urgent Issues Group Consensus Views) in the preparation and presentation of these statements, they have been adopted only to extent shown in Note 1 to the accounts.

The statements have been prepared in accordance with the requirements of the CLAC constitution. They are based upon historical costs and do not take into account changing money values, or expect where specially stated, current valuations of non-current assets.

The accounting policies have been consistently applied, unless otherwise stated.

a) Cash basis of accounting:

In accordance with generally accepted accounting principals for organisations income and expenditure is recorded on a cash basis whereby revenue and assets are recognised when received rather than when earned and expenditure is recognised when paid rather than when the obligation is incurred.

b) Non current assets:

The CLAC does not capitalise assets. All assets purchased are expensed in full in the year of acquisition.

c) Cash flow statement:

As the CLAC accounts are prepared on a cash basis the Association does not prepare a cash flow statement.

These notes form part of the financial statements

Mekdo Pty Ltd

1/662 Nepean Highway

Carrum Vic 3197

Tel/Fax 9772 4084

20th October 2011

The Treasurer**Chelsea Little Athletics Club****Mr. Ralph Hendricks**

Dear Ralph,

Re CLAC 2011 Audit.

I have completed the audit of the CLAC for the financial year ended 28th February 2011 and have provided you with the audited statements.

In relation to the audit opinion, I have issued a qualified opinion as the current system of banking the takings from the Canteen and BBQ etc. can only be substantiated once the funds have been deposited into the bank account. There is no way I can be certain that all takings have been deposited into the bank without some type of receipts till that records all sales from the canteen. As such a system is not available; a qualified opinion is best issued. This qualification does not imply any impropriety of funds of the club but simply states that I was unable to verify whether or not all the receipts have been properly recorded.

Secondly, it is my function to review the accounts prepared by the treasurer. You are required to generate the financial reports being Statement of Receipts and Payments; the listing of income and expenditure; and the bank reconciliation. I have attached all four reports for the 2011 financial year your reference. Please let me know if you require any assistance with the preparation of these reports for the 2012 year.

I have attached a mini-listing of requirements to assist you, and any future treasurer so that the requirements of the office of treasurer is clearly documented and understood by the incumbent.

Regards

Michael Meade

Listing of requirements of the treasurer.

- 1. Pay all suppliers of goods and services.**

All suppliers must furnish an invoice for the goods and services they supply to the Club. The invoice must state the name of the club and the nature of the goods and services supplied.

Where no invoice is furnished, a petty cash docket must be completed outlining the amount being paid, what goods or services are being provided, and who is receiving the payment.

The treasurer function is to pay authorized expense claims, so it is best that a committee member other than the treasurer approves the expenditure and the treasurer then pays the supplier. The segregation of duties between approving an invoice, and the paying the approved invoice is fundamental in the running of a not-for profit organisation.

I understand that the lack of volunteers may impede this objective, but the club must strive to maintain the segregation of approving and paying transactions to ensure the office of Treasurer is not compromised.

2. All disbursements must be recorded in a **Payments Listing** summary. This can be manually recorded in a cash book or electronically by using a spreadsheet. The listing is typically arranged in cheque number order, and has the following details:

Date of Payment

Payee

Particulars of purchase

Cheque number

Amount paid

The listing is then grouped in a column structure with similar expense items in the same column. I have attached the 2011 Payments listing for you reference.

The paid Supplier Invoice or Petty Cash docket needs to be filed in cheque number order for review by the committee members, and the conduct of the annual order. A lever arch file is a good method of storing the paid invoices, and a file can be used for each completed year.

3. All receipts must be recorded in a **Receipts Listing**. This can be manually recorded in a cash book or electronically by using a spreadsheet. The listing is typically arranged in date order, and has the following details:

Date of receipt

Particulars of receipt

Amount

The listing is then grouped in a column structure with similar receipts items in the same column. I have attached the 2011 Receipts listing for you reference.

4. The **Bank Reconciliation** is the summary of the listing of Payments and the listing of Receipts.

Where the Payments listing and Receipts listing have been generated electronically, the bank reconciliation gives an up to date summary of the cash position of the club. This is important to see that the club has sufficient funds to cover its immediate expenditure.

While the bank statement shows the actual balance of funds held at the bank, the Bank reconciliation lists what cheques and deposits have not been presented, and informs the committee of the actual financial position.

5. The **Statement of Receipts and Payments** is a summary of activity undertaken by the club.

Where the Payments listing and Receipts listing have been generated electronically, the Statement of Receipts and Payments gives an up to date summary of the activities of the club.

It is in the best interests of the club that the Treasurer supplies the Statement of Receipts and Payments on a monthly basis and in doing so spreads the workload of the Treasurer evenly over the financial year of the clubs activity.

To simply wait until the end of the financial year to see how the club is operating may be insufficient, as urgent funding requirements may be placed on the Treasurer when the club is dormant over the winter months. The committee is responsible for the financial operations of the club, and the committee will be held responsible if the club enters into any financial obligations that the club cannot finance.