



**Little Athletics Chelsea**

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**Annual Report**

**2011/12**

## Centre Contact Details

Email Address	chelsea@lavic.com.au
Website Address	www.chelsea.coolrunning.com.au
Postal Address	CHELSEA LITTLE ATHLETICS CENTRE 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

# 2011/12 Centre Committee

**President:** Murray Smith

**Vice President:** Scott Benton

**Secretary:** Glen Ward

**Treasurer:** Ralph Hendricks

**General committee:** Stephen Blyth

Anthony Cafarella

Rod Ockerby

Sue Hendricks

Ruby Holten

David Lepair

Dani MacFarlane

George Vryonis

## 2011/12 Panthers' Club Committee

President: Claudette MacDonald

Secretary: Pauline Pawsey

General committee: Prue Mitchell, Andrea Holland, Kaih Mitchell, Kim Cooper, Chez Bertuzzi-Asch

## 2011/12 Redbacks' Club Committee

President: Michael Cochrane

Secretary: Dani MacFarlane

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

## 2011/12 Roadrunners' Club Committee

President: Scott Benton

Secretary: Carol Benton

General committee: Thomas Ludwig, Greg Russo

## 2011/12 Centre Roles & Responsibilities

Little Athletics Chelsea would like to thank the following people for their contribution throughout the season. With the efforts of these people the Centre would not be able to provide the sport to the athletes and members of our Centre.

<b>President</b>	Murray Smith
<b>Vice President</b>	Scott Benton

<b><i>Communications Manager (Secretary)</i></b>	Glen Ward
Newsletter Editor	Glen Ward
Website Manager	Anthony Cafarella
WWC Registrar	Sue Hendricks
Handbook Editor	Anthony Cafarella
Handbook Publisher	Pauline Pawsey

<b><i>Finance Manager (Treasurer)</i></b>	Ralph Hendricks
Registrar	Scott Benton
Bunnings BBQ Manager	George Vryonis
Uniform Manager	Sue Hendricks
BBQ Manager	Pauline Pawsey
Canteen Manager	Sharlene Ashton

<b>SMR Delegate</b>	Murray Smith
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<b><i>Operations Manager</i></b>	David Lepair
Ground Announcer	David Lepair
Program Manager	David Lepair
Event-data Manager	Therese Smith
Age-group Coordinator Manager	<i>vacant</i>
Starters' Manager	Peter McVay
Awards Manager	Murray Smith
Chief Official	Glen Ward

<b><i>Development Manager</i></b>	Murray Smith
Coaching Manager	Dani MacFarlane
On-track Manager	Murray Smith
<b>External competition Manager</b>	Thomas Ludwig
Team Manager	Various
Team Manager (cross country)	Prue Mitchell

<b><i>Facilities Manager</i></b>	Stephen Blyth
Building facilities Manager	Mal Patton
Equipment Manager	Andrew Holten
KCC Liaison	Stephen Blyth
Track Marker	Stuart Patton
Technical advisor	Scott Benton

<b>Marketing Manager</b>	Claudette MacDonald
Sponsorship Manager	Claudette MacDonald
Media Manager	Greg Russo
Community Promotion Manager	Claudette MacDonald
CLAPS Manager	Prue Mitchell

<b>Special events Manager</b>	Anthony Cafarella
Open Day Manager	Anthony Cafarella
Chelsea Gift Manager	Anthony Cafarella
Medallion Day Manager	Anthony Cafarella

## Centre President's Report

It is amazing how my first 12 months as Centre President have gone so quickly. First of all I would like to thank my wife and kids for their support and understanding during the year while I tried to balance work, life and athletics priorities. Secondly I extend a big thanks to the Centre Committee for making this year relatively easy for me. It has been a great pleasure to volunteer alongside a group of passionate and dedicated people who share ideas and visions and work together towards delivering an athletics program for several hundred children in our local community.

I would like to pay special mention to our departing Centre Secretary Glen Ward. He volunteered again for the role back in March 2011 although changes in interests resulted in his child not competing in a single event this season (darn wet weather in November). The Secretary is the linchpin of the Committee and Glen has delivered in a way that is inspirational. Thank you Glen.

While in the mode of thanking people, of course thanks goes out to everyone who helped deliver the athletics program each week. Athletics is a peculiar activity in that it needs more parent help on the sporting field than any other sport. As the parents who were new to athletics that I spoke to on the registration days can now appreciate, I wasn't joking when I said we need your help every week.

Apart from our race starters, finish line officials and recorders, On Track Assistants plus Age Group Co-ordinators, special mention also goes to the following non-Centre committee people who have made a significant contribution to the operation of the Centre outside of our Saturday mornings:

- Therese Smith for entering over 10,000 event results into our computer system which we use to work out end of season awards, and for turning our PB summary in the local Leader newspaper into a LAC article in most weeks
- Greg Russo for getting the big articles into the Leader newspaper
- Prue Mitchell for her role in managing the winter cross-country team as well as delivering an introductory athletics program to about 2000 children in August / September 2011
- Sharlene Ashton and Amy Menhennitt for keeping the canteen supplied and operating
- Pauline Landt for printing many of the season handbooks and for keeping the BBQ supplied and running (mmmm, egg and bacon rolls)
- Thomas Ludwig for handling all the work associated with being our external competition Team Manager
- Last but not least, Andrew Holten who marks the track lanes and is also there every week to start setups, even though his kids have finished doing Little Athletics

Finally, and most importantly, well done to the children who have participated this year. I hope you have had fun trying to accrue PBs and that we will see you back next year. For the U16s, thank you for all your contributions to the Centre over your years of competition. I am particularly proud of the children who represented Chelsea this season at the external competitions as the way in which you presented yourselves was a great credit to yourselves, your families and the Centre.

Our new committee will be working away over winter, planning for the 2012/13 season. For everyone else, until I see you again, adieu!

Murray



## Centre Secretary's Report

At the completion of my third and final year as Centre Secretary, I can look back with some pride at the achievements that have been made by the Centre Committee over that time. I have also made some good friends which is a feature of the way Little Athletics Chelsea operates.

A particular highlight was receiving a Merit award in Shepparton for achieving 13<sup>th</sup> highest Centre in Victoria for 2010/11. The previous year the Centre finished in the sixties so the improvement is a testament to the hard work of many people.

The Centre has developed a close relationship with the City of Kingston which has resulted in an improvement in the way we communicate and has also seen many improvements to our facilities. The Centre will be a co-tenant in a new pavilion which will commence construction towards the end of this year.

The Centre also now has a strong management structure that will hopefully stand the test of time. Thanks must go to previous Centre Presidents, Claudette MacDonald and Jeremy Moger for their involvement in this long-term process. As well as this we have adopted and strengthened a Centre Constitution which governs the way we operate. Currently we are negotiating with LA Vic and may have to change the title of this to a "Deed" but we have been reluctant to move away from the principles of this document as it now serves our needs well whilst fulfilling our affiliation requirements with LA Vic.

Coaching and athlete development has been a big focus and the Centre has successfully recruited several former athletes to assist with this. The On Track program continues to be successful and has been well run by Murray Smith. Older athletes have been attending weekly coaching which has been assisted by many volunteer coaches and well run by Dani MacFarlane.

The Centre is in a healthy financial state and I would particularly like to give credit to Ralph Hendricks for his work as Treasurer. Ralph has committed to attending weekly despite poor health and rarely watches his children compete so as to attend to his tasks. Sue Hendricks has ably assisted Ralph and is similarly committed to the uniform shop and also acts as a pseudo-receptionist/concierge for the Centre. This canteen has been managed well by Sharlene Ashton with many helpful assistants and the BBQ well run by Pauline Pawsey. Both of these operations return healthy revenue to the Centre which reduces fees.

Claudette MacDonald has done an excellent job as the Marketing Manager attracting several large sponsorship deals, several grants and she oversaw the media and community promotion programs. The school program was downgraded by LA Vic this season and LAC ran its own program called CLAPs which reached almost 2,000 primary school children. Prue Mitchell must be thanked for her hard work running this program. The Centre received several media articles this season thanks to the experience and work of Greg Russo and Therese Smith must be thanked for submitting the weekly PB lists as well.

Anthony Cafarella is probably the Centre's greatest asset currently and his work must be thanked. Besides his enormous work as Special Events Manager which involved organising the Open Day and

Gift, Anthony edits the handbook and maintains the website. On top of this Anthony provides a wealth of technical advice and a lot of innovation to the Centre. I intend to stay on the Centre Committee next season, so as to ensure Anthony is nominated for a Life Membership, which he absolutely deserves.

The Centre has also made several contributions to the LA Vic online registration process and Scott Benton deserves thanks for his hard work preparing reports and feedback so as to improve this inadequate system.

Thank you to Therese Smith for her hard work entering results and preparing event sheets every week. David Lepair deserves praise for his effort redesigning the program. The weekly meets are run far more efficiently and are now more balanced across the season. The Committee has already been discussing some more improvements, based on feedback, to the way our meets are conducted for next season.

It is with great pleasure that I was able to nominate Richard Cullen for Life Membership of the Centre. Richard is a selfless, dedicated person and has contributed significantly and diligently to the Centre over a period of ten years. Amongst other things Richard ran the On Track program for several years, volunteered as a starter, acted in the role of Redbacks Secretary and performed the Event-data Manager role which involved hours of meticulous results entry every week. I am certain that his election to Life Membership will be successful.

Also well done to Murray Smith for the way he conducted himself as President in his inaugural year. I'm sure he enjoyed himself and his input and workload have been immense. Thank you also to the rest of the Committee for your support and assistance.

Finally, well done to all of the athletes for your hard work and for your spirit of competition and your cooperation with the officials. You're the reason we're all here and it's great to see you enjoying yourselves and doing the best you can in the sport you love.

Glen

## Treasurer's Report

During the season the Centre's constitution was changed so as to allow the Annual report to be tabled at the AGM whilst still fulfilling the obligations of the Little Athletics Victoria Financial Regulations. As LA Vic do not have a specified period that Centres must consider a financial year, it was decided that the Financial year at Little Athletics Chelsea shall be considered as follows:

The Financial Year of the Centre shall Commence at the conclusion of the Annual General Meeting and conclude at the completion of the following Annual General Meeting.

So as to facilitate reporting it was also decided that the following shall be presented at the AGM:

Audited Financial Report from the last completed Financial Year of the Centre;

Auditor's Report from the last completed Financial Year of the Centre, and;

Financial Compliance & Well-Being Declaration.

Therefore this Annual Report contains the 2010/11 financial statement and Auditor's report as the current financial year has not yet been completed. The 2011/12 statement will be made available to members when completed, as well being distributed to LA Vic and will be included in next year's Annual 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
<b>Total Receipts</b>	<b>\$ 41,894.88</b>	<b>\$ 47,148.60</b>

**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
<b>Total Payments</b>	<b>\$ 40,067.62</b>	<b>\$ 46,249.26</b>
<b>Total Surplus / (Deficit)</b>	<b>\$ 1,827.26</b>	<b>\$ 899.34</b>

Chelsea Little Athletics Club

**For the Year ended 28th February 2011**

**Bank Reconciliation**

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

<b>Supplier</b>	<b>Date</b>	<b>Item</b>
IT Stuff	166.41	Sharp XE-A102 Black Cash Register
Office works	299.00	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

**LITTLE ATHLETICS CHELSEA  
(LAC)**

**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 LITTLE ATHLETICS CHELSEA (LAC).****Scope**

I certify that I have audited the attached financial statements of the Chelsea Little Athletics Club, for the financial year ended 28<sup>th</sup> 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 LAC.

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 under taken 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 28<sup>th</sup> 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 28<sup>th</sup> 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 LAC constitution to prepare accounts. The committee has determined that the LAC 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 LAC 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 LAC does not capitalise assets. All assets purchased are expensed in full in the year of acquisition.

c) Cash flow statement:

As the LAC 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***

**20<sup>th</sup> 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 28<sup>th</sup> 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.