

Park Orchards Tennis Club Inc – Annual Book of Reports 2013

PARK ORCHARDS TENNIS CLUB INC NOTICE OF ANNUAL GENERAL MEETING

Notice is hereby given of the 47th Annual General Meeting of this Club to be held in the Clubhouse on:

Wednesday 26th June 2013 at 7.30 pm

AGENDA

1. Apologies
2. Minutes of the 46th Annual General Meeting 27th June 2012
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. Senior Competition Report
 - c. Junior Competition Report
 - d. Midweek Ladies Reports
 - e. Social Report
 - f. Night Report
 - g. Twilighters Report
 - h. Treasurer's Report
 - i. Auditor's Report
5. Election of Office Bearers:
 - a. President
 - b. Vice-President
 - c. Honorary Secretary
 - d. Honorary Treasurer
6. Election of 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 – Changes to the Constitution (POTC Rules)
9. General Business – None proposed

**President – Andrew James
Honorary Secretary – Mark Hughes
1 Dalry Avenue, Park Orchards 3114
10 June 2013**

Park Orchards Tennis Club Inc – Annual Book of Reports 2013

**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 26th June 2013.

POSITION OF _____
NAME OF NOMINEE _____
NAME OF PROPOSER _____
NAME OF SECONDER _____

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

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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 26th June 2013.

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 _____ 2013

Park Orchards Tennis Club

PARK ORCHARDS TENNIS CLUB INCORPORATED
MINUTES OF THE 46th ANNUAL GENERAL MEETING 26th JUNE 2012

Prior to the start of the Annual General Meeting, a defibrillator training session was held for those present. Special thanks to Jo James for her time and expertise in providing the training.

OPEN: 7.10pm

PRESENT: Bob Hadley, Jo James, Trevor Street, Chris Saliba, Alex Goetzke, Andrew James, Simon Mudditt, Margaret Mudditt, Ann Gackenheimer, Ted Brooks, Stuart Todero, Daniel DiConza, Peter White, George Macrokanis, Julie Mill, Fiona Kulesz, Tony Gibson, Mark Hughes, Tim Shepherd, Chris Smith

APOLOGIES: Richard Gackenheimer, Tammy Hughes, Glenda Fullard, Bob Britton, John Kulesz, Anne Biazzotto

MINUTES OF PREVIOUS AGM:

Read and approved.

Proposed: Bob Hadley

Seconded: George Macrokanis

BUSINESS ARISING FROM MINUTES: Nil

CONSIDERATION & ADOPTION OF REPORTS:

President's 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.

Two long standing items now resolved – replacing courts 1 & 2 and the clubhouse roof fixed. This allowed some focus and investment toward other upgrades. Special thanks to Steve Scott and Ted Brooks for their contribution. The club is now focused on broader renovation plans for the clubhouse. In presenting the report it was noted that club membership is falling in general across most clubs in the region.

Andrew James – June 2012

Proposed: Tony Gibson

Seconded: Ann Gackenheimer

TREASURER'S REPORT:

The Treasurer reported that the POTC had a net surplus of \$9412.59 for the 2011/12 financial year. This was down from \$28,435.69 the previous year.

Proposed: Andrew James

Seconded: Chris Saliba

Park Orchards Tennis Club Inc – Annual Book of Reports 2013

ADOPTION OF ALL OTHER REPORTS:

All remaining reports which formed part of the Annual General Reports for the 2012 AGM were taken as read and accepted.

Proposed: Mark Hughes
Seconded: Simon Mudditt

ELECTION OF OFFICE BEARERS AND MANAGEMENT COMMITTEE:

Role:	Nomination:	Proposed:	Seconded:
President	Andrew James	No other nominations	
Vice-President	Julie Mill	No other nominations	
Secretary	Mark Hughes	No other nominations	
Treasurer	Richard Gackenheimer	No other nominations	

General Management Committee:

Twilighters	Peter White
Facility Manager	Bob Hadley
Senior Convenor	Chris Saliba
Junior Convenor	Robyn Mayo
Tuesday Convenor	Ann Gackenheimer
Wednesday Convenor	Sue Waugh
Thursday Convenor	Glenda Fullard
Night Convenor	Fiona Kulesz

General Committee (Additional members):

Tony Gibson, Bob Britton, Alex Goetzke, George Macrokanis, Daniel Diconza, Stuart Todero, Tim Shepherd

Proposed: Julie Mill
Seconded: Mark Hughes

AUDITOR: Campbell Bennett
Proposed: Mark Hughes
Seconded: Peter White

SPECIAL BUSINESS:

The General Committee's recommendation for a fee increase was approved unanimously.

Fee increases for the 2013 membership year will be as detailed in the book of reports with one editorial change – "Intermediate" membership should read "student" membership.

GENERAL BUSINESS:

Certificates of appreciation were presented by the President to Steven Scott and Ted Brooks for their contributions to the tennis club over the last 12 months.

MEETING CLOSED: 7.45PM

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

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

2013

PRESIDENT'S REPORT

Welcome to the 2012-2013 President's report.

It has been another very successful year for our iconic Club, with a solid financial return and good progress made on the proposed redevelopment.

Firstly, I wanted to pass on my deep gratitude and appreciation to our wonderful support Committee, who continue to give of their time so we can enjoy such a wonderful Club. Thank you. Special mention to Richard "The Gack" Gackenheimer, who is retiring as our Treasurer after giving fantastic loyal service for the last five years. Richard's legacy resides in providing the Committee with the most fantastic reports each month, always perfectly balanced and his support will be missed. On behalf of the POTC, thank you Richard and you can now get back to just being a Twighlighter again!

The Club continues to be financially well managed, making a surplus again this year and we have a strong Balance Sheet the envy of other sporting clubs.

Following a lengthy review during the year, the Club ceased affiliation with Tennis Victoria, and as part of this change took up its own injury insurance cover for all members. All the relevant details of the cover, and claims process can be found on our website. This change has also had a positive impact on our financial position this year.

We will be starting to utilise some of our member reserves in the upcoming years with significant redevelopment proposed. Membership remains in the Top 20 of all Tennis Clubs in Victoria. The Twilights continue to be a driving force in recruiting new members to the Club and providing some of the more mature members a haven for continued social competition. Thanks to Tony "The Skipper" Gibson for his continued dedication and stewardship of this hearty group.

During this Financial year, the Club submitted a detailed proposal to the Manningham City Council's Budget Review Process. In this submission, POTC sought for inclusion into the Budget for funding in order to assist with completion of following two redevelopment projects;

1. Tennis Clubhouse Redevelopment expected to cost circa \$75,000 to \$100,000 and;
2. Building of a Hit-up Wall for Club and Community use, cost circa \$15,000

Unfortunately, whilst the projects had general support, no commitment of funding was provided for the redevelopment, at this time, or at anytime into the future. We did however receive notional support for a Hit-up Wall and the Club will proceed to a design phase. We do still need to find a suitable area that allows for its development, but will continue to work towards a solution.

Park Orchards Tennis Club Inc – Annual Book of Reports 2013

Whilst the decision from Council was disappointing, the Club is still committed to pushing ahead with the redevelopment. Our next step in the process is to now submit appropriate plans to Council to secure Planning Permit approval.

Another of our proposals being considered at present is the improvement of security and membership management systems. We have received submissions from three companies in regard to the installation of an Electronic Key/Fob System. This initiative would replace the current manual key based access with an all encompassing swipe card system to the Courts and Clubhouse. This type of System removes the need for keys and allows the Club enhanced membership renewal processes. This type of secure system has recently been implemented at other Tennis Clubs, with good levels of member support for the program. The approximate cost of this initiative is circa \$12,000.

Other initiatives completed during the year include;

- Replacement/refurbishment of the Bathroom vanities;
- Website improvements. We will also soon be able to take secure payments for membership renewals vi this medium;
- Provision of a Coffee Machine for use during Competition times;
- Provision of CPR and Defibrillator training for Committee/Members;
- Installation of security sensor lighting;

Our Courts continue to play well due to a regular maintenance program and there has been other numerous general maintenance issues resolved during the year. Thanks to Bob Hadley and his team for their continued contribution and tireless hours of voluntary service.

The Club is also looking into the provision of some Merchandising with a range of shirts etc and look forward to releasing these soon.

Moving forward we shall continue to drive the Tennis Club redevelopment for the enjoyment of all members. We are fortunate to have the cash reserves available to fund the projects in their entirety, but will also seek external financial contributions to assist where possible.

Many thanks again to Club Coach, Chris Saliba, who continues to develop the professionals of tomorrow and manage the involvement of our competitive teams. Chris has a very popular following in our Community from the very little kids, right up to the very mature elders. We all appreciate your continued tutelage.

I look forward to presiding over another successful year and wish to thank all the members and their families for the continued community support.

Andrew James
President - Park Orchards Tennis Club
June 2013

Senior Competition - Saturday

The club is fielding one team in the current Winter Saturday afternoon competition.

Eastern Region Tennis has changed the competition format so that there is no longer a Mixed section and there is now only an Open format, which is any combination of male and female players in a team.

The club has a team currently playing in Open Sets 12.

In addition to this competition on Saturday afternoon, there is a Singles/Doubles format also available.

Any members who are interested in putting a team together to play in the Saturday afternoon competition, please contact Chris Saliba to get started.

The next season will be Summer commencing in October and team entries will be required around July.

Chris Saliba
Senior convenor (& Club Coach)

Mid Week Ladies – Tuesday (M.E.M.R.L.T.A.).

We had a successful Summer Season, with 2 teams (out of 4) making the Semi--Finals A3, A8 GOLD.

Now we are looking forward to an even better Winter Season. '13 with 4 teams entered Again. Good luck Girls.

Ann Gackenheimer , TUESDAY CONVENOR.

Mid Week Ladies – Thursday

Season 2, 2012 - Our club had four teams competing this season with section 5 ending as runners up in the grand final. Congratulations to those girls, well done.

Season 1, 2013 - We have four teams currently playing and at this stage section 2 are 3rd on the ladder and section 5 is on top of the ladder. Grand final to be played on 6th June. Good luck and best wishes to all the ladies.

Season 2, 2013 - Season 2 commences on 27th June and we will have 4 teams competing. Hope everyone enjoys the season.

Glenda Fullard Thursday convenor.

2013 Men's Twilight Tennis 33rd Season

The Twilighters have been a traditional part of our club for 33 years. The formula of moderately competitive social tennis, after-match conviviality and general bonhomie continues to be popular. Wednesday nights sees most courts occupied with the prime of Park Orchards menfolk enjoying social tennis throughout Winter and a slightly more formal summer season .

The 33rd season attracted 80 entrants to the 12 week summer season including 6 new members. 12 teams fought out the summer season with Mal Foster's (Heyfield Hobs) looking strong through the season. Come Grand Final night on May 9th, the winning team of Mal Foster (captain), Frank Magnano, Theo Tsatas, John Belic and the new boys Adam Bosna and Tim Johnson eventually prevailed over John Gayfer's (Gympie Gimps) by 34 to 14 games.

The traditional sumptuous Grand Final Dinner kept everyone happy thanks to Mark Dimech and his band of mini master chefs. The award presentations recognised the season highlights and culminated in John Gayfer handing over the prestigious Golden Racket to Alan Williamson for 2013.

The end of season trip from May 16-19 was another winner with 33 starters enjoying a long weekend in Mooloolaba. The usual competitive urges were evident at barefoot bowls, the golf course, a trip to the Go-Kart track and on the beach. The new guys were welcomed to the trip in the usual manner and Trevor Street was inducted into the hall of fame. Overall, a healthy male bonding experience was had by all.

We held a number of social dinners in August and December with enthusiastic attendees (eventually !) and plan to continue the good fun nights through 2013.

A big thanks to Bob Hadley, Peter White, Trevor Street and John Gayfer for their refreshment expertise and to Frank Magnano for providing the weekly raffle prize. Bob continues his sterling work as the POTC clubhouse manager with the able assistance of Peter White and Bob Britton.

Twilighters will continue to enjoy the club throughout winter with casual social tennis on a Wednesday night.

If you enjoy good company and a social night with tennis for all levels contact

Tony Gibson

9874 4013

Bob Hadley

9876 3426

Park Orchards Tennis Club Inc – Annual Book of Reports 2013

PARK ORCHARDS TENNIS CLUB INC.

TREASURER'S REPORT – 2013

I have great pleasure in presenting my Report to the Annual General Meeting.

The Statement of Financial Performance, together with the Auditor's report to the Members has been presented to the Committee.

The 2013 year resulted in a net surplus of \$18,784.60, up from \$9,412.59 in the 2012 year. Total receipts were down just \$1,096 whilst expenditure decreased by \$10,468. The main expenditure items were as follows:

- Purchase of tennis balls - \$3,960 as against \$8,800 in 2012
- Insurances - \$8,493 as against \$13,267 in 2012.

Subscriptions were up on the previous year in all categories, the total being \$38,444 up from \$34,623. Increases in each category were as follows:

- Family - \$1,380
- Seniors - \$1008
- Twilighters - \$480
- Students - \$380
- Juniors - \$573.

In addition to the above the Club spent \$1,499 on Capital items, including:

- Vanity Units for Men's & Ladies - \$1,020
- Two new tennis nets - \$390.

Our Cash reserves at the end of April 2013 were \$217,642, compared to \$200,357 at the same time in 2012. Interest earned on our Term deposit for the year amounted to \$7,313.69.

Once again, I would like to thank all the convenors for their assistance with the collection of ball money, and ensuring that all competition players are financial members of the Club. Thanks also to the night tennis reps for their collection of fees and their organisation.

As I am retiring from my four year stint as Treasurer of your Club, I would like to thank you all for your assistance over the last four years. It has been my privilege to be of service to the Club, and I wish the incoming Treasurer all the best for his future endeavours..

Richard Gackenheimer
Honorary Treasurer

Park Orchards Tennis Club Inc – Annual Book of Reports 2013

Balance Sheet

As of April 2013

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Assets		
Current Assets		
Cash On Hand		
Cheque Account	\$32,300.99	
Total Cash On Hand		\$32,300.99
Term Deposits		
Term Deposit 1	\$185,341.40	
Total Term Deposits		\$185,341.40
Total Current Assets		\$217,642.39
Fixed Assets		
Clubhouse at Cost	\$73,386.20	
Furnishing & Equipment at Cost	\$21,762.11	
Courts & Equipment	\$47,727.62	
Lighting - Court	\$37,556.00	
Total Fixed Assets		\$180,431.93
Total Assets		\$398,074.32
Liabilities		
Net Assets		
		\$398,074.32
Equity		
Member's Funds	\$379,289.72	
Current Year Earnings	\$18,784.60	
Total Equity		\$398,074.32

Park Orchards Tennis Club Inc – Annual Book of Reports 2013

Profit & Loss Statement

May 2012 through April 2013

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Income		
Subscriptions		
Subscriptions - Family	\$4,620.00	
Subscriptions - Senior	\$21,559.50	
Subscriptions - Twilighters	\$8,580.00	
Subscriptions - Student	\$1,040.00	
Subscriptions - Junior	\$2,645.00	
Total Subscriptions		\$38,444.50
Night Receipts		
Receipts - Teams & Twilighters	\$16,645.80	
Total Night Receipts		\$16,645.80
Other Receipts		
Junior Ball Fees	\$1,260.00	
Senior Ball Fees	\$2,440.00	
Sale of Balls (New & Old)	\$263.00	
New Account		
Visitor Fees, Crt Hire & Light	\$129.20	
Tennis Vistoria		
Keys	\$520.00	
Light Money	\$411.15	
Non-mem Coach Fee	\$435.00	
Lions Club - Donation	\$300.00	
Ritchies Store Donation	\$222.06	
Total Other Receipts		\$5,980.41
Total Income		\$61,070.71
Cost of Sales		
Gross Profit		
		\$61,070.71
Expenses		
General Payments		
Tennis Balls	\$3,960.00	
Clubhouse Expenses	\$6,575.29	
Team Entries, VTA Fees	\$2,785.00	
Electricity	\$4,053.94	
Water	\$218.03	
Gas	\$1,035.46	
General Expenses	\$64.38	
Printing, Stationery, Postage	\$554.30	
Insurance - General	\$8,493.30	
Telephone	\$546.91	
Webpage	\$683.00	
Outside Crt Hire	\$150.00	
Repairs & Maintenance		
Maintenance - Courts	\$6,400.39	
Maintenance - Equipment	\$71.50	
Maintenance - General	\$2,787.50	
Maintenance - Lighting	\$2,431.00	
Total Repairs & Maintenance		\$11,690.39
Other Payments		
Liquor Licens/Business Affairs	\$209.80	
P.O. Men's Twilight Tennis	\$8,580.00	
Non-Recurring Expenditure		
Term Deposit 1	\$20,000.00	
Total Expenses		\$69,599.80
Operating Profit		
		-\$8,529.09
Other Income		
Interest Income - Term Deposit	\$7,313.69	
Transfer from Chq Account	\$20,000.00	
Total Other Income		\$27,313.69

Park Orchards Tennis Club Inc – Annual Book of Reports 2013

Other Expenses

Net Profit / (Loss)

\$18,784.60

PARK ORCHARDS TENNIS CLUB INC.

Auditors Report to the Members

The records of the Park Orchards Tennis Club Inc. comprise cash receipts and cash payments records, including banking records. Due to the nature of the Club's operations, it is not practicable to carry out audit procedures to ensure that all income due and receivable has in fact been received and correctly recorded in the books of account.

My testing has been limited to the amounts recorded in the books of account.

I have also not undertaken any testing in respect of the carrying values of fixed assets as recorded in the Balance Sheet.

Subject to the above, it is my opinion that the attached Profit & Loss Statement for the year ended 30th April 2013 and the accompanying Balance Sheet as at 30th April 2013 are in accordance with the accounting records of the Club and are properly drawn up so as to give a true and fair view of the state of affairs of the Club as at 30th April 2013 and the result of the Club's operations for the year ended on that date.



Campbell James Bennett, B. Comm., CA., CTA
Honorary Auditor
8th May 2013

Park Orchards Tennis Club Inc – Annual Book of Reports 2013

PARK ORCHARDS TENNIS CLUB INC.

Statement of Financial Position
as at
30th April 2013

	\$	2013 \$	\$	2012 \$
Members Funds -				
Opening Balance	379,289.72		369,877.13	
Net Surplus for the year		<u>18,784.60</u>		<u>9,412.59</u>
Total Members Funds		<u>398,074.32</u>		<u>379,289.72</u>
Represented by:				
Current Assets				
Cheque Account	32,300.99		42,329.08	
Term Deposit		<u>185,341.40</u>		<u>158,027.71</u>
		217,642.39		200,356.79
Non-Current Assets				
Clubhouse - At Cost	73,386.20		73,386.20	
Furnishings & Equipment - At Cost	21,762.11		20,653.11	
Courts & Equipment - At Cost	47,727.62		47,337.62	
Court Lighting - At Cost		<u>37,556.00</u>		<u>37,556.00</u>
		<u>180,431.93</u>		<u>178,932.93</u>
Total Assets		<u>398,074.32</u>		<u>379,289.72</u>

Park Orchards Tennis Club Inc – Annual Book of Reports 2013

**Statement of Financial Performance
for the
year ended 30th April 2013**

		2013		2012
	\$	\$	\$	\$
Receipts -				
Subscriptions				
Family	4,620.00		3,240.00	
Senior	21,559.50		20,551.00	
Twilighters	8,580.00		8,100.00	
Student	1,040.00		660.00	
Junior	<u>2,645.00</u>		<u>2,072.00</u>	
		38,444.50		34,623.00
Night Receipts -				
Teams & Twilighters	<u>16,645.80</u>		<u>14,603.95</u>	
		16,645.80		14,603.95
Other Receipts -				
Junior Ball Fees	1,260.00		1,315.00	
Senior Ball Fees	2,440.00		3,070.00	
Sale of Balls	263.00		107.00	
Visitor Fees	129.20		162.50	
Keys	520.00		540.00	
Junior Fund Raising	0.00		3,735.00	
Fines & Other	0.00		85.00	
Insurance Claim	0.00		730.00	
Light Money	411.15		348.00	
Phone Revenue	0.00		0.00	
Non-Member Coach Fee	435.00		465.00	
Lions Club Donation	300.00		300.00	
Ritchies Store Donation	<u>222.06</u>		<u>249.75</u>	
		5,980.41		11,107.25
Bank Interest -				
Cheque Account			-	
Term Deposit	<u>7,313.69</u>		<u>9,146.25</u>	
		<u>7,313.69</u>		<u>9,146.25</u>
Total Receipts		<u>68,384.40</u>		<u>69,480.45</u>

Park Orchards Tennis Club Inc – Annual Book of Reports 2013

**Statement of Financial Performance
for the
year ended 30th April 2013**

	\$	2013	\$	2012
		\$		\$
Total Receipts brought forward		68,384.40		69,480.45
Less Payments -				
General				
Tennis Balls		3,960.00		8,800.00
Clubhouse Expenses		6,575.29		5,806.68
Team Entries, Fines, VTA Fees		2,785.00		2,275.00
Electricity		4,053.94		3,606.33
Gas		1,035.46		515.40
Water		218.03		316.33
General Expenses		64.38		1,750.00
Printing, Stationery, Postage		554.30		562.25
Insurance - General		8,493.30		2,848.56
Insurance - Tennis Victoria		0.00		10,418.00
Membership Refund				21.00
Outside Court Hire		150.00		150.00
Keys & Locks				616.90
Telephone		546.91		527.20
Webpage		<u>683.00</u>		<u>586.00</u>
			29,119.61	38,799.65
Repairs & Maintenance				
Courts		6,400.39		8,194.96
Equipment		71.50		38.50
Lighting		2,431.00		1,628.00
General		<u>2,787.50</u>		<u>3,060.35</u>
			11,690.39	12,921.81
Other -				
Gifts/Donations				-
Liquor License/Business Affairs		209.80		246.40
P.O Mens Twilight Tennis Club		<u>8,580.00</u>		<u>8,100.00</u>
			<u>8,789.80</u>	<u>8,346.40</u>
Total Payments			<u>49,599.80</u>	<u>60,067.86</u>
Net Surplus (- Deficiency) for the year		<u>18,784.60</u>		<u>9,412.59</u>

Park Orchards Tennis Club Inc – Annual Book of Reports 2013

Notes to and forming part of the financial statements for the year ended 30 April 2013

Note 1. Statement of 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 [Vic]. The committee has determined that the association is not a reporting entity.

The financial report has have been prepared in accordance with the requirements of the Associations Incorporation Act [Vic] and the following Australian Accounting Standards.

AAS 1 Profit and Loss or Other Operating Statements

AAS5 Materiality

AAS 8 Events Occurring After Reporting Date

No other Australian Accounting Standards, Urgent Issues Group Consensus Views or

other mandatory professional reporting requirements have been applied.

The financial report has been prepared on a cash basis and 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.

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 2013 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..... Richard Gackenheimer

Dated: 11th June 2013

**Park Orchards Tennis Club Inc – AGM 2013
Special & General Business Items**

8 Special Business – Changes to the Park Orchards Tennis Club Constitution

BACKGROUND

Park Orchards Tennis Club Constitution (Rules of Incorporation) were last updated in June 2009. These were customized rules based on the *Associations Incorporation Act 1981*

The following is an extract from the Consumer Affairs Victoria website:

On 26 November 2012, the Associations Incorporation Reform Act 2012 (and its associated Regulations) replaced the Associations Incorporation Act 1981.

The new Act includes 'transitional arrangements' to help associations adjust to the new laws. These are outlined below.

Status of the incorporated association

Any association incorporated under the old Act remains so under the new Act. The incorporation date is not affected and the certificate of incorporation remains valid.

Statement of purposes

Your association's statement of purposes is now automatically deemed to be part of its rules.

If an association applies to change its rules, its statement of purposes must be included in its proposed new rules.

Rules

There are now new items that your association's rules must address. These are:

- the association's name and purposes
- members' rights and obligations
- procedures for resignation and cessation of membership
- the process for appointment and termination of the secretary
- preparing and keeping minutes of general and committee meetings
- enabling members to access minutes of general meetings, including financial statements submitted at a general meeting
- right of members' access (if any is specified in the rules) to committee meeting minutes.

Associations using their own rules

If your association uses its own rules (that is, not the model rules), **these continue to be valid**, but once members decide to make any changes, the rules must also address every item required under the new laws. In the meantime, if there is an inconsistency between your association's existing rules and the new Act, the requirements of the new Act apply.

**Park Orchards Tennis Club Inc – AGM 2013
Special & General Business Items**

The transition must be completed by November 2013 so the General Management Committee has reviewed the changes necessary and has updated our Club's constitution to reflect the new clauses and provisions as stated under the Reform Act.

A complete copy of the new Rules is included as a separate document to this book of reports.

PROPOSAL

The General Management Committee recommends that the New Rules for the Park Orchards Tennis Club are adopted as explicitly detailed in Annex A to the 2013 POTC Book of Reports.

9 General Business – None Proposed