



## Kiama Downs SLSC

### Minutes

17 November 4.00 pm

**Meeting opened:** 4.02 pm

**ATTENDANCE:** Cameron Mitchell, Ella Cleal Cook, Ben Woods, Polly Gazzard, Lily Gazzard, Archie Weir, Trina Jensen, Josh Douglas, Brett Schweitzer, Julie Orellana

**APOLOGIES:** Bob Sinclair, Noelene Sinclair, Gary Trudgett

**PREVIOUS MINUTES:** October minutes to be accepted

Moved: Ben Woods

Seconded: Ella Cleal Cook

Carried

**BUSINESS ARISING FROM MINUTES: (discuss or defer to GB)**

- Nil

### COMMITTEE MEMBER REPORTS:

**PRESIDENT:** (Brett)

- Shannon Fox and Sue Hunt elected in State AGM
- Branch council meeting tomorrow night, Branch champs' decision to be made at this meeting. May move from February 22/23 weekend to 15/16 weekend. Everyone is in favor at meeting to host if it moves to 15/16 weekend.

**VICE PRESIDENT:** (Trina) Nil to report

**SECRETARY:** (Noelene) Nil to report

**TREASURER:** (Gary) Report emailed to Committee

- Motion to accept last year's financial report – moved Brett, seconded Trina, carried.

**ASSISTANT TREASURER :** (Julie) Report emailed to Committee

**CLUB CAPTAIN:** (Josh)

- Advanced IRB course was held and went well
- Need to get patrol roster updated with all SRC on roster.

**VICE CLUB CAPTAIN:** (Ben) Nil to report

**REGISTRAR:** (Keren) Nil to report

**TRAINING OFFICER:** (Skip) Nil to report

- Bronze and SRC courses have started

**IRB CAPTAIN:** (Nathan) Nil to report

**VICE IRB CAPTAIN:** (Strongy) Nil to report

**RADIO OFFICER:** (Ella) Nil to report

**FIRST AID OFFICER:** (Spencer) Nil to report

**JUNIOR ACTIVITIES CHAIRPERSON:** (Ben)

- Saddleback cup next weekend at Gerringong 24th
- Nippers to river on 1<sup>st</sup> December
- Nippers Xmas and twilight nippers 15<sup>th</sup> December, starting at 1pm, movies, refreshments and pizza.
- Santa Photos booking going well, need a Santa on Sat 30 November, need square for walk in's

**JUNIOR CLUB CAPTAIN:** (Polly/Archie)

- Cadet Sleepover didn't go ahead due to miscommunication, will look for a new date after Xmas, in January.
- Would like to do a talk to Minnamurra Public School for Surf Safety at end of term.
- Looking at Movie night before Xmas.

**PUBLICITY OFFICER:** (Jess) Nil to report

**GEAR STEWARD:** (Ben/Cameron)

Some repairs needed:

- Buggy Door
- IRB Transom damaged
- Patrol shelter hinge
- Pins for posts need looking at

**HALL HIRE:** (Gary) Nil to report

**UNIFORM OFFICER:** (Jan) Nil to report

**SAFETY OFFICER:** (Adam) Nil to report

**WELFARE OFFICER:** (Trina) Nil to report

**MEMBER SERVICES:** (Lily)

- JLOY – Archie has been asked to sit on Branch panel, is this a conflict, no as other clubs are involved.
- Discussion to be had with the Under 14's on 24<sup>th</sup> November to explain the process and determine interest.

**MEMBER PROTECTION INFORMATION OFFICER:** (Trina) Nil to report

**BAR MANAGER:** (Josh)

- RSA course – have had 7 people interested, will get them trained up
- Friday Arvo's and Sunday Arvo's dates being worked on
- Roster to be made up once dates are confirmed

**WEBSITE OFFICER:** (Wil)

- Proposal for redesign of the website discussed
- Discussion about complete redesign of page or quick refresh
- Wil does not want to refresh, but happy to maintain the website
- Will contact Brad at Basecamp for a second option for website redesign

**PUBLIC OFFICER:** (Josh) Nil to report

**COVID SAFETY OFFICER** (Josh) Nil to report

## GENERAL BUSINESS:

- Australia Day – Have asked council for Indigenous dancers, citizens ceremony at Jamberoo this year. Do we want the same/similar events or change it up. Indigenous is a good way to go. Have asked two groups, what they can offer. Country champs on same weekend. Cadets possibly to help with games on the day.
- Christmas Party - 15<sup>th</sup> December Twilight nippers, Pizza truck
- Santa Photos – need Santa, Jen should have set design
- Dates for Nipper Presentation 2 March and Country Champs evening 23 January
- Showers and club at end of weekends are left messy. General message to members to clean up after themselves.

Meeting closed: 5.02 pm

Next Club Meeting: Sunday 19 January 2025 (every 3<sup>rd</sup> Sunday of the month)  
Zoom can be made available, please advise if you require it.

## Treasurers Report – November 2024

### Items from October Meeting:

1. Audited Financial Reports requires adoption from the Committee

### Bank Accounts and Accounting as at 12<sup>th</sup> November 2024:

1. Savings Account Balance **\$153,175.**
2. Capital Expenditure Account Balance **\$1,796**
3. Cheque account has a balance of **\$40,260**
4. Refer attached report for Actuals vs Budget year to date
5. Refer attached report for Profit and Loss year to date
6. Mail In: Invoices associated with expenses paid (via email)
7. Accounts paid 2<sup>nd</sup> Oct – 12<sup>th</sup> November 2024 total **\$4728.12** - refer attached Bill Payment List for details and breakdowns of large expenditure items.

### Other items for management awareness:

1. Outstanding Invoices to be submitted to Elite Energy for Kiama Triathlon and Huskisson Triathlon.
2. CLEG Invoice for release of Surf Club Order – not yet received from SLSNSW
3. Approval received to acquit LSCA Final Report by 20 December 2025.

# Budget Vs Actuals

## Kiama Downs Surf Lifesaving Club Inc For the year ended 30 June 2025

	ACTUAL	BUDGET	VARIANCE	
<b>Trading Income</b>				
Bar Sales	6,665.90	35,400.00	(28,734.10)	↓
Hall Hire Sales	14,292.75	22,200.00	(7,907.25)	↓
Interest Income	706.15	2,220.00	(1,513.85)	↓
Membership	2,325.00	-	2,325.00	↑
Other Revenue <sup>1</sup>	2,575.77	-	2,575.77	↑
Square Discounts	(269.54)	-	(269.54)	↓
Square Sales	(3.73)	-	(3.73)	↓
Triathlons	1,100.00	19,200.00	(18,100.00)	↓
Uniform Sales	2,261.05	5,520.00	(3,258.95)	↓
Training	3,206.36	-	3,206.36	↑
Prizes <sup>2</sup>	(3,000.00)	-	(3,000.00)	↓
<b>Total Trading Income</b>	<b>29,859.71</b>	<b>84,540.00</b>	<b>(54,680.29)</b>	
<b>Gross Profit</b>	<b>29,859.71</b>	<b>84,540.00</b>	<b>(54,680.29)</b>	
<b>Other Income</b>				
Donations	1,000.00	3,600.00	(2,600.00)	↓
Fundraising	-	3,480.00	(3,480.00)	↓
Grants	-	9,996.00	(9,996.00)	↓
KMC Donation (3 Year Rotation)	-	3,600.00	(3,600.00)	↓
KMC Patrol Service Agreement	1,000.00	1,200.00	(200.00)	↓
Grants - SLSNSW	-	7,200.00	(7,200.00)	↓
Grants - KMC	-	1,200.00	(1,200.00)	↓
Grants - SLSA	10,000.00	-	10,000.00	↑
Grants - NSW Govt	-	30,000.00	(30,000.00)	↓
<b>Total Other Income</b>	<b>12,000.00</b>	<b>60,276.00</b>	<b>(48,276.00)</b>	
<b>Operating Expenses</b>				
Affiliation & Licensing Fees	1,208.00	3,840.00	(2,632.00)	↓
Applications and Website	120.17	5,640.00	(5,519.83)	↓
Bank Fees	68.97	-	68.97	↑
Bar Expenses	1,232.98	13,200.00	(11,967.02)	↓

	ACTUAL	BUDGET	VARIANCE	
Building Improvements	23,862.17	54,960.00	(31,097.83)	↓
Cleaning	2,558.93	4,680.00	(2,121.07)	↓
Competition Entry Fees	2,875.69	12,000.00	(9,124.31)	↓
Consulting & Accounting	1,130.00	1,200.00	(70.00)	↓
First Aid	548.57	1,200.00	(651.43)	↓
Freight & Courier	9.09	1,560.00	(1,550.91)	↓
Fuel & Motor Maintenance	253.31	1,200.00	(946.69)	↓
General Equipment (under \$1k)	300.00	1,200.00	(900.00)	↓
Hall Hire Expenses	622.33	1,620.00	(997.67)	↓
Insurance	16,907.40	16,800.00	107.40	↑
IRB Equipment and Repairs	281.06	3,600.00	(3,318.94)	↓
Member Social Events	4,442.28	11,280.00	(6,837.72)	↓
New Equipment (over \$1k)	(3,000.00)	28,800.00	(31,800.00)	↓
Office Expenses	829.53	1,200.00	(370.47)	↓
Online Accounting Software	238.65	900.00	(661.35)	↓
Patrol Equipment (under \$1k)	2,850.00	2,400.00	450.00	↑
Patrol Lunches	371.28	2,640.00	(2,268.72)	↓
Printing & Stationery	-	240.00	(240.00)	↓
Repairs and Maintenance	1,702.49	7,200.00	(5,497.51)	↓
Square Fees	347.33	1,080.00	(732.67)	↓
Telephone & Internet	345.40	1,560.00	(1,214.60)	↓
Uniforms and Apparel	419.09	5,040.00	(4,620.91)	↓
Vehicle Registration	-	600.00	(600.00)	↓
<b>Total Operating Expenses</b>	<b>60,524.72</b>	<b>185,640.00</b>	<b>(125,115.28)</b>	
<b>Net Profit</b>	<b>(18,665.01)</b>	<b>(40,824.00)</b>	<b>22,158.99</b>	

### 1. KMC Insurance Refund

### 2. Equipment won at Competitions

# Profit and Loss

## Kiama Downs Surf Lifesaving Club Inc For the year ended 30 June 2025

2025

### Trading Income

Bar Sales	6,665.90
Hall Hire Sales	14,292.75
Interest Income	706.15
Membership	2,325.00
Other Revenue	2,575.77
Prizes	(3,000.00)
Square Discounts	(269.54)
Square Sales	(3.73)
Training	3,206.36
Triathlons	1,100.00
Uniform Sales	2,261.05
<b>Total Trading Income</b>	<b>29,859.71</b>

### Gross Profit

**29,859.71**

### Other Income

Donations	1,000.00
Grants - SLSA	10,000.00
KMC Patrol Service Agreement	1,000.00
<b>Total Other Income</b>	<b>12,000.00</b>

### Operating Expenses

Affiliation & Licensing Fees	1,208.00
Applications and Website	120.17
Bank Fees	68.97
Bar Expenses	1,232.98
Building Improvements	23,862.17
Cleaning	2,558.93
Competition Entry Fees	2,875.69
Consulting & Accounting	1,130.00
First Aid	548.57
Freight & Courier	9.09
Fuel & Motor Maintenance	253.31
General Equipment (under \$1k)	300.00
Hall Hire Expenses	622.33
Insurance	16,907.40
IRB Equipment and Repairs	281.06
Member Social Events	4,442.28
New Equipment (over \$1k)	(3,000.00)
Office Expenses	829.53
Online Accounting Software	238.65
Patrol Equipment (under \$1k)	2,850.00

2025

Patrol Lunches	371.28
Repairs and Maintenance	1,702.49
Square Fees	347.33
Telephone & Internet	345.40
Uniforms and Apparel	419.09
<b>Total Operating Expenses</b>	<b>60,524.72</b>
<b>Net Profit</b>	<b>(18,665.01)</b>



# Payable Invoice Summary

Kiama Downs Surf Lifesaving Club Inc

For the period 2 October 2024 to 12 November 2024

Status contains Paid

INVOICE DATE	CONTACT	REFERENCE	GROSS	GST	COST CENTRES
2 Oct 2024	Square	Surf Club Square and Other Fees on 02 October 2024	2.47	0.22	Management & Administration
4 Oct 2024	Square	Surf Club Square and Other Fees on 04 October 2024	1.67	0.15	Management & Administration
4 Oct 2024	Anne Gardener	98	150.00	-	Management & Administration
6 Oct 2024	Gainsborough Takeaway	6/10/24	80.00	7.28	Surf Patrol
7 Oct 2024	Kiama Municipal Council	444140	90.00	-	Management & Administration
8 Oct 2024	Square	Surf Club Square and Other Fees on 08 October 2024	1.69	0.15	Management & Administration
9 Oct 2024	Xero Australia Pty Ltd	INV-38512431	52.50	4.77	Management & Administration
9 Oct 2024	Kiama Municipal Council	444293	160.00	-	Management & Administration
10 Oct 2024	Square	Surf Club Square and Other Fees on 10 October 2024	1.10	0.10	Management & Administration
11 Oct 2024	Square	Surf Club Square and Other Fees on 11 October 2024	0.72	0.07	Management & Administration
12 Oct 2024	Square	Surf Club Square and Other Fees on 12 October 2024	16.98	1.55	Management & Administration
13 Oct 2024	Square	Surf Club Square and Other Fees on 13 October 2024	15.34	1.39	Management & Administration
14 Oct 2024	Telstra Corporation	Oct 24	94.99	8.64	Management & Administration
14 Oct 2024	South Coast Branch NSW Surf Life Saving Australia Inc.	INV-0130	220.00	20.00	Management & Administration
15 Oct 2024	Square	Surf Club Square and Other Fees on 15 October 2024	3.74	0.34	Management & Administration
16 Oct 2024	Square	Surf Club Square and Other Fees on 16 October 2024	2.26	0.23	Management & Administration
18 Oct 2024	Square	Surf Club Square and Other Fees on 18 October 2024	26.42	2.44	Management & Administration
19 Oct 2024	Square	Surf Club Square and Other Fees on 19 October 2024	2.20	0.20	Management & Administration
19 Oct 2024	Gainsborough Takeaway	19/10/24	80.00	7.28	Surf Patrol
20 Oct 2024	Square	Surf Club Square and Other Fees on 20 October 2024	10.52	0.96	Management & Administration
21 Oct 2024	Noelene Sinclair	Reimbursement	56.25	5.11	Bar
21 Oct 2024	Square	Surf Club Square and Other Fees on 21 October 2024	17.06	1.58	Management & Administration
21 Oct 2024	Anne Gardener	100	150.00	-	Management & Administration
25 Oct 2024	Square	Surf Club Square and Other Fees on 25 October 2024	0.84	0.08	Management & Administration
26 Oct 2024	Gainsborough Takeaway	26/10/24	80.00	7.28	Surf Patrol
26 Oct 2024	Square	Surf Club Square and Other Fees on 26 October 2024	3.30	0.30	Management & Administration
27 Oct 2024	Square	Surf Club Square and Other Fees on 27 October 2024	19.19	1.74	Management & Administration
28 Oct 2024	Square	Surf Club Square and Other Fees on 28 October 2024	1.44	0.14	Management & Administration
28 Oct 2024	Illawarra Big Red Steam Cleaning	28102024	770.00	70.00	Management & Administration
30 Oct 2024	Square	Surf Club Square and Other Fees on 30 October 2024	19.14	1.74	Management & Administration

30 Oct 2024	Anne Gardener	301024	150.00	-	Management & Administration
31 Oct 2024	Fashion Fish Designs	INV-22200	471.00	42.82	Management & Administration, Uniforms
31 Oct 2024	IGA Kiama Downs	Oct 24	33.99	3.09	Surf Patrol
3 Nov 2024	Square	Surf Club Square and Other Fees on 03 November 2024	2.20	0.20	Management & Administration
4 Nov 2024	Square	Surf Club Square and Other Fees on 04 November 2024	17.22	1.57	Management & Administration
5 Nov 2024	Kiama Municipal Council	445458	100.00	-	Management & Administration
5 Nov 2024	South Coast Branch NSW Surf Life Saving Australia Inc.	INV-0144	550.00	50.00	Management & Administration
6 Nov 2024	Kiama Municipal Council	445554	75.00	6.82	Management & Administration
7 Nov 2024	Square	Surf Club Square and Other Fees on 07 November 2024	1.67	0.15	Management & Administration
7 Nov 2024	Greg & Steve Norris Accountants	00171	1,122.00	102.00	Accounting
9 Nov 2024	Square	Surf Club Square and Other Fees on 09 November 2024	22.00	2.00	Management & Administration
9 Nov 2024	Xero Australia Pty Ltd	INV-39193963	52.50	4.77	Management & Administration
11 Nov 2024	Square	Surf Club Square and Other Fees on 11 November 2024	0.72	0.07	Management & Administration
<b>Total</b>			<b>4,728.12</b>	<b>357.23</b>	