

Minutes CCB Committee Meeting 01/06/2022

Meeting opened 6.59 pm by Tony

1. Present : Murray Bishop, Gusztav Belanszky, Kerry Fielding, Geoff Freestone, Rebecca Ward, Tony Flatman, Brendon Vella, Cheryl Ziemiecki, David Pollard, Kris Took, Kevin Odendaal, Jenny Clisdell

Apologies : Nil

2. Previous minutes of meeting held on 04/05/2022 read

3. Business arising

4. Correspondence

4.1 Incoming : Letter from Camden Senior Citizens Assoc. flagging a \$10 increase in fee for hall hire may not be applied to us due to the amount we pay currently.

4.2 Outgoing : Letter from Tony to Wards Accounting confirming lease of Xero accounting system

5. Treasurer's Report (attached)

Cheryl also presented comprehensive lists of -

a. Where money is owed to band

b. Stocktake of band owned instruments

c. Stocktake of band assets

Motion - That an age debtors report be presented at every committee meeting hereafter so outstanding fees are addressed promptly

Noted that the filing cabinets listed in band assets were not worth keeping

Motion - With the exception of the Eb clarinet, all instruments be deemed \$0 value due to age, but remain on band asset register

Murray will assess instruments for usability in band with the remainder sold or donated

Motion - Instruments no longer required be discarded

The MAC Authority to Disclose form was signed to enable transaction feeds to be automated into Xero

Cheryl handed a letter of resignation from the position of treasurer, effective immediately.

Most sincere thanks to Cheryl expressed by Kris & Murray, was endorsed by all committee members. Cheryl has faithfully served as treasurer for an extraordinary 29 years, providing accurate, supportive and exemplory service to band. Our grateful thanks, Cheryl.

Motion - That Kevin Odendaal be appointed as Acting Treasurer till the next AGM

Kevin accepted the position. All in favour.

Signatories for the MAC & ANZ bank accounts will now need to be updated (removing Cheryl, adding Kevin)

Action

Moved Kris, seconded Cheryl
Minutes accepted

Moved Cheryl, seconded Jenny

Moved David, seconded Gus

Moved Murray, seconded Brendon
Murray

Moved Gus, seconded Tony

Accepted with regret

Moved Murray, seconded Geoff

6. Assistant Treasurer/sub committee Report (attached)

Moved Kevin, seconded Cheryl

Noted that we will be invoiced for a 12 month period to enable the use of all functionality of the Xero system
The ANZ term deposit, maturing 31/7/2022, should NOT be rolled over, but paid into the ANZ transaction account
The balance date of 30 June reflected on the ACNC website needs updating to 31 December (can be done online)

7. Director of Music Report (attached)

Moved Cheryl, seconded Brendon

8. New and other business

8.1 Monthly EFT for hall rental

Kevin

Treasurer to set up an automatic monthly EFT to Camden Senior Citizens Assn. adjusted for weeks where we don't use the hall

8.2 Playout in Camden

Agreed we coordinate with opening times for Camden Museum. Investigate option of Live & Local

8.3 End of year community event

Concert to be Christmas based but not exclusively so. Other community organisations invited to be involved. Held before the end of term to enable school involvement. Cawdor RFS keen to be part of it. Looking to build it to a long term yearly community event, while retaining control by the band. Lions Club not available this year. Possibility of indigenous group for story telling. Any profits to be split between those contributing. Aim to develop community links with other local organisations while keeping as a band function to promote band in the community.

8.4 Workshop grant

Kris

Council grant of \$1500 needs to be planned for asap.

8.5 AGM 2022 rescheduled to March 2023

This is not in conflict with the constitution. It will bring things into line with the Xero system & make it more manageable

Motion - That CCB AGM be held over to March 2023 to comply & align accounts with the constitution.

Moved Tony, seconded Gus

9. Other Business

9.1 Gulgong trip

Confirmed date November 5th. Accommodation options will be investigated so band members can book what they wish. Option of also playing in the rotunda. Group transport option dependant on numbers wanting this.

Kris

9.2 District Reporter

Noted that the outdated advertising is still being printed despite many notifications of updated information.

9.3 Banners

All agreed a simple design is better. Neither design totally suitable. Possibly only needed for the front row, unless seating is tiered.

Tony

9.4 Thanks to Wards Accounting

Kevin expressed thanks to Wards Accounting for their help and support in getting the Xero system up & running

9.5 Fees

Fee payments/outstanding fees will be discussed at each committee meeting

Meeting closed at 8.32pm by Tony

Thanks to Kris

Next meeting 06/07/2022

Minutes taken and prepared by Jenny

CAMDEN COMMUNITY BAND INC
BANK ACCOUNTS - CURRENT PERIOD

	MAC S1	MAC S4 TD	ANZ Chq	ANZ TD	Total
Opening balance 4/5/22	10,612.09	7,017.50	475.87	13,199.59	31,305.05
Movement below	83.50	-	60.00	-	143.50
Closing balance 1/6/22	10,695.59	7,017.50	535.87	13,199.59	31,448.55

CCB CM date 1/06/2022

Inc / (exp)	Account	Values				Total (Dr)/Cr
		MAC S1 (Dr)/Cr	MAC I4 TD (Dr)/Cr	ANZ Chq (Dr)/Cr	ANZ TD (Dr)/Cr	
Income	Membership fees 2022	390.00		60.00		450.00
	Miscellaneous	100.00				100.00
	Uniform sales	200.00				200.00
Income Total		690.00		60.00		750.00
Expense	Bank fees	(0.10)				(0.10)
	Hall hire fees	(580.00)				(580.00)
	Stationery & postage	(26.40)				(26.40)
Expense Total		(606.50)				(606.50)
Grand Total		83.50		60.00		143.50

FINANCIALS REPORT – ACCOUNTING SYSTEM

3/5/22 - Committee Meeting

The Committee Meeting of 3/5/22 included a discussion about migrating from a paper based accounting system to an electronic accounting system.

Kevin presented a sample of Excel reports derived from downloaded bank statement transactions to illustrate the ability an electronic system has to present financial data in different ways.

An electronic system will allow for significantly improved financial control over member fees, will improve visibility into the organisation's finances and will simplify the year end audit process.

A centralised electronic accounting system will also enable access to financial data by the Committee and members (as required).

Rebecca kindly offered support from her husband Damien (Wards Accounting Group) to provide advice in the selection of an electronic accounting system which was unanimously supported.

11/5/22 - Committee Meeting with Damien before rehearsal

A meeting was held with Damien on 11/5/22 at which Damien did a high level presentation of Xero, the accounting system in use by Wards Accounting.

Damien offered his team to assist with the setup and configuration of Xero for CCB at no cost.

Damien's presentation illustrated the relative ease of using the system for managing member fees (invoices can be mailed out or printed to PDF) and also to allocate bank transactions which can be imported into Xero and easily allocated to the correct account. Transaction allocations can easily be corrected if necessary.

There are a number of reports available in Xero.

The Xero annual licence cost is expected to be slightly over \$600, possibly less if there are concessions available for not-for-profit entities. The system would be hosted by Wards Accounting.

Damien was advised that his assistance offer would be discussed at a Committee Meeting after rehearsal with a view to progressing the matter.

The Committee expressed thanks for Damien's assistance which is much appreciated.

11/5/22 – Extraordinary Committee Meeting after rehearsal

It was agreed to proceed with migration to Xero assisted by Wards Accounting.

23/5/22 - Meeting at Wards Accounting office

Cheryl, Gusztav and Kevin met with Jennifer Kidde (Wards Accounting) to capture initial information to get started in Xero.

Xero online access was initially setup for Tony, Gusztav, Cheryl and Kevin.

Jennifer set up CCB in Xero and walked us through some of the basic Xero operations and answered numerous questions about the use of Xero and imported MAC transactions since 1/7/21 from a csv file Tony had supplied earlier.

Transactions will need to be allocated to the appropriate account once a suitable chart of accounts has been setup (based on audited accounts). The chart of accounts can easily be expanded / modified as required should the need arise.

It was noted that while the audited accounts had a 30 June balance date, the band's Constitution had a 31 December balance date. The audit date should be aligned with that reflected in the band's Constitution. The balance date on the ACNC website is shown 30 June. This should also be aligned with the band's Constitution.

Transaction data will need to be captured in Xero in sufficient detail and format to allow for consistent reporting and analysis.

Again, Jennifer's and Damien's support for the band's accounting system is kindly acknowledged.

1/6 - Meeting at Wards Accounting office

Confirmed chart of accounts setup by Kevin is correct and reviewed transaction review options as well as reporting.

Xero invoice expected to be issued today.

Jennifer to load letterhead provided by Gusztav into Zero.

Xero status report

Done

Chart of accounts setup.

Transactions imported for all bank accounts since 1/7/21 (MAC to be automated) and allocated in Xero.

To do

MAC bank account feeds to be enabled.

Allocation of items in Xero to be checked in detail

Membership level of detail for reporting and analysis to be agreed.

Member email addresses required for all invoices if possible (c. 63 fee paying members, c. 51 email address, a few of which could possibly be shared)

Agenda items for discussion

- MAC bank feed form for signature. ANZ to be loaded manually until accounts closed.
- ANZ term deposit to be paid into cheque account on maturity (31/7/22) thereafter account balance to MAC.
- Fixed asset register details required (listing provided by Cheryl 27/5/22). How does this relate to audited accounts?
- Amend financial close to 31/12/22 to align with Constitution, ACNC balance date to be updated (Cheryl). No impact on membership fees for 2022.
- Hall hire costs summary – paid up to date (Apr 22).

**Director of music report
June Meeting 2022**

We have once again started up our dance band on every second week and many thanks must go to Harold for providing the music and drive. At the request of members, I will be scheduling some section calls for the off weeks to help our mastery of Oregon amongst other pursuits.

As we head into contest time, we must make sure that all our members who intend contesting are registered with Bands NSW and they are financial members of our band as it is a requirement for contest.

At this time traditionally our ranks shrink as members take the opportunity to take a well earned break, and due to the colder weather we tend to have less gigs in the book, this allows us time to reset our focus, sit back a little and attend to the finer points of playing as well as trying out some new music as it comes to hand, however as performances approach we need to ensure that all our spots are well covered!

Looking forward we have a couple of major events to consider: A trip to Gulgong looks like being a going concern and I have also started the ball rolling towards getting a Christmas concert together with other community groups, rather than us just playing a carols night!

Murray