

THE INFANTRYMANS MUSTER INC.

THIRD ANNUAL REPORT

2018

THIRD ANNUAL GENERAL MEETING

AGENDA

Coolanagatta Surf Club, Coolangatta Qld

5th April 2019

Item	Description
1	Welcome, Introductions, Ode and Minutes Silence
2	Apologies
3	Minutes of Previous General Meeting
4	President's Report
5	Secretary's Report
6	Treasurer's Report (includes Audited Financial Report)
	Acceptance of Financial Report
7	Proposed resolution: That the financial statements tabled at the Annual General Meeting be accepted.
	Acceptance of Annual Report
8	Proposed resolution: That the annual report tabled at the Annual General Meeting be accepted.
	Appointment of an Auditor
9	Proposed resolution: That Brian Chapman be appointed as The Infantrymans Muster Inc. auditor for the next reporting period.
	Election of Office Bearers
10	Group 2. Re-Elected for 3 years (2022) President (Arthur Willemse), Greg Steele, Eric Guttridge
	Group 3. 1 year remaining. (2020) Treasurer (Jim Poland), Des Prien, Rick Piggott
	Group 1. 2 years Remaining (2021) Vice-President (Ray Currier), Mark Fildes, Dan Vogelpoel
11	<i>General Business / Open Floor may be declared at this time.</i>
12	Meeting close

MANAGEMENT COMMITTEE

Arthur Willemse*
President

Ray Currier
Vice-President

Jim Poland
Secretary/Treasurer

Mark Fildes

Eric Guttridge*

Greg Steele*

Rick Piggott

Des Prien

Daniel Vogelpoel

* denotes those members due for re-election at this year's AGM.

Currently, as the Treasurer holds the dual roles of Secretary and Treasurer, the position of Secretary is an appointed position and therefore does not have voting rights within the Association, that is to say that the Treasurer only has *ONE* vote in any matter.

STATEMENT OF MEMBERSHIP

As of 31 December 2018, only Committee Members are Members of the Association.

Patron:	0
Life Members:	0
Full Members:	9
Social Members:	0
Total:	9

MINUTES OF PREVIOUS GENERAL MEETING
SECOND ANNUAL GENERAL MEETING

MINUTES

Place: Kandanga Hotel

Date: Wed 21st March 2018

Time: 1215

Attendees: Arthur Willemse, Ray Currier, Jim Poland, Mark Fildes, Eric Guttridge, Rowan Locke (via Telephone), Des Prien, Greg Steele. * Rick Piggott as observer.

Apologies: James Thorpe

Item	Description
1	The President welcomed everyone to the second AGM of The Incorporated Association and thanked Rick Piggott for his nomination to the Committee before asking all present to be upstanding for reciting of The Ode and One Minute's Silence.
2	Apologies were received from James Thorpe.
3	Minutes of Previous General Meeting , The Inaugural Annual General Meeting, held on Thursday 16 th February were read. Motion to accept as read: Jim Poland Seconded: Ray Currier Accepted
4	The President's Report was presented and The President moved that his report be accepted as presented. Seconded: Greg Steele Accepted
5	The Secretary's Report was presented and the Secretary moved that his report be accepted as presented. Seconded: Des Prien Accepted
6	The Treasurer's Report , was presented. The Treasurer moved that his report, as presented, be accepted. Seconded: Mark Fildes

Acceptance of Financial Report

7	The Treasurer presented the Audited Financial Report and moved that the Financial Statements tabled at the Annual General Meeting be accepted. Seconded: Mark Fildes Accepted
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Acceptance of Annual Report

8	The President moved a motion that the Annual Report tabled at the Annual General Meeting be accepted. Seconded: Mark Fildes Accepted
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Appointment of an Auditor

9	The Treasurer moved that Mr Brian Chapman be appointed as The Auditor for The Infantrymans Muster Inc. for the next reporting period. Seconded: Greg Steele Accepted
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Results of the General Election:

10	Group 1. Elected for 3 year (for re-election in 2021) Vice-President (Ray Currier), Mark Fildes, Vacant – by resolution, may be filled within 21 days.
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Group 2. Elected for 2 years. (for re-election in 2019)

President (Arthur Willemse), Greg Steele, Eric Guttridge

Group 3. Elected for 3 years. (for re-election in 2020)

Treasurer (Jim Poland), Des Prien, ~~Rowan Locke~~

10.1 The President called an adjournment at 1250hrs, to contact James Thorpe and confirm his non-nomination. James confirmed he would not be nominating for re-election. The President resumed the meeting at 1300hrs.

10.2 **Rowan Locke** resigned from his position, which was filled by **Rick Piggott**. Rick was nominated by Arthur Willemse and Seconded by Jim Poland and takes Rowan's position in Group 3. All in favour. *This nomination took place prior to being notified of James' decision to not nominate.

11 ***NO General Business was brought forward for discussion***

12 There being no further business to be conducted, The President declared the Meeting closed at 1310 hrs.

Next scheduled General Meeting will be the 2020 Annual General Meeting at a time and place to be advised.

4. President's Report

Welcome to our 3rd Annual General Meeting, all of which I am honoured to have chaired. The 2018 Muster Year started well, with a plan for the future and all members keen to get going. Although numbers were down, considerably, I think it's fair to say that those that did attend had a ball and thoroughly enjoyed the change of venue – come on, who doesn't like a flush dunny?

You would be aware that Brent Mickelberg visited us, had a look around and chatted with many attendees. Brent is our contact now, within State Parliament, after Deb Frecklington suggested we liaise through him. Brent is a former Officer, as his father – both being ex-RAR; the language therefore, not needing translation. Brent is on side with our venture and aspirations and has given us a few ideas on going forward.

The 2018 event went very well from our point-of-view, Many of the lads frequented the MBMMC food stall and of course the coffee shop. We fully expect both of those to operate onsite again at the 2019 event and to endeavor to find ways to improve the event each year to avoid the danger of stagnation, we will continue to liaise with QPWS and the Music Muster Committee. We currently have a very good working relationship with both of those organisations, which we must nurture for our own success.

2018 was our 5th Anniversary and again, although numbers were down, quite a few have attended all 5, as seen in the photo earlier in this booklet. For a small enterprise, that is an extremely good 5 year turnout; thanks to all.

Cheers and Here's to 2019 and beyond

Arthur

5. Secretary's Report.

Quickly becoming “the norm”, the administration of The Muster was hot and cold and got very busy around August/September. Our working relationships with local suppliers, and others, continue to grow and we built on our relationship with QPWS. We continue to correspond with the State Opposition, now with the Member for Buderim, Brent Mickelberg, being our Primary Contact. Brent is an ex-Infantry Officer and is very much onside with our endeavor. I have no doubt that Deb and Brent will continue to support the event and our wish to secure our own site. I have been in contact with Lt Gen John Caligari (Rtd), watch this space.....

We also continue to grow our relationship with The Gympie Music Muster Association, and hope to have our Shipping Container onsite in the near future. Our stores are currently in storage in Gympie.

Our 5th birthday saw 30 attendees that have been to all 5, although by photo time, 5 had left – for various reasons. I particularly want to mention Eric Algra, having travelled from Victoria for all 5. Well Done ‘Alf’.

There were 119 attendees in total, of which 24 were first-timers and 42 returned after having a break in 2017. So far, in 5 years, we have had 386 individuals attend, of which 189 have only attended 1. That leaves 197 multiples. Numbers to work with.....

With the constituted triennial rule, Group 2 is up for re-election this year, as well as a need to verify Daniel's position. As a reminder the groups are as follows:

Group 1. Vice-President (Ray Currier), Mark Fildes, **Daniel Vogelpoel**
(re)Elected at 2018 AGM for 3 years, re-election due in 2021.

Group 2. President (Arthur Willemse), Eric Guttridge, Greg Steele
Elected at Inaugural General Meeting for 2 years.

Group 3. Treasurer (Jim Poland), Des Prien, Rick Piggott
Elected at Inaugural General Meeting for 3 years, re-election due in 2020.

Jim

6. Treasurer's Report.

Our second full year of Incorporation has closed

Although the annual report shows a loss of \$1,045.91, down from -\$170.00 last year, it's not quite clear cut, in fact, far from it. Income was down, due to low numbers, mainly showing through low sales of excess stock. The end of year stocktake shows a value (at cost) of \$2,848.90 on 2018 items – which, if added back, then shows a profit of \$1,802.99; Not too shabby, really, when you consider that we're not in this to make money.

In accordance with our constitution, financial reports are presented to The Management Committee each month. The actual date varies, whilst I wait for the bank to present our Bank Statement, but they are always within the first week of the month. These Reports are then supplied to our Auditor and once checked/confirmed, The Audited Reports are returned for presentation at the AGM, forwarded to the Office of Fair Trading and uploaded to our website.

Total Stock on Hand comes to a (cost) value of \$4,287.00, so if we could have sold ALL stock, the profit for 2018 would have been exceptional.

Our Register of Assets continues to have items added, although they mostly have value only to us.

Bank Balance as at 31 December 2018: \$16,695.30, down from \$17, 741.21 as at 31 December 2017.

As Treasurer, I certify that the (unaudited) Financial Reports are True and Accurate.



.....

J.Poland

Statement of Profit or Loss and Other Comprehensive Income
For the Year Ended 31 December 2018 [NOT AUDITED]

Income	2018	2017
Caps	(1,050.00)	-
Coins	60.00	20.00
Donations	(1,241.15)	110.00
Flags	175.00	40.00
LS Shirts	383.90	-
Muster Attendance	3,006.06	3330.87
Muster Kit	526.25	6107.15
Patches – Embroidered	38.50	-
Raffles/Auctions	965.00	4412.00
Thermomugs	40.00	40.00

Income Total	2,903.56	14,060.02
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Expense	2018	2017
Area Improvement	530.56	5548.51
Bank Fees	120.00	118.00
Commemoration	1,130.00	-
Dogtags	-	784.20
Incorporation	510.93	798.49
Insurance	493.68	493.68
Medical	83.66	2395.50
Miscellaneous	6.00	3416.52
Motor Vehicle	68.00	-
Postage	41.75	49.75
Rent (QPWS)	666.90	333.60
Stationary	50.00	55.00
Website	247.79	237.09

Expense Total	3,949.47	14,230.34
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CASH PROFIT / (LOSS)	-1,045.91	-170.32
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2018; Notes to EXTRA Expenses.

Area Improvement:	\$530.56	Commemoration:	\$1,130.00
Cleaning Material	252.58	Unit Site Flags - RoA	550.00
Fuel	208.08	Statue - RoA	521.25
Seats - RoA	69.90	Statue Mount - RoA	58.95

*RoA = Register of Assets.

End Of Year Stock on Hand

Item	Unit Cost Price	Qty Value
63 caps	@ \$20.00 =	\$1,260.00
8 Coins	@ \$12.80 =	\$ 102.40
140 Stubby Coolers	@ \$ 4.76 =	\$ 666.40
21 Flags	@ \$15.00 =	\$ 810.00
57 Patches	@ \$ 3.65 =	\$ 390.00
18 Polo Shirts	@ \$39.70 =	\$ 714.60
41 Mugs	@ \$ 8.40 =	\$ 344.40
Total =		\$4,287.80

2018 Products Only

63 caps	@ \$20.00 =	\$1,260.00
40 Stubby Coolers	@ \$ 4.76 =	\$ 190.40
21 Flags	@ \$15.00 =	\$ 810.00
57 Patches	@ \$ 3.65 =	\$ 390.00
5 Polo Shirts	@ \$39.70 =	\$ 198.50
Total		\$2,848.90

The Infantrymans Muster Inc. - Summary Report

Account: *** ALL ***

From : 1/01/2018

To : 31/12/2018

Category	%	Income	Expense	Balance
Income				
Caps	-36%	975.00	2,025.00	(1,050.00)
Coins	2%	60.00		60.00
Donations	-43%	33.85	1,275.00	(1,241.15)
Flags	6%	1,005.00	830.00	175.00
LS Shirts 2018	13%	2,210.00	1,826.10	383.90
Muster Attendance	104%	11,540.00	8,533.94	3,006.06
Muster Kit	18%	4,410.00	3,883.75	526.25
Patches -Embroidered	1%	460.00	421.50	38.50
Raffles	33%	965.00		965.00
Thermomugs	1%	40.00		40.00
Income Total		<u>21,698.85</u>	<u>18,795.29</u>	<u>2,903.56</u>
Expense				
Area Improvement	13%		530.56	(530.56)
Bank Fees	3%		120.00	(120.00)
Commemoration	29%		1,130.20	(1,130.20)
Incorporation	13%		510.93	(510.93)
Insurance	12%		493.68	(493.68)
Medical	2%		83.66	(83.66)
Miscellaneous	0%	300.00	306.00	(6.00)
Motor Vehicle	2%		68.00	(68.00)
Petty Cash	0%	2,000.00	2,000.00	0.00
Postage	1%	39.00	80.75	(41.75)
Rent	17%		666.90	(666.90)
Stationary	1%		50.00	(50.00)
Website	6%		247.79	(247.79)
Expense Total		<u>2,339.00</u>	<u>6,288.47</u>	<u>(3,949.47)</u>
Grand Total:		<u><u>24,037.85</u></u>	<u><u>25,083.76</u></u>	<u><u>(1,045.91)</u></u>

ASSETS LIST

Asset No.	Description	Date Acquired	Cost
2014-13	Large Muster Banner	12-Nov-14	\$371.00
2014-14	Muster Site Flag	15-Nov-14	\$122.00
2014-15	Corded Microphone	17-Nov-14	\$34.96
2014-don1	19 x Small Teddy Bears for Muster Memorial – donated by Kev Lenaghan	23-Nov-14	\$380.00*
2015-don1	Toshiba Satellite Pro L850 Laptop – donated by Chris Johnston	12-Oct-15	\$300.00*
2016-5	Incorporation – The Infantrymans Muster Inc.	6-Apr-16	\$142.95
2016-13	Site Registration Signs	28-Oct-16	\$128.70
2016-29	Domain Name – www.infantrymansmuster.com - Renewal	18-Nov-16	\$237.97
2016-30	Pushbike re: David Beacham	22-Nov-16	\$1,600.00
2017-3	Common Seal - Rubber Stamps Online	7-Feb-17	\$36.95
2017-6	Muster Site Shipping Container	2-Mar-17	\$2,025.76
2017-10	Bluetooth Speaker - Bunnings	2-Aug-17	\$145.98
2017-10a	Portable HDD and Cover - Bunnings	2-Aug-17	\$90.00
2017-13	Memorial Dog Tags - Payment for 36	15-Sep-17	\$684.00
2017-16	PayPal Here Payment Machine	11-Oct-17	\$49.00
2017-don1	Samsung S6 - donated by James Thorpe For use with PayPal Here App.	1-Nov-17	\$300.00*
2017-21	First Aid Kit incl Defibrillator	8-Nov-17	\$2,347.50
2017-24	6x Fuel Containers - 20litre	12-Nov-17	\$149.10
2017-29	Phone Charger	14-Nov-17	\$48.00
2018-6	15 x Site Flags – Regt, Bn, Muster	12-May-18	\$550.00
2018-9	1.5m Statue	4-Jul-18	\$521.25
2018-12	Statue Mount	27-Jul-18	\$58.95
2018-37	2 x Seats Folding	15-Nov-18	\$69.90

* denotes **estimated cost value** of donated items

Current as at 31 December 2018

The Infantrymans Muster Inc

Annual Financial Report
31 December 2018

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Committees Report

Your committee members submit the financial report of The Infantrymans Muster Inc. for the financial year ended 31 December 2018.

Committee Members

The names of committee members throughout the year and at the date of this report are:

President	Arthur Willemse
Vice President	Ray Currier
Treasurer	Jim Poland
Committee	Mark Fildes
Committee	Eric Guttridge
Committee	Rick Piggott
Committee	Des Prien
Committee	Greg Steele
Committee	Daniel Vogelpoel

The committee members have been in office since the start of the financial year to the date of this report unless otherwise stated.

Principal Activities

The principal activities of the association during the year have been to plan, administer and conduct the event known as The Infantrymans Muster.

The association was incorporated on the 16 June 2016.

Significant Changes

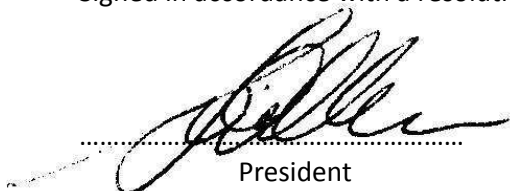
There have been no significant changes in the nature of these activities during the year.

Operating Result


The profit/(loss) in 2018 amounted to \$154 in 2017 (\$170).

The financial report was authorised for issue by the Committee of Management on the same date as this report.

Signed in accordance with a resolution of the Members of the Committee.



President



Secretary

Dated this 12th day of March 2019

Statement of Profit or Loss and Other Comprehensive Income for the year ended 31 December 2018

	2018 \$	2017 \$
Income		
Caps	1,000	0
Coins	60	20
Donations	24	420
Flags	960	40
Interest Received	0	9
LS Shirts	2,210	0
Muster Attendance	11,550	13,980
Muster Kit	4,410	8,325
Patches - Embroidered	480	0
Postage	39	31
Raffles/Auctions	965	4,421
Sundry / Miscellaneous Income	300	120
Thermomugs	40	40
Total Income	22,038	27,406

Statement of Profit or Loss and Other Comprehensive Income for the year ended 31 December 2018 (continued)

	2018 \$	2017 \$
Less Expenses		
Area Improvement	253	3,523
Bank Charges	120	127
Caps	2,050	0
Coins	0	52
Committee Meeting Expenses	139	633
Dog Tags	0	784
Donations	1,250	0
Filing Fees	0	52
Flags	780	382
Incorporation Cost	65	0
Insurance	494	494
Keyrings	0	432
LS Shirts	1,826	0
Medical	84	0
Miscellaneous	306	0
Muster Expenses	8,005	9,066
Muster Kit	3,884	5,526
Patches - Embroidered	422	0
Postage	81	81
Printing & Stationery	50	169
Raffles/Auctions	0	9
Rent	667	334
Thermomugs	0	454
Vehicle	1,163	
Website	248	237
Total Expenses	21,884	22,353
Net Profit/(Loss) for Year	154	5,053

Statement of Financial Position as at 31 December 2018

	Note	2018 \$	2017 \$
Current Assets			
Online Savings		16,695	17,741
Stock on Hand		2,135	2,135
Total Current Assets		<u>18,830</u>	<u>19,876</u>
Non Current Assets			
Plant and Equipment		8,735	7,535
Total Non Current Assets		<u>8,735</u>	<u>7,535</u>
Total Assets		<u>27,566</u>	<u>27,412</u>
Total Liabilities		<u>0</u>	<u>0</u>
Net Assets		<u>27,566</u>	<u>27,412</u>
Equity			
Retained Earnings		27,412	22,359
Current Earnings		154	5,053
Total Equity		<u>27,566</u>	<u>27,412</u>

Notes to the Financial Statements

for the Year Ended 31 December 2018

Note 1: Statement of Significant Accounting Policies

This financial report is a special purpose financial report prepared in order to satisfy the financial reporting requirements of the Associations Incorporations Act, Queensland. The committee has determined that the association is not a reporting entity.

The financial report has been prepared in accordance with the requirements of the Associations Incorporations Act, Queensland and the following Australian Accounting Standards:

AASB 112	Accounting for Income Tax
AASB 1031	Materiality
AASB 110	Events Occurring After Reporting Date

No other applicable Accounting Standards, Urgent Issues Group Consensus Views or other authoritative pronouncements of the Australian Accounting Standards Board 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.

The following material accounting policies have been adopted in the preparation of this financial report:

(a) Income Tax

The Association is exempt from income tax.

(b) Fixed Assets

Plant and equipment are earned at cost less, where applicable, any accumulated depreciation.

The depreciable amount of all fixed assets are depreciated over the useful lives of the assets to the association commencing from the time the asset is held ready to use. Leasehold improvements are amortised over the shorter of either the unexpired period of the lease or the estimated useful lives of the improvements.

Independent Auditor's Report to the Members of The Infantrymans Muster Inc.

I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my audit opinion.

Qualification

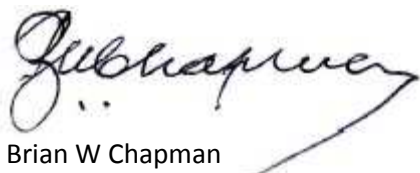
As is common for organisations of this type, it is not practical for the Association to maintain an effective system of the internal control over income and other activities until their initial entry into the accounting records. Accordingly, my audit in relation to fundraising was limited to amounts recorded.

Independence

In conducting my audit, I followed applicable independence requirements of Australian professional ethical pronouncements.

Audit Opinion

In my opinion, except to the effect 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 report of The Infantrymans Muster Inc., presents fairly, in all material respects, the financial position of The Infantrymans Muster Inc for the year ended 31 December 2018, and the results of its operations for the year ended in accordance with the Associations Incorporations Act, Queensland.

A handwritten signature in black ink, appearing to read 'B. Chapman', with a long, sweeping horizontal stroke extending to the right.

Brian W Chapman

Dated this 20th day of March 2018

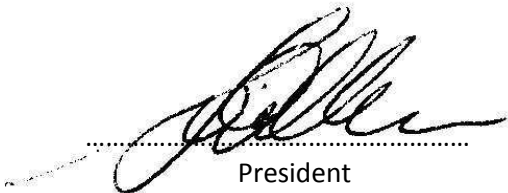
Statement by Members of the Committee

The committee has determined that the Association is not a reporting entity and that this special purpose financial report should be prepared in accordance with the accounting policies outlined in Note 1 to the financial statements.

In the Committee's opinion the financial statements and notes set out on pages 3 to 7

1. Present a true and fair view of the association's financial position as at 31 December 2018 and of its performance, for the financial year ended on that date, and
2. There are reasonable grounds to believe that The Infantrymans Muster Inc. will be able to pay its debts as and when they become due and payable.

Signed in accordance with a resolution of the Management Committee



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President



.....
Secretary

Dated this 12th day of March 2018