

THE INFANTRYMANS MUSTER INC.

SECOND ANNUAL REPORT

2017

SECOND ANNUAL GENERAL MEETING

AGENDA

Kandanga Hotel, Kandanga Qld

Wednesday 21st March 2018

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)
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.
10	Results of the general election: Group 1. Elected for 3 yearS (2021) Vice-President (Ray Currier), Mark Fildes, James Thorpe Group 2. 1 year remaining. (2019) President (Arthur Willemse), Greg Steele, Eric Guttridge Group 3. 2 years remaining. (2020) Treasurer (Jim Poland), Des Prien, Rowan Locke Rick Piggott
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

Greg Steele

Mark Fildes*

Des Prien

Eric Guttridge

James Thorpe*

Rowan Locke

* 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, 2017, 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
Inaugural Annual General Meeting of The Infantrymans Muster
Thursday 16th February 2017

ATTENDANCE:

Arthur Willemse, Ray Currier, Jim Poland, Mark Fildes, Eric Guttridge, Des Prien, Greg Steele.

Apologies

Rowan Locke, James Thorpe

1. The President welcomed everyone to the Inaugural AGM of The Incorporated Association and introduced our Auditor, Mr Brian Chapman. He then asked all present to be upstanding for reciting of The Ode and One Minute's Silence.
2. Apologies from Rowan Locke and James Thorpe were presented.
3. Minutes of the previous General Meeting, the Meeting to Incorporate, were presented
The Secretary moved a motion that the Minutes of the previous General Meeting be accepted as presented.
Seconded: Ray Currier
No Objections - Carried
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: Mark Fildes
Accepted
6. The Treasurer's Report, was presented. The Treasurer moved that his report, as presented, be accepted.
Seconded: Des Prien
Accepted
7. The Treasurer presented the Audited Financial Report and moved that the Financial Statements tabled at the Annual General Meeting be accepted.
Seconded: Greg Steele
Accepted
8. The President moved a motion that the Annual Report tabled at the Annual General Meeting be accepted.
Seconded: Mark Fildes
Accepted
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
10. All elected positions ratified;

Group 1. Elected for 1 year (for re-election in 2018)
Vice-President (Ray Currier), Mark Fildes, James Thorpe

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

11. There was no General Business brought forward for discussion.
12. The President thanked all members for their input and attendance and declared the Inaugural Annual General Meeting of The Infantrymans Muster Inc. closed at 1225hrs.

Next scheduled General Meeting will be the 2018 Annual General Meeting at a time and place to be advised.

4. President's Report

Welcome to our 2nd Annual General Meeting, both of which I am honoured to have chaired. The 2017 Muster Year started well, with a plan for the future and all members keen to get going. Unfortunately, the happiness didn't last. To cut a very long story very short, Queensland Parks and Wildlife Service heard of our event and were not happy that we were conducting the event in a State Forest.

Many emails back and forth and the event was approved by QPWS as a one-off event. Our future is in the hands of others but I'm sure, with the support of the State Member for Nanango, Mrs Deb Frecklington, we will survive. We are also hopeful that Deb will assist in securing for us, 'our own' block, very near to Eric's. With our own site, whether it be leased or under Management Rights, we are open to apply for various grants through various Government, and some non-government, agencies.

The 2017 event went very well from our point-of-view, although numbers were down considerably. The reduced numbers had some interesting effects though; attendees had more space between individual sites, raffle and auctions income was up on last year and I'm sure the café 343 was very well supported too. We must endeavor to find ways to improve the event each year to avoid the danger of stagnation. I'm sure we will.

2018 will be our 5th Anniversary and sadly our future events will not be held at Eric's but with a bit of excitement thrown in, our new site (to be confirmed during our AGM) at Amamoor Creek looks to be a pretty good replacement with a toilet block and a running creek. There are also some obstacles to overcome but I'm sure, as good Infantrymen, we will endure.

5. Secretary's Report.

Once again, the administration of The Muster was a bit hot and cold and got very busy around August/September. Our working relationships with local suppliers, and others, continue to grow. In 2017, we accrued another relationship, although not entirely to our liking. QPWS came on board and made lifeinteresting. Emails flowed from about May, between myself, QPWS and Deb Frecklington's office. I have no doubt that Deb's involvement assisted in securing the event for this year – which wasn't confirmed by QPWS until the 14th; a whole 2 days before the scheduled start date! Whew.

A new landlord meant new rules. We had always intended to implement the rules but QPWS just sped the process up. We had unknowingly and unintentionally put some of these rules into operation last year and formalizing them was just normal evolution – and a legal requirement

With the constituted triennial rule, Group 1 is up for re-election this year, as a reminder the groups are as follows:

- Group1. Vice-President (Ray Currier), Mark Fildes, James Thorpe
Elected at Inaugural AGM for 1 year, up for re-election in 2018.**
- Group 2. President (Arthur Willemse), Greg Steele, Eric Guttridge
Elected at Inaugural AGM for 2 years, will be up for re-election in 2019.
- Group 3. Treasurer (Jim Poland), Des Prien, Rowan Locke
Elected at Inaugural AGM for 3 years, will be up for re-election in 2020.

In March, Arthur and I will meet with some QPWS officials, Deb Frecklington and hopefully the new Minister. Our priority has changed to securing the survival of the event, at Jimna, with the idea of securing a land grant, or even a short-cut to a lease taking a temporary back seat. We will definitely keep everyone informed of our progress with that.

Registrations for the event have been put back for 2018, due to ongoing issues with QPWS, we will hopefully have the permissions in place very soon and can continue planning our 5th birthday.

One again, I would like to sincerely thank all attendees, and especially, the Committee Members for their continued support, not just of the event, but of the administrative system in place to ensure a smoothly run event. The Regimental Brotherhood is very much alive and, indeed, thriving.

6. Treasurer's Report.

Our first full year of Incorporation has closed

Although the annual report shows a loss of \$170.00 for the year, it's not a doom and gloom scenario; in fact, far from it. Income was actually UP on 2016, by approx. \$3,000.00 but unfortunately, Expenses were also UP on last year – by approx.. \$9,000.00. The main expense increases were a back-pay of Hire fees to Eric for vehicles/machinery and fuel used since 2014 (approx. \$2K); Our Shipping Container (approx. \$2K); Medical Kit and Defibrillator - a requirement for our agreement with QPWS and just common sense – (approx. 2K); Dogtags for the Memorial (approx. \$700); then there was QPWS rent of \$333.00 and Public Liability Insurance for the duration of the event of \$500.00.

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.

Stock on hand comes to a (cost to us) value of \$1,755.00 and there will be some changes to our Balance Sheet in the future. After speaking with our auditor, our assets are really only assets to us, with no real value on the open market, therefore not required on the balance sheet. I will, however, maintain a Register of Assets for our records.

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



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J.Poland

**Statement of Profit or Loss and Other Comprehensive Income
For the Year Ended 31 December 2017**

Income	2017	2016
Bank Interest	-	99.26
Caps	-	583.00
Coins	20.00	1,089.50
Donations	110.00	-908.73
Flags	40.00	400.00
Muster Attendance	3330.87	6,423.50
Muster Kit	6107.15	876.25
Port	-	20.00
Raffles/Auctions	4412.00	2,300.00
Thermomugs	40.00	218.00
Income Total	14,060.02	10,880.78
Expense	2017	2016
Area Improvement	5548.51	173.29
Bank Fees	118.00	
Dogtags	784.20	15.00
Incorporation	798.49	1,638.48
Insurance	493.68	-
Medical	2395.50	-
Miscellaneous	3416.52	2,385.55
Postage	49.75	58.30
Rent (QPWS)	333.60	-
Sport / Recreation	-	750.00
Stationary	55.00	60.37
Website	237.09	237.97
Expense Total	14,230.34	5,288.96
CASH PROFIT / (LOSS)	-170.32	5,591.82

2017; Notes to EXTRA Expenses.

Area Improvement:	\$5,548.51	Miscellaneous:	\$3,416.52
Hire Fees – 2014-17:	\$2,700.00	Genny Hire:	\$350.00
Shipping Container (RoA):	\$2,025.76	Pickup fee:	\$66.00
Gravel (x2 loads):	\$800.00	Fuel Containers x6 (RoA):	\$149.10
Tarp & Rope:	\$22.75	Ice:	\$121.20
Medical:	\$2,395.50	Petty Cash Adjustments/	\$2,429.00
First Aid Kit (RoA):	\$347.50	Reimbursements:	
Defibrillator (RoA):	\$2,000.00	HDD and Case (RoA):	\$86.98
Site Specific Phone Charger (RoA):	\$48.00	Portable Speaker (RoA):	\$149.00
		Woolworths, IGA, Mitre10:	\$75.24

*RoA = Register of Assets.

The Infantrymans Muster Inc. - Summary Report

Account: *** ALL ***

From : 1/01/2017
To : 31/12/2017

Category	%	Income	Expense	Balance
Income				
Auctions	22%	3,085.00		3,085.00
Coins	0%	20.00		20.00
Donations	1%	110.00		110.00
Flags	0%	40.00		40.00
Muster Attendance	24%	15,305.00	11,974.13	3,330.87
Muster Kit	43%	7,000.15	893.00	6,107.15
Raffles	9%	1,336.00	9.00	1,327.00
Thermomugs	0%	40.00		40.00
Income Total		<u>26,936.15</u>	<u>12,876.13</u>	<u>14,060.02</u>
Expense				
Area Improvement	39%		5,548.51	(5,548.51)
Bank Fees	1%	9.18	127.18	(118.00)
Dogtags	6%		784.20	(784.20)
Incorporation	6%	24.00	822.49	(798.49)
Insurance	3%		493.68	(493.68)
Medical	17%		2,395.50	(2,395.50)
Miscellaneous	24%	10.00	3,426.52	(3,416.52)
Petty Cash	0%	1,500.00	1,500.00	0.00
Postage	0%	31.00	80.75	(49.75)
Rent	2%		333.60	(333.60)
Stationary	0%		55.00	(55.00)
Website	2%		237.09	(237.09)
Expense Total		<u>1,574.18</u>	<u>15,804.52</u>	<u>(14,230.34)</u>
Grand Total:		<u>28,510.33</u>	<u>28,680.65</u>	<u>(170.32)</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

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

AUDITOR'S

FINANCIAL

REPORT

1st January – 31st December 2017

Brian W Chapman

The Infantrymans Muster Inc.

**Annual Financial Report
31 December 2017**

Brian W Chapman

The Infantrymans Muster Inc.
Annual Financial Report
31 December 2017

Committee's Report

Your committee members submit the financial report of the The Infantrymans Muster Inc. for the financial period ended 31 December 2017.

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
Secretary/ Treasurer	Jim Poland
Committee	Mark Fildes
Committee	Eric Guttridge
Committee	Rowan Locke
Committee	Des Prien
Committee	Greg Steele
Committee	James Thorpe

Principal Activities

The principal activities of the association during the financial year has been to plan, administer, and conduct the event known as the Infantryman's Muster.

The association was incorporated on the 16 June 2016.

Significant Changes

No significant change in the nature of these activities occurred during the year.

Operating Result

The 2017 profit/(loss) from ordinary activities after providing for income tax amounted to a loss of \$170.00

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



President

Dated this 15th day of February 2018



Secretary

The Infantrymans Muster Inc.

Profit & Loss [With Last Year]

January 2017 through December 2017

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	This Year	Last Year
Income		
Caps	0.00	2,258.00
Coins	20.00	1,240.00
Dog Tags	0.00	300.00
Donations	420.00	3,570.00
Flags	40.00	400.00
Interest Received	9.18	67.58
Jewellery	0.00	70.00
Muster Attendance	13,980.00	9,625.00
Muster Kit	8,325.00	4,565.00
Port	0.00	520.00
Postage	31.00	81.50
Raffles/Auctions	4,421.00	2,382.00
Sundry Income	120.15	110.00
Thermomugs	40.00	174.00
Total Income	27,406.33	25,363.08
Expenses		
Area Improvement	3,522.75	3,173.29
Bank Charges	127.18	12.00
Caps	0.00	2,000.00
Coins	52.00	-192.80
Committee Meeting Expenses	632.90	0.00
Dog Tags	784.20	285.00
Filing Fees	51.70	0.00
Flags	381.96	-381.96
Incorporation Cost	0.00	1,419.70
Insurance	493.68	0.00
Jewellery	0.00	120.00
Keyrings	432.44	0.00
Muster Expenses	9,065.77	8,137.05
Muster Kit	5,525.90	5,981.75
Port	0.00	500.00
Postage	80.75	187.80
Printing & Stationery	168.89	60.37
Raffles/Auctions	9.00	82.00
Rent	333.60	0.00
Thermomugs	453.60	-722.40
Website	237.09	237.97
Total Expenses	22,353.41	20,899.77
Net Profit/(Loss)	5,052.92	4,463.31

The Infantrymans Muster Inc.

Balance Sheet [Last Year Analysis]

December 2017

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	<u>This Year</u>	<u>Last Year</u>
Assets		
Non-Current Assets		
Plant & Equipment	7,535.30	2,427.96
Current Assets		
Online Savings	17,741.21	17,911.53
Stock on Hand	2,135.06	2,019.16
Total Current Assets	<u>19,876.27</u>	<u>19,930.69</u>
Total Assets	<u>27,411.57</u>	<u>22,358.65</u>
Liabilities		
Net Assets	<u>27,411.57</u>	<u>22,358.65</u>
Equity		
Retained Earnings	22,358.65	17,895.34
Current Earnings	5,052.92	4,463.31
Total Equity	<u>27,411.57</u>	<u>22,358.65</u>

Notes To The Financial Statements For The Period Ended 31 December 2017

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 Incorporation 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 Incorporation 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 for use. Leasehold improvements are amortised over the shorter of either the unexpired period of the lease or the estimated useful lives of the improvements.

Notes To The Financial Statements For The Period Ended 31 December 2017 (cont)

Independent Audit Report to the members of The Infantrymans Muster Inc.

I have audited the financial report, being a special purpose financial report, of The Infantrymans Muster Inc. for the year ended 31 December 2017 which comprises the Balance Sheet as at 31 December 2017, the Profit and Loss Statement for the period 16 June 2016 to 31 December 2017, notes comprising a summary of significant accounting policies and other explanatory information, and the statement by members of the committee.

Committee's responsibility for the financial report

The Committee is responsible for the financial report and has determined that the accounting policies used and described in Note 1 to the financial statements which form part of the financial report are appropriate to meet the requirements of the Associations Incorporation Act, Queensland and are appropriate to meet the needs of the members. The committee's responsibility also includes such internal control as the committee determine necessary to enable the preparation of a financial report that is free from material misstatement, whether due to fraud or error.

Auditor's responsibility

My responsibility is to express an opinion on the financial report based on my audit. I have conducted my audit in accordance with Australian Auditing Standards and the requirements of the Associations Incorporation Act, Queensland. Those standards require that I comply with relevant ethical requirements relating to audit engagements and plan and perform the audit to obtain reasonable assurance whether the financial report is free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial report. The procedures selected depend on the auditor's judgement, including the assessment of the risks of material misstatement of the financial report, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the association's preparation of the financial report that gives a true and fair view in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the association's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by the officers, as well as evaluating the overall presentation of the financial report.

Independent Audit 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 in 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 2017, and the results of its operations for the year ended in accordance with the Associations Incorporations Act, Queensland..

Brian W Chapman



Dated 18 February 2018

Brian W Chapman

**The Infantrymans Muster Inc.
Annual Financial Report
31 December 2017**

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 opinion of the committee the financial report as set out on pages 3 to 7

- 1. Presents a true and fair view of the financial position of The Infantrymans Muster Inc. as at 31 December 2017 and its performance for the period ended on that date.**
- 2. At the date of this statement, there are reasonable grounds to believe that The Infantrymans Muster 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:


President


Secretary

Dated this 15th day of February 2018