

DOGS QUEENSLAND

PO BOX 1136, MT OMMANEY QLD 4074
PHONE (07) 3252 2661, FAX (07) 3252 3864

Email: info@dogsqueensland.org.au, Website: www.dogsqueensland.org.au



CIRCULAR TO ALL CLUBS

ANNUAL REPORTS

- Reference:
- a. Club Constitution
 - b. Rule 7 of the Rules of Dogs Queensland

All Affiliated Clubs are required to submit an Annual Report, in accordance with the above references.

Clubs are reminded that Annual Reports are to be submitted in the format and on the forms enclosed. These forms are available from the office.

Items or information required to be submitted as part of the Annual Report are:

- a. Annual Report Cover Sheet;
- b. A copy of all reports presented to members at the Annual General Meeting, e.g. President's Report;
- c. A copy of the Audited Financial Report;
- d. A copy of the Club Exhibition Report for **each separate exhibition or Trial** conducted;
- e. A copy of the Minutes of the Annual General Meeting;
- f. A list of financial members, showing addresses;
- g. Notification of change of Office Bearer Form.

Incorporated Clubs are reminded that reports must also be submitted to the Department of Consumer Affairs in accordance with the applicable legislation, and that failure to do so, may result in penalties being imposed on Office Bearers.

Changes to Office Bearers must also be notified as they occur throughout the year. A form is enclosed and extra forms are available from the Dogs Queensland office.

Yours faithfully

J R Harrison
SECRETARY

Encl.

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ANNEX B to CONSTITUTION OF AFFILIATES Jan 97

ANNUAL REPORT OF (1) _____

General Meetings held on (Insert date)												
Attendance (Insert number)												

PRESIDENT

SECRETARY

(Outgoing Officers to sign)

The following Office Bearers were elected at our Annual General Meeting held on (2)

PRESIDENT:

VICE PRESIDENT(S):

SECRETARY:

TREASURER:

At our Annual Meeting, (3) no other reports / the attached reports were submitted, together with the Income and Expenditure Statements for each exhibition.

A list of financial members, with their addresses, is attached for your reference. This list has been signed by both the President and the Secretary. Attached are the financial accounts presented at our Annual General Meeting.

Attached details of any other information you consider necessary.

Attach copy of Minutes of your Annual General Meeting.

Attach copy of President's Report

(4) Date / / 20..... Incoming President:

Date / / 20..... Incoming Secretary

(1) **Insert the name of your Club**

(2) **Insert the date of your Annual General Meeting**

(3) **Cross out whichever is inapplicable**

(4) **This form must be signed by the President and the Secretary**

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NOTE: This form must be lodged within one (1) month of your Annual General Meeting and must have the following attachments:

1. List of Financial Members;
2. Income and Expenditure Statement and Balance Sheet.

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ANNEX B to CONSTITUTION OF AFFILIATES Jan, 97

ANNUAL REPORT OF _____
as at (5) _____

<u>ASSETS:</u>	Notes	Current Year	Last Year
Bank	
Building Society Deposits	
Bonds, Fixed Deposits, Debentures	
Payments Paid in Advance	
Land	
Buildings	
Plant Equipment, Vehicles	
TOTAL ASSETS	
<u>LIABILITY:</u>			
Monies Received in Advance	
Other (Specify in Detail)	
TOTAL LIABILITIES	
Total Assets	
ACCUMULATED FUNDS (CURRENT YEAR)	

AUDITOR'S CERTIFICATE

I, (6) _____, not being a member of _____ report that I have examined the books, accounts and vouchers of that Club for the twelve (12) months ended (7) _____, and I have received all the information and explanations I have required.

In my opinion, the attached Income and Expenditure Statement and above Balance Sheet sets out a true and fair view of the state of affairs of (8) _____ and that proper financial records have been kept.

.....
(Auditor)

(5) *Insert date of Balance Sheet or Statement of Assets & Liabilities*

(6) *Insert Auditor's Name*

(7) *Insert the date when your year ends*

(8) *Insert name of Affiliate*

.....
(Auditor's Qualifications)



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WE CERTIFY THAT THE ABOVE BALANCE SHEET AND ATTACHED INCOME AND EXPENDITURE STATEMENTS ARE AN EXACT COPY OF THAT SUBMITTED AT OUR ANNUAL GENERAL MEETING HELD ON

.....
 (PRESIDENT)

.....
 (TREASURER)

Date / / 20.....

**ANNEX B to
 CONSTITUTION OF AFFILIATES Jan, 97**

**ANNUAL REPORT OF _____
 INCOME AND EXPENDITURE REPORT FROM _____ TO _____
CLUB ACTIVITIES**

INCOME	Notes	Current year	Last year
Membership - Last Year			
- This Year			
Donations			
Training Fee			
Function Receipts			
Interest from			
Other Fund Raising Activities			
Sale of Training Aids, Club items, etc.			
Newsletter Advertising			
Previous Years Income (not Previously reported)			
Other (Specify)			
TOTAL INCOME		_____	_____
EXPENDITURE		=====	=====
Affiliation Fees (specify Names)			
Audit / Accountancy			
Bank Fees and Charges			
Cost of Sales, Training Aids, Club items, etc. (See below)			
Depreciation of Assets			
Function Costs			
Honoraria			
Insurance			
Meeting Room Rent			
Newsletter Costs			
Other Fundraising Costs			
Other (Specify. All items over \$200 must be listed separately)			
TOTAL EXPENDITURE		_____	_____
Net Surplus (Deficiency) from Operations			
Purchase (Sale) of Club Assets (Specify)			
Excess Income (Loss) over Expenditure - (Exhibitions)			
Excess Income (Loss) over Expenditure			

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Note 1 Cost of Sales - Training Aids, Club Items, etc.			
Stock on Hand Last Year			
Purchases Current Year			
Less Stock on Hand - Current Year			
Cost of Sales - Training Aids, Club Items, etc.			

Note: Multiple Costs of Sales may be necessary for various Stock Types

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ANNEX B to CONSTITUTION OF AFFILIATES Jan, 97

CLUB EXHIBITION REPORT

CLUB _____

- (A) Annual Report of Show Revenue and Expenditure for the Financial Year from _____ to _____; OR
- (B) Report of Show / Exhibition Receipts and Payments held at _____ on _____

	Current year	Last year
REVENUE		
Entry Fee (Less Catalogues & Ground Rent)		
Catalogue Sales		
Ground Rent / Parking		
Donations		
Raffles		
Catering Receipts		
Sub-letting Judges		
Other (Specify in Detail)		
TOTAL REVENUE		
EXPENDITURE		
Prizes, Trophies, Ribbons		
Judges Fees		
Judges Travelling Expenses		
Judges Air Fares		
Judges Accommodation, Meals		
Raffles		
Catalogue Expenses		
Advertising		
Ground Rental / Parking		
Catering Expenses		
Surcharge		
Other (Specify in Detail)		
TOTAL EXPENDITURE		
EXCESS (LOSS) OF REVENUE OVER EXPENDITURE		

* To be presented to a General Meeting after the event AND a copy to be attached to Annual Report.

* Explanatory notes may be added as required.

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The Secretary, Dogs Queensland,

NOTIFICATION OF CHANGE OF OFFICE BEARER

Please be advised that the following are the current details of the Club and / or Office Bearers:

CLUB:

CONTACT ADDRESS:

(for correspondence)

Club Officers	Address	E-mail	Home Phone	Work Phone	Mobile Phone
PRESIDENT	-----	-----			
VICE PRESIDENT	-----	-----			
SECRETARY	-----	-----			
TREASURER	-----	-----			
SHOW SECRETARY	-----	-----			
TRIAL SECRETARY	-----	-----			

This information is used to amend the club contact details as published in the Queensland Dog World and to enable contact to be made with Club Office Bearers when necessary.
Please help by ensuring that these details are received by Dogs Queensland URGENTLY after any change

Signed: Date: