

Annual General Meeting
Regional Service Body of Australia Incorporated (RSBoA Inc.)
5th September 2021
FULL VIRTUAL

Location:	Conference Call - via Zoom	Date:	Sunday 5 th September 2021
Meeting Commenced:	11.53am	Meeting Finished:	12.16pm

AGM Minutes 5th September 2021

Regional Service Body of Australia Incorporated Annual General Meeting

Agenda and Chairpersons Report to the RSBoA Incorporated AGM 2021.

1. Introduction and Welcome from the Chair
2. Recording of attendees
3. Approval of the Minutes of the 2020 AGM
4. Presentation of the 2021 Chairperson's AGM Report
5. Presentation of Treasurer's Report
6. Appointment of Auditor

- Welcome to the second Annual General Meeting of the Regional Service Body of Australia Incorporated.
- The RCM Sydney West proposed that the 2020 AGM minutes be accepted and this was agreed by the body.
- Financials of the Regional Service Body of Australia Incorporated are contained in the following Treasurer's Report. This accounts for all income and expenditure for the period 1 July 2020 to 30 June 2021.
- During the year, the delegates can call a special meeting for some urgent discussion. The membership of the RSBoA consists of the members of the ARSC.
- Members do not have any personal liabilities for this association.

Yours in service

Regional Service Body of Australia Incorporated Chairperson.

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AGM Proposals 5th September 2021

Proposal 1 - Acceptance of Chair's Report

Proposed by: Treasurer

Seconded by: RCM Gold Coast

Outcome: Endorsed

Proposal 2 - Acceptance of Treasurer's Report

Proposed by: RCM Northern Australia

Seconded by: RCM Vic/Tas

Outcome: Endorsed

Proposal 3 - Confirmation of Auditor

Proposed by: Treasurer

Seconded by: RCM Sydney South

Appointment of Auditor will be the responsibility of the Treasurer as per our current process.

Outcome: Endorsed

Close of AGM meeting. Meeting closed at 12:16pm

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AGM Attendees 5th September 2021

Management Committee Members		Regional Committee Members and Alternates				Sub-Committee Chairs and Vice Chairs and Work Group Members	
Chair	P	RCM Blue Mountains	P	RCM Northern Australia	Ap	FSO Chair	Ab
Vice Chair	P	Alt RCM Blue Mountains	V	Alt RCM Northern Australia	P	Sydney Metro Chair	Ab
Treasurer	P	RCM Canberra	P	RCM South Australia	Ap	Indigenous Chair	V
Assistant Treasurer	V	Alt RCM Canberra	Ab	Alt RCM South Australia	P	Indigenous Vice Chair	V
Secretary	V	RCM Central Coast	P	RCM Sunshine Coast	P	Strategic Planning Chair	P
Assistant Secretary	V	Alt RCM Central Coast	V	Alt RCM Sunshine Coast	P	Strategic Planning Vice Chair	V
Regional Delegate	P	RCM Coffs Coast	V	RCM Sydney North	P	IT Chair (Caretaker)	P
Alternate Delegate	P	Alt RCM Coffs Coast	V	Alt RCM Sydney North	V	IT Vice Chair	V
Public Officer	P	Far North Coast	P	RCM Sydney South	P	Fellowship Development Chair	P
LEGEND P = Present, Ap =Apology, Ab = Absent, V = Vacant		Alt RCM Far North Coast	P	Alt RCM Sydney South	V	Fellowship Development Vice Chair	V
		RCM Gold Coast	P	RCM Sydney East	P	Policy Chair	P
		Alt RCM Gold Coast	V	Alt RCM Sydney East	V	Policy Vice Chair	V
		RCM Hunter Newcastle	P	RCM Sydney West	P	Public Relations Chair	V
		Alt RCM Hunter Newcastle	V	Alt RCM Sydney West	Ap	Public Relations Vice Chair	V
		RCM NA @ Home	Ab	RCM Victoria	P	Legal Status Workgroup x2	P
		Alt RCM NA @ Home	P	Alt RCM Victoria	P		
		RCM NSW South Coast	P	RCM West Australia	Ap		
	Alt RCM NSW South Coast	V	Alt RCM West Australia	P			

QUORUM - A quorum was attained as per the Constitution.



Regional Service Body of Australia Incorporated

Treasurer's Report 2020-2021

Dear Members

It is an honour to provide the second Treasurer's Report for the Regional Service Body of Australia Incorporated (RSBoA Inc), covering the period 1 July 2020 to 30 June 2021.

Income

Income for the period 1 July 2020 to 30 June 2021 was \$151,262.14, which represented a 15% increase from the previous financial year. This is encouraging given that we are still experiencing a pandemic.

Expenses

Base expenses for the same period totalled \$43,362.09. These were all in line with approved budgets.

Significant items related to Audit Fees, Base Fund Flow to APF and NAWS, Insurance, IT Twilio Phonenumber and Website, Legal Status Incorporation and NA Today Printing.

Additional expenses totalled \$146,729.92, all of which were for Additional Fund Flows to NAWS. These were available funds, approved by the ARSC, that were over and above the prudent reserve and not committed for ARSC use.

A breakdown of all income and expenses are included within this report.

Audit

DKM Accounting and Taxation Services were appointed to complete the annual Agreed Upon Procedures Engagement for 2020-2021.

The engagement involved the following:

Review and test the transactions within the Regional Service Body of Australia Incorporated Bank Account to supporting documentation for the period 1 July 2020 to 30 June 2021.

The findings were as follows:

A total of 214 transactions had taken place in the Regional Service Body of Australia Incorporated Trust Account during the period 1 July 2020 to 30 June 2021. All of the transactions were able to be substantiated as sufficient supporting documents were provided.

There were no exceptions noted.

Yours in service

Treasurer – Australian Regional Service Committee of NA / RSBoA Inc

Regional Service Body of Australia Incorporated (RSBoA Inc)
Financials 1 July 2020 to 30 June 2021 Inclusive

	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Totals
Opening Bank Balance	\$ 74,283.71	\$ 36,086.04	\$ 47,753.58	\$ 71,600.11	\$ 80,203.57	\$ 39,170.90	\$ 41,846.66	\$ 44,122.37	\$ 50,255.35	\$ 34,741.56	\$ 43,185.77	\$ 61,822.03	\$ 74,283.71
Income	\$ 7,120.50	\$ 14,472.81	\$ 24,554.73	\$ 9,566.82	\$ 14,891.55	\$ 6,409.04	\$ 2,976.71	\$ 10,920.73	\$ 18,839.07	\$ 9,482.76	\$ 19,362.76	\$ 12,664.66	\$ 151,262.14
Contributions from Areas and Members	\$ 5,760.76	\$ 10,270.41	\$ 24,554.73	\$ 9,566.82	\$ 14,890.60	\$ 6,409.04	\$ 2,976.71	\$ 10,920.73	\$ 18,839.07	\$ 9,481.47	\$ 19,362.76	\$ 12,664.66	\$ 145,697.76
Refund from Flight Centre for Cancelled APF/WSC Flights		\$ 4,152.40											\$ 4,152.40
Refund from Website Upgrade Overpayment				\$ 0.95									\$ 0.95
Refund from Wise following IT Debit Card Closure									\$ 1.29				\$ 1.29
Reimbursement from ex-Treasurer	\$ 50.00	\$ 50.00											\$ 100.00
Reimbursement from Flight Centre of Credit Balance	\$ 1,309.74												\$ 1,309.74
Expenses - ARSC Member Travel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,000.00	\$ 2,000.00
Flight Centre - ARSC September 2021 Flights												\$ 2,000.00	\$ 2,000.00
Expenses - Other	\$ 7,913.70	\$ 2,805.27	\$ 708.20	\$ 963.36	\$ 5,460.76	\$ 3,733.28	\$ 701.00	\$ 4,787.75	\$ 7,055.66	\$ 1,038.55	\$ 726.50	\$ 5,468.06	\$ 41,362.09
Accountant Fees - Audit		\$ 2,145.00											\$ 2,145.00
Admin Committee - Debit Card Establishment + Deposit									\$ 72.00	\$ 50.00			\$ 122.00
Admin Committee - Postage			\$ 7.45										\$ 7.45
Admin Committee - Zoom subscription									\$ 230.89				\$ 230.89
Bank Fees	\$ 0.75	\$ 101.25	\$ 0.75	\$ 0.50		\$ 141.75	\$ 1.00	\$ 0.25	\$ 1.00	\$ 42.25	\$ 1.50	\$ 0.50	\$ 291.50
Bookkeepers Fee	\$ 360.00												\$ 360.00
Fund Flow APF	\$ 1,500.00				\$ 1,500.00				\$ 1,500.00			\$ 1,500.00	\$ 6,000.00
Fund Flow NAWS	\$ 2,500.00				\$ 2,500.00				\$ 2,500.00			\$ 2,500.00	\$ 10,000.00
Indigenous Literature and Printing				\$ 219.99									\$ 219.99
Insurance - Association Liability								\$ 1,783.65					\$ 1,783.65
Insurance - Public Liability								\$ 2,370.00					\$ 2,370.00
IT Twilio Phonenumber System	\$ 700.00	\$ 300.00	\$ 700.00	\$ 700.00	\$ 1,400.00	\$ 700.00	\$ 700.00	\$ 500.00	\$ 1,400.00	\$ 500.00	\$ 400.00	\$ 1,400.00	\$ 9,400.00
IT Website/other Charges					\$ 60.76	\$ 54.03			\$ 246.77	\$ 166.55		\$ 67.56	\$ 595.67
Legal Status - Lawyer Fees for Incorporation	\$ 1,732.50					\$ 1,732.50							\$ 3,465.00
NA Today Postage and Printing	\$ 1,105.00	\$ 259.02				\$ 1,105.00			\$ 1,105.00	\$ 279.75			\$ 3,853.77
Outreach Literature				\$ 42.87									\$ 42.87
PR Postage								\$ 133.85					\$ 133.85
Stationery	\$ 15.45												\$ 15.45
Venue Hire for September 2021 ARSC										\$ 325.00			\$ 325.00
Base Expenses Total	\$ 7,913.70	\$ 2,805.27	\$ 708.20	\$ 963.36	\$ 5,460.76	\$ 3,733.28	\$ 701.00	\$ 4,787.75	\$ 7,055.66	\$ 1,038.55	\$ 726.50	\$ 7,468.06	\$ 43,362.09
Additional Fund Flow to APF	\$ -				\$ -				\$ -				\$ -
Additional Fund Flow to NAWS	\$ 37,404.47				\$ 50,463.46				\$ 27,297.20			\$ 31,564.79	\$ 146,729.92
Additional Expenses Total	\$ 37,404.47	\$ -	\$ -	\$ -	\$ 50,463.46	\$ -	\$ -	\$ -	\$ 27,297.20	\$ -	\$ -	\$ 31,564.79	\$ 146,729.92
Expenses Total	\$ 45,318.17	\$ 2,805.27	\$ 708.20	\$ 963.36	\$ 55,924.22	\$ 3,733.28	\$ 701.00	\$ 4,787.75	\$ 34,352.86	\$ 1,038.55	\$ 726.50	\$ 39,032.85	\$ 190,092.01
Closing Bank Balance	\$ 36,086.04	\$ 47,753.58	\$ 71,600.11	\$ 80,203.57	\$ 39,170.90	\$ 41,846.66	\$ 44,122.37	\$ 50,255.35	\$ 34,741.56	\$ 43,185.77	\$ 61,822.03	\$ 35,453.84	\$ 35,453.84

	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Totals
Income NSW	\$ 4,863.47	\$ 9,564.59	\$ 16,040.43	\$ 4,587.37	\$ 6,028.38	\$ 2,463.36	\$ 2,238.41	\$ 6,785.49	\$ 10,912.40	\$ 4,977.43	\$ 10,734.90	\$ 8,044.40	\$ 87,240.63
Income ACT					\$ 4,200.00							\$ 1,400.00	\$ 5,600.00
Income QLD/NT	\$ 1,550.00	\$ 2,050.00	\$ 1,973.14	\$ 2,020.00	\$ 100.00	\$ 1,500.00	\$ 50.00	\$ 3,700.00	\$ 50.00	\$ 2,203.55	\$ 6,000.00	\$ 966.73	\$ 22,163.42
Income Vic/Tas		\$ 2,858.22	\$ 6,411.16	\$ 2,889.45		\$ 2,445.68	\$ 688.30		\$ 4,601.53	\$ 2,301.78	\$ 2,443.69	\$ 1,434.53	\$ 26,074.34
Income SA					\$ 4,155.17				\$ 1,215.20				\$ 5,370.37
Income WA	\$ 707.03		\$ 130.00	\$ 70.00	\$ 408.00			\$ 435.24	\$ 2,059.94		\$ 184.17	\$ 819.00	\$ 4,813.38
Income Overseas													\$ -
Income Total	\$ 7,120.50	\$ 14,472.81	\$ 24,554.73	\$ 9,566.82	\$ 14,891.55	\$ 6,409.04	\$ 2,976.71	\$ 10,920.73	\$ 18,839.07	\$ 9,482.76	\$ 19,362.76	\$ 12,664.66	\$ 151,262.14

Income NSW	\$ 87,240.63	58%
Income ACT	\$ 5,600.00	4%
Income QLD/NT	\$ 22,163.42	15%
Income Vic/Tas	\$ 26,074.34	17%
Income SA	\$ 5,370.37	4%
Income WA	\$ 4,813.38	3%
Income Overseas	\$ -	0%
Income Total	\$ 151,262.14	100%