

# Queensland Canoeing Incorporated



Queensland  
Canoeing  
Incorporated



## Annual Report For the period ended 31<sup>st</sup> December 2002

*Proudly Supported By:*

# QUEENSLAND CANOEING INCORPORATED OFFICERS 2002

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## Executive Council

President	Peter Beatton
Finance and Management Director	Glen Fitzgerald
Education and Promotions Director	Jeremy Dunn
Competition and Special Projects Director	Mark Priestley
Executive Officer	Di Bensley

## Council Delegates

Board of Canoe Education	Susan Bell
Canoe Polo	Donald Leigh
Marathon	Rowena Coghill
Recreation	Bill Edwards
Sprint	Ron Synak
Slalom & Whitewater	Rod Hammel

## Zone Delegates

Northern Zone	Vacant
Central Zone	Vacant
Southern Zone 1	Paul Gardner
Southern Zone 2	Vacant

## Employees

Executive Officer	Di Bensley
Education Officer	John McDonald
Community Development Officer	Denise Cooper
Events Coordinator	Jenni Sefton
Administration Officer	Rachel Thomas

## QUEENSLAND CANOEING INCORPORATED COMMITTEES 2002

<b>Council</b>	<b>Position</b>
Peter Beatton	President
Glen Fitzgerald	Finance & Management
Jeremy Dunn	Education & Promotions
Mark Priestley	Competitions & Special Projects
Di Bensley	Executive Officer
Susan Bell	QBCE Delegate
Donald Leigh	Canoe Polo Delegate
Rowena Coghill	Marathon Delegate
Bill Edwards	Recreation Delegate
Ron Synak	Sprint Delegate
Slalom & Whitewater	Rod Hammel
Vacant	Northern Zone
Vacant	Central Zone
Paul Gardner	Southern Zone 1
Vacant	Southern Zone 2

<b>Canoe Polo Committee</b>	<b>Position</b>
Donald Leigh	Chairperson (AC Delegate)
Lenore Solomon	Secretary/Treasurer
Claire Lord	Committee Member
David Peters	Committee Member
Michael Kowal	Committee Member

<b>Marathon Committee</b>	<b>Position</b>
Ian Kelk	Chairperson
Jo Holman	Secretary/Treasurer
Jonathan Clark	Committee Member
Rowena Coghill	AC Delegate
Chris Woods	Committee Member
Clive Shepherd	Committee Member

**QBCE Committee****Position**

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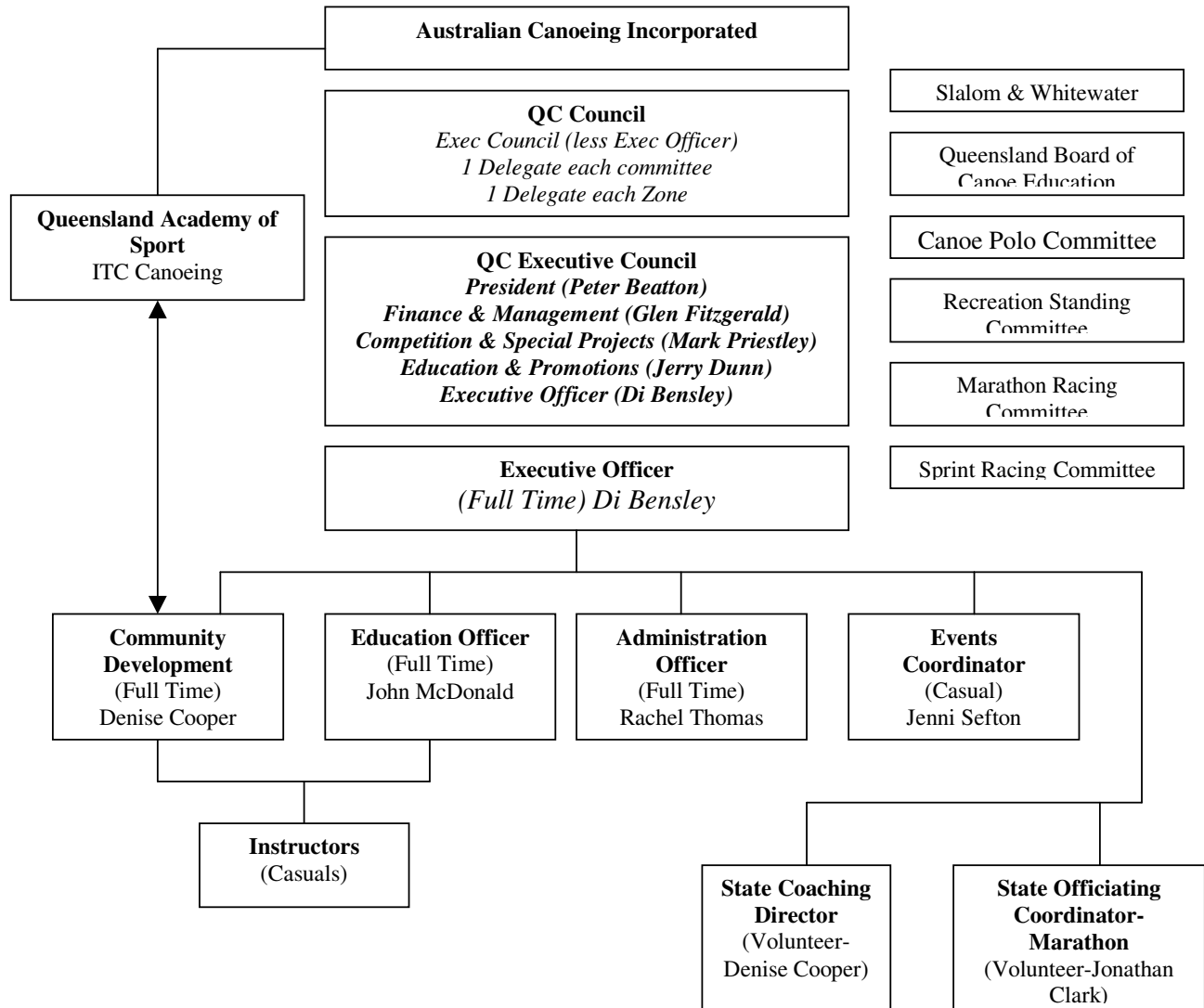
Susan Bell	Chairperson (AC Delegate)
Margaret Miller	Secretary/Treasurer
Ray Young	Committee Member
Digby Rowland	Committee Member
Rob Wigginton	Committee Member

**Sprint Committee****Position**

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Ron Synak	Chairperson
Peter George	Secretary (AC Delegate)
Michael Jones	Treasurer
Paul Schafer	Committee Member
Michelle Moore	Committee Member

# QUEENSLAND CANOEING INCORPORATED STRUCTURE 2002



# QUEENSLAND CANOEING INCORPORATED

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## **Background**

### **Vision**

Queensland Canoeing wishes to ensure Canoeing and Kayaking is recognised by the wider community as a competitive and recreational activity suitable to all.

### **Mission Statement**

Queensland Canoeing is the state body responsible for the management, coordination, development and promotion of canoeing and kayaking clubs and the Queensland Board of Canoe Education registered Instructors.

### **Objects of the Association**

The proposed objects for which Queensland Canoeing Incorporated is established are:

- ✿ To advocate and represent the interests of the Association, its members, its affiliated clubs and canoeists
- ✿ To coordinate the provision of canoeing activities within Queensland;
- ✿ To unite canoeists, canoe clubs and similar organisations; by encouraging them to become affiliated with the Association;
- ✿ To promote and develop a knowledge of canoeing amongst canoeists and the general public;
- ✿ To promote safety of canoeists through education and awareness programs;
- ✿ To provide opportunities for participation at all levels and in all facets of recreational and competitive canoeing and canoe education;
- ✿ To seek financial and other assistance from federal, state and local governments, other authorities and commercial enterprises;
- ✿ To preserve, control, enhance, improve and develop waters for canoeing, means of access thereto and land adjacent thereto;
- ✿ To affiliate with Australian Canoeing Incorporated, and any other association or organisation of which are consistent with the purpose of the Association.

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***2002  
ANNUAL FINANCIAL REPORT  
FOR  
YEAR ENDING  
31 DECEMBER 2002***

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***Auditor: Paul Masters CPA***

**Queensland Canoeing Incorporated**  
**Statement of Income and Expenditure**  
**For the year ended 31 December 2002**

		2002	2001
	\$	\$	\$
	c	c	c
<b><u>Income was obtained from</u></b>			
Competition – Note 2		32622.93	67243.18
Courses		93360.67	67118.49
Grants –			
State Sport & Recreation Development Program – Note 3	103845.54		
Gaming Machine Community Benefit Fund – Note 4	15000.00		
Brisbane City Council – Note 5	2830.50		
Other	<u>5130.91</u>	126806.95	147915.23
Interest		2334.44	6641.63
Marketing – Note 6		1742.86	16445.53
Membership		45959.70	43147.18
Operations		<u>4474.00</u>	<u>4921.25</u>
		307301.55	353432.49
<b><u>Expenditure was made for</u></b>			
Computer		527.27	969.00
Depreciation		10125.00	10001.00
Employment Costs – Note 7		222469.29	179715.05
Events & Competition – Note 8		42975.36	67212.85
Operations – Note 9		19083.41	9226.03
Furniture & Fittings		121.82	5067.73
Insurance – Note 10		1888.01	5489.73
Marketing & Promotion – Note 11		6639.23	4472.20
Maintenance Equipment		1865.11	54.35
Meetings & Conferences		1622.03	0.00
Office Expenses – Note 12		18074.36	31545.31
Telephone		8973.76	6639.07
Vehicles Lease & Maintenance		<u>20614.40</u>	<u>17054.12</u>
		354979.05	337446.44
Surplus/(Deficit)		<u>(47677.50)</u>	<u>15986.05</u>
		<u>307301.55</u>	<u>353432.49</u>



**Queensland Canoeing Incorporated**  
**Balance Sheet**  
**As at 31 December 2002**

	<b>2002</b>		<b>2001</b>	
	\$	c	\$	c
<b>Members' Funds</b>				
Members' Funds 1 January		149575.26		129222.43
Retained Earnings		0.00		4366.78
Revaluation of Inventory – Note 13		(2766.00)		0.00
(Deficit)/Surplus for Year		<u>(47677.50)</u>		<u>15986.05</u>
Members' Funds 31 December		<u>\$99131.76</u>		<u>\$149575.26</u>
Represented by:				
<b>Assets</b>				
<b>Current Assets</b>				
Cash at Bank		56279.52		94268.84
Investment – Term Deposit		68182.03		65741.69
Cash on Hand		200.00		200.00
Accounts Receivable	28930.32			
Provision for Doubtful Debts	<u>(2766.00)</u>	26164.32		30600.82
Community Job Program		0.00		8361.10
Inventory		5933.00		8674.00
Bond on Hinze Dam Regatta Course		<u>500.00</u>		<u>500.00</u>
<b>Total Current Assets</b>		<b><u>157258.87</u></b>		<b><u>208346.45</u></b>
<b>Non Current Assets</b>				
Competition Equipment		11378.00		11378.00
Less Accumulated Depreciation		<u>3414.00</u>		<u>2276.00</u>
		7964.00		9102.00
Fleet – Note 14		30873.73		14581.00
Less Accumulated Depreciation		<u>8346.00</u>		<u>3859.00</u>
		<u>22527.73</u>		<u>10722.00</u>
Office Equipment – Note 15		25001.63		20853.00
Less Accumulated Depreciation		<u>20043.00</u>		<u>15543.00</u>
		<u>4958.63</u>		<u>5310.00</u>
<b>Total Non Current Assets</b>		<b><u>35450.36</u></b>		<b><u>25134.00</u></b>
<b>Total Assets</b>		<b><u>192709.23</u></b>		<b><u>233480.45</u></b>

	2002	2001
	\$ c	\$ c
Less Liabilities		
<b>Current Liabilities</b>		
Accounts Payable	268.60	7121.98
Capitation fees	0.00	1393.96
Grant State Sport & Recreation Development Program – Note 16	59615.60	50960.00
Grant 2000 State Sport & Recreation Development Program – Special Initiative	0.00	1925.54
Grant International Year of the Volunteer – Note	0.00	4221.82
Grant Junior Sports Development – Brisbane City Council	0.00	2830.50
Provision for Employee Entitlements – Note 17	20995.00	2973.12
Qanoë – Subscriptions in advance – Note 18	<u>12698.27</u>	<u>12478.27</u>
<b>Total Current Liabilities</b>	<u><b>93577.47</b></u>	<u><b>83905.19</b></u>
<b>Total Liabilities</b>	<u><b>93577.47</b></u>	<u><b>83905.19</b></u>
<b>Net Assets</b>	<u><b>\$99131.76</b></u>	<u><b>\$149575.26</b></u>

**QUEENSLAND CANOEING INCORPORATED**

**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 31 DECEMBER 2002**

**Note 1          Accounting Policies**

The Financial report has been prepared as a special purpose financial report for use of the Members of the Association.

The Financial Statements have been prepared on a modified accrual basis of accounting and in accordance with the historical cost convention and the going concern assumption. Income and expenditure for 2001 have been reclassified to allow as close as possible comparison with income and expenditure in 2002 which have been allocated on a revised classification of accounts.

Any assets of material value purchased during the year have been capitalised at year end while other assets have been recorded as an expense.

Assets have been revalued or depreciation charged in the accounts to bring the value of all assets on hand at year end to estimated current realisable value.

**Note 2          Competition - \$32622.93**

Competition income comprised:

	2002	2001
	\$ c	\$ c
Entry fees, Sponsorship	22287.19	35296.06
Hire of Equipment	2417.49	1954.26
Team Uniforms	7325.56	12009.75
Travel & Accommodation	560.69	14158.38
Other	<u>32.00</u>	<u>3824.73</u>
	<u>32622.93</u>	<u>67243.18</u>

**Note 3          Grant - State Sport & Recreation Development Program - \$103845.54**

Grant provided to assist in meeting employment	
Costs of permanent administrative staff	101920.00
Grant provided in 2000 to fund Special Initiative and unspent at 31/12/2001	<u>1925.54</u>
	<u>103845.54</u>

**Note 4 Grant -Gaming Machine Community Benefit Fund - \$15000.00**

The Grant was provided to assist the organization to acquire Canoes and Kayaks.

**Note 5 Grant Brisbane City Council \$2830.50**

A Grant was provided in 2001 to assist in development of canoe polo. At 31 December 2001 \$2830.50 remained unexpended and was utilised in 2002.

**Note 6 Marketing - \$1742.86**

Marketing Income comprised:

	2002		2001	
	\$	c	\$	c
Subscriptions to Qanoe	0.00		9709.70	
Advertising	27.27		1157.39	
Special Events/Projects	1579.23		3059.44	
Sponsorship	136.36		1500.00	
Goods in Kind	0.00		319.00	
Donation	0.00		700.00	
<u>1742.86</u>	<u>16445.53</u>			

**Note 7 Employment Costs - \$222469.29**

Employment Costs comprise:

	2002		2001	
	\$	c	\$	c
<b>Employment Costs Permanent Staff</b>				
Salaries & Wages		*173438.76		137589.10
Superannuation		14015.12		10133.33
Workcover		1765.36		0.00
Professional Development		1230.64		5899.04
Staff Amenities		<u>293.18</u>		<u>0.00</u>
		190743.06		153621.47
<b>Employment Costs – Casual &amp; Part Time staff</b>				
Casuals, Instructors, & Consultants				
Payments	31089.97		26093.68	
Travelling	<u>636.26</u>		<u>0.00</u>	
		<u>31726.23</u>		<u>26093.68</u>
		222469.29		179715.15

\* Includes provision for employee entitlements of \$18021.88

**Note 8      Events & Competition - \$42975.36**

Expenditure comprised:

	<b>2002</b>	<b>2001</b>
	\$   c	\$   c
Travel & Accommodation	1375.78	17221.38
Medals, Trophies, Certificates & Prizes	12474.21	11337.45
Uniforms	6458.85	14708.23
Events/Competition Refunds	1719.64	1756.40
Course Fees	11532.80	9822.73
Event Dinner	545.45	2961.82
Equipment Hire	3549.96	3553.66
Catering	239.44	2093.72
Event Administration	2503.58	1656.33
Medical Expenses	392.72	277.23
Miscellaneous	962.24	1125.92
Venue Hire	<u>1220.69</u>	<u>697.98</u>
	<u>42975.36</u>	<u>67212.85</u>

**Note 9      Operations - \$19083.41**

Operations comprised:

	<b>2002</b>	<b>2001</b>
\$   c	\$   c	\$   c
Accounting/Audit	2000.00	1272.73
Bad Debts	1889.64	784.00
Bank Charges	3681.87	1480.80
Miscellaneous	381.82	0.00
Travel, Accommodation – Staff	6725.86	0.00
Dues, Subscriptions	720.67	3315.90
Legal Expenses	459.55	0.00
Meeting Room Hire	140.00	0.00
Photocopier – Lease	<u>3084.00</u>	<u>2372.60</u>
	<u>19083.41</u>	<u>9226.03</u>

**Note 10      Insurance - \$1888.01**

Public and Sports Insurance cover is carried by Australian Canoeing.

**Note 11      Marketing & Promotion - \$6639.23**

Expenditure was made for:

<b>2002</b>	<b>2001</b>
\$   c	\$   c

Promotion & Marketing	908.17	687.11
Advertising	462.37	1785.09
Promotional Clothing/Items	1055.39	0.00
Special Events & Projects	1333.59	0.00
Donations	1240.90	2000.00
Newsletter	648.00	0.00
Awards	<u>990.81</u>	<u>0.00</u>
	<u>6639.23</u>	<u>4472.20</u>

**Note 12 Office Expenses - \$18074.36**

Expenditure was made for:

	<b>2002</b>		<b>2001</b>	
	\$	c	\$	c
Postage	3659.90		6104.34	
Printing	2215.52		10386.59	
Office Supplies & Stationery	2063.58		6440.43	
Rent	8400.00		7800.00	
Electricity	1127.77		813.95	
Other	<u>607.59</u>		<u>0.00</u>	
	<u>18074.36</u>		<u>31545.31</u>	

**Note 13 Revaluation of Inventory - \$2766.00**

The Inventory has been revalued to reflect estimated realisable value.

**Note 14 Fleet**

Acquisitions which were funded from the grant from Gaming Machine Community Benefit Fund during the year were:

12 Dagger Vampire Bat Polo Kayaks	10364
12 Helmets & Face Guards	1392
12 Paddles	829
12 Personal Flotation Devices	1876
12 Kevlar Spray Deck	<u>1832</u>
	<u>16293</u>

**Note 15 Office Equipment**

Office Equipment acquired during the year was:

Computer Server	\$1985.00
Office Furniture	\$1818.18

**Note 16 Grant - State Sports Recreation & Development Program - \$59615.00**

Advance against grant of \$119230.00 to be provided in 2003 by the Queensland Government to assist in payment of employment costs principally to full time administrative staff.

**Note 17 Provision for Employee Entitlements - \$20995.00**

Employee's Entitlements comprise:

Recreational (Annual) Leave	\$13684
Long Service Leave	<u>7311</u>
	<u>\$20995</u>

**Note 18 Qanoe Subscriptions - \$12698.27**

Publication of the magazine "Qanoe" has been discontinued. Subscriptions cannot be identified and are held awaiting claims.

***STATEMENT BY OFFICERS***  
***FOR YEAR ENDED 31 DECEMBER 2002***

The Association is not a reporting entity because of, in the office bearers' opinion there is unlikely to exist users who are able to command the preparation of reports tailored so as to satisfy specifically all their information needs. These accounts are, therefore, a "Special Purpose Financial Report".

As the Association does not fall within the definition of a Reporting Entity, no accounting standards have mandatory applicability.

In our opinion, the accompanying balance sheet, statement of Income and Expenditure and Notes thereto are properly drawn up so as to give a true and fair view of the financial affairs of Queensland Canoeing Incorporated for the year ended 31 December 2002.

President

Competitions & Special Projects Director

Executive Officer

22 January 2003



## **AUDITOR'S REPORT**

### **TO THE MEMBERS OF THE QUEENSLAND CANOEING INCORPORATED**

#### ***Scope***

I have audited the financial report of Queensland Canoeing Incorporated for the year ended 31 December 2002 as set out on pages 1 to 8. The elected committee of the Association is responsible for the preparation and presentation of the financial report and the information contained therein. I have conducted an independent audit of the financial report in order to express an opinion on it to members of the Association.

My audit has been conducted in accordance with the Australian Auditing Standards to provide reasonable assurance as to whether the financial report is free of material misstatement. My procedures included examination, on a test basis, of evidence supporting the amount and other disclosures in the financial report, and the evaluation of accounting policies and significant accounting estimates. The procedures have been undertaken to form an opinion as to whether, in all material respects, the financial report is presented fairly in accordance with Australian accounting standards and the provisions of the Associations Incorporation's Act of Queensland so as to present a view which is consistent with my understanding of the financial position of the Association, the result of its operations.

The audit opinion expressed in this report has been formed on the above basis.

#### **Qualification**

It is not practical for the organization to maintain an effective system of internal control over cash receiving activities until their initial entry in the accounting records. Accordingly my audit in relation to these activities is restricted to the amounts recorded as income.

#### **Audit Opinion**

In my opinion, subject to the effects of the qualification the financial report presents fairly the financial position of Queensland Canoeing Incorporated as at 31 December 2002, and the results of its operations for the year then ended in accordance with applicable Accounting Standards, and with the provisions of the Associations Incorporation Act (Queensland).

Paul V Masters CPA  
51 Koumala Street  
Mansfield Q 4122  
22 January 2003