

MOUNT GAMBIER VETERAN & VINTAGE CAR CLUB (Incorp. No 3345)
AUDIT 2013-2014

ANNUAL CHECKLIST ~ GOOD GOVERNANCE FOR HEALTHY ASSOCIATIONS

Introduction

This set of questions is designed to be asked of the governing committee of an Incorporated Association as a guide to its' healthy governance. It is intended to generate discussion about what changes may be needed, how these can be made and who can help. It does not include every aspect of governance but provides a broad cover of the more important aspects of governance. Why is 'good governance' important? It ensures this association is conducting itself well and managing its affairs in compliance with the South Australian Associations Incorporation Act 1985 and the Liquor Licensing Act 1997.

Topic	Question	Yes	No	Comments	Notes for Guidance	Action by whom
General	Is a copy of the Constitution [Club Rules] available to the Committee?	*		On joining, each Club Member receives a copy of constitution	A sample constitution set of club rules can be downloaded from www.ocba.sa.gov.au	No action needed
	Do the Objects of the Assocn. [as written in Constitution] match up with the current purpose and direction of the Association?	*			Club may need to update these by having a Special General Meeting and taking a vote to make sure most members agree with the changes	No action needed
	Are the rules you are using to manage the Association different from those in the Constitution?		*		Your rules are there to make sure the Committee is acting fairly. If club rules need changing, hold a Special General Meeting to formerly change the rules. The Office of Consumer and Business Affairs must be notified so they have a current copy.	Not applicable . Correct action will be taken as necessary
	Who is a member of your Association?			Every financial Member of the Club	A list of names of current members is held by the Club. The governing committee and members themselves should know they are Club Members and therefore they have certain rights.	No action needed

ANNUAL CHECKLIST ~ GOOD GOVERNANCE FOR HEALTHY ASSOCIATIONS

Topic	Question	Yes	No	Comments	Notes for Guidance	Action by whom
Governing Committee	What are the names of the Association's Office Bearers? Chair: Ross Spencer Treasurer: Robert Thompson Secretary: Mavis Thompson Public Officer: Lambert Verhoeven	*		All Office Bearers identified.	Each office bearer has a separate role with different responsibilities. If you want to know more about these, refer to the information on Office Bearers on the website.	No action needed.
	Were all the Office Bearers appointed in the way your Constitution says?	*			The club constitution says that they need to be voted in either at the Annual General Meeting OR at a Special General Meeting. (They should not be chosen at a normal committee meeting, or by just one or two people).	No action needed.
	If your Public Officer has changed ~ has your Club notified the Office of Consumer and Business Affairs?			Not applicable	It is important that the Office of Consumer and Business Affairs knows who your Public Officer is as they are the chief contact person between them and your Association	No action needed at the time of completing this audit.

ANNUAL CHECKLIST ~ GOOD GOVERNANCE FOR HEALTHY ASSOCIATIONS

Topic	Question	Yes	No	Comments	Notes for Guidance	Action by whom
Meetings	Are meetings held at a place and time that is convenient for the Committee?	*		Club complies	If members are finding it difficult to attend meetings regularly, try and find out why. A different time or place may encourage people to attend. It is important that each role is carried out, e.g. there must be someone taking minutes for each meeting.	Secretary
	Are all members notified of each meeting date well in advance (at least two weeks?)	*		Club lists meeting dates in the monthly SBT magazine	If Club doesn't have set dates for the year, make sure you set a date for the next meeting at the end of the last one. A reminder that the next meeting is due is always helpful.	No action needed.
	Are they held regularly? (for example once every two months)	*		As above	Try setting dates for all the meetings for the year so everyone knows well ahead.	No action needed.
	Do you know the minimum number (quorum) of people for the meeting to be legal?	*		!2 Club Members	Check your Constitution. It will tell you how many people are needed to hold a meeting.	No action needed.
	Are decisions made by a vote in the way your constitution says?	*		Club complies	All decisions should be made in accordance with the rules of the constitution.	No action needed.
	Is a financial statement presented at each meeting?	*		A written Report is provided by the Treasurer	The finance officer should present a financial report to each meeting to keep the Committee up to date on money going in and out and how much you have in the bank.	No action needed.

ANNUAL CHECKLIST ~ GOOD GOVERNANCE FOR HEALTHY ASSOCIATIONS

Topic	Question	Yes	No	Comments	Notes for Guidance	Action by whom
Minutes	Are minutes recorded for each meeting?	*		Secretary or Acting Secretary takes Minutes	It is essential that there is a record of each meeting, when it was held, who attended and what was discussed and decided.	No action needed.
	Are the previous meeting minutes confirmed as correct at the commencement of each meeting?	*		Club complies	Members who were there at the previous meeting must be able to agree or make changes so that they are a true record.	No action needed.
	After each meeting, are the minutes printed and copies sent to all the Committee and General members?	*		Published monthly in the Club's SBT Magazine	Members should have a chance to read the minutes – particularly if they couldn't attend the meeting, so they know what happened.	No action needed.
	Is a signed copy of the minutes kept in a safe keeping place where the meetings are usually held?	*		Minutes are kept in the Minutes Folder	Once agreed they are a true record, the Chair should sign the minutes. They should be kept in a secure so they can be referred to if requested.	No action needed.
	Are the minutes of meetings made available for any committee member to read?	*		The minutes are available as published in the SBT magazine	Any community member should be able to get a copy of and read the minutes – even if they are old ones.	Secretary to confirm that signed set of minutes are in the club rooms.

ANNUAL CHECKLIST ~ GOOD GOVERNANCE FOR HEALTHY ASSOCIATIONS

Topic	Question	Yes	No	Comments	Notes for Guidance	Action by whom
Finances	Are all monies banked as soon as possible (preferably within a day) of being received?	*		Treasurer complies.	If you can't get to bank then you may need to consider purchasing a small safe. The money that you deal with may not be cash and should be able to be transferred by Internet banking.	Treasurer, as required.
	Are all funds that come into the Association used in ways that are consistent with the Objects (purpose) of the Association?	*		Treasurer complies.	All the members have responsibility to make sure the money is used only for the purpose the association was set up for. When voting on something that will cost money members need to ask <i>"How will this achieve our goals?"</i>	Responsibility of all Members
	Does the Treasurer keep accounts that show where and when money comes into the Association and how it is spent?	*		Treasurer complies.	It is essential that the Treasurer keeps up-to-date and accurate records of money coming in and going out of the association so that all members can see that the money is being used to achieve the goals (objects) of the association [the Club].	Treasurer, as required.
	Are all payments authorized by at least two members of the Committee?	*		To sign cheques there are at least two other Committee Member signatories besides the Treasurer.	All money being paid out should be approved in writing by as least two Committee members. It is preferable that they are not both from the same family.	Treasurer and one of two other signatories.
	Is the total of the money coming into the Association more than \$500,000 a year?		*	Not applicable	If yes, then you need to let the Office of Consumer and Business Affairs know as soon as possible. They will tell you what you may need to do differently.	Not applicable.
	If you get more than \$500,000 a year, has OCBA been informed? Is a financial report prepared and audited each year?		*	Not applicable, as the MGVVCC is registered as a "Limited Association"	If over \$500,000 pa, then you should be a "Prescribed Association" and responsible for a different set of Association Act rules and reporting requirements.	No action is required or applicable by the MGVVCC

ANNUAL CHECKLIST ~ GOOD GOVERNANCE FOR HEALTHY ASSOCIATIONS

Topic	Question	Yes	No	Comments	Notes for Guidance	Action by whom
Property	Does the committee have a list of the assets owned by the Association?	*		An <u>Inventory of Club Property</u> Items was held previously and this also identified movement of club property loaned out, e.g. use on club activities. An <u>Assets Register</u> listing values is being prepared.	It is important that there is a current list of what valuable items (assets) the Association owns. This includes such things as cars, buildings, furniture and computers, etc This is needed so it is clear to members what the association owns. It is also needed by the Treasurer when preparing financial reports.	Club Inventory List currently not located. Committee accepted new Club Assets List July 2014
	Does the list show the current value of each of the Assets?	*	Work has been completed	A new Assets Register is being prepared and will show value of significant assets	Many assets will go down in value the older they are. For example, a new car that is only a few months old will be worth a lot less two years later.	Treasurer complied June 2014
	Does the list show where the property is located?	*	Investigation underway	A new List is being compiled but not finalised yet, due to the former list known to be in existence, not being located at the time of this audit.	This list should also identify where these items are. No single person can "own" the property of the Association. It belongs to all its members. However, there may be a person or persons responsible for taking care of it. It is there job to make sure it is only used for the purpose of the Association.	A Club Property Officer will be in place by AGM 2014

OUTCOME Achievement satisfactory, but work to be done on **PROPERTY**.
DATE OF NEXT AUDIT [when required, e.g. July 2014]
SIGNED OFF BY PRESIDENT _____

COMPLETION DATE Initial Audit (11 Feb. 2014)
RESPONSIBILITY: MGVVCC Management Committee
REVIEW DATE FOR 2nd AUDIT COMPLETION June 2015

GUIDELINES: Where to from here? It is recommended a copy of responses to the checklist be kept by the Committee and copies made available to the membership. At the next committee meeting, it is suggested the following happen: The Secretary prepare an Action List of things to do that came out of the audit discussion. The Committee decide who is going to do what task and put names to each. The Secretary give each person a list of what they need to do with a date set for follow-up. If the check shows your Association is very healthy, the Secretary should keep a copy of the completed checklist and the Committee agree on a date to review this, in for example 12 months time. The MGVVCC to hold a future review at the Committee's discretion.