

**CAMBRIDGE BRIDGE CLUB (INC)**  
**Minutes of Meeting dated Thursday 8 August 2019 at 4.45pm**

**Present:** Anne Blewden (President), Kevin Whyte (Treasurer), Vicki Jacobsen (Past-President), Jenny Oxley (Secretary), Calum MacLean, Allison Vince, Peter Hobman, Sue McKenzie, Mary Casey (Committee), Clare Coles (Club Captain),

**Items in red need action.** *Items in italics for future consideration.*

**APOLOGIES:** Louise Chambers, Lesley Roberts, Liz Clayton

**CONFIRMATION OF MINUTES**

Resolved: That the minutes of 11 July 2019 are confirmed (with minor alteration). *McKenzie/Vince*

**TREASURER'S REPORT**

	<b>2019</b>	<b>2018</b>	<b>Change</b>
YTD Surplus as at <b>31-Jul</b>	\$8,833.65	\$8,473.89	<b>4%</b>
<b>Income</b>			
Annual subscriptions (net)	\$8,903.50	\$8,406.00	<b>5%</b>
Tournament entry fees	\$11,500.00	\$5,820.00	<b>98%</b>
Total Table money collected	\$23,640.00	\$19,452.40	<b>21%</b>
Vouchers	\$19,236.00	\$12,210.00	<b>58%</b>
Vouchers discount	(\$2,508.00)		<b>(100)%</b>
<b>Expenditure</b>			
Affiliation fees & masterpoints	\$6,663.34	\$4,981.06	<b>(34)%</b>
Administration	\$2,532.03	\$1,430.90	<b>(77)%</b>
Tournament expenses	\$3,726.29	\$4,501.11	<b>17%</b>
Bridge Supplies	\$1,606.72	\$427.90	<b>(275)%</b>
Session Catering	\$1,769.09	\$1,248.92	<b>(41)%</b>
Social Events	\$3,555.67	\$2,749.05	<b>(29)%</b>
Repairs & maintenance	\$5,207.48	\$6,112.69	<b>15%</b>
Cleaning (incl wages)	\$1,823.77	\$2,632.66	<b>31%</b>
<b>Balance Sheet</b>			
Debtors	\$151.07	\$0.00	<b>100%</b>
Creditors	\$3,167.77	\$2,577.11	<b>(23)%</b>
Voucher liability	\$5,211.00	\$2,574.50	<b>(102)%</b>
SBS Current account	\$16,113.81	\$10,547.50	
SBS Term Investment No1	\$15,295.28	\$15,000.00	(matures 18-Dec-19)
SBS Term Investment No2	\$5,498.01	\$5,352.02	(matures 19-Sep-19)
<b>Overall cash balance</b>	<b>\$37,107.50</b>	<b>\$30,899.52</b>	<b>20%</b>

**Key points for month/year**

- 1) Bank balance as at **07-Aug = \$17,321.97**
- 2) Accounts for payment approval = **\$3,291.11** (per attached schedule)
- 3) Table money collection **21%** up on last year - voucher usage up **58% (81% of total)**
- 4) Helloclub/(Compass) – progressing smoothly, \$5,211 balance, 90 members paid up

Resolved: That the financial report be accepted. *Whyte/Hobman*

## CORRESPONDENCE

### Inward:

- 29/7 NZB, Engaging Communities leaflet
- 26/7 NZB, From the Chair #5
- 24/7, NZB, Changes to Board requirements at Tournaments for 5A, 10A, 15A, 20A

### Outward:

- Thank you cards to sponsors

The inward correspondence was received and the outward approved.

*Whyte/Hobman*

## PLAYING COMMITTEE REPORT

- Education: So far this year no education has been provided to open players. Richard Soloman has offered his services free of charge, excepting for cost of expenses. The proposed plan is for him to attend Thursday afternoon play on 7 November followed by a seminar.  
Open players and more advanced Intermediate players to be invited and opened to other clubs if space allows.  
Aiming for 8 tables.  
Pizza to be funded by attendees.

## GENERAL BUSINESS

1. **Sixes:** Those of the committee who are available, to meet at clubrooms on Friday to assist with setting up. All going according to plan so far. Anne has booked dinner at Onyx for Saturday night. Club to pay for the Directors' dinner.  
**\*\*To ensure that an earlier closing date for entries** is made for future years – 8 days prior to tournament.
2. **Table Money:** Kevin needs to look further into financials, as he wants to ensure that any need for an increase is for financial reasons, not for ease of administration.  
Calum suggested that more effort be made to obtain grants from Waipa. **Peter** offered to investigate criteria for Waipa grants. **Jenny** to email Clubs in other regions to see if they are supported by their local bodies.
3. **Maintenance:** Peter reported that all chairs now have new stoppers, the front light has been fixed, mould in men's toilet removed, grass removed from gutters. Working bee still to be planned for painting the windowsills (in summer). Ongoing problems with fire alarm in the office.
4. **Cleaner:** Concerns that cleanliness of the Clubrooms is being compromised. **Allison** offered to look at the job specifications and re-write for present Cleaning Service. In the meantime, to stay with the status quo.
5. **Coffee:** Brief discussion re brand. No further action needed.
6. **AGM:** Clare advised she may not be able to attend but still uncertain.

Meeting closed at 6pm.

Next meeting to be held **Thursday 12 September 2019 at 4.45pm**

Month ending: 31-Jul-19

**Profit & Loss Statement**

**Income**

	Op.Bal	Jun	Jul	Jul-19 YTD	Jul-18 YTD	% Vary
Subscriptions			\$114.00	\$9,363.50	\$8,722.00	7%
Subscriptions Rebate (LIFE)				(\$460.00)	(\$316.00)	(46%)
Joining Fees & Name Badges		\$30.00	\$60.00	\$720.00	\$300.00	140%
Table Money		\$388.00	\$136.00	\$4,404.00	\$7,242.40	(39%)
Table Money Vouchers		\$1,880.00	\$2,680.00	\$19,236.00	\$12,210.00	58%
Table Money Voucher Discounts		(\$351.00)	(\$319.00)	(\$2,508.00)		100%
Sponsorship (Competitions)				\$1,800.00	\$1,800.00	
Sponsorship (Programme)				\$480.00	\$360.00	33%
Grants & Donations			\$50.00	\$181.00	\$6,440.66	(97%)
Clubroom Hire					\$100.00	(100%)
Tournament Entry Fees		\$864.00	\$5,844.00	\$11,500.00	\$5,820.00	98%
Raffles				\$444.00	\$563.00	(21%)
Social Events Receipts				\$870.00	\$615.00	41%
Interest Received		\$285.37	\$0.95	\$477.77	\$616.33	(22%)
Sundry Income		\$4.00	\$90.00	\$1,192.35	\$596.75	100%
<b>Total Income</b>		<b>\$3,100.37</b>	<b>\$8,655.95</b>	<b>\$47,700.62</b>	<b>\$45,070.14</b>	<b>6%</b>
<b>Expenditure</b>						
Administration		\$97.10	\$172.11	\$2,532.03	\$1,430.90	(77%)
Advertising				\$610.27	\$562.46	(9%)
Computer Expenses		\$49.45		\$983.41	\$1,259.14	22%
Electricity		\$147.82	\$138.98	\$1,197.19	\$1,442.27	17%
Postage & Box Rental				\$185.00	\$313.99	41%
Telephone & Broadband		\$118.55	\$117.38	\$1,178.56	\$1,188.27	1%
Website		\$519.60	\$119.60	\$913.10	\$2,005.95	54%
Session Catering		\$161.42	\$272.75	\$1,766.09	\$1,248.72	(41%)
Social Events Expenses		\$334.89		\$3,555.67	\$2,749.05	(29%)
Tournament Expenses		\$184.95	\$283.19	\$3,726.29	\$4,501.11	17%
Affiliation Fee & Masterpoints		\$800.63	\$1,121.25	\$6,663.34	\$4,981.06	(34%)
Director & Tutor Payments			\$64.00	\$736.00	\$435.00	(69%)
Bridge Supplies			\$210.00	\$1,606.72	\$427.90	(275%)
Prizes incl. Vouchers		\$340.00	\$432.18	\$2,786.68	\$2,659.36	(5%)
Gifts & Donations				\$550.21	\$223.45	(146%)
Sponsorship & Grants			\$200.00	\$200.00		(100%)
Bank Fees		\$30.12	\$9.26	\$39.38	\$15.00	(163%)
Equipment R&M			\$149.50	\$712.32	\$481.93	(48%)
Property R&M		\$240.00		\$4,495.16	\$5,630.76	20%
Insurance				\$1,504.15	\$1,450.77	(4%)
Lease on Land				\$247.25	\$247.25	
Rates (Water & Sewerage)		\$48.25		\$854.38	\$709.25	(20%)
Wages					\$1,280.00	100%
ACC Levies			(\$41.07)	(\$41.07)	\$41.07	
Cleaning & Supplies		\$252.80	\$267.99	\$1,864.84	\$1,311.59	(42%)
<b>Total Expenditure</b>		<b>\$3,325.58</b>	<b>\$3,517.12</b>	<b>\$38,866.97</b>	<b>\$36,596.25</b>	<b>(6%)</b>
<b>Net Surplus/(Deficit)</b>		<b>(\$225.21)</b>	<b>\$5,138.83</b>	<b>\$8,833.65</b>	<b>\$8,473.89</b>	<b>4%</b>

Month ending: 31-Jul-19

## Balance Sheet

### Current Assets

	Op.Bal	Jun	Jul	Jul-19 YTD	Jul-18 YTD	
Current Account (SBS Bank)	\$8,123.09	\$639.49	\$4,862.44	\$16,113.81	\$10,547.60	53%
Cash on Hand (Float)	\$10.00			\$100.00	\$40.00	150%
Term Deposit 1 (SBS Bank)	\$15,000.00	\$247.10		\$15,495.28	\$15,000.00	3%
Term Deposit 2 (SBS Bank)	\$5,389.12	\$36.48		\$5,498.01	\$5,352.02	3%
Debtors		(\$38.00)	\$23.07	\$151.07		100%
Accrued Income	\$766.40					
<b>Total Current Assets</b>	<b>\$29,288.61</b>	<b>\$885.07</b>	<b>\$4,885.51</b>	<b>\$37,358.17</b>	<b>\$30,939.62</b>	<b>21%</b>

### Fixed Assets

Buildings at Cost	\$74,659.00			\$74,659.00	\$74,659.00	
Buildings Accum Dep'n	(\$41,256.00)			(\$41,256.00)	(\$39,763.00)	(4%)
Plant&Equipment at Cost	\$40,141.43			\$40,141.43	\$40,141.43	
Plant&Equipment Accum Dep'n	(\$23,473.00)			(\$23,473.00)	(\$21,621.00)	(9%)
Furniture&Fittings at Cost	\$37,027.57			\$37,249.00	\$37,027.57	1%
Furniture&Fittings Accum Dep'n	(\$23,982.00)	\$1,210.95		(\$22,771.05)	(\$20,720.00)	(10%)
Computer Equipment at Cost	\$3,192.00			\$4,599.50	\$3,192.00	44%
Computer Accum Dep'n	(\$3,106.00)			(\$3,106.00)	(\$3,085.00)	(1%)
<b>Total Fixed Assets</b>	<b>\$63,203.00</b>	<b>\$1,210.95</b>		<b>\$66,042.88</b>	<b>\$69,831.00</b>	<b>(5%)</b>
<b>Total Assets</b>	<b>\$92,491.61</b>	<b>\$2,096.02</b>	<b>\$4,885.51</b>	<b>\$103,401.05</b>	<b>\$100,770.62</b>	<b>3%</b>

### Liabilities

Creditors	\$2,943.39	\$1,154.13	(\$873.01)	\$3,167.77	\$2,577.11	(23%)
Accrued Expenses	\$762.04					
Prepaid Vouchers Liability	\$2,529.00	\$1,316.00	\$565.00	\$5,211.00	\$2,574.50	(102%)
Waikato-Bays TWITs Control	\$381.05	(\$148.90)	\$54.69	\$402.50	\$796.51	49%
Income in Advance	\$90.00				\$5,302.00	100%
<b>Total Liabilities</b>	<b>\$6,705.48</b>	<b>\$2,321.23</b>	<b>(\$253.32)</b>	<b>\$8,781.27</b>	<b>\$11,250.12</b>	<b>22%</b>
<b>Net Assets</b>	<b>\$85,786.13</b>	<b>(\$225.21)</b>	<b>\$5,138.83</b>	<b>\$94,619.78</b>	<b>\$89,520.50</b>	<b>6%</b>

### Equity

Accumulated Funds	\$96,507.01			\$96,507.01	\$96,507.01	
Retained Earnings	(\$10,720.88)			(\$10,720.88)	(\$15,460.40)	31%
Current Year Earnings		(\$225.21)	\$5,138.83	\$8,833.65	\$8,473.89	4%
<b>Total Equity</b>	<b>\$85,786.13</b>	<b>(\$225.21)</b>	<b>\$5,138.83</b>	<b>\$94,619.78</b>	<b>\$89,520.50</b>	<b>6%</b>