

BUDGET, ANNUAL RETURN & DUES



**Jim Wells -
District
Treasurer**



**Gina Growden – District
Secretary**



DUES

MEMBER DUES (pa)	\$
Rot Intern	50 excl GST
Rot Down Under (Mag)	40 incl GST
District	116 incl GST

Payable each half year

RI depends on \$us:\$A

Some Clubs pay for Rotarian - \$24us





Fair
Trading

ABN 81 913 830 179

Form A12

Office use only

ANNUAL RETURN

Annual summary of financial affairs

Associations Incorporation Act 2009
(sections 45 & 49)

Please read the information provided before completing this form.

This form should be completed in black or blue ink and in BLOCK LETTERS.

Fee – see information sheet

Date:
Receipt No:

Association details

Incorporation number INC/Y

Name Incorporated

The principal activity of the association is ☒ (cross 1 box only)

1. Aged care/respite care/home care	5. Education/employment/training/research	9. Religious
2. Arts/culture/literary/heritage	6. Environmental/horticulture/animal protection	10. Social services/community association
3. Business & professional association	7. Legal/civil/advocacy services	11. Sporting
4. Child care services	8. Personal interest/hobby group/social group	12. Other

ABN (if any)

Details of current public officer

Name

Has the public officer changed? ☐ Yes ☐ No

Has the official address & address for service of notices changed? ☐ Yes ☐ No

If you answered 'Yes' to either or both questions, you are required to lodge a Form A9, 'Notice of appointment of public officer & Notice of change of association address'.

Financial summary

The association's financial year ended on DD /MM /YYYY

The annual general meeting was held on DD /MM /YYYY

Details of the income, expenditure, assets & liabilities of the association & of any trust to which the association is a trustee	Association	Trust
Gross receipts*total income	\$	\$
Expenditure	\$	\$
Current assets*	\$	\$
Total assets	\$	\$
Liabilities	\$	\$

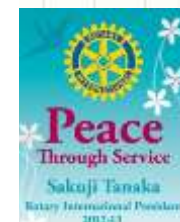
*See attached notes for the definition of gross receipts/total income and current assets.

Were the accounts audited? ☐ Yes ☐ No

Number of members at end of financial year Number of employees at end of financial year

Details of person to contact if there is a problem with this form

Surname Given name(s)
Title Daytime telephone number
Address
Town/Suburb State Postcode
Email





ANNUAL RETURN

Particulars of mortgages, charges and other securities affecting the property of the incorporated association

State if mortgage, charge or other security	Property affected	Amount of indebtedness at financial year end	Name and address of holder of security, etc

Are details of other mortgages, charges or securities attached? ☐ Yes ☐ No

Grant funding and fundraising (this section is optional)

Please indicate the total grant funding received by the association from all Commonwealth, State or local government agencies during the financial year

TOTAL GRANT FUNDING
\$

Please indicate which agency/ies provided the funding by ☒ in the box or boxes that correspond to the agency/ies

1. Arts NSW	5. Department of Education & Training	9. Local Council
2. Department of Ageing, Disability & Home Care	6. Department of Planning – Heritage Office	10. Other
3. Department of Community Services	7. NSW Sport & Recreation	
4. Department of Education, Employment & Workplace Relations	8. Department of Families, Housing, Community Services & Indigenous Affairs	

If the association is registered as a charity under the *Charitable Fundraising Act 1991* please provide charitable registration number

The following information is optional and is used for statistical purposes only

Is the association specifically established for the benefit of (tick one or more)

- ☐ Aboriginal and Torres Strait Islanders ☐ People with a disability
☐ People from cultural and linguistically diverse backgrounds ☐ Women

Tier 1 associations only (tick boxes and ensure the documents are attached)

- ☐ The association's financial statements for the relevant financial year (including a separate income and expenditure statement and balance sheet for each trust for which the association is trustee).
☐ The auditor's report for those financial statements.
☐ If a resolution was passed at the annual general meeting in connection with the above documents, tick box and attach a copy of the resolution.

Declaration as to the financial affairs of the association and privacy acknowledgement

I declare that

- I am the public officer of the association,
- I am authorised by the committee to make the following statements.
 - the association's financial statements for the last financial year were presented to the members of the association at the annual general meeting,
 - the particulars set out in this document are correct and give a true and fair view of the financial matters to which they relate and are not misleading, and
 - there are reasonable grounds to believe, at the date of this statement that the association will be able to pay its debts as and when they fall due, and

I acknowledge that

- NSW Fair Trading is collecting and holding information (including personal information) supplied in this form for the purposes of the *Associations Incorporation Act 2009* and in particular, inclusion in a register maintained under that Act which is open to public inspection,
- NSW Fair Trading may disclose personal information to persons or bodies and to receive information from them in respect of purpose(s) related to the association's incorporation and activities, and
- I have a right to seek access to and correction of the personal information supplied/collected from me.

Signature	<input type="text"/>	DD / MM / YYYY
Full name	<input type="text"/>	
Address	<input type="text"/>	
Town/Suburb	State	Postcode
<input type="text"/>	NSW	<input type="text"/>

INSURANCE, BY LAWS



**DG JOHN
DODD**



RISK MANAGEMENT



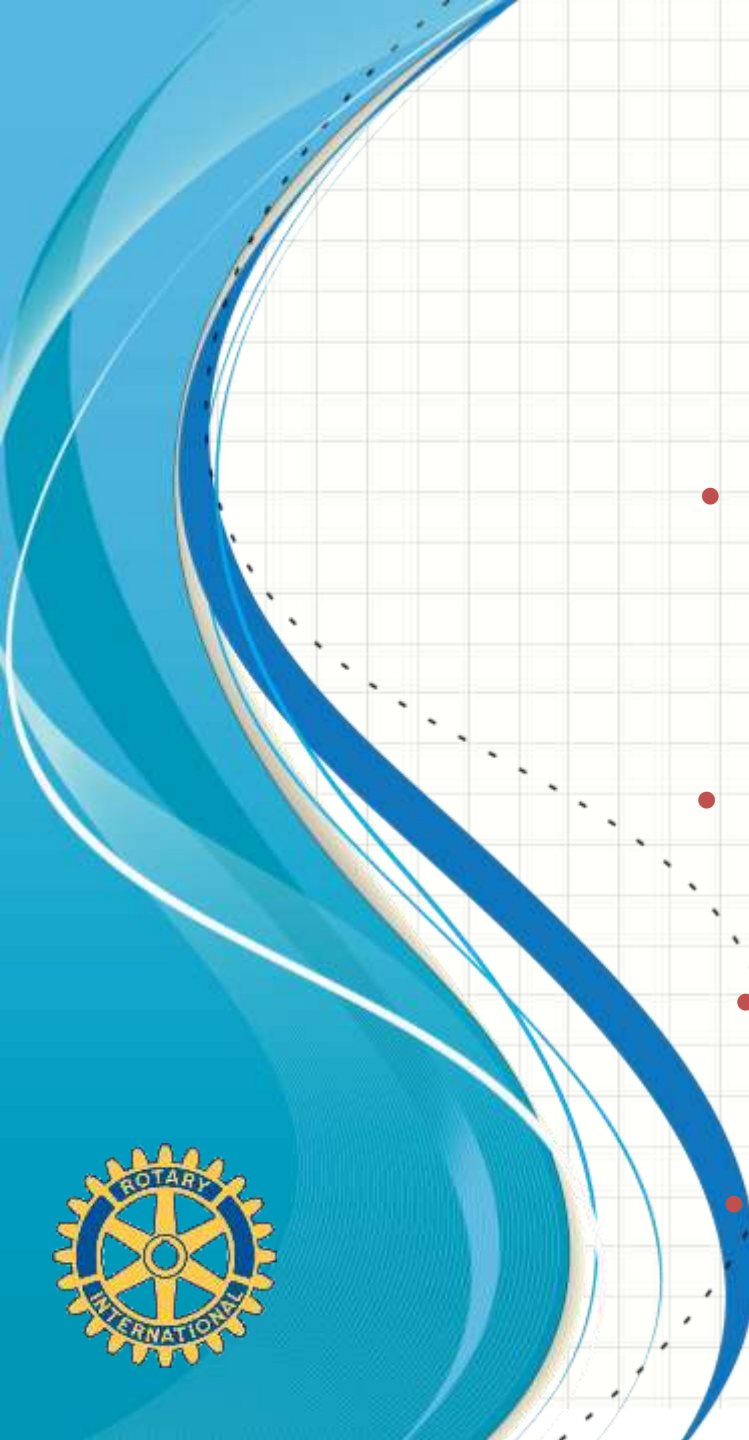
BARRY EDMUNDSON

District Risk Management Officer



KEYS TO RISK MANAGEMENT AT ROTARY



- 
- DEVELOPED RISK AWARENESS
 - COMMITMENT TO POLICY AND PROCEDURES
 - PRACTICAL PROCESS FOR PROJECTS
 - BRIEF TRAINING AND SUPPORT
 - MAINTAINED AND STORED DOCUMENTATION
 - REPORTING SERIOUS INCIDENTS
 - COMMUNICATION OF DATA ON PROJECTS
 - ENCOURAGEMENT FROM DISTRICT
 - RISK MANAGEMENT AND INSURANCE LINK



BENEFITS OF RISK MANAGEMENT APPLICATION

GREATER ASSURANCE OF PROJECT SUCCESS
ENHANCED ABILITY TO DEFEND ACTIONS OR
OMISSIONS IF REQUIRED
HIGHER LEVEL OF ROTARY PROFESSIONALISM
LESS CHANCE OF RISKS BECOMING ACTUAL
PROBLEMS EG. YOUTH PROGRAMS
INCREASED ABILITY TO NEGOTIATE ON
INSURANCE PREMIUMS
“SLEEP EASY” AT DISTRICT LEVEL ON RISKY
PROJECTS



RISK MANAGEMENT DOCUMENTS AT CLUB LEVEL

**COPY OF DISTRICT POLICY AND PROCEDURES
ALLOCATED RESPONSIBILITIES
INCIDENT /ACCIDENT REPORT FORMS
INITIAL RISK ASSESSMENT WORK BOOK
RISK PROMPT SHEETS FOR PROJECTS
DETAILED RISK ASSESSMENTS FOR
HIGH/MODERATE RISK PROJECTS
SEXUAL HARASSMENT POLICY
YOUTH PROTECTION POLICY AND FORMS**



CLUB RISK MANAGEMENT PROGRAM

2012/3

REVIEW CURRENT DOCUMENTATION
APPOINT COORDINATOR IF FEASIBLE
INITIAL RISK ASSESSMENTS ON ALL KNOWN
FUTURE PROJECTS- HIGH MODERATE LOW
CONDUCT DETAILED RISK ASSESSMENTS AND
FORMULATE ACTION PLANS FOR ALL HIGH-
MODERATE RISK EVENTS
ARRANGE TRAINING AT ZONE LEVEL AT
CONVENIENT TIME

