



Brisbane Girls  
Debating Association  
2015 Annual General  
Meeting Minutes

Date: 30/08/2015

Time: 5pm

Location: University of Queensland, St Lucia Campus  
Forgan Smith Building, Room E219

## Attendance:

In attendance were: Benjamin Gibbons, Clare Armstrong, Georgie Bills, Eliza Parer, Jessie Schreiber, Kate Cockburn, Selina Wyssusek, Sadie Macdonald, Joel Townsley, Kailee Costello, Eva Ling, Tasman Bain and Jessie Madden.

Apologies received from: Ben Teng, Matthew Paterson, Daniel Gibbons.

## Standard Matters

### Announcement Of Quorum

1. The Chairperson (President – Benjamin Gibbons) announced quorum was present.

### Confirmation Of 2014 AGM Minutes

2. RESOLVED to confirm that the 2014 AGM minutes are a true and accurate reflection of that meeting (proposed: Clare Armstrong, seconded: Selina Wyssusek).

## Reports

3. RESOLVED to accept the reports of:
  - a. The President, Benjamin Gibbons;
  - b. The Secretary, Katee Cockburn;
  - c. The Treasurer, Martika Palmer;
  - d. The Sponsorship Officer, Georgie Bills;
  - e. The Schools' Officer, Catherine Bugler;
  - f. The Competition Officer, Clare Armstrong;
  - g. The Adjudicators' Officer, Eliza Parer; and
  - a. The Schools' Liaison Officer, Anne Byrne.

## Confirmation Of Validity Of 2014–2015 Financial Records

4. NOTED that the President and Treasurer verified that: “The association keeps financial records in a way which properly records the association’s income and expenditure and dealings with its assets and liabilities.”

## Matters For Discussion

5. NOTED in a discussion of a training portfolio that:
  - a. Jessie Schreiber noted because girls are hanging around before debating and the structural disadvantages of some schools that prevent coaching it would be beneficial. It would also foster friendship between the girls.
  - b. Clare Armstrong noted that some positions did not have a large workload and that when the workload of some exec positions is smaller they should work
  - c. Kailee Costello noted that if there was a specific training officer they would be able to take on more roles with training for example in more rural areas.
  - d. Eliza Parer noted that training can only be for half an hour due to the practical implications of time and that training is a good idea.
  - e. Benjamin Gibbons noted that some exec members had less work to do which would mean the position was not necessarily needed. However a training officer would be able to better take control and ensure better training outcomes for example a full day training. A training officer would 1. run training before rounds 2. go out to schools for training days 3. create training material. This position would also not be opened to participate in topic selection.
  - f. Eliza Parer noted that adding another position would
  - g. Clare noted we could create a sub committee.
6. It was resolved that a training officer should not be added.

## Opening Of Positions And Election Of 2015–2016 Executive

6. RESOLVED to open the following positions for the 2015-2016 Executive with responsibilities as stated:

a. The Schools' Officer, who:

- i. Is responsible for coordinating the Executive to contact schools and debating coordinators throughout the year to promote, encourage and assist participation in the BGDA Competition;
- ii. Is the primary point of contact for all debating coordinators for the BGDA Competition;
- iii. Is responsible for ensuring schools are kept up to date with all necessary information before, during and after the BGDA Competition;
- iv. Is responsible for maintaining a database of all interaction schools have with the BGDA; and
- v. Is responsible for producing a schools' handbook to be distributed to all prospective schools.

b. The Sponsorship Officer, who:

- i. Is responsible for maintaining and improving existing sponsorship arrangements the BGDA has;
- ii. Must ensure the BGDA's compliance with all current sponsorship agreements;
- iii. Is responsible for maintaining a database of all interaction prospective and current sponsors have with the BGDA;
- iv. Is responsible for producing a sponsorship prospectus for politicians and private enterprises to be distributed to those groups; and
- v. Is responsible for seeking new sponsorship arrangements as well as grants for the BGDA.

c. The Adjudicators' Officer, who:

- i. Is responsible for recruiting, training and coordinating adjudicators before and throughout the BGDA Competition;
- ii. Is responsible for ensuring compliance with Queensland's 'Blue Card' laws when working with children; and
- iii. Must maintain the Youth Risk Management Policy of the BGDA;

- d. The Competition Officer, who:
    - i. Is responsible for the logistical operations of the BGDA Competition;
    - ii. Runs the tab of the BGDA Competition;
    - iii. Coordinates the Executive of the BGDA to run training sessions and produce training material for teams in the competition; and
    - iv. Assists the President in organising the final of the Competition.
  - e. The Teachers' Liaison Officer, who:
    - i. Must be a debating coordinator in a Brisbane-based high school;
    - ii. Is responsible for consulting with any relevant debating coordinators from other Brisbane schools about the BGDA;
    - iii. Should promote the BGDA to prospective schools; and
    - iv. Must represent the opinions, views, thoughts and ideas of coordinators of participating schools, including your own.
7. The chair was transferred to the Returning Officer - Tasmian Bain.
  8. The Returning Officer announced the following proxies:
    - a. Matthew Paterson to Benjamin Gibbons.
    - b. Ben Teng to Jessie Madden.
  9. Noted that the following people nominated for the position of President: Benjamin Gibbons.
  10. Benjamin Gibbons was elected President.
  11. Noted that the following people nominated for the position of Schools Officer: Clare Armstrong.
  12. Clare Armstrong was elected.
  13. Noted that the following people nominated for the position of Schools Liaison Officer: Anne Byrne.
  14. Anne Byrne was elected.
  15. Noted that the following people nominated for the position of Sponsorship Officer : Joel Townsley and Ben Teng.
  16. Ben Teng was elected.

17. Noted that the following people nominated for the position of Adjudicators Officer: Selina Wyssusek, Kate Cockburn and Jessie Schrieber.
18. Selina Wyssusek was elected.
19. Noted that the following people nominated for the position of Competitions Officer: Jessie Schreiber, Kailee Costello and Kate Cockburn.
20. Kate Cockburn was elected.
21. Noted that the following people nominated for the position of Secretary: Jessie Madden and Kailee Costello.
22. Jessie Madden was elected.
23. Noted that the following people nominated for the position of : Joel Townsley, Matthew Patterson and Kailee Costello.
24. Joel Townsley was elected .

## Other Business And Adjournment

25. Chair was transferred to Benjamin Gibbons – President.
26. Meeting was adjourned at 7.15 pm.



# 2015 AGM

## Executive Report

### President – Benjamin Gibbons

#### Overall Statement

The BGDA this year has had strong growth in each of its portfolios. Though I will leave the members of the Executive to speak for the successes of their respective portfolios, I think this year I have helped facilitate this growth.

In this report, instead, I'll outline things that I did that were outside what other members of the Executive worked on.

#### Portfolio Successes

1. A formal executive introduction helped ensure that the Executive got off to a solid start;
2. Incorporation of new technologies, like Jotform, MailChimp and Todoist, helped the BGDA work as efficiently as possible;
3. A focus on student and teacher engagement, through the introduction of round-to-round newsletters and open access to me through email, helped create a positive environment for all participants;
4. A large scale update to the design of documentation, the logo, and the website hopefully improves the legitimacy and public exposure the organisation receives;
5. A large push to contact schools to lay the groundwork for future years will enable the 2015-2016 executive to hit the ground running and open the BGDA up to more participation;
6. A particular focus by me to solidify the BGDA's relationship with QUT Business School was successful with the organisation receiving high praise from our academic partner;
7. The creation of formal policies on fee waivers, privacy and youth risk

management increases transparency within the organisation;

8. The use of a post-competition survey will hopefully allow better feedback going into next year's planning;

## Portfolio Challenges

1. Ensuring regular, consistent meeting times for the Executive - people got extremely busy without any expectation of the number of meetings etc. that we should have had - this made it hard to plan meetings;
2. Staying in constant contact with Executive members about their portfolio work and making sure work was completed on time - I think that this was mainly due to the fact that Executive members were unsure of the total workloads of their portfolios and were caught off-guard when large items cropped up.

## View Of Executive Generally

1. The Executive collaborated with each other to help improve the overall quality of the work done. In particular, I'd like to thank Martika for helping with design work, Clare for helping create the Schools' Handbook, Anne for continuously being available to help with odd jobs, and the members of the Executive that contributed to school callouts;
2. As I have noted in the portfolio challenges section, I think some individual induction sessions at the start of the term would have helped the Executive work run more smoothly;
3. Overall, the Executive achieved a large number of things this term. This was due to a focus on goals, rather than being bogged down by long discussions on minor points. Members collaborated where they could and left each other to operate independently where they couldn't.

## Recommendations

1. Have individual induction between the President and each member of the Executive broadly going through their tasks for the entire term and when big items will crop up;
2. Use Todoist or a similar app to keep members accountable to the tasks they need to complete;
3. Have a vague meeting schedule for the entire term so people are aware of their



obligations;

4. Get the major planning stuff done quickly into the term.



# 2015 AGM

## Executive Report

### Secretary – Katie Cockburn

#### Portfolio Successes

1. A social media plan has been created. The plan was targeted for this year but made adaptable for future years to adopt it.
2. The membership list was updated.
3. A large amount of the organisation's documents were transferred online to ensure easy accessibility.

#### Portfolio Challenges

1. Managing time with executive commitments was challenging. Strategic time management however ensured the required tasks were completed.

#### View Of Executive Generally

1. Ben was an excellent president. He was very committed and organised; the success of the BGDA this year is largely due to his immense dedication.
2. The executive generally worked well together. More open communication between members would ensure greater cohesiveness and efficiency.

#### Recommendations

1. The society should ensure its social media presence is maintained and expanded.
2. The executive should have more open communication between members.



# 2015 AGM

## Executive Report

### Treasurer – Martika Palmer

#### Portfolio Successes

1. We had a banking reshuffle and now use Westpac, voiding many of the problems that we have previously had with our banking. This is a good step forward for the future.
2. New payment system is effective and works very well- is especially attractive for adjudicators. This was a fantastic initiative by the whole executive.
3. The portfolio is relatively unexciting, accounts are in check. Thank you again to Ben who knows more of this than me and has been a great help especially during my busy times.
4. The new invoicing system largely relieves the treasurer of a large portion of work. Fantastic advancement.

#### Portfolio Challenges

1. The portfolio was uneventful as treasury portfolios tend to be. There were few challenges. It is worth noting that Ben was excellent in ensuring this was the case and in guiding me, this must not be understated.

#### View Of Executive Generally

1. Executive was cooperative and had increased efficiency comparative to my previous experience with BGDA.
2. The capacity of BGDA both in the way it pays/organises adjudicators and the way it trains students, specifically this year, has been excellent. It should be

emphasised that an organization will suffer if these things are not dealt with and made sustainable early on. I believe that our new payment system, the conduct of the executive in working as a team and the direction taken by Ben in moving towards more advanced yet efficient organisational systems is of a quality far exceeding the work of larger debating organisations/associations that I have come in to contact with

3. The executive was run well and can only advance from here, my recommendation for increased efficiency pertaining to the Treasurer portfolio is outlined below.
4. Cooperation between executive members to ensure the skills of all members were utilised was done well. I enjoyed and felt valued in my work developing the design of the new Sponsorship prospectus. This type of cooperation yields the most effective results and delegation is never a bad thing. It is a credit to the executive that this type of cooperation was able to happen.

## Recommendations

1. This portfolio runs well and is extremely manageable. Whilst I could have done more, I feel that the only room for portfolio expansion is dependant on organisational growth and size. Principally, I believe smaller executives run better and are easier to organise, with this proving to be a common and key problem faced by Associations including the BGDA- a fact mirrored by those challenges outlined by Ben in his report this year. Consequently, my key recommendation would be to disband this portfolio and incorporate the duties in to another. It is often necessary to make structural changes that fit the specific Association rather than the 'template' of what Associations are supposed to look like. In this case, the BGDA can avoid structural burden by reorganising duties. Until such time as the Association grows **significantly**, the role of treasurer merely adds bureaucracy without adding any benefit that couldn't otherwise be achieved. Whilst it was a personal benefit and a fantastic experience to be on the executive, increased efficiency and the wellbeing of the Association in the future should remain a paramount goal. As such, I believe my recommendation is a one key way to make steps towards this.



# 2015 AGM

## Executive Report

### Schools' Officer – Catherine Bugler

1. The BGDA has reached new heights this year – in both size and reputation – and the executive should be very proud of their work.
2. In order to achieve this, the BGDA did work that should be carried out in years to come.
3. Firstly, The BGDA created a schools' handbook that made advertising to prospective schools easier – thank you to Clare, Martika and Ben Gibbons.
4. Secondly, the identification of schools and a list of appropriate contacts that was shared between executive members meant that we were able to target the Heads of Debating to save time and improve results.
5. To keep the list current, future years should continue to exploit Brisbane School networks they might be connected to and emulate Ben's diligent research effort. The use of a matrix that could be shared between members that highlighted the school, teacher in charge, contact details, area and gender make-up allowed for us to best target our contacting efforts.
6. In terms of recommendations, I believe the BGDA's goal should be to be considered a worthy competition. To achieve this, the BGDA should be expanded and motions and adjudicators should continue to be of the highest caliber.
7. In terms of size, the BGDA should call out schools in term 4, as opposed to term 1 when most schools have already finalized their spending on co-circulars. Moving the AGM forward in the calendar has been a good first step to achieving this goal.
8. In terms of quality and reputation, too often the BGDA is looked upon as a training competition as opposed to a competition with in its own right, unlike the GPS. Similar to the QDU, topics should be openly debated about at executive meetings, and advise should be sought on these motions from outside the

executive. In school-coaching seminars should be established to continue the fantastic efforts of years past.

9. Other than that, congratulations BGDA, you are markedly improving the quality of girls debating in Brisbane.

10. I sincerely apologise for my absence.



# 2015 AGM

## Executive Report

President – Benjamin Gibbons

Supplementing Schools' Officer's Report

### Callout Statistics

For complete statistics, please see here: [https://docs.google.com/spreadsheets/d/1e1-ba3uDcGrj0H08NXoe\\_4vKkgX7yHgd00mBMQEhzT4/edit?usp=sharing](https://docs.google.com/spreadsheets/d/1e1-ba3uDcGrj0H08NXoe_4vKkgX7yHgd00mBMQEhzT4/edit?usp=sharing)

| 2014 - 2015 Callouts Summary   |  |                                   |                          |  |                                  |
|--------------------------------|--|-----------------------------------|--------------------------|--|----------------------------------|
| <b>Total Schools Contacted</b> | 71   | <b>Total Schools Completed</b>    | 64                       | <b>Total Schools Closed</b>  | 6                                |
| <b>Total Schools Emailed</b>   | 61   | <b>Total Schools Called</b>       | 67                       | <b>Total Calls Made</b>  | 185                              |
| <b>Definitions:</b>            | 'Completed' is when a teacher has 1) been talked to directly over the phone and an email has been sent to that teacher; or 2) a teacher has replied to an email and the total calls to that teacher would have otherwise classified them as 'closed' |                                   |                          | 'Closed' is when a teacher has been rung at least 4 times with no success. |                                  |
| 2015 Contact By Person         |  |                                   |                          |  |                                  |
|                                | Number of Calls Made   | Number Of Schools Responsible For | Number Of Schools Called | Number Completed   | Number contributed to Closure Of |
| Ben                            | 116  | 45                                | 47                       | 39   | 6                                |
| Katie                          | 37   | 13                                | 24                       | 8  | 5                                |

|                               |   |  |  |  |  |
|-------------------------------|---|--|--|--|--|
| Georgie                       | 7   | 4  | 6  | 2  | 2  |
| Eliza                         | 9   | 3  | 6  | 1  | 2  |
| Definitions:                  | Total number of calls made.                   | The total number of schools completed plus the number that the caller contributed to the closure of. | The total number of schools the caller called. | The number of calls where the person talked to a teacher from a school and got an email address. | The teacher has been rung 4 times without getting through and at least one of those calls was by the caller. |
| <b>2014 Contact By Person</b> |   |  |  |  |  |
|                               | Number Of Schools Called (some with an email) | Number Of Schools Emailed (with no call)   | Number Of Schools Not Interested               | Number Of Schools To Contact In 2015   |  |
| Anne                          | 17  | 24   | 14   | 27   |  |
| Ben                           | 0   | 8  | 0  | 8  |  |
| Catherine                     | 3 - style unknown                             |  | 0  | 3  |  |

## Schools Who Participated

- 11 schools participated in this year's competition compared to 8 in 2014: All Hallows' School, Brisbane Girls Grammar School, Brisbane State High School, Clayfield College, Indooroopilly State High School, Kedron State High School, Mansfield State High School, Somerville House, St Aidans' Anglican Girls School, St Paul's School, St Rita's College;
- 30 teams registered compared to 24 last year;
- Split between year groups this year was more even and enabled a better variety of debates to occur. The split was 9 teams in 10, 12 teams in 11 and 9 teams in 12;

## Stronger Engagement With Participating Schools

- This year, engagement with schools and participants was much stronger and



streamlined:

- a. Registration for the competition was through a Jotform form which ran reasonably smoothly - automatic invoicing helped speed up the process of registration;
- b. A round-to-round newsletter helped proliferate information to parents, students and teachers;
- c. Good email contact between myself and teachers helped ease any concerns they had;
- d. Feedback this year was better sought - from teachers at the halfway stage of the Competition and from teachers, students and parents at the end of the Competition.

## A Solid Foundation For 2016

1. The 2014-2015 callout season massively expanded the database of schools we have. It also raised the awareness of the competition for schools. Many schools expressed interest but stated it was too late to consider the comp for the 2015 season. Hopefully all that hard work can be a springboard for larger, better things in 2016.

## Recommendations

1. Distribute schools' handbooks towards the end of term 3 / early term 4. Have callouts in term 4 - exposure needs to be in 2015, not 2016. To do so, all information for the Competition needs to be set in the couple of weeks following the AGM;
2. See if you can establish debating days at schools outside the driving bounds of the Competition - especially near the coast there were schools with a strong interest in the BGDA who couldn't participate due to the distance;
3. Make sure Exec members understand their callout obligations and that callouts are divided up fairly - maybe even have all the Exec set aside a day to do them together.



# 2015 AGM

## Executive Report

### Competition Officer – Clare Armstrong

#### Portfolio Successes

1. Organised 30 minute training session for each round
2. Created resources for training round and future student/teacher/school use
3. Organised Finals catering etc under budget
4. Draw completed using Excel calculations with minimal problems

#### Portfolio Challenges

1. Last minute cancellations/adj swaps and team swaps are always a part of this position, but perhaps could have been managed a little more effectively
2. Generating draw round Excel spreadsheet had a few redundancies and was quite time consuming despite relatively small number of teams

#### View Of Executive Generally

1. Nice, cohesive group that understood aims and goals of the organisation, and worked well together

#### Recommendations

1. Get more information from adjs re: clashes so as to avoid having to switch everyone around so much
2. Keep extending training program ideas - potentially a training day?
3. Improve tab system by removing redundancies, keeping the teams vertically organised instead of horizontal etc

4. Potentially create a system of merging Excel data straight into room signs in Word?
5. Calculating draw from pieces of paper was more efficient than having adjs text and or electronically submit results has been in the past but perhaps there is still a better way?
6. Draw bracket system potential to be reformed to keep top and bottom teams hitting each other more (in spirit of developmental nature of tournament)
7. Generally build upon idea of BGDA as developmental through some regional days or similar



# 2015 AGM

## Executive Report

### Adjudicators' Officer - Eliza Parer

#### Portfolio Successes

1. Did not have to cancel a single debate because of adjudicator shortage
2. Recruited new adjudicators who had not previously known about BGDA
3. Switching adjudicators around so that teams were adjudicated and received feedback from a plethora of people
4. Ensuring adjudicators who were particularly wonderful week to week were rewarded by including them in finals panel allocations

#### Portfolio Challenges

1. Last minute adjudicator cancellations however this was greatly countered by the changes I implemented to always have two executive members not scheduled on debates who would then step in.

#### View Of Executive Generally

1. Very strong leadership...Ben did not simply delegate but ensured he assisted in every manner possible
2. Was not overly happy when I was required to take on other executive members tasks on top of my own simply because they decided they were too busy.
3. The most important part is that the executive is present week to week during the tournament and makes an effort to interact and become known amongst the students so they feel comfortable coming up and asking general questions before and after the debates about their performance or debating in general.
4. The addition of training before the debates was a fantastic improvement.

#### Recommendations

1. The executive, despite being volunteers, need to understand what they are volunteering for and the workload that accompanies their role. When nominating for a position please think of what other commitments you have and choose a role that fits in (eg. adjudicators = term 1 and 2; schools = term 4 and 1;

secretary = splatterings throughout the year).



Brisbane Girls  
Debating Association

## 2015 AGM

# Executive Report

## Sponsorship Officer – Georgie Bills

### Portfolio Successes

1. Both in terms of content and style, the sponsorship prospectus was reworked with help from Ben.
2. I created a list of sponsors to target through the use of a spreadsheet for long term information collection and improving the portfolio's institutional memory.
3. The process for sponsors this year was an initial call up and then then a follow up with email. Didn't receive huge amount of response initially when targeted businesses, but did receive a bit more interest from politicians.
4. With the state election, this process was repeated again. This got us Claire Moore and her commitment for 5 years of \$1000 sponsorship which is great.
5. We also received \$100 from obtaining a Grill'd Local Matters spot at Rosalie and \$200 from Tracey Davis MP.

### Portfolio Challenges

1. Having very little to go off in terms of who to contact, have since addressed this to best of ability w/ Ben's assistance through the spread sheet
2. Prime contact time being around exams (for full disclosure)
3. The issue of the election causing us to lose out on likely sponsorship (Saxon Rice – so if she gets back in we should contact her, use my name to refresh that she had promised this)

## View Of Executive Generally

1. Seemed to function quite well. Ben helped with cracking the whip. Fairly smooth in meetings and with emails. Issue of additional unexpected obligations.

## Recommendations

1. Plan who you will target, have all the info ready in spread sheet so can keep track of what's happening and can record how it goes for future use.
2. Try and pump out the callouts before exams begin by virtue of being organised
3. Try and go beyond the secretary in terms of who you talk to, sometimes they just ask for you to email the stuff through (if that's the case, follow up with call afterwards), but generally try and speak higher.
4. Apply for a Grill'd Local Matters again - it involves little to no work, is good for our social media presence and is a guaranteed \$100.
5. Apply through Brisbane central for local government funding.

| <b>BALANCE SHEET</b> |                    |                      |        |    |          |   |
|----------------------|--------------------|----------------------|--------|----|----------|---|
| <b>INCOME</b>        |                    |                      | Amount | \$ | \$       | Notes   |
|                      | <b>Schools</b>     |                      |        |    |          |   |
|                      |                    | Registrations        |        |    | 3,300.00 | Refer to 'Invoices And Registrations' For Split By School |
|                      | <b>TOTAL</b>       |                      |        |    | 3,300.00 |   |
|                      | <b>Sponsorship</b> |                      |        |    |          |   |
|                      |                    | QUT                  |        |    | 2,000.00 | Received  |
|                      |                    | Senator Claire Moore |        |    | 800.00   | Received  |
|                      |                    | Grill'd              |        |    | 100.00   | Received, but no banked                                   |
|                      |                    | Tracy Davis MP       |        |    | 100.00   | Received  |
|                      | <b>TOTAL</b>       |                      |        |    | 3,000.00 |   |
|                      | <b>Interest</b>    |                      |        |    |          |   |
|                      |                    | Transaction Account  |        |    | 1.32     |   |
|                      |                    | Savings Account      |        |    | 19.86    |   |
|                      | <b>TOTAL</b>       |                      |        |    | 21.18    |   |

|                    |                             |                                   |  |  |          |   |
|--------------------|-----------------------------|-----------------------------------|--|--|----------|---|
|                    |                             |                                   |  |  |          |   |
|                    | <b>TOTAL INCOME</b>         |                                   |  |  | 6,321.18 |   |
|                    |                             |                                   |  |  |          |   |
|                    |                             |                                   |  |  |          |   |
| <b>EXPENDITURE</b> |                             |                                   |  |  |          |   |
|                    | <b>Competition Costs</b>    |                                   |  |  |          |   |
|                    |                             | Office Supplies                   |  |  | 7.50     |   |
|                    |                             | Adjudicator Reimbursement         |  |  | 2,565.00 | \$35 per adj per round                          |
|                    |                             | Trainee Reimbursement             |  |  | 40.00    | \$20 per junior adj per round                   |
|                    |                             | Volunteer-In-Charge Reimbursement |  |  | 140.00   | \$35 per round                                  |
|                    |                             | Round Catering                    |  |  | 72.49    |   |
|                    |                             | Finals Catering                   |  |  | 128.95   |   |
|                    |                             | Finals Gifts                      |  |  | 66.99    | \$41.99 for 3 bottles of wine, \$25 for flowers |
|                    | <b>TOTAL</b>                |                                   |  |  | 3,020.93 |   |
|                    |                             |                                   |  |  |          |   |
|                    | <b>Administrative Costs</b> |                                   |  |  |          |   |
|                    |                             | OFT Charges                       |  |  | 48.25    | \$48.25 for 2014 AGM Reporting to OFT           |
|                    |                             | Public Liability Insurance        |  |  | 662.97   |   |
|                    |                             | Domain Registry                   |  |  | 33.98    |   |
|                    |                             | Bank Fees                         |  |  | 0.00     | 25 cent fee incurred for use of 'pay anyone'    |



|              |   |  |  |  |          |                    |
|--------------|---|--|--|--|----------|--------------------|
|              |   |  |  |  |          | online transaction |
|              | <b>TOTAL</b>  |  |  |  | 745.20   |                    |
|              |   |  |  |  |          |                    |
|              | <b>TOTAL EXPENDITURE</b>  |  |  |  | 3,766.13 |                    |
|              |   |  |  |  |          |                    |
|              |   |  |  |  |          |                    |
|              | <b>NET SURPLUS/LOSS</b>   |  |  |  | 2,555.05 |                    |
|              |   |  |  |  |          |                    |
|              |   |  |  |  |          |                    |
| <b>Note:</b> | \$620 paid by BGS on 29 Aug 2014 was an accounts receivable from the 2013-2014 financial year   |  |  |  |          |                    |
|              | \$175 paid to Matthew McLean for 2014 Competition Adjudication on 15/01/2015 - was an accounts receivable from the 2013-2014 financial year |  |  |  |          |                    |
|              | \$105 paid to James Riseley for 2014 Competition Adjudication on 15/01/2015 - was an accounts receivable from 2013-2014 financial year      |  |  |  |          |                    |

| <b>STATEMENT OF FINANCIAL POSITION</b> |  |          |                           |
|--|--|----------|---------------------------|
|  |  | \$       |                           |
| <b>ASSETS</b>                          |  |          |                           |
|  | <b><i>Current Assets</i></b>                     |          |                           |
|  | Transaction Account                              | 108.86   |                           |
|  | Savings Account                                  | 4,618.87 |                           |
|  | Uncashed Cheques                                 | 100.00   | \$100 from Grill'd        |
|  | Accounts Receivable                              | 0.00     |                           |
|  |  |          |                           |
|  | <b><i>Fixed Assets</i></b>                       | 132.00   | Refer to 'Asset Register' |
|  |  |          |                           |
|  | <b>TOTAL ASSETS</b>                              | 4,827.73 |                           |
|  |  |          |                           |
|  | <b><i>Accounts Payable</i></b>                   |          |                           |
|  | Adjudicator and Volunteer-<br>In-Charge Payments | 0.00     |                           |
|  | Other  | 40.00    | \$40 for junior adjs      |
|  | Uncashed Cheques                                 | 7.50     | Eliza Parer               |
|  |  |          |                           |
|  | <b>TOTAL LIABILITIES</b>                         | 47.50    |                           |
|  |  |          |                           |

|               |                              |          |  |
|---------------|------------------------------|----------|--|
|               | <b>NET ASSETS</b>            | 4,780.23 |  |
|               |                              |          |  |
| <b>EQUITY</b> |                              |          |  |
|               | <i>Retained Earnings</i>     | 2,225.18 |  |
|               | <i>Current Year Earnings</i> | 2,555.05 |  |
|               |                              |          |  |
|               | <b>TOTAL EQUITY</b>          | 4,780.23 |  |

## ASSET REGISTER

| Identification No. | Description   | Model No | Date       | Purchase value | Depreciation | Current Value | Location         |
|--------------------|---|----------|------------|----------------|--------------|---------------|------------------|
| 1                  | Perpetual Shield Brisbane Girls Debating Year 12      | Ls13     | 29/10/2012 | \$120          | 60%          | \$48          | Somerville House |
| 2                  | Perpetual glass arrow Brisbane Girls Debating year 11 | 1334/3   | 29/10/2012 | \$90           | 60%          | \$36          | All Hallows      |
| 3                  | Perpetual Brisbane Girls Debating Year 10             | JG25B    | 29/10/2012 | \$120          | 60%          | \$48          | Somerville House |
| TOTAL              |   |          |            | \$330          |              | \$132         |                  |

| School       | Number of Teams | Price Per Team | Total Invoice | Date Invoice Due | Payment Received?<br>YES or NO |
|--------------|-----------------|----------------|---------------|------------------|--------------------------------|
| All Hallows' | 5               | 110            | 550           | 16/3/2015        | YES                            |
| BGGS         | 4               | 110            | 440           |                  | YES                            |

|                   |   |     |      |  |         |
|-------------------|---|-----|------|--|---------|
| BSHS              | 2 | 110 | 220  |  | YES     |
| Clayfield College | 2 | 110 | 220  |  | YES     |
| Indooroopilly SHS | 2 | 110 | 220  |  | YES     |
| Kedron SHS        | 1 | 110 | 110  |  | YES     |
| Mansfield SHS     | 1 | 110 | 110  |  | YES     |
| Somerville House  | 4 | 110 | 440  |  | YES     |
| St Aidan's        | 7 | 110 | 770  |  | YES     |
| St Paul's         | 1 | 110 | 110  |  | YES     |
| St Rita's         | 1 | 110 | 110  |  | YES     |
| TOTAL             |   |     | 3300 |  | 100.00% |

|                  |  |  | Round 1 | Round 2 | Round 3 | Round 4 | Round 5 | Finals | TOTAL |
|------------------|--|--|---------|---------|---------|---------|---------|--------|-------|
| TOTAL            |  |  | 495     | 530     | 420     | 455     | 490     | 315    | 2705  |
| Accounts Payable |  |  | 0       | 0       | 0       | 0       | 0       | 0      | 0     |