



A38062

**BUSHWALKING AUSTRALIA INC
ANNUAL GENERAL MEETING 2009
SATURDAY 11th OCTOBER 2009**

4:00 pm CST

Warrawong Wildlife Sanctuary, Adelaide South Australia

Minutes

OPENING

Present

- Ian McDonald (BAI President and WA Delegate),
- Hecate Jay (BAI Secretary and WA Deputy Delegate),
- John Marshall (QLD Delegate),
- Gavin Dale (QLD Deputy Delegate),
- Margaret Covi (NSW Delegate),
- Chris Towers (VIC Delegate),
- Chris Bushell (SA Deputy Delegate),
- Bill Gehling (SA Delegate and BAI Public Officer).

Apologies – David Reid, Dodie Green, David Atkins, David Gordon, Maurice Smith, Marianne Watt

MINUTES 2008 AGM

Minutes agreed subject to checking Appendix B is the correct version: Moved Bill Gehling, Sec: Hecate Jay, Agreed.

BUSINESS ARISING

Nil

ANNUAL REPORTS

President's Report – Ian McDonald – taken as read. (See Appendix A)

Insurance Report – David Gordon – taken as read. (See Appendix B)

Treasurer's Report – Maurice Smith (See Appendix C) – Motion: Accepted subject to audit: Moved Bill Gehling, Sec: John Marshall. Agreed.

Noted that the cheques to Tom Cowlshaw and Maurice Smith be cancelled and the cheque to Maurice reissued.

Noted that Claire Patten be co-opted to check the accounts for 2007/8 and 2008/9 before auditing.

ELECTION OF OFFICERS

- President – Nomination: David Reid – appointed.

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- Secretary – Nomination Hecate Jay – appointed.
- Treasurer – Nominations Chris Towers and Ed Youds – Chris Towers elected
- Insurance Officer – Nomination: David Gordon – appointed.
- Public Officer - Bill Gehling.

ELECTION OF AUDITOR

Position vacant. Agreed that Ian McDonald and Hecate Jay be authorised to find a candidate and seek agreement by email.

OTHER GENERAL BUSINESS

Motion: That BAI approve the new constitution: Moved Ian McDonald, Sec Margaret Covi. Agreed.

Pursuant: Vice-President – Nomination – Bill Gehling appointed.

Motion: Co-opt Bill Gehling as Policy Convenor. Moved Hecate Jay, Sec Margaret Covi. Agreed

DATE OF NEXT ANNUAL GENERAL MEETING

Date to be decided. Desirably in Perth to coincide with next Tracks and Trails Conference.

AGM adjourned at 4:45 pm. To reconvene on Sunday 11th October 2009.

AGM reconvened 11:20 am on Sunday 11th October 2009.

ADDITIONAL GENERAL BUSINESS

Motion: That BAI approve the new By-Laws Relating to Financial Management drafted 11 October 2009 (See Appendix D): Moved Bill Gehling, Sec John Marshall. Agreed unanimously.

Motion: That BAI approve the capitation fee for 2009/2010 to remain at \$0.50 per head: Moved Ian McDonald, Sec Bill Gehling. Agreed unanimously.

AGM closed 11:35

APPENDIX A

PRESIDENT'S REPORT 2009

Thank you all for having me as your President for these past two years. Thank you Hecate for the excellent job you have done as Secretary – without you we wouldn't have achieved very much at all.

I have benefited significantly from what I have learned as your President, and at the concurrent face-to-face meeting I will make a presentation on what is happening to bushwalking in Western Australia – and a very great deal of this is due to the inspiration that has come from all of you.

I would expect that the other states have also been inspired to do more by their participation in this council – through our three teleconferences, through our email exchanges and through the verbal discussions, and through the face to face meetings. I am reminded of the old saw 'that the more you put in the more you get out' and I urge those who just sit and watch to get involved. We will all be the richer for it if they do.

The other major role - perhaps there are two roles - for BAI is to raise the profile of bushwalking and to influence the circumstances which constrain bushwalkers and bushwalking. We need to preserve bushwalking areas and also preserve our right to conduct bushwalking activities in these areas. Most of this happens at State level, but there is a role for BAI to play at Federal level. The submission to the *Obesity Enquiry* and *Volunteering in the Service Industries* protect and promote bushwalking. Our attempt to get a BAI representative onto the Board of the Outdoor Council, although it did not succeed, would I expect would have been successful in drawing to the attention of OCA that we were a little unhappy with the way representation that they were giving non commercial bushwalking. Likewise our comments on their strategic plan, and our offer to rewrite it – even though not taken up – should have been to our overall benefit.

After much deliberation a subcommittee of David, Denise and Bill have re-written our constitution and we vote to accept it at this meeting. Many thanks are due to the three of them for their great work.

The work of policy development continues. There will be some discussion on this work in the concurrent face-to-face meeting. Although this work is progressing slowly, and Bill would like to see it move a little faster, I believe it is progressing at a rate that many of us are comfortable with, and not enough of us see a great benefit in lots more. Again we will discuss that this weekend and hopefully reach some consensus.

BAI has continued to provide adequate insurance for Australia's organised bushwalkers, and David has submitted a separate report on this. On behalf of all of us I thank you David. More importantly David has secured the interest of our insurer in working with us on risk management. I think this is a very important move that will auger well for all of us.

I will not stand for re-election at this AGM but David Reid has nominated for the position. David has been a source of Wisdom for all the time I have worked with him, and has done an excellent job as President of the Victorian bushwalking federation. I expect that he will be elected unopposed and I wish him well and offer my full support. To my great delight Hecate Jay has agreed to stand again as Secretary. We should all be very thankful for this. Maurice Smith will not stand for re-election as Treasurer. Unfortunately Maurice has been unable to devote the time to this role that it demands – neither was his predecessor – so we are in the position where I have not seen an audited set of accounts for the last two years. We need to consider this situation very carefully and fix it.

Ian McDonald

APPENDIX B

INSURANCE OFFICER'S REPORT 2009

I am pleased to submit my report on the various matters dealt with in the past 12 months, the main function being to ensure that both Liability and Personal Accident Insurance is in place for the State Federations and their affiliated clubs.

We have again been fortunate to have as our client service consultant Fred Grima who has been involved in outdoor activities and a bushwalker for many years. Consequently he has been able to put our case to Underwriters in a positive manner and I am sure that what we have again achieved would not have been achieved without his assistance.

Liability & Personal Accident Insurance

The Insurance Policies arranged provide Liability and/or Personal Accident cover to 192 clubs Australia wide with a combined membership of 20,995 members (21,308 -2008). Generally most clubs affiliated with the State Federations are insured under the Liability Policy (97%) whereas 88% of clubs provide Personal Accident insurance for their members.

While the insurance market conditions are currently considered to be "hardening" we have continued to be in the fortunate position to achieve some improvement in cover without incurring a rate increase (besides changes to Government charges). This is evidenced in the Terms offered for renewal by our existing Insurers.

Renewal Terms

These are the terms offered by our existing Insurers on policy wordings and endorsements which have been tailored to our specific needs.

Liability Insurance – Liberty International Underwriters have maintained the Sum Insured Limit at **\$20,000,000**. They have also extended the policy to include rescue training activities. Liberty has charged the same premium as last year but there may be slight variations by state due to; 1. they are now correcting charging Stamp Duty via state, and 2. there has been a slight reduction in the number of members covered.

Personal Accident - Accident & Health International Underwriting have held this policy for a number of years and have provided an excellent claims handling service. Unfortunately claims have continued at a high frequency level over the last twelve months, including a large loss on average every second year. Despite this our insurer has offered renewal at the same rate per member as last year.

Limited cover for members aged 85-95 years continues. These people have been rated the same as other members as insurance cover is traditionally difficult to obtain for that age group. Where the cover is limited, details are included in the Summary of Policy Coverage.

Premium and Remuneration Summary

| Class of Insurance | Current Premium | Renewal Premium |
|----------------------|--------------------|--------------------|
| | \$ | \$ |
| Liability | 83,930(21,088) | 84,120(20,995) |
| Personal Accident | 94,865(18,400) | 93,480(18,332) |
| Brokers' Service Fee | 2,750 | 2,750 |
| Total | 17,8843 | 18,1545 |

The figures in brackets represent the number of members on which the premium is based.

All premiums are inclusive of Stamp Duty and Goods and Services Tax. Stamp Duty is based on NSW for the Personal Accident cover and by individual states for the Liability cover

Renewal Premium

In order to recover the premium (including the brokers' service fee) it will be necessary for the cost to be recharged to Clubs on the following basis:

| | |
|-------------------|-----------------------------------|
| Liability | |
| NSW | \$4.06 per member (\$4.05 – 2008) |
| VIC | \$4.10 per member (\$4.05 – 2008) |
| SA | \$4.14 per member (\$4.05 – 2008) |
| WA | \$4.10 per member (\$4.05 – 2008) |
| TAS | \$4.03 per member (\$4.05 – 2008) |
| QLD | \$4.01 per member (\$4.05 – 2008) |
| Personal Accident | \$5.25 per member (\$5.30 – 2008) |

This represents a minimal increase in insurance costs per member for those clubs providing both Liability and Personal Accident Insurance for members when compared to the combined premium for 2008-09.

This also allows those clubs which provide Personal Accident cover, to provide the cover to members aged 85 years and over.

The renewal premium will be apportioned to the States in accordance with the number of Members declared by Clubs on the Renewal Questionnaire as requiring insurance under the respective Policy.

Insurance Marketing

As the policy was extensively marketed last year and, as we had a costly year in regards to claims, it was deemed prudent this year to show loyalty to our underwriters. They have in turn shown loyalty but basically rolling terms from last year and given the current hardening of markets and our loss ratio for the year this is a win for us.

Claims Experience

In the past four years there have been a number of claims reported under the Personal Accident Policy as a result of falls, slips etc. In the year to 30 June 2005 there were 18 claims at total cost of \$26,714. In the year to 30 June 2006 there were a further 9 claims reported totalling \$4,350. In the year to 30 June 2007 there were 16 claims reported totalling \$91,554*. This year (as at 6 May 2009) there has been 6 claims reported with a potential cost of \$55,152*. This represents (at 30 April 2009) a Loss Ratio of 73% just for this year so far. *Includes a Capital Benefits Claim amounting to \$50,000

There have been no claims reported under the Liability policy.

Claims are processed by Marsh on our behalf with Insurers who have consistently provided a fair and efficient claims service.

Summary of Policy Coverage effective from 30 June 2009

Liability Insurance

Activities

The list of **activities covered** will be clearly stated in the definition of the Insureds "Business" on the Policy Schedule and will include Bushwalking, Recreational Walking, Walking, Track/Hut Construction and Maintenance, Caving, Canyoning, Liloing, Abseiling, Alpine Walking (summer & winter), Snow Skiing, Canoeing, Kayaking, Boating, Rafting, Swimming, Cycling, Rock Scurrying and use of hand held ropes as part of a Bushwalk, Orienteering, Rogaining, Rescue and Leader Training and other related instructions where no fee is charged other than to recoup expenses (Errors & Omissions), Voluntary Work for various Charities and not for profit organisations.

It is important that member clubs understand that Liability cover for any club activities which include Abseiling, Snow Skiing and Caving are subject to the member club arranging for members participating in the activity to sign a Waiver or Acknowledgement of Risk in relation to that activity.

The activities which are **not covered** under the Liability Policy include Rock Climbing, Mountaineering, Water Skiing, and Animal Riding.

Limit of Liability

General Liability

\$20,000,000 any one Occurrence

Product Liability

\$20,000,000 any one Occurrence and in the aggregate

Errors & Omissions

\$5,000,000 Each & Every claim and in the aggregate and claims contribute towards the exhaustion of the aggregate Limit of Indemnity in respect of Products Liability

The Policy also includes sub- limits of liability in some cases.

Deductibles

General & Product Liability

\$1000 any one Occurrence

Errors & Omissions

\$1000 Each & Every claim

Personal Accident Insurance

The Policy provides cover for members of Insured Clubs who sustain injury whilst engaged in an authorised activity of the club or in direct travel to or from that activity.

Schedule of Benefits

Capital Benefits (Death & Permanent Total Disablement) \$50,000
(Benefit limited to \$10,000 for members aged 85-95 years)

Weekly Benefits – Injury (Loss of Income)

(Benefits payable are subject to 80% of pre-injury earnings to a maximum of \$500 per week- Period of Benefit – 52 weeks.

Benefits payable limited to 26 weeks for members aged 85-95 years)

Sub-Limits of Liability apply under the Policy and include –

Out of Pocket including Injury Assistance Expenses

(Reimbursement of expenses is subject to 80% of expenses incurred

to a maximum of \$150 per week following an Elimination Period of 7 days)

| | |
|---|---------|
| Non Medicare Medical Expenses Reimbursement (Non Medicare medical expenses reimbursement is limited to 80% of expenses incurred and an Excess of \$100 per claim) | \$2,000 |
| Critical Incident Debriefing (Benefit payable per person any one event) | \$5,000 |

Age Limit - 95 years

Policy Documentation

Policy documentation detailing changes in cover from 30 June 2009 has been issued to each State for distribution to member clubs. It should be noted that, other than as stated in this Report there will be no significant changes to the current policy wordings.

In addition arrangements have been made where necessary for Certificates of Insurance to be made available immediately.

Risk Management

It was noted in this year's survey that 16% of clubs responded that they did not have a risk management policy in place and 12% of clubs responded that they do not get either a waiver or an acknowledgement of risk form signed.

The arrangement we have with the insurer (this year onwards) is that we do longer need to sign a waiver at all (that is for all states except Victoria who have never had to sign a waiver) but can now use an acknowledgement of risk form. The insurer has also agreed that we also no longer have to arrange for separate form for skiing and abseiling activities.

The minimum requirements are:

1. That all members sign an acknowledgement of risk form once a year (for convenience I would recommend at renewal) for all the insured activities (including skiing and abseiling).
2. That temporary members sign an acknowledgement of risk form for each activity that they participate on.
3. That new members sign an acknowledgement of risk form on joining a member club.

THERE IS NO NEED TO HAVE MEMBERS SIGN BEFORE EVERY ACTIVITY!!!!

It is imperative that all clubs participating in the liability programme adopt the above process prior to the next insurance survey. I also highly recommend that all clubs adopt a robust risk management procedure (most state federations do have a risk management policy for clubs to follow).

Other Insurance Policies

Leisure Travel Insurance

With more and more clubs added overseas trips to their programme the need to offer Leisure Travel Insurance has been recognised.

Marsh have negotiated special rates with Accident & Health International Underwriting Pty Ltd for a comprehensive, yet affordable cover for use by club members when participating in club organised Domestic and Overseas trips.

A summary of the cover available will be issued to clubs as soon as possible.

Business Insurance

An Insurance policy is arranged with CGU Insurance Ltd for State Federations and affiliated clubs who wish to insure their office equipment and other specified contents as well as search and rescue equipment and the like. The insurance provides cover for Fire and Specified Events as defined in the Policy and Burglary where required.

This Policy is not widely used by the State Federations and/or the Clubs.

Association Liability Insurance

This coverage was arranged for Bushwalking Victoria following their change in structure and is designed to insure liability arising from their Association Management and Professional Liability insurance. The cover is arranged with AIG Australia and provides cover for Office Bearers, Non-Executive Directors and Employees for claims against them for Professional Liability. The Policy is also extended to provide Fidelity cover for direct financial loss due to acts of dishonesty.

The policy provides a Limit of Indemnity of \$1,000,000 in the aggregate.

Conclusion

I would like to take this opportunity to thank the State Insurance Conveners, State Presidents, Administration Officers, Member Clubs and others with whom I have regular contact for your co-operation and assistance in providing information required and in meeting the deadlines imposed.

I would also like to thank Howard Tooth who is responsible for ensuring we have such a robust insurance programme in place.

David Gordon
Insurance Officer
Bushwalking Australia Inc.
27 September 2009.

**APPENDIX C
TREASURER'S REPORT**

Balance Sheet

As of September 2009

27/09/20
8:40:08 AM

| | | | |
|----------------------------|-------------------|-------------------|-------------------|
| Assets | | | |
| Current Assets | | | |
| Cash On Hand | | | |
| ANZ Cheque Account | \$7,889.16 | | |
| Total Cash On Hand | <u>\$7,889.16</u> | \$7,889.16 | |
| Total Current Assets | | | \$7,889.16 |
| Property & Equipment | | | |
| WebSite | | | |
| Web-Site at Cost | \$1,650.00 | | |
| Total WebSite | <u>\$1,650.00</u> | \$1,650.00 | |
| Total Property & Equipment | | | \$1,650.00 |
| Total Assets | | | <u>\$9,539.16</u> |
| Liabilities | | | |
| Current Liabilities | | | |
| Trade Creditors | \$0.00 | | |
| Total Current Liabilities | <u>\$0.00</u> | \$0.00 | |
| Total Liabilities | | | \$0.00 |
| Net Assets | | | <u>\$9,539.16</u> |
| Equity | | | |
| Retained Earnings | | \$7,987.05 | |
| Current Year Earnings | | <u>\$1,552.11</u> | |
| Total Equity | | | <u>\$9,539.16</u> |

Bank Register

1/09/2008 To 27/09/2009

| ID# | Src | Date | Memo/Payee | Deposit | Withdrawal | Balance |
|--------------------|-----|------------|----------------------------|------------|-------------|-------------|
| ANZ Cheque Account | | | | | | |
| 1061 | CD | 14/09/2008 | Payment; Twisted Pair -pri | | \$1,650.00 | \$4,507.49 |
| 1062 | CD | 14/09/2008 | Payment; Outdoor Council | | \$550.00 | \$3,957.49 |
| CR000021 | CR | 30/09/2008 | Bank Deposit | \$3,740.50 | | \$7,697.99 |
| 1063 | CD | 2/10/2008 | Payment; expressteleconfe | | \$278.88 | \$7,419.11 |
| SC111108 | CD | 10/10/2008 | ANZ Bank Fees | | \$10.00 | \$7,409.11 |
| CR000022 | CR | 20/10/2008 | Bank Deposit | \$5,827.50 | | \$13,236.61 |
| 1081 | CD | 1/11/2008 | Webhost | | \$259.00 | \$12,977.61 |
| 1082 | CD | 10/11/2008 | Domain Registration | | \$175.60 | \$12,802.01 |
| CR000023 | CR | 10/11/2008 | Bank Deposit | \$1,723.00 | | \$14,525.01 |
| CR000024 | CR | 10/11/2008 | Face to face | \$123.00 | | \$14,648.01 |
| SC111108 | CD | 11/11/2008 | ANZ Bank Fees | | \$10.00 | \$14,638.01 |
| CR000025 | CR | 11/11/2008 | Face to face | \$47.00 | | \$14,685.01 |
| 1064 | CD | 13/11/2008 | Payment; expressteleconfe | | \$27.89 | \$14,657.12 |
| CR000026 | CR | 13/11/2008 | Ron Jackson | \$243.00 | | \$14,900.12 |
| CR000027 | CR | 17/11/2008 | A Pryor | \$94.00 | | \$14,994.12 |
| CR000028 | CR | 19/11/2008 | Richard Hill | \$47.00 | | \$15,041.12 |
| CR000029 | CR | 21/11/2008 | Deposit | \$89.00 | | \$15,130.12 |
| CR000030 | CR | 21/11/2008 | Deposit | \$29.00 | | \$15,159.12 |
| CR000031 | CR | 21/11/2008 | T Cowlshaw | \$29.00 | | \$15,188.12 |
| 1083 | CD | 23/11/2008 | Reimbursement | | \$793.10 | \$14,395.02 |
| 1084 | CD | 23/11/2008 | Reimbursed | | \$272.00 | \$14,123.02 |
| 1085 | CD | 23/11/2008 | Reimbused | | \$315.00 | \$13,808.02 |
| 1086 | CD | 23/11/2008 | Bill Gehling | | \$257.99 | \$13,550.03 |
| CR000032 | CR | 25/11/2008 | Kemp, Ward, Tooth | \$123.00 | | \$13,673.03 |
| CR000033 | CR | 28/11/2008 | Cowlshaw | \$94.00 | | \$13,767.03 |
| CR000034 | CR | 28/11/2008 | QLD Fed'n B'walking Clubs | \$388.00 | | \$14,155.03 |
| SC111208 | CD | 11/12/2008 | ANZ Back Fees | | \$10.00 | \$14,145.03 |
| SC090109 | CD | 9/01/2009 | ANZ Bank Fees | | \$10.00 | \$14,135.03 |
| CR000035 | CR | 18/01/2009 | Face to face | \$692.00 | | \$14,827.03 |
| SC110209 | CD | 11/02/2009 | ANZ Bank Fees | | \$10.00 | \$14,817.03 |
| 1087 | CD | 1/03/2009 | Payment; Denise Kruse | | \$160.00 | \$14,657.03 |
| SC110309 | CD | 11/03/2009 | Fees | | \$10.00 | \$14,647.03 |
| CR000036 | CR | 19/03/2009 | TBC | \$392.00 | | \$15,039.03 |
| 1066 | CD | 25/03/2009 | Payment; Australia Post | | \$75.00 | \$14,964.03 |
| 1068 | CD | 25/03/2009 | Payment; Tom Cowlshaw | | \$1,554.17 | \$13,409.86 |
| 1069 | CD | 25/03/2009 | Maurice Smith | | \$3,833.50 | \$9,576.36 |
| 1070 | CD | 25/03/2009 | Payment; expressteleconfe | | \$138.34 | \$9,438.02 |
| 1088 | CD | 6/04/2009 | PO Box rental | | \$80.00 | \$9,358.02 |
| 1089 | CD | 6/04/2009 | Mail redirection | | \$66.50 | \$9,291.52 |
| SC090409 | CD | 9/04/2009 | Fees | | \$10.00 | \$9,281.52 |
| SC110409 | CD | 11/04/2009 | Fees | | \$42.00 | \$9,239.52 |
| SC110509 | CD | 11/05/2009 | Fees | | \$2.58 | \$9,236.94 |
| IE110509 | CR | 11/05/2009 | INterest | \$0.97 | | \$9,237.91 |
| IE110609 | CR | 26/05/2009 | m Watt | \$89.00 | | \$9,326.91 |
| IE110609 | CR | 11/06/2009 | Interest | \$1.26 | | \$9,328.17 |
| 1090 | CD | 18/06/2009 | Warrawong Conference Ce | | \$1,000.00 | \$8,328.17 |
| 1091 | CD | 18/06/2009 | expressteleconferencing | | \$373.30 | \$7,954.87 |
| IE110709 | CR | 11/07/2009 | Interest | \$1.11 | | \$7,955.98 |
| 1092 | CD | 13/07/2009 | Flowers for Wilf | | \$68.00 | \$7,887.98 |
| IE110809 | CR | 11/08/2009 | Interest | \$1.18 | | \$7,889.16 |
| | | | | | \$13,774.52 | \$12,042.85 |

Profit & Loss Statement

1/10/2008 through 30/09/2009

27/09/20
8:30:09 AM

| | | |
|-------------------------------|------------|--------------------|
| Income | | |
| Membership Fees | | \$7,362.50 |
| Face to Face Meeting (Nov 08) | | \$2,667.00 |
| Total Income | | <u>\$10,029.50</u> |
| Expenses | | |
| Website Expenses | | \$434.60 |
| Bank Charges | | \$114.58 |
| Trade Mark Expenses | | \$160.00 |
| Administration | | |
| Postage | \$221.50 | |
| Other Administration | \$68.00 | |
| TeleConferencing Calls | | \$511.64 |
| Conferences | | |
| Catering and Facilities | \$4,333.50 | |
| Accommodation | \$1,000.00 | |
| Face to Face Exps Reimbursed | \$1,638.09 | |
| Total Conferences | | <u>\$6,971.59</u> |
| Total Expenses | | <u>\$8,481.91</u> |
| Operating Profit | | <u>\$1,547.59</u> |
| Other Income | | |
| Interest Income | | \$4.52 |
| Total Other Income | | <u>\$4.52</u> |
| Other Expenses | | |
| Net Profit / (Loss) | | <u>\$1,552.11</u> |

APPENDIX D

Bushwalking Australia Inc. Proposed By-Laws Relating to Financial Management

Drafted 11 October 2009

(Pursuant to Section ... of the Constitution)

Signatories

The council shall appoint at least three council members as signatories to the accounts, one of whom shall be the treasurer.

Two signatories shall be required to authorize each payment.

Authorization shall be in the form of a signature, or by its electronic equivalent as provided by the bank.

Signatories are jointly and severally responsible for ensuring the entering of payment details on the official record as required below.

No payment shall be authorized unless it has been approved by council at a meeting, approved by the treasurer and at least one other of the president or secretary, or is in accordance with the council's approved budget.

Operators

The council may appoint another person or persons in addition to the above signatories to bank moneys received, and enter corresponding transaction details onto the official record.

Official Record

The accounts shall record the following detail in relation each and every transaction:

- Date of transaction
- Person or entity to whom paid or from whom received
- Purpose of transaction
- Account classification (relating to balance sheet and income and expenditure statements)
- Amount
- Whether debit or credit
- Transaction identifier(s) such as Cheque Number or equivalent

Accounts shall be stored in the form of a spreadsheet or database which shall be available for perusal at any time by any council member.

Transactions shall be updated onto the official record within 14 days of their occurrence.

The treasurer shall be responsible for setting up and maintaining a chart of accounts and related records enabling the required reports to be produced (monthly, annual and ad hoc).