

Australian Chamber Choir

24 March 2023

Notice of the Annual General Meeting of Australian Chamber Choir Inc (“ACC”).

Dear Members of the ACC,

Notice is hereby given of the upcoming Annual General Meeting of ACC. The details of this meeting are as follows:

Date:	Friday 28 April 2023
Time:	6.00pm
Place:	<p>First Floor Meeting Room Scots' Church Assembly Hall Building, 156 Collins Street, Melbourne.</p> <p>(Note: the meeting room is on the First Floor, which is above the Mezzanine Floor, and is on the right hand side of the corridor of the First Floor. Entrance to the building can be made via the sliding glass doors on the right hand end of the building in Collins Street (next to the fountain).)</p> <p>If any member wishes to attend by Zoom please advise the Secretary.</p>

Attached are:

- the agenda for this meeting;
- the minutes of the last annual general meeting (less the attachments as they were circulated last year. Copies can be requested from the Secretary);
- a copy of the ACC's Financial Report for the year ended 31 December 2022.

At the meeting, members will have the opportunity to:

- find out about ACC's operations and finances;
- ask questions about the operations and finances of ACC;
- speak about any items on the agenda; and
- vote on any resolutions proposed.

At the meeting, members will be asked to vote to:

- accept the minutes of the last annual general meeting;
- accept the Committee of Management's Annual Report;
- accept the annual Financial Report

- elect Committee members and office bearers. Any member is welcome to nominate themselves or any other member (with that member's consent) for any of the positions.

No special resolutions will be proposed at the annual general meeting.

Proxies

Members may appoint another member as their proxy for the meeting by giving a written note to that effect to the President (by post or email no later than 24 hours before the commencement of the meeting).

Melissa Lee

Secretary

Australian Chamber Choir

434 Brunswick Rd
West Brunswick VIC 3055
AusChoir.org
AusChoir@AusChoir.org
T: 0452 531 750

Annual General Meeting agenda

Date:	Friday, 28 April, 2023
Time:	6.00 pm
Place:	First Floor Meeting Room Scots' Church Assembly Hall Building, 156 Collins Street, Melbourne. Members will also be offered the opportunity to attend by Zoom on prior notice.

Item	Description	Responsible
1	Welcome and introductions	President/Chairperson
2	Apologies	Secretary
3	Membership	Secretary
4	Review of actions from previous annual general meeting	President/Chairperson
5	Acceptance of minutes of previous annual general meeting	President/Chairperson
6	Committee's Report on the Activities of the Association during the preceding financial year	President/Chairperson
7	Financial Report	Treasurer

8	Questions	President/Chairperson
9	Acceptance of Committee's Report	President/Chairperson
10	Acceptance of 2022 Financial Report	President/Chairperson
11	<p>Election of Office Bearers and Members of Committee of Management:</p> <ul style="list-style-type: none"> • President • Vice-President • Secretary • Treasurer • Up to 2 Ordinary Members 	President/Chairperson
12	To confirm or vary the amounts (if any) of the annual subscription and joining fee	President/Chairperson
13	Plans for the balance of 2023 and 2023	Artistic Director at the invitation of the President/Chairperson
14	Meeting close	President/ Chairperson

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Minutes of the 2021 Annual General Meeting of the Australian Chamber Choir Inc.

Date	Tuesday 17 May 2022
Place	Meeting in zoom and in person at First Floor Meeting Room, Scots' Church Assembly Hall Building, 156 Collins Street, Melbourne VIC

Attendees	Bruce Fethers, Ross Telfer, Stuart Hamilton, Melissa Lee, Terence Tan, Liz Anderson, Douglas Lawrence, Anna Price, Geoff Scollary, Rod Mummery
Apologies	Simon Thornton, Robin Batterham, John Griffiths, Alana & Bernard Mitchell, Barry Jones, Joan Roberts, Richard Bolitho, Mark Schapper

The President opened the meeting at 6.07pm, noted that a quorum was present and welcomed all members present in person and by zoom. It was noted that all members present could clearly and simultaneously communicate with each other.

1. Minutes of the 2020 Annual General Meeting

The minutes of the 2020 Annual General Meeting held on 14 May 2021 were confirmed.

2. Members

A list of members as at 17 May 2022 was tabled and the President noted that there had been no changes since the last AGM.

3. Committee's Report on the Activities of the Association during 2021

The President, Artistic Director and Manager spoke to the Committee's written report that had been circulated in advance.

The following matters in particular were discussed in relation to the report:

Activities of the ACC in 2021 including artistic & financial results

The year started well with the Beethoven and Faure concerts.

Due to the ongoing effects of the pandemic, from around March 2021 onwards concerts were postponed to later in the year/to early 2022 and some cancelled. The overseas tour was also cancelled. Notwithstanding, live concert performances were up and running again by the end of 2021.

Despite the postponement and cancellation of concerts due to lockdowns and restrictions, there were solid audiences in 2021.

It was also noted that an operating surplus of approx. \$64,000 was achieved (without Government assistance for COVID 19 and only a small number of business grants) and that there were net reserves of approximately \$362,000 at the end of 2021.

Artistic direction

The Faure Requiem concert series was a great accomplishment.

The successful use of backing tracks for concerts was discussed, as well as the reduced work offered to singers due to the pandemic.

Subscriptions & donations

The number of subscribers in 2021 was better than in previous years. There were also record levels of donations in 2021.

Income & expenses

It was noted that sales income was higher in 2021 than in 2020, but that the costs involved in achieving this were also higher than in 2020. It was noted that admin levels remained constant, donations were higher and that there was no income from an overseas tour in 2021. Further, that compared to 2019 (a “normal” year), the total income in 2021 was solid despite the lack of government assistance.

Net assets

The ACC will shortly receive a substantial boost to its reserves as a beneficiary of the estate of Rosemary Gleeson.

Consideration will be given as to whether the ACC embark on a “special project” as a result of the anticipated boost to its cash reserves. Investment options will also need to be further considered.

Governance & administration

It was announced that Stuart Hamilton will not stand for re-election as Vice-President and he was thanked for his substantial contribution over many years. There had been no changes to the management team.

It was noted that Douglas has been placed on a written contract.

The meeting resolved to receive and consider the Annual Report of the Committee.

The Chair thanked all those who had worked so hard to keep the ACC alive and relevant during the very difficult circumstances of 2021 (being the persons listed in the Committee’s Report) and the meeting acknowledged the wonderful generosity of all those who donated to the ACC in 2021.

4. 2021 Financial Report (for period ending 31 December 2021)

The financial report including signed reviewer’s statement were circulated before the meeting. The Treasurer spoke to the report.

The meeting resolved to receive and consider the 2021 Financial Report.

The meeting resolved to accept the 2021 Financial Report.

Rod recommended that compliance with the requirements for Deductible Gift Recipient Status be reviewed by the Committee and the Committee undertook to do this.

5. Elections

The President declared all positions on the Committee vacant, and continuing as chair of the meeting, invited nominations for those positions.

Nominations were received as follows:

President	Bruce Fethers
Vice-President	Terence Tan
Secretary	Melissa Lee
Treasurer	Ross Telfer

As these were the only nominations for these positions, **the chair declared each nominee duly elected.**

6. Other Business

No change was proposed to the annual member subscription or joining fee.

The rest of 2022/start of 2023

The Alchemy and Ceremony of Carols concert series were briefly discussed.

Some discussions also took place about the 2023 concert series and a 2024 overseas concert tour (with Friends Group).

The meeting closed at 7.08pm.



Signed:

Date: 10 June 2022

Attachments to Minutes:

AGM presentation containing the Committee's Report

Financial Report, Compilation Report and Committee's Declaration on the Financial Report.

Financial Report

Australian Chamber Choir Inc ABN: 49 434 510 467
For the period ending 31 December 2022



Prepared by
BDM Partners Pty Ltd

Prepared on
15 March 2023

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Compilation Report

Australian Chamber Choir Inc

For the period ending 31 December 2022

We have compiled the accompanying special purpose financial statements of Australian Chamber Choir Inc, which comprise the Balance Sheet as at 31 December 2022, the Profit and Loss, a summary of significant accounting policies and other explanatory notes. The specific purpose for which the special purpose financial statements have been prepared is set out in Note 1.

The Responsibility of Committee

The Committee is solely responsible for the information contained in the special purpose financial statements and for the determination that the basis of accounting used is appropriate to meet their needs and for the purpose that the financial statements were prepared.

Our Responsibility

Based on information provided by the Committee, we have compiled the accompanying special purpose financial statements in accordance with the basis of accounting as described in Note 1 to the financial statements and APES 315 Compilation of Financial Information.

We have applied our expertise in accounting and financial reporting to compile these financial statements in accordance with the basis of accounting described in Note 1 to the financial statements. We have complied with the relevant ethical requirements of APES 110 Code of Ethics for Professional Accountants.

Assurance Disclaimer

Since a compilation engagement is not an assurance engagement, we are not required to verify the reliability, accuracy or completeness of the information provided to us by management to compile these financial statements. Accordingly, we do not express an audit opinion or a review conclusion on these financial statements.

The special purpose financial statements were compiled exclusively for the benefit of the Committee of Australian Chamber Choir Inc. who is responsible for the reliability, accuracy and completeness of the information used to compile them. Accordingly, these special purpose financial statements may not be suitable for other purposes. We do not accept responsibility for the contents of the special purpose financial statements.

Name of Firm: BDM Partners Pty Ltd 3 Iolanthe Close, Park Orchards. Vic 3114

Name of Partner: Brian Morris
Brian Morris

Dated: 20th March 2023

Committee's Declaration

Australian Chamber Choir Inc For the year ended 31 December 2022

The Committee of the Incorporated Association determined that the Incorporated Association is not a reporting entity and that this special purpose financial report should be prepared in accordance with the accounting policies outlined in Note 1 to the financial statements.

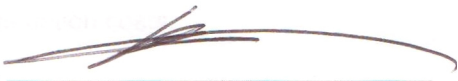
The Responsible Persons of the Incorporated Association declare that:

1. The financial statements and notes, as set out in the financial report, presents fairly the trust's financial position as at 31 December 2022 and its performance for the year ended on that date in accordance with the accounting policies described in Note 1 to the financial statements. These Statements and notes satisfy the requirements of the Australian Charities and Not for Profits Commission Act 2012.

2. In the Committee's opinion there are reasonable grounds to believe that the Incorporated Association will be able to pay its debts as and when they become due and payable.

This declaration is made in accordance with a resolution of the Committee of the Incorporated Association and signed in accordance with Subsection 60.15(2) of the Australian Charities and Not- for-profit Commission Regulation 2013.

Chairman:



Bruce Fethers

Treasurer:



Ross Telfer

Dated: 20 March 2023

Australian Chamber Choir Inc
ABN 49-434510467
Profit and Loss
January to December 2022

NOTES

	Jan - Dec 2022	Jan - Dec 2021
INCOME	A\$	A\$
Donations	57,035	90,761
Bequests	250,000	-
Grants/Bequests	20,000	14,000
Government Grants (Covid-19 related assistance)	-	54,400
Interest Earned	5,895	630
Members Joining Fee	-	-
Performance Income	74,853	34,964
Livestreaming Sales	3,903	4,044
Ticket Sales	36,984	26,691
Subscription Sales	27,783	16,816
Overseas Sales and Contributions	-	-
Total Income	<u>476,453</u>	<u>242,306</u>
 EXPENSES		
Artistic Director Fees	27,374	20,000
Composer Fees	8,000	-
Instrumentalists' fees	10,963	12,507
Covid Tests	1,404	-
Singers' fees	54,250	27,980
Sub- contractors	6,978	11,528
Salaries	60,681	55,517
Superannuation costs	5,686	4,934
Workcover	1,362	2,217
Accounting Fee	1,400	1,335
Advertising/Printing	10,717	9,526
Bank fees	2,269	1,733
Insurance	253	255
Internet and software	2,483	3,425
Office Expenses	1,607	1,874
Recording / Livestreaming expenses	11,380	8,080
Travel & Accommodation	6,231	2,429
Venue, catering and ticketing costs	<u>17,440</u>	<u>14,795</u>
Total Expenses	<u>230,477</u>	<u>178,135</u>
 NET EARNINGS	 <u>245,976</u>	 <u>64,171</u>

NOTE

This statement is to be read in conjunction with the Notes to the Financial Statements and the accompanying Compilation Report.

Australian Chamber Choir Inc
ABN 49-434510467
Balance Sheet
As of December 31,2022

	NOTES	As of Dec 31, 2022	As of Dec 31, 2021
		A\$	A\$
ASSETS			
Current Assets			
Cash and cash equivalents	2	687,881	432,144
Accounts receivable		25,972	11,128
Prepaid expenses		<u>7,697</u>	<u>11,095</u>
Total Current Assets		<u>721,550</u>	<u>454,367</u>
 LIABILITIES AND SHAREHOLDER'S EQUITY			
Current liabilities:			
Accounts payable and accrued expenses		41,163	42,548
Credit Card		886	2,051
Revenue in advance	3	45,271	30,661
GST payable		3,944	2,395
Payroll Liabilities		<u>22,063</u>	<u>14,466</u>
Total Current Liabilities		<u>113,327</u>	<u>92,121</u>
Shareholders' equity:			
Net Income		245,976	64,171
Retained Earnings		<u>362,247</u>	<u>298,076</u>
Total shareholders' equity		<u>608,223</u>	<u>362,247</u>
Total Liabilities and Equity		<u>721,550</u>	<u>454,367</u>

NOTE

This statement is to be read in conjunction with the Notes to the Financial Statements and the accompanying Compilation Report.

Australian Chamber Choir Inc
Statement of Cash Flows
January - December 2022

	2022	2021
	A\$	A\$
Cash flows from operating activities		
Profit (Loss) for the year	245,976	64,171
Adjustments for non-cash income and expenses:		
Accounts Receivable	-14,843	-7,248
Prepayments	3,398	-7,535
Accounts Payable	-1,385	20,120
Credit card	-1,165	1,703
Revenue in advance	14,610	2,732
GST payable	1,549	2,625
Payroll liabilities	7,597	5,497
Total Adjustments for non-cash income and expenses:	9,761	17,894
Net cash from operating activities	255,737	82,065
Net increase (decrease) in cash and cash equivalents	255,737	82,065
Cash and cash equivalents at beginning of year	432,144	350,079
Cash and cash equivalents at end of year	687,881	432,144

Australian Chamber Choir Inc

Notes to the Financial Statements

For the period ending 31 December 2022

1. Statement of Significant Accounting Policies

Australian Chamber Choir Inc. is a not-for-profit association incorporated in Victoria. The Committee has prepared the financial statements on the basis that the Association is a non-reporting entity because there are no users dependent on general purpose financial statements. The financial statements are therefore special purposes financial statements that have been prepared in order to meet the needs of the of the Committee and in accordance with the requirements of the Australian Charities and Not for Profits Commission Act 2012.

1.1 Basis of Preparation

The financial statements have been prepared in accordance with the significant accounting standards AASB101 Presentation of Financial Statements and AASB107 Statement of Cash Flows. The Accounting standards AASB108 Accounting Policies, ASB1048 Interpretation of Standards and AASB105 Australian Additional Disclosures have been considered and no additional disclosures have been found to apply. The Committee has determined no other accounting standards are appropriate to meet the needs of the Incorporated Association.

In line with generally accepted accounting principles, the financial statements have been prepared on an accrual basis and are based on historical costs and do not consider changing money values or, except where specifically stated, current valuations of non-current assets.

2 Cash and Cash Equivalents

	As of Dec 31, 2022	As of Dec 31, 2021
Unrestricted Bank Accounts	17,876	17,986
Restricted Bank Accounts	670,005	414,158
Total Cash and Cash Equivalents	687,881	432,144

3 Revenue in advance

Under the accrual method, cash received of \$45,271 for concerts to be held in 2023 is showing on the 2022 balance sheet as revenue in advance and not included in the 2022 revenue. This amount will be carried forward to be included in the 2023 revenue and matched against the related expenses.

	As of Dec 31, 2022	As of Dec 31, 2021
Revenue in advance	45,271	30,661