



# Australian Army Aviation Association, Inc

ABN: 86 901 136 837

## MINUTES OF THE AAAA SPECIAL GENERAL MEETING HELD AT GAYTHORNE R.S.L. ON 16<sup>th</sup> JUNE 2018

### **Present:**

#### **President/Chairman:**

BRIG W.J.A. Mellor (Retd)

#### **Committee Members (5):**

R. MacDonald, T. Moorman, R. Upton, P. Coulthard, J. Custance.

#### **Members:**

Peter Spoor

#### **Proxies (10):**

#### **For the President/Chairman of the Meeting (7):**

##### **Vote on the merits of open discussion (5):**

Damien Aird, Glen Maynard, Owen Eather, Stephen Omerod, Chris Butler.

##### **Specific Instructions (2):**

David Dowling, Rob Lorschky

#### **For the Secretary (2):**

##### **Vote on the merits of open discussion:**

Anthony Berne, Terry Gygar

#### **For Paul Coulthard (1):**

##### **Vote on the merits of open discussion:**

Leon Kippin

#### **Apologies (12):**

George McDougall, Kevin Moss, Damien Aird, Glen Maynard, Owen Eather, Stephen Omerod, Chris Butler, David Dowling, Rob Lorschky, Anthony Berne, Terry Gygar, Leon Kippin.

### **ITEM 1 - Opening and Welcome**

2018/62 The Chairman opened the meeting at 11.06am and welcomed those present. Adding that the Special General Meeting was being conducted in accordance with Rule 25(1)(a) of the Association in order to finalise proceedings which commenced as part of the Annual General Meeting in November 2017. The attendance list is contained at enclosure 1 to these Minutes.

**ITEM 2 - Confirmation of a Quorum**

2018/63 The Chairman requested that proxies and apologies be read – there being one member, 10 proxies and the Committee of Management. Proxies are included as enclosures two to 11 respectively to these Minutes. The Chairman declared that in accordance with paragraph 26 of the Rules and By-Laws of the Association, a quorum was achieved and the meeting could proceed.

**ITEM 3 - Presentation of the Audit Report**

2018/64 The Audit Report, as presented, was distributed electronically to the Association Membership at the same time the SGM was announced two weeks earlier and is included as annex A to these Minutes. The Chairman sought feedback and discussion from those present with careful consideration of the proxy votes received. With no objections or discussion, he sought a motion from a Member present. Mr MacDonald moved that the Audit Report be accepted.

Seconded: Paul Coulthard ..... **Motion carried**

**ITEM 4 - Presentation of the Financial Statement**

2018/65 The Financial Statement, as presented, was distributed electronically to the Association Membership at the same time the SGM was announced two weeks earlier and is included as annex B to these Minutes. The Chairman sought feedback and discussion from those present with careful consideration of the proxy votes received. With no objections or discussion, he sought a motion from a Member present. Secretary moved that the Audit Report be accepted.

Seconded: Ross MacDonald ..... **Motion carried**

**ITEM 5 - Discussion from the Floor**

2018/66 The Chairman sought discussion from those present. No discussion was made.

**ITEM 6 - Closure**

2018/67 With no further business to discuss at the SGM, the Chairman thanked attendess and declared the Meeting closed at 11.10am

  
**WJA Mellor**  
President

  
**EMT Moorman**  
Secretary

July 2018  
*18 Dec*

July 2018  
*15 Dec*

**Annexes:**

- A. Independent Audit Report to the Australian Army Aviation Association Inc
- B. Australian Army Aviation Association Inc. "Income and Expenditure Statement"

**Enclosures:**

- 1. Special General Meeting Attendance Sheet
- 2. Proxy – Damien Aird
- 3. Proxy – David Dowling

4. Proxy – Glen Maynard
5. Proxy – Leon Kippin
6. Proxy – Owen Eather
7. Proxy – Robert Lorsch
8. Proxy – Stephen Omerod
9. Proxy – Terence Gygar
10. Proxy – Chris Butler
11. Proxy – Anthony Berne

Independent Audit Report  
To Australian Army Aviation Association Inc

I have audited the financial statements of the association being the income and expenditure statement and the Balance Sheet for the 12 months ending 30 June 2017. The Association members are responsible for the preparation of the financial statements.

My audit has been conducted in accordance with the Australian Auditing standards to provide reasonable assurance as to whether the financial statements are free of material misrepresentation. My method included a detailed examination of evidence supporting the receipt and expenditure of income and the assets of the association as represented in the financial statements. I evaluated the accounting procedures, policies of the association and asked questions of the officials who produced the financial statements. I observed some irregularities and I asked questions relative to those irregularities and I received satisfactory answers to any questions asked.

Qualification

The association members have prepared the association's financial statements and they operate on a cash/cheque receipt basis and a cheque disbursement basis. The financial statements reflect a digital rendition rather than an accrual basis. I have vouched for each notified cash receipt, the banking of the same and that each disbursement has been verified and authorized by responsible office holders of the Association. I cannot comment on any unrecorded cash transactions.


Audit opinion

In my opinion, the income and expenditure statement and the balance sheet of the Australian Army Aviation Association represent a fair and reasonable assessment of the financial health of the association for the twelve months from 1 July 2016 to 30 June 2017.

  
.....  
P Clough BA LLB ASA

**AUSTRALIAN ARMY AVIATION ASSOCIATION INCORPORATED**  
**INCOME AND EXPENDITURE STATEMENT**  
**FOR THE FINANCIAL YEAR ENDED 30 JUN 17**

		2015/16	2016/17
		\$	\$
<b>INCOME</b>			
General		3060.25	10907.61
Benevolent Fund		1151.00	0.00
<b>Total Income</b>		<b>4211.25</b>	<b>10907.61</b>
<b>EXPENDITURE</b>			
General		1356.35	9079.57
Benevolent Fund		300.00	0.00
<b>Total Expenditure</b>		<b>1656.35</b>	<b>9079.57</b>
<b>ASSETS</b>			
Defence Bank	Term Deposit - 12 months		9000
Defence Bank	Term Deposit - 12 months		9000
Defence Bank	Term Deposit - 12 months		9000
Defence Bank	Term Deposit - 12 months		9000
Defence Bank	MAX E Account		15917.84
Defence Bank	Cheque Account	15197.25	2106.72
Stock		974.64	974.64
Debtors		0.00	00
<b>Total Assets</b>		<b>53,105.08</b>	<b>54999.20</b>
<b>LIABILITIES</b>			
Unpresented Cheques		0.00	66.08
Creditors		0.00	0.00
<b>Total Liabilities</b>		<b>0.00</b>	<b>66.08</b>
<b>NET CAPITAL</b>		<b>53,105.08</b>	<b>54933.12</b>

Statement Prepared by (signature)	(Printed Name)	(Appointment)	(Date)
	<b>WO1 R UPTON</b>	Treasurer	<i>24 Apr 18</i>

Accounts Audited by (signature)	(Printed Name)	(Appointment)	(Date)
<b>ORIGINAL SIGNED</b>	<b>MR P CLOUGH</b>	AAAA Auditor	