

ANNUAL REPORT AND NOTICE
OF ANNUAL GENERAL
MEETING
2018-2019



Michael Georgiou
Life Member 2AAA
1940-2019

Triple **AAA** FM

Riverina's Best Music Mix

TABLE OF CONTENTS	PAGE NUMBER
1 DIRECTORY	4
2 ANNUAL GENERAL MEETING	5
1. Election of Directors	5
2. Committee Members Attendance	5
3. Agenda	5
3 CHAIRPERSON'S REPORT	7
4 SECRETARY'S REPORT	11
5 TREASURER'S REPORT	12
6 STATION MANAGER'S REPORT	15
7 MARKETING REPORT	17
8 HUMAN RESOURCES REPORT	19
9 PROGRAMMING COMMITTEE REPORT	21
10 TECHNICAL COMMITTEE REPORT	23
11 TRAINING COMMITTEE REPORT	24
12 MEMBERS	26
13 FINANCIAL STATEMENT	27
14 ELECTIONS OF BOARD MEMBERS	30

1 DIRECTORY

Board Members

Mark Horton (Chairperson)
Amanda Blake (Vice-Chairperson)
Tim Leske (Treasurer)
Peter Keith (Secretary)

Ann Buik
Alan Lean
Vacancy

Denise Hart
Michael Anschaw

Bank

National Australia Bank
75 Baylis Street
Wagga Wagga NSW 2650

Auditor

Bush & Campbell

Public Officer

Keith Cavill

Registration Office

Cnr. Young and Coleman Streets
Wagga Wagga NSW 2650
Phone: (02) 6925 3000
Email: operations@2aaa.net
Website: www.2aaa.net

Memberships

Southern Community Media Association
Wagga Wagga Business Chamber

2 ANNUAL GENERAL MEETING

The 25th Annual General Meeting (AGM) of Wagga Wagga Community Media Incorporated (WWCMI) will be held at the Bowls Meeting Room of the Wagga Wagga RSL on Wednesday 6th November 2019 commencing at 7pm.

1 Election of Directors

Nominations are called for 4 by 2 year term and 1 by 1 year term on the Board of WWCMI.

Nominations signed by the proposer, seconder and nominee (all whom must be members of WWCMI) must be received by the Public Officer at AAA no later than 5pm on Wednesday 30th October 2019.

2 Committee Members Attendance

Ten (10) Board Meetings held as at Tuesday 24th September 2019 since the AGM on 28th November 2018.

Mark Horton		10/10
Peter Keith		10/10
Tim Leske		05/05
Denise Hart	(Resigned 15/01/2019)	05/05
Ann Buik		08/10
Alan Lean		05/06
Amanda Blake		06/10
Michael Anshaw	(Resigned 15/04/2019)	07/07

3 Agenda

Agenda for the 25th AGM of WWCMI:

- 1) Meeting declared open
- 2) Welcome to members by Chairman

3) Apologies

Business as per Constitution Clause 26

- 4) To confirm the minutes of the last AGM being the 24th AGM of the Association.
- 5) To receive Board and Staff reports upon the activities of the association during the preceding financial year.
- 6) To receive and consider the financial statement, which is required to be submitted to members under the Act.
- 7) To elect Board members.
- 8) Membership Subscriptions of the Incorporated body shall be reviewed annually, and if deemed necessary, adjusted in accordance with the wishes of the members.
- 9) To confirm the Auditor for the next 12 months.
- 10) To confirm the Solicitor for the next 12 months.
- 11) To confirm the Public Officer for the next 12 months.

3 CHAIRPERSON'S REPORT

As I reflect on the past twelve months at AAA FM, I have a sense of happiness and hope for our future.

It doesn't seem that long ago I was working hard to bring everyone together. Today, our carpark is full, and when you walk into the foyer through our lovely new electric doors you are greeted by an atmosphere of fun, excitement and a sense of belonging.

The other day as I was talking with the presenter of the day, she told me that she just loves coming to AAA FM. She said she can't wait to get to AAA FM! This attitude is echoed throughout all the corridors of the station today. We have worked hard as individuals. Every aspect has risen above the challenges of eighteen months ago and collectively we have positioned AAA FM well to tackle the challenges in the years to come. To witness this transformation has been most rewarding for me.

The environment we enjoy today is a collective effort from many people. The introduction of Mick Toshack who does not know how to have a bad day is invigorating. The wonderful team of administrative volunteer staff working harmoniously also makes first impressions uplifting. Each and every one of them have contributed significantly to the betterment of AAA FM. Every aspect of AAA FM has contributed significantly to this resurgence.

Our sales team delivered the best sales results ever this year and continues to power ahead. They have brought in a wide range of new clients and this has not only generated new sales, it has also changed our overall sound on air. With the combination of new announcements, new voiceovers and excellent volunteer presenters, AAA FM has progressed further into a truly standout community radio station.

It has been my view that the most responsible thing I could have provided by way of my stewardship was to develop and implement an experienced management team. From time to time organisations can go through periods of turbulence at a board level.

The difference between sailing through difficult times and weathering the storm is a committed and effective management team. Mick Toshack and Stewart Allen provide us a management team second to none.

With the development and implementation of an excellent management team, the next strategic move was to develop a 3 Year Strategic / Business Plan. The Board worked for many months to develop a comprehensive plan which we presented at a Special Meeting held 29th May. The theme of our strategic plan was *'To The Future'* and whilst this plan covers every aspect of the station as well as the action plans by portfolio for the next three years, the most important aspects of this plan are our vision and mission statements, new branding and repositioning of our call sign.

They are as follows:

Vision Statement

'AAA FM aspires to be the leading regional community radio station across the nation.'

Mission Statement

'To provide a consistently reliable radio broadcast that meets the needs of our community and broader listenership. We provide trustworthy news, promote local and regional events and offer a diverse mix of music and content.'

Branding / Repositioning



With each portfolio now tied to action plans for the 3 Year Strategic / Business Plan, I have taken on the portfolio of Board Development. The focus will be on

10 Governing Principles

1. Purpose & Strategy
2. Roles & Responsibilities
3. Board Composition
4. Board Effectiveness
5. Risk Management
6. Performance
7. Accountability
8. Stakeholder Engagement
9. Conduct & Compliance
10. Culture

My most challenging task over the past twelve months has been the correction of unpaid superannuation for a number of past and present employees. This correction went back as far as 2004.

The classification of a contractor versus an employee over the years had become very grey. It took the best part of six months to research the facts, working closely with the ATO, Department of Fair Trading, Auditors, Solicitors and our Accountant WDF. Superannuation is a statutory entitlement and must be paid.

I am pleased that after the months of energy this consumed, AAA FM was able to conclude all negotiations to a value just short of \$60,000.

I am comfortable with this, as I believe it is the best outcome for AAA FM, and the right and just thing for the present and past employees owed the money. Obviously, this hits our bank balance, however, we continue to have a healthy reserve and our sales continue to grow. All employees' contracts are now in accordance with Fair Trading and ATO regulations. The introduction of Accountants in early 2018 will now ensure this should never happen again.

I want to thank each and every one associated with AAA FM. We have an amazing regional community radio and outstanding volunteers who make it all happen. The next three years will see us become more involved with the community. Our quest to be the number one regional community radio station in Australia has begun. It's been a privilege to work with everyone at AAA FM. To The Future!

Mark Horton
Chairman

4 SECRETARY'S REPORT

The year has gone well.

- It has been a pleasure to see the progress made under Mark's Chairmanship.
- I am very grateful to Ann Buik for her proffered help as Minutes Secretary during 2019.
- Monthly meetings (10) of the Board were held except in April and May when major effort was put into preparatory meetings for the production of the Strategic Plan and Business Plan at the Special General Meeting held at the Commercial Club on 29th May 2019. This has been reported on separately and 35 members attended.
- As required I have had several executive and informal meetings with Chair during the year. This has helped to prepare well for Board meetings.
- The move to standardised reporting forms for Board meetings has helped us all be more disciplined and concise. Reporting against Strategic Plan items is good practice.

Peter Keith
Secretary

5 **TREASURER'S REPORT**

The 2018-19 financial year (FY) has resulted in a Net Profit of \$2,304.67 excluding non-cash Depreciation Expenses.

Major income items compared to the previous year include;

- Airtime sponsorships have increased by \$97,530 or 40% to \$340,793. This is directly attributable to the pro-active work of the (relatively new) Sales Manager Stewart Allen, supported by Station Manager Mick Toshack.
- Total Income has increased by \$106,462 or 47% to \$369,493 due to the above, as well as additional rental of tower space.

The sponsorship income has risen to a new, sustainable level. It is expected this will continue to rise into the new FY 2019-20 as it is evident Stewart and Mick are already writing more sponsorships from additional new customers that will flow through into reported sales.

In addition, new initiatives from the Station Manager are anticipated to further bolster income as these concepts are crystallised and initiated.

Major expenditure items compared to the previous year include;

- Total Expenditure at \$367,739 is up 32% from the previous year.
- Accountancy costs have increased from \$2,030 to \$12,303. However, these are not strictly comparable as we only engaged the accountants late in the previous FY. These costs will probably rise again in 2019-20, but then stabilise. The support of the accounting firm is considered essential in maintaining adequate governance in an increasingly regulated and demanding business environment in which we find ourselves operating.

- Payroll Expenses of \$211,256 are up significantly from the \$81,564 in 2017-18 due primarily to the employment of both the professional Station Manager and Sales Manager. However, income will continue to rise as Airtime Sponsorships are budgeted to reach \$395,000 in 2019-20 while payroll will essentially be stable.
- Electricity costs have fallen from \$18,482 to \$13,526 due to renegotiated contracts with suppliers.
- Sponsorship commission of \$52,945 to Adrian Sadler was a one-off in the previous year, but a one-off superannuation payment of \$30,378 to Adrian was recorded in 2018-19.

The remainder of expenditure was similar to the previous period after allowing for general cost increases from suppliers.

The Balance Sheet shows the station to still be in a strong position;

- Net assets of \$215,559 cf \$213,254 the previous year.
- Bank Accounts stood at \$102,809 cf \$152,362 in 2017-18. Part of the difference is A Sadler superannuation payment, as well as increased general expenditure detailed above.
- Trade Debtors of \$99,292 are up 125%, due to the significant increase in sponsorships since October 2018. This is to be expected in any organisation that is growing – cash takes longer to come in than sales posted in the accounts.

Since my appointment as Treasurer in February 2019 we have implemented a sustained focus on our Aged Debtors – those customers who delay payments to us, especially those 90 days+. By a concerted effort from Stewart and Mick plus sending out regular reminder notices, we have reduced outstandings 90 days+ of close to \$40,000 in February 2019 to less than \$11,000 at 30.6.2019.

And given that one business still owes us in excess of \$4,000 (delayed due to significant ill-health of the owner) which we know will be honoured, our Trade Debtors will continue to improve into the next FY – this will eventually be reflected in increased bank balance.

In conclusion, I see an exciting period ahead for Triple A FM as sales continue to climb and expenditure stabilises, which will provide increased opportunities for the station to continue to grow and prosper within the community.

Tim Leske
Treasurer

6 STATION MANAGER'S REPORT

Firstly I would like to take this opportunity to thank everyone at Triple A for the warm welcome I received just over twelve months ago now and the many hands that have been extended in friendship and aid as I have found my feet over that time. I quickly learned that this is a people driven organisation and the people we have are all heart and always willing to lend a hand.

It has been a full twelve months with much achieved seeing Triple A FM well placed to take advantage of any and all opportunities the future may bring. I must also take this opportunity to recognise the contribution of Stewart Allen since coming on board. Stewart has brought his considerable expertise into the role of Sales Manager and represents the station to the business community with an outstanding level of both professionalism and approachability.

Following is a list a summary of actions and projects that were undertaken in 2108/19.

To go into detail on the planning and execution of each of these items would require a very lengthy report – suffice to say many hands and heads were involved and without this contribution of time and energy we would not have been able to get these projects over the line.

Install of new air conditioning system	Station trip hazards resolved
New station administration volunteers brought on board	Station signage on Lake Albert Road
Music/Content specials	Triple A FM Christmas Lights Tour
New disabled compliant front entry to station (door)	Saturday Morning Community Crosses

Outside Broadcast format re-design	Financial year budget achieved
Grant Applications (7) - 4 successful to date	Triple A Music Trivia Night
Plan for full disabled entry to station	Significant growth of on-air Sponsors

Outside Broadcasts – Coolamon Fire Engine Muster, Wagga Show, Harvey Norman, Fusion Festival, Wagga Caravan Centre

My mission over the last twelve months has been to address the following areas:

Communication, planning, content progress, inventory management, increased community involvement, new membership, volunteer inclusion, station visibility and promotion, new revenue streams and business, diversity, grant opportunities, explore national revenue, sponsor retention and overall operational flexibility.

I feel great progress has been made in the last 12 months toward ensuring Triple A FM grows with our ever-changing community.

Our charter in order to remain relevant, must always be to accurately reflect the needs and wants of the Wagga community and provide alternative content that is unavailable to listeners via the mainstream media.

Very much looking forward to the challenges and opportunities the future holds and facing them alongside the wonderful people that make Triple A FM the best Community station in the land.

Mick Toshack
Station Manager

7 *MARKETING REPORT*

Marketing has been involved in a wide range of activities, including time covering other portfolio areas.

In January, Marketing supplied a portable phone with a text only contract to enable SMS communication to the studio. The facility has been well used during Breakfast & PartyMix request programs.

Significant time was given to supporting the rebranding of the station and the development of the three year Strategic & Business Plan.

An afternoon roundup of community news produced by Wagga Wagga TV was initiated by marketing to add more community information/news with a once a week bulletin in drive.

Presentations to community groups have been arranged through the year by marketing. Some of the presentations were arranged for the Chairperson & included the Rotary Clubs of Wagga, Koorungal and South Wagga. Other presentations have been done with Provost and church groups.

Important discussions were initiated with Wagga Wagga City Council. A station representative was present at the Domestic Violence Forum chaired by Ray Martin. As part of our community involvement, Mark held a meeting with the Director of Community Services, Janice Summerhayes and follow up meetings with section managers, were held involving Mick and Alan.

A grant application was made to the Community Broadcasting Fund, specifically to find out how the grants are reviewed. We were able to find a number of issues that our station needs to enhance to receive successful reviews.

Triple AAA conducted a media training evening for the new entrants in the Miss Wagga Wagga Quest (MWWQ), thanks to Marguerite and a Chanell Nine cameraman.

The MWWQ girls have also been involved with PartyMix programs to promote themselves and more importantly to introduce Triple A to their family and friends.

A special promotion was conducted at the Wagga Rotary Book Fair. Special thanks are extended to Mick Toshack and Stewart for their support & professionalism.

Director: Alan Lean

8 HUMAN RESOURCES REPORT

Welcome to the First Human Resources Annual report; a snapshot of the Human Resources activities from the Fiscal Year.

Firstly we have created documents that are clear and concise in what is expected of us all, which is paramount to the station in keeping everyone collectively inclusive.

A Presenters Agreement was the initial form created; this is a signed document where all presenters agree to the station's policies and procedures. All Presenters Agreements have been signed by current presenters and this will be continued for new presenters.

A Buddy Up procedure was required to give clarity to the Station Manager on replacements that could be called upon at short notice if the current presenter was not available.

The third document created was the new Disciplinary procedure. This was issued as a guide for presenters in relation to unacceptable performance or misconduct.

Personnel files have been created and are kept with the Station Manager for all volunteers and staff. These will contain all signed documents and email correspondence (where necessary). These files belong to the station but are accessible to the volunteer/staff member as requested.

The goals of Human Resources is to help Triple A achieve its Strategic Plan, while ensuring volunteers are engaged and motivated to help the station succeed. HR's success will be measured by our ability to align and integrate processes with the Strategic Plan. We can do this by identifying issues and executing corrective measures effectively.

In moving forward, HR has targeted its operational initiatives to align to the Triple A Strategic Plan by initially identifying Policies and Procedures

that require revising to improve internal efficiencies.

The stations Human Resource Policies and Procedures are intended to provide a compelling volunteering proposition to meet the needs and expectations of current and prospective volunteers.

HR hopes to create a collaborative work environment supported by progressive human resource practices.

Amanda Blake
Board Member

9 **PMRC REPORT**

A busy year on air with a number of initiatives rolled out benefiting both our presenters and our listeners.

Presenters Submission forms have rolled in regularly throughout the year and the result has been great for our sound. With so many presenters there are always some tracks that we can explore in an effort to benefit our station. Thank you to everyone for their submissions.

Content

An emphasis has been placed on providing our listeners with some topical music related specials to keep our programming interesting. We began with *107 Days of Summer* and throughout the year we enjoyed *Moon Week*, *Motown Month* and *Woodstock Week*. These were presented in excellent fashion via promos, vignettes, related music and of course terrific buy-in by our presenters. The work done behind the scenes by the Production team led by Chris Jacobson was unbelievable. We look forward to some more interesting and entertaining specials in the coming year.

The Wagga Weekly News report has been included on a Friday afternoon – this is provided by Wagga Wagga TV and we are monitoring the progress and its value to Triple A.

Music Maintenance

A project was undertaken to examine our Daytime catalogue of music to ascertain whether some tracks from our Classic Rock and Gold folders could be included in Daytime. These tracks needed to fit within our current Easy Listening format.

This was a very worthwhile exercise that uncovered some tracks that had slipped through the cracks and provided us with the opportunity to

ease in some “fresh” music. Just to clarify, most of the music is 30 or 40 years old.

We have an enormous catalogue of music of all types and genres – I imagine the envy of any Radio station. With this sheer volume there is always work to be done on the database and this has continued in earnest throughout the year by the Production Team. Archiving, quality control, updating and cataloguing are projects that are essential to smooth operation and providing our presenters with wonderful resources.

Looking forward to 2019/20

Mick Toshack

10 **TECHNICAL COMMITTEE REPORT**

This year has been reasonably busy for the tech team with maintenance and fixing minor break downs. We have installed a couple of new microphone arms in the studios and replaced a couple of computers that need to be upgraded.

The tech team have also revamped the equipment racks in the Technical room and installed a new battery back-up to ensure that we stay on air. Over the next couple of months there will need to be some replacement of our equipment including the studio speakers and to do a general stocktake of all equipment to ensure that we can maintain our systems to our high standard.

In the next three to five years we will need plan our move into a digital delivery system. Eventually we will need to make this transition to a digital medium. The more we prepare now will ensure a smooth transition in the future to Digital broadcasting.

Can I ask that if you do experience a technical difficulty that you please let us know? If we don't know we cannot help fix it.

Finally I would like to thank the technical team, Chris, Gaven, Rod and Mick for their support and efforts it is appreciated.

Michael McFeeters

11 **TRAINING COMMITTEE REPORT**

Three presenters - Pat Hall, Scott Chambers and Mick Anschaw joined Roy Crotty, Ian Price and Ann Buik on the Training Committee this year as trainers and seven trainees commenced or continued training. Four of the trainees withdrew from the program for personal reasons, one completed the training and the probationary period and is now a qualified presenter and three are still in training. We are currently trialling a 'one off' training program for a junior (under 18) member of a family with a long association with the station and appropriate arrangements were put in place to comply with Working with Children regulations.

A one-on-one studio based advanced skills program was offered to all presenters and those who took up the offer were pleased to have gained some extra presenting skills.

Training materials were updated with minor amendments and, procedures and guidelines for transitioning completed trainees to their probationary period under the Program and Music Resources Committee (PMRC) were completed. This included the development of an Expression of Interest form and a set of selection criteria for current presenters wishing to be accredited for weekly day time programs. As this is not actually a training matter, day time accreditation is the responsibility of the PMRC to implement.

Recruitment of six new trainee presenters annually is something we would like to focus more on in the next 12 months, through word of mouth, advertising and networking.

All members are most welcome to identify and encourage friends, family members, work and group colleagues to apply for training to become a Triple A presenter.

Now that the competency based new presenter training program has been successfully implemented, the Training Committee in conjunction

with the PMRC will look at providing ongoing professional development opportunities for all presenters in line with the goals and objectives of the three year strategic plan developed by the Board and Management.

Ann Buik
Training Co-ordinator

12 MEMBERS

GARY ALLEN	STEWART ALLEN	MICK ANSCHAW
ELAINE ARMSTRONG	KEIZA BANKS	IAN BEGG
JOANNE BERRY	JUDITH BIRKS	AMANDA BLAKE
DAVID BRADY	GARRY BRICE	ANN BUIK
MARGARET CARTER	PETER CASTLES	KEITH CAVILL
SCOTT CHAMBERS	GEORGE CHAPMAN	JAMES CLAY
ROSS CONDON	GREGORY CONKEY	JERELYN COOPER
MARK CORBETT	DARREN CREW	ROY CROTTY
TONY CUDDON	ROBERT CURRIE	KEN DAVIS
RODNEY DOONER	RODNEY EDYVEAN	JENNIFER EGAN
ALAN EVANS	LAURIE EVANS	MARC EVANS
NANCY EVANS	RAYMOND EVERS	GLEN FINIGAN
GRAHAM GORREL	JENNIFER GORREL	KAY GRAY
LUKE GREALY	PAUL GREENTREE	ANNE GREENWOOD
JOHN GRIFFIN	GORDON HALL	PATRICIA HALL
JAMES HALSE	GINA HAMILTON	CRAIG HARRIS
DENISE HART	GEMMA HAWKINS	JENNIFER HILLIER
LAUREN HINTON	IAN HORSLEY	JULIA HORTON
MARK HORTON	ALLAN HULL	LOUISE JACOBSON
WAYNE JENKINS	IAN KEMMIS	PETER KEITH
MICHAEL KNIGHT	ALAN LEAN	MATTHEW LEWIS
TIM LESKE	GAVEN LIVERMORE	ANN MAXWELL
TRACEY MCBEATH-JOHNSTON	MARGARET MCGILL	CHERYL MCKEE
MARGUERITE MCKINNON	JAMES MEIKLEJOHN	COLLEEN MILLS
ELIZABETH MOSS	IAN MOTT	PAUL MURRAY
DAWN NETTHEIM	GARY NORTON	HARRY OLDAKER
RAY PELLETIER	ROLF PETERS	ROBYN PETTS
SANDRA PODMORE	IAN PRICE	JUNE PRICE
MARGARET PULLEN	RHONDA REEDY	PETER REX
JOHN RORRISON	ADRIAN SADLER	DAVID SAXON
CHRISTINE SCHILLER	STEVEN SPINK	SUSAN STARR
BRUCE STOCKLEY (Dec'd)	CRAIG STOTT	BERYL THOMSON
MICHAEL THORN	WILLIAM TIPPING	MICHAEL TOSHACK
NEIL TREZONA	SHANE TROTTER	KATIE VAN DER WIJNGAART
STEPHEN VAN DER WIJNGAART	ZARA VAN DER WIJNGAART	FRED VELTHIUS
HEATHER WALL	ROBERT WARD	KEITH WHEELER
CASEY WILSON		

LIFE MEMBERS

LOIS CABOT	DAVID FONT	JEAN HASTE
HENNI HERMES	CHRIS JACOBSON	GEOFF JACOBSON
MICHAEL MCFEETERS	MICHAEL GEORGIU (Dec'd)	DIANE MENZ
ELISABETH RORRISON	JUDY STUBBS	VAL VEARING
DAWN WILSON		

13 **FINANCIAL STATEMENT**

Wagga Wagga Community Media Inc.

Balance Sheet

Assets

Current Assets

Bank Accounts	\$117,071
Other Current Assets	\$66,648

Total Current Assets \$183,719

Non-Current Assets

Buildings & Plant at cost	
Less Depreciation	\$58,685

Total Assets \$242,404

Liabilities

Current Liabilities

Trade & other payables	\$84,400
Short Term Provisions	\$13,234

Total Current Liabilities \$97,634

Total Liabilities \$97,634

Net Assets \$144,770

Equity

General Reserve	\$9,573
Capital Reserve	\$5,184
Retained Earnings	130,013

Total Equity \$144,770

Profit and Loss Report (Year Ending June 2019)

<u>Revenue</u>		
Notes	Airtime Sponsorship	\$340,793
1	Other Income	\$26,759
	Grants received	\$8,463
2	Total Income	\$376,015
<u>Expenses</u>		
	Accounting & Legal Fees	\$12,824
	Advertising & Promotion	\$5,461
	Audit Fees	\$3,950
3	Bad Debts	\$8,980
	Bank Fees	\$122
	Commissions	\$30,067
4	Depreciation	\$6,677
	Energy & Water Supply	\$13,527
	Grant Expenditure	\$8,463
5	Honorariums	\$2,610
	Insurance	\$6,667
	Internet	\$2,727
	Licences & Fees	\$13,300
	Members Amenities & Functions	\$3,214
	Postage, Printing & Stationery	\$3,968
6	Programmes	\$26,220
7	Provisions	\$8,499
	Rates	\$1,262
	Repairs & Maintenance	\$4,238
	Software & Support Fees	\$1,034
	Sundries	\$2,242
	Telephone	\$3,385
	Wages	\$218,684
	Current Total Expenses	\$388,121
	Profit/Loss (before extraordinary expenses)	-\$12,106
8	Other Expenses	\$56,379
	Total Expenses	\$444,500
	<u>Operating Profit / Loss</u>	<u>-\$68,485</u>

Wagga Wagga Community Media Inc

Notes on Financial Reports.

Note 1: Other Income: includes rental income for transmission tower of \$11,844.

Note 2: Total Income: Reflects a low airtime sponsorship for the first 4 months of FY.

Note 3: Bad Debts contain an increased provision of \$5,810 as determined by the auditor & based on the substantial increase in debtors due to a significant increase in sponsorships.

Note 4: Depreciation is a taxable deduction for the write down value of plant & equipment however it has no effect when there is not a taxable income.

Note 5: Honorariums are small non-taxable payments made to volunteers

Note 6: Macquarie News charge is almost \$17,000 PA.

Note 7: Provisions, include holiday & Long Service Leave accruals for employees

Note 8: Other Expenses, involve one off extraordinary payments for superannuation to Adrian Saddler & Stephen Spink

14 ELECTION OF BOARD MEMBERS

- (1) Nominations of candidates for election as ordinary Board members:
 - (a) must be made in writing, signed by 2 members of the association and accompanied by the written consent of the candidate (which may be endorsed on the form of the nomination); and
 - (b) must be delivered to the Secretary of the association at least 7 days before the date fixed for the holding of the annual general meeting at which the election is to take place.
- (2) If insufficient nominations are received to fill all vacancies on the Board, the candidates nominated are taken to be elected and further nominations are to be received at the annual general meeting.
- (3) If insufficient further nominations are received, any vacant positions remaining on the Board are taken to be casual vacancies.
- (4) If the number of nominations received is equal to the number of vacancies to be filled, the persons nominated are taken to be elected.
- (5) If the number of nominations received exceeds the number of vacancies to be filled, a ballot is to be held.
- (6) The ballot for the election of office-bearers and ordinary Board members of the Board is to be conducted at the annual general meeting in any usual and proper manner that the Board directs.
- (7) A person nominated as a candidate for election as an office-bearer or as an ordinary Board member of the association must be a member of the association.
- (8) If a ballot is required the member positions will be filled in order of number of votes obtained filling the 2 year positions first then any 1 year positions until filled (amended 25/10/2012)
- (9) All the Board members must reside in Australia and the Public Officer must reside in New South Wales (as per previous Constitution 25-10-2012)
- (10) Any office bearer, who no longer will hold a position, must hand all documents over within 14 days to the Public Officer.

