

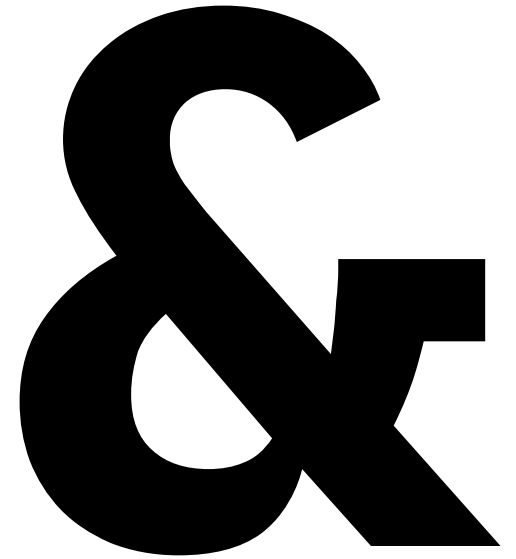
THE ANNUAL REPORT FOR SSOs

*NSW Office of Sport
SSO Professional Development Webinar*

25 May 2022

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**LANDER
& ROGERS**



AGENDA



Introduction

What is an annual report?

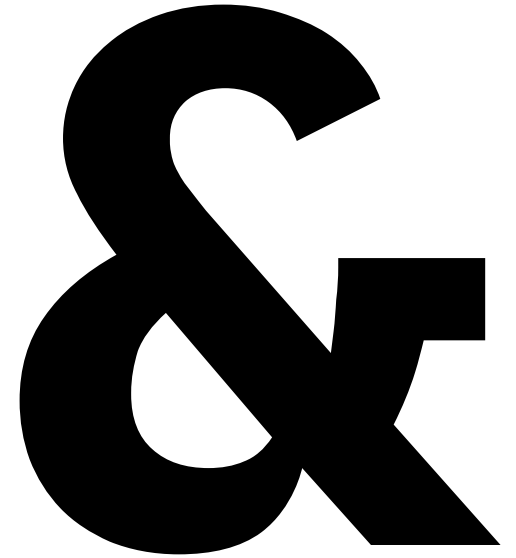
Statutory requirements

Key themes

Common SSO inclusions

Things to consider

Areas for improvement



INTRODUCTION

State sporting organisations are a popular and vital part of society, contributing to the national and state identity.

SSOs derive a significant portion of their revenue from membership fees and government funding.

There is an expectation that not-for-profit sporting bodies are accountable to their stakeholders, including members, partners, sponsors, suppliers and government.

The annual report is the key annual reporting tool used by legal entities to summarise and report on relevant objectives, activities, organisational health and other important metrics.

WHAT IS AN ANNUAL REPORT?

Annual report

- Various names applied – annual report / directors’ report / financial report
- Corporations law perspective:
 - “annual directors’ report”
 - “annual financial report” (financial statements, notes to the financial statements, directors’ declaration about the statements and notes)
 - “auditor’s report”
- Non-legal perspective
 - Report on the activities of the SSO for the previous financial year
 - Discretion as to contents
- Today’s webinar focusing on directors’ report only – financial reports to come

STATUTORY REQUIREMENTS

Companies limited by guarantee

Must prepare directors' report

- Public companies must prepare a directors' report - s 292
- Small CLGs (<\$250k revenue) only if directed (5% of voting members) – s 292, 294A

Annual directors' report

- CLG must include general information and auditor's declaration – s 298
- Report must be made in accordance with resolution of directors', specify report date and be signed by a director – s 298

Contents of report – s 300B

- Description of short and long term objectives
- Strategy for achieving objectives
- Principal activities during FY and how they assisted in achieving the objectives
- How performance is measured, including KPIs used
- Director information – name, qualifications and experience; number of board meetings and attendance

STATUTORY REQUIREMENTS

Companies limited by guarantee cont.

Reporting to members

- CLG must provide copy of reports to members electing to receive a copy no later than 21 days before AGM (or more than four months after EOFY - s 316A)
- CLG must lay the reports before the AGM (no need to formally pass a resolution) – s 317

Lodgement with ASIC

- CLG lodge reports with ASIC within fourth months after the EOFY– s 319
- Does not apply to small CLGs (irrespective of whether subject to member direction) – s 319(2)(b)

STATUTORY REQUIREMENTS

NSW incorporated associations

Statutory requirements

- No statutory requirement to prepare directors' report
- Must prepare and submit annual financial statements to the AGM
- Tiered requirements for financial statements based on annual revenue and gross assets

Other legal obligations

- Constitution of entity – any applicable obligations?
- Contracts with third parties (funding / grant agreements) – annual reporting obligations?
- NSO requirements?

STATUTORY REQUIREMENTS

NSW incorporated associations registered with the ACNC as charities

Statutory requirements – annual report

- Lodge annual information statement with the ACNC – no need to lodge with Fair Trading
- AIS must include minimal NSW IA information – IA number, public officer, date of AGM, 5+ members and 3+ committee members
- Financial reports must otherwise comply with ACNC requirements

Other legal obligations

- Fundraising – from 1 July 2021, can annually report via AIS lodged with the ACNC, not to Fair Trading

DIRECTORS' REPORT EXAMPLES

Meetings of directors

Number of meetings of the board of directors held during the year and directors' attendance at the meetings:

Directors	Directors' meetings		Finance, Audit & Risk Committee meetings	
	Number eligible to attend	Number attended	Number eligible to attend	Number attended
Anne Gripper	15	15	-	-
Brian Gallagher	15	14	-	-
Darren Alomes	15	15	14	12
Jenni McLeod	15	15	-	-
Katrina Cowan	15	15	10	10
Lee Brentzell	15	14	14	12
Michael Smith	15	13	-	-
Rob Nelson	7	7	-	-
Ruth McColl	15	13	-	-
Duncan Murray (resigned 31 December 2021)	15	15	14	10
Dale Percy (resigned 29 October 2021)	12	12	-	-
Gamma Kernich (resigned 30 November 2021)	13	13	-	-
Aaron Liang (resigned 21 February 2021)	6	5	-	-

Principal activities

The principal activity of the Association during the financial period was to encourage, develop, promote and control the study and practice of gymnastics as an art form and sport for the people of New South Wales.

Committee members

The names of Committee members throughout the period and at the date of this report are:

- Carol Mills
- Aaron Bloomfield
- Bernard Hui (Retired 2 November 2020)
- David Clarke
- Jane Cooke
- Virginia Elliott



Gymnastics
New South Wales

NSW GYMNASTIC ASSOCIATION INC.

Founded in 1948. Registered under the Charitable Collection Act. Registration No. CC 20758. Affiliated with: Australian Gymnastics Federation Inc.; NSW Olympic Council; NSW Sports Federation Inc.; NSW Commonwealth Games Association. CA Registration No. Y01 952-36.

GYMNASTICS NSW 2020 ANNUAL REPORT | 3

In the opinion of the Committee the financial report as set out on pages 2 to 20:

- Present fairly the financial position of New South Wales Gymnastic Association Incorporated as at 1 December 2020 and its performance for the eleven months ended on that date in accordance with Australian Accounting Standards – Reduced Disclosure Requirements of the Australian Accounting Standards Board and the requirements of *Associations Incorporation Act 2009 (NSW)*.
- At the date of this statement, there are reasonable grounds to believe that New South Wales Gymnastic Association Incorporated will be able to pay its debts as and when they fall due.

This statement is made in accordance with a resolution of the Committee and is signed for and on behalf of the Committee by:

Carol Mills

President

Dated: 12 May 2021

David Clarke

Appointed Delegate

Signed in accordance with a resolution of the Board of Directors:

Lee Brentzell
Director

Dated 31 March 2022

Darren Alomes
Director

Members guarantee

The company is incorporated under the Corporations Act 2001 and is a company limited by guarantee. If the company is wound up, the Constitution states that each voting member is required to contribute to a maximum of \$1 each towards meeting any outstanding obligations of the company. At 31 December 2021 the number of voting members was approximately 445. The combined total amount that voting members of the company are liable to contribute if the company is wound up is approximately \$445.

KEY THEMES

Key themes within an annual report

- Key information about the organisation
- Identity of the board / committee
- Summary of the key management personnel (if any)
- How the organisation is governed
- Objects / objectives
- Activities supporting the objectives
- Have the objectives been met? How?
- Use of resources



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Click on the following links to access the pages below

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20 Rebooting Gymnastics Flowchart	44 Rhythmic Gymnastics Report
	45 Trampoline Gymnastics Report
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22 Business Operations	48 Awards
23 Events	
25 Marketing and Communications	
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COMMON SSO INCLUSIONS

Common inclusions in SSO annual reports

- Sport promotion / development
- Participation / membership
- Competitions / events
- High performance
- Junior / talent pathways
- Coaching
- Officials
- Regulatory / compliance
- Commercial
- Chair / CEO / Treasurer reports



Contents

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Message from Sports Australia	6
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THINGS TO CONSIDER

Considerations when preparing annual report

- Applicable statutory and other legal requirements
- Accuracy
- Completeness
- Transparency
- Reliability
- Clarity
- Relevance
- Comparability

The screenshot shows the 'The Wrap' section of the FootballExtra website. It features three main headlines: 'FFA Cup Victoria restores its status as the dominant Federation', 'Club development becomes major focus for FFV', and 'Business Finance summary'. The layout is clean with a blue and white color scheme.

The screenshot shows a 'News' page with a 'Contents' table and a large infographic. The infographic displays participation statistics for various football categories. The 'Contents' table lists sections like Editorial, Council Chatter, The Wrap, Future Stars, The Whistle, Women's Spotlight, Out & About, Around the Grounds, Celebrating Football, Community in Business, Business, and Sport.

Section	Page
EDITORIAL	4
COUNCIL CHATTER	5
THE WRAP	6, 7
FUTURE STARS	8, 9
THE WHISTLE	10
WOMEN'S SPOTLIGHT	11
OUT & ABOUT	12, 13
AROUND THE GROUNDS	14, 15
CELEBRATING FOOTBALL	16
COMMUNITY IN BUSINESS	17
BUSINESS	18, 19
SPORT	20

Participation Statistics:

- Total Participation: 284,633
- Outdoor Football Participants: 69,401
- Youth (12-18) Participants: 26,943
- ALDI MiniRoos (6-11) Participants: 26,884
- Senior (19+) Participants: 15,574
- 81% of VIC participants support a Regional & League and/or Wheelchair Football club

The screenshot shows a 'Sport' page featuring a large photo of the Matildas football team. The headline reads 'Matildas Thrill Victoria'. Other headlines include 'Dominant national team tastes success on Victorian visit' and 'TOTAL FOOTBALL PARTICIPATION RECORDED AT 284,633 IN 2017'. The page layout is dynamic with a mix of text and images.

THINGS TO CONSIDER

Sport Australia | *Sport Governance Principles & Standards*

- **Principle 6: The Playbook**
 - Board – include a governance statement in the annual report outlining the work and achievements of the board during the year
 - Organisation – ensure all annual reporting is accurate, meaningful and provides enough information for members to evaluate the performance of the organisation
 - Recommendation – organisations should publicly publish their financial reports, strategic plans, risk registers and other appropriate documentation along with an annual report which meets the requirements of its incorporating legislation
- **Standard 6.5: Organisation reports on governance outcomes at both its GM and in its Annual Report**
 - *Maturity: Organisation reports on governance outcomes at its AGM and in its annual report. They provide an "if not, why not" statement as to why they have not met the Sport Australia Governance Standard/s and outlines plans to meet the standard/s going forward*



AREAS FOR IMPROVEMENT

Recommendations from Chartered Accountants Australia & NZ

- Presentation and volume of information
- Strategy and performance
- Outputs, outcomes and impacts
- Sustainability and future funding
- Balanced reporting and risk management
- Remuneration and performance
- Employees/volunteers
- Sources of funds

4 MESSAGE FROM THE PRESIDENT	12 EVENTS & OFFICIATING HIGHLIGHTS	24 HOCKEY NSW AWARDS NIGHT	46 AUDITOR'S REPORT
6 MESSAGE FROM THE INTERIM CEO	14 2021 IN REVIEW PHOTOS	26 2021 AUSTRALIAN REPRESENTATIVES	49 AUDITOR'S DECLARATION
8 OPERATIONS HIGHLIGHTS	16 PARTICIPATION HIGHLIGHTS	27 HALL OF FAME INDUCTEES	51 HOCKEY NSW PARTNERS
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11 MEDIA & COMMUNICATIONS HIGHLIGHTS	22 2021 NSW NATIONAL WINNING TEAMS	30 FINANCIAL REPORTS	

QUESTIONS

This presentation cannot be regarded as legal advice. Although all care has been taken in preparing this presentation, readers must not alter their position or refrain from doing so in reliance on this presentation. In particular, the clauses included in this presentation are randomly selected from sample project documents and are not to be assumed to be drafting models. Where necessary, advice must be sought from competent legal practitioners. The author does not accept or undertake any duty of care relating to any part of this presentation.

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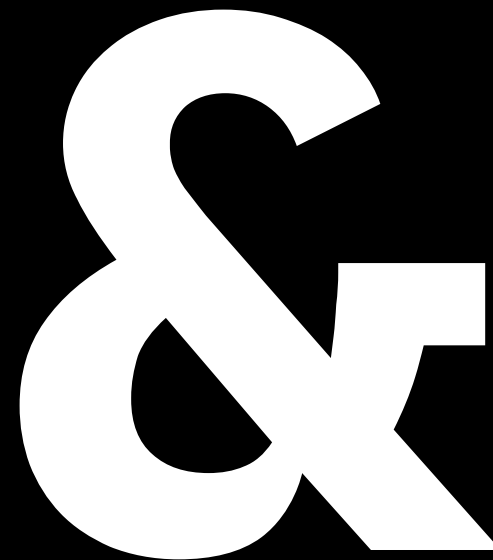
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THANK YOU!



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