

Canberra Organic Growers Society Inc.

ABN 94 417 016 435 PO Box 347 Dickson, ACT 2602

2022 COGS Annual General Meeting Contents

AGM Minutes

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AGM Treasurer's Report

COGS ORGANIC GROWERS' SOCIETY INC. ANNUAL GENERAL MEETING

Date: 27 March 2022 Time: 2.30 – 3.30pm Chair: Andy Hrast

Location: Charnwood Community Garden

Attendees: Refer APPENDIX A

Apologies – Walter Steensby, Rebecca Travers, Crystal Green, Barbara Rand, Sunita Kandola, Anna Hutchins, Peter Cornhill, Chris and Francis Dawson, Raymond Chean, Phillipa Hankison, Marcanna Haske- Steel, Greg Tast.

	Topic	Outcome	Who	Paper/Attachment
1.	Welcome & Apologies.	Members welcomed, attendees and apologies noted.	Andy	
		Andy reported he was proxy for Walter Steensby		
2.	AGM Minutes 2021	Draft Minutes 2021 AGM Minutes were accepted. These were		
		available on COGS' website; attendees were also provided with a		
		hard copy at the meeting.		
		Moved: Jo		
		Seconded: Michele		
3.	Life Membership	3 Life Memberships for:	Andy	
		Narelle MacLean: Convenor and great influencer over the		
		years at Mitchell Garden		
		Conrad Van Hast: 20 years at Holder Garden		
		Richard Horobin: member at Betty Cornhill, set up		
		COGS' financial system		

	Topic	Outcome	Who	Paper/Attachment
4.	Presidents Report	Hard copies of President's report were available for attendees. Andy provided the following highlights 2021: Impact of COVID Unmet demand for garden plots particularly in Inner North Garden Infrastructure Review Review of COGS' Constitution Digitalization of COGS' records Increased social media presence.		2022 President's report
5.	Treasurers Report	Hard copies of Treasurer's report were available for attendees noting that Financial Statements will be lodged with ACT Government once Auditor, Kim Hannah Associates has completed the audit. Moved: Neil Seconded: Shirley Bolton Question Has COGS ever paid Income Tax? Treasurer advised that COGS does not pay income tax. Agreed Kim Hannah continues as Auditor for 2022. Moved: Neil Seconded: Michele		
6.	Question & Answer	 Questions from the floor: 1: In which suburbs are the new community gardens likely to be located? Andy advised likely options are Spring Bank Rise, Casey, and Denman Prospect. 2: Can raised beds be constructed along the fence at Charnwood? Andy advised that these would be considered for funding now that the pergola has been completed. 3: Is the Infrastructure Review a regular process? Neil advised that it's not an annual process, it should be revisited, perhaps every 5 years. 		

	Topic	Outcome	Who	Paper/Attachment
7.	Election of Office Bearers	Richard Trevanion officiated as Returning Officer. Nominations were confirmed as follows: President: Andy Hrast Vice President: Michele Barson Secretary: Jyl Thompson Treasurer: Neil Williams Member Secretary: Bev McConnell Garden Coordinator: Jo McMillan Information Officer: Cathy Morison Magazine Editor: Rebecca Travers COGS requires a Moderator to manage the Facebook Page, anyone interested to get in touch with Andy.		
8.	Other Business	COGS member queried whether COGS could approach ACT Government for signage in Bindubi Street where Cook Garden is located to facilitate turning right into the parking area from the southbound lane. AGM 2022 Action: COGS to follow up with ACT Government regarding additional signage.		



Agenda Canberra Organic Growers Society Incorporated Annual General Meeting 2022.

Date: Sunday 27 March 2022

Location: COGS CHARNWOOD COMMUNITY GARDEN, Lhotsky Street, Charnwood

Time: 2.30 – 3.300pm

AGENDA

Item	Agenda Item	Responsibility	Paper
1.	Welcome and Apologies	President	
2.	2021 AGM Minutes	President	2021 AGM Minutes
	Life Membership	President	
3.	President's Report	President	2022 Presidents Report
4.	Treasurer's Report	Treasurer	2022 Treasurer's Report
5.	Question & Answer	President	
6.	Election Of Office Bearers for 2022/2023	President	
7.	Other Business	President	

Canberra Organic Growers Society Annual General Meeting 27 March 2022 President's report

The 2021 year was a successful year for COGS.

The Executive saw keeping the gardens open during the COVID lockdowns as an important outlet for our gardeners during those difficult times. It was pleasing the way gardeners responded to the various requirements and restrictions that had to be put in place to keep them opened. The COVID restrictions also meant that a number of planned activities had to be cancelled and garden AGMs postponed by a month and in some cases held via Zoom.

The past year was one of the wettest on record in Canberra. While the wet and cool conditions benefited many crops, they also presented gardeners with massive weed growth that was especially challenging when combined with the restrictions caused by the COVID lockdowns. A number of gardens experienced problems of flooding and water logging and the Charnwood Garden was decimated by a hail storm. There have also been reports of greater numbers of rodents attacking crops

The year began with a successful planning day involving the Executive and Garden Convenors looking at what COGS is, what it does and where it wants to go in the future. As result of the planning day the Executive Committee has commenced a number of initiatives:

- 1. <u>Unmet demand for garden plots</u>. The Executive is actively pursuing additional land. Meetings have been held with Ministers and other members of the Legislative Assembly. It is pleasing that community gardens in general and COGS in particular are held in high regard. I am hopeful that some additional land and maybe even a new garden may eventuate. The Executive has also held discussions with developers and other private groups. There are promising indications that when a developer-built community garden in Denman Prospect is completed it will be made available to COGS to operate;
- 2. Garden Infrastructure. The infrastructure in all the gardens has been reviewed. The review identified gaps and set priorities for funding to bring facilities in all gardens to a similar standard. A number of projects have already been built or approved for funding including sheds and shelters at Charnwood, Erindale, O'Connor and Cook, tree trimming at a couple of gardens and new fencing at Oaks Estate. Further projects for funding are being planned by gardens and will be considered for funding in the coming year;
- 3. <u>COGS Constitution</u>. Updating the Constitution was identified during the planning day as a priority. A revised draft constitution has been prepared and circulated to members for comment and is expected to be considered for adoption during 2022;
- 4. Record keeping: COGS record keeping was identified as risk that needed to be addressed. A project to digitalise COGS records and enhancing its record keeping has been initiated and is already starting to pay dividends; and

5. <u>Need for additional social media presence</u>. An Instagram account has been established and it has attracted considerable interest including from overseas.

During the year, as opportunities arose, COGS continued to engage with the Government and MLA's and was referred to in a speech on community gardens by Andrew Braddock MLA. A submission to the Government's Food and Fibre Strategy has been prepared. COGS maintained relationships with like-minded ogranisations (such as Canberra City Farm and SEE Change), the University of Canberra and ANU as well as holding discussions with a number of private organisations including churches and land developers.

The Holder Garden was successful with a grant application for the upgrading of its water reticulation.

A key aim of COGS is to promote organic growing and it has continued this through its presence on social media and the quarterly magazine. Its Website, Facebook page and Instagram account are popular. The growing guide on the website is particularly popular often with more than 2000 hits per week. COGS representatives and gardens regularly featured on the ABC radio gardening program, podcasts and in the Canberra Times. The quarterly magazine is provided to all members of the Legislative Assembly.

COGS has met all its regulatory and legal requirements and is in a strong financial position with a substantial surplus. The surplus and the resulting strong financial position are in part the result of the wet weather reducing water consumption. This places COGS in a good position to fund works in gardens and to be able to contribute to the financing of any future expansion. It also provides the financial buffer for the inevitable future drought years when the water bills will be much higher.

COGS is a substantial organisation with 500 members, 12 gardens that cover an area of nearly 3 hectares, a substantial presence on social media and a quarterly magazine. It takes a lot of work to keep COGS functioning: cutting grass, fixing lawn mowers, managing communal compost, organizing working bees, writing (submissions, minutes, applications and articles), editing the magazine, developing and maintaining social media sites, plot management, paying bills, issuing invoices, attending meetings and more.

None of this just happens. Somebody has to do it.

COGS has no paid staff but is fortunate to have many volunteers that put in thousands of hours each year to keep it running. The COGS Executive has reinstituted the awarding of life membership as a way of recognising this work. Congratulations to Conrad Van Hest, Narelle MacLean and Richard Horobin on being awarded life membership in recognition of their outstanding contribution to COGS over many years.

Finally, a huge thank you to the members of the Executive Committee and Convenors who put in many, many hours of their time. They are a wonderful group of people that are focused on progressing COGS and community gardening generally. Much of the work they do is unseen but nonetheless essential. Without them and the work they do COGS cannot function. It has been a pleasure and privilege to work with them over the past 12 months. Thank you.

Andy Hrast President

Canberra Organic Growers Society

Annual General Meeting

27 March 2022

Treasurer's Report

Audited financial statements for 2021

The calendar year 2021 was another strong year financially, with a net surplus of \$20,121 (down from last year's surplus of \$33,398). The surpluses over the last two years follow on from combined deficits for the preceding four years of \$62,029.

The surpluses in 2020 and 2021 saw COGS' cash at bank at the end of December last year rise to just over \$161,000. Table 1 below provides a summary of our results for the last five years.

TABLE 1 - FINANCIAL SUMMARY FOR LAST 5 YEARS

	2017	2018	2019	2020	2021
Member fees	\$11,021	\$12,556	\$13,162	\$17,665	\$17,156
Plot fees	\$31,382	\$33,128	\$48,131	\$59,795	\$58,838
Other revenue	\$14,911	\$18,495	\$9,469	\$7,605	\$7,642
Total Revenue	\$57,314	\$64,179	\$70,762	\$85,055	\$83,636
Capex	\$12,900	\$22,655	\$22,435	\$1,021	\$19,669
Garden exp	\$14,399	\$8,097	\$10,383	\$8,881	\$12,809
Water Bills	\$20,401	\$27,264	\$25,443	\$23,208	\$16,157
Other expenses	\$23,094	\$21,003	\$18,265	\$18,548	\$14,881
Total Expenses	\$70,794	\$79,019	\$76,526	\$51,658	\$63,516
Surplus(Loss)	(\$13,480)	(\$14,840)	(\$5 <i>,</i> 764)	\$33,398	\$20,121
Cash at bank	\$113,838	\$104,296	\$101,302	\$138,185	\$161,006*
Net Assets	\$138,882	\$123,982	\$118,218	\$151,616	\$171,737

^{*}Balance as at end February was \$130,696.

Key things to note from the above:

- Cash at bank has risen over the last two years, driven by the surpluses. The stronger financial position has been driven in part by a significant increase in our membership during the pandemic (up 21% from end 2019), and also fee increases in 2019 and 2020. Plot fees per square metre did not increase in 2021;
- Capital expenditure was up to historical levels (compared to 2020 which was significantly reduced in the first year of the pandemic). Key investments were the new shelters at Charnwood and Erindale, and improvements to the pergola at Cook;
- The water bill in 2021, which also drove this year's surplus, reflected the above average (more than 150%) rainfall. This contrasts to the very hot and dry conditions in 2018-19 we should plan for hot/dry weather in the future;

Infrastructure Review

I led a review of COGS' infrastructure during 2021. The Committee considered that the certainty of our 10 year lease with the ACT Government and our relatively healthy cash balance presented an opportunity to invest in improvements to our assets. The highest priority investment identified by the review was to replace the fence at Oaks Estate. Three sides of the fence have now been replaced and a decision on replacement of the final side will be taken later this year. Other key investments already completed, or committed to, are the new shed and shelter at Erindale, replacement of taps and risers at Holder (which was partly funded by a \$1,000 grant from the ACT Government), and a new shed at O'Connor. More investments are likely to be considered at the May meeting of the Committee. Major investments are now considered on a quarterly basis. These investments should result in a lower surplus (or a possible deficit) for 2022 and a decline in our cash balance.

Income tax

During 2021, COGS received a number of letters from the Australian Taxation Office noting that we had not submitted income tax returns for a number of financial years and threatening to charge us tax and late lodgement penalties. COGS' has consistently regarded itself as an income tax exempt not for profit association under Division 50 of the *Income Tax Assessment Act, 1997*, following the self-assessment guidelines on the ATO website. Following discussions with the ATO this matter has largely been resolved with ATO accepting our opinion with respect to the years 2014-2020. A further letter to resolve our tax status for earlier years has been sent and I expect a similar result. The tax exempt status needs to be reviewed annually as circumstances can change.

Attachments

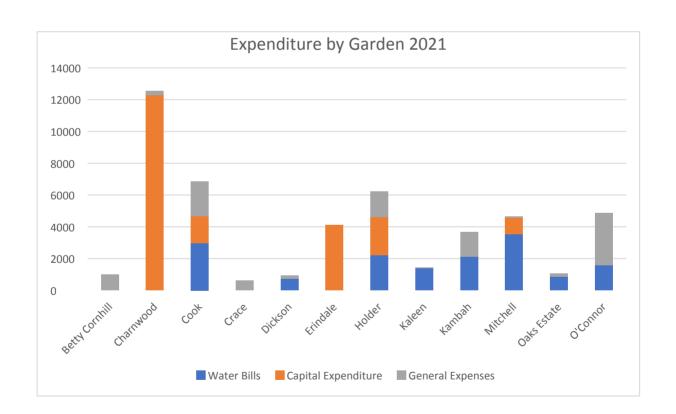
- Attachment A table and graph summarising expenditure by Garden.
- Attachment B the audited financial statements for the year 31 December 2021.
- Attachment C the auditor's opinion.

Neil Williams Treasurer Canberra Organic Growers Society March 2022

ATTACHMENT A

Expenditure by Garden in 2021

Garden	Water Bills	Capital Expenditure	General Expenses	
Betty Cornhill				\$989
Charnwood		\$12,284		\$260
Cook	\$2,963	\$1,712		\$2,198
Crace				\$624
Dickson	\$753			\$193
Erindale		\$4,100		
Holder	\$2,225	\$2,374		\$1,614
Kaleen	\$1,393			\$42
Kambah	\$2,129			\$1,553
Mitchell	\$3,517	\$1,068		\$84
Oaks Estate	\$877			\$201
O'Connor	\$1,591			\$3,302



CANBERRA ORGANIC GROWERS SOCIETY INCORPORATED
Financial Statements For The Year Ended 31 December 2021
\$

COMMITTEE REPORT

In the opinion of the Committee, the accompanying Statement of Income and Expenditure, Statement of Assets and Liabilities and Notes to and forming part of the Accounts:

- present fairly the financial position of the Canberra Organic Growers Society Incorporated at 31
 December 2021, and the financial results of the Society of the year ending on that date.
- the names of the executive members of the Committee during the year ended 31 December 2021 were:

Committee Members

The names of the committee members throughout the year and at the date of this report are:

President Andy Hrast Vice President Michelle Barson Treasurer Neil Williams Jyl Thompson Secretary Membership Secretary Beverley McConnell Magazine Editor Rebecca Travers **Gardens Coordinator** Joanne McMillan Cathy Morison Information Officer

Cathy MorisonInformation OfficerTeresa RoseCommittee MemberNarelle McLeanCommittee MemberPeter RouseCommittee MemberDana NipperessCommittee Member

Principal Activities

The principal activities of the Society during the financial year were to facilitate, foster and promote organic gardening & growing techniques in the ACT and operates many community gardens.

Operating Result

The surplus(Deficit) of the	Society for the	year end 31 D	December 2021	amounted to	\$20,121
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Dated this	s. 10 h day of Mach 2022	2.	
	Michele Barron		
	Committee Member MICHELE BARSON	NÆ	PRESIDENT
	Name:		
	Committee Member		

Name: NEIL WILLIAMS
TREASURER

STATEMENT OF COMPREHENSIVE INCOME FOR THE YEAR ENDED 31 DECEMBER 2021

2020 \$		2021 \$
	Income	
17,665	Annual subscriptions	17,156
2,310	Donations, Fundraising & Sundry income	6,629
59,795	Garden Income (Mainly plot fees)	58,838
5,224	Misc Income - ACT Government -Inc' c/f Grants	1,000
84,994		83,622
	Non-operating Activities	
61	Interest Received	14
85,055	Total Revenue	83,636
**	Expenses	
5,590	Administration	3,212
3,466	Depreciation	2,720
1,021	Gardens - Assets	19,669
8,881	Gardens-General outlays	12,809
23,208	Gardens-Water bills	16,157
394	Insurance	402
1,838	Postage and Other General Expenses	879
7,260	Magazine Production	7,667
51,658	TOTAL EXPENDITURE	63,516
33,398	Net Operating surplus (loss) for the Year	20,121

STATEMENT OF FINANCIAL POSITION AS AT 31 DECEMBER 2021

2020		2021
\$	MEMBERS FUNDS	\$
118,218	Opening Balance	151,616
33,398	Surplus (Deficit) for year	20,121
151,616	Closing Balance	171,737
	CURRENT ASSETS	
138,185	Cash at bank	161,006
1,250	Trade Debtors	-
139,436	TOTAL CURRENT ASSETS	161,006
	NON-CURRENT ASSETS	
13,450	Plant and Equipment	10,730
13,450	TOTAL NON-CURRENT ASSETS	10,730
152,886	TOTAL ASSETS	171,737
	CURRENT LIABILITIES	
1,270	Funds Held - Charnwood Plot	
1,270	TOTAL CURRENT LIABILITIES	
151,616	NET ASSETS	171,737

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2021

Note 1 Statement of Significant Accounting Policies

The financial report is a special purpose financial report that has been prepared in accordance with appropriate Australian Accounting Standard and requirements of the Associations Incorporation Act (1991).

Canberra Organic Growers Society Incorporated is an association incorporated in the Australian Capital Territory under the Associations Incorporation Act (1991).

The following is a summary of the material accounting policies adopted by the Society in the preparation of the financial report. The accounting policies have been consistently applied to all years presented, unless otherwise stated.

Reporting Basis and Conventions

The financial report has been prepared on an accruals basis and is based on historical costs modified by the revaluation of selected non-current assets, and financial assets and financial liabilities for which the fair value basis of accounting has been applied.

Accounting Policies

(a) Depreciation

Depreciation is provided on non-current assets by changes against income at rates based on the estimated useful life of the respective assets using the straight line method. The rates applied are as follows:

Class of Fixed Asset	Depreciation Rate	2021
		\$
Depreciaton of P&E - Current ye	ear	2,720
Non garden equipment	25%	5,231
Fences	15%	8,962
Plumbing	20%	7,356
Mowers/trailer	30%	2,215
Sheds	25%	1,172
Other garden fixtures	25%	15,263
Accumulated depreciaton at 31	40,199	

All new garden capital purchases are writen off as expenses in the year they were incurred. As it is considered that there is little realised value to the organisation once incurred.

The assets' residual values and useful lives are reviewed and adjusted, if appropriate, at each balance sheet date.

An asset's carrying amount is written down immediately to its recoverable amount if the asset's carrying amount is greater than its estimated recoverable amount.

	2020 \$	2021 \$
		\$
	16.017	
	16,917	16,917
ipment	756	567
	5026	4272
	2680	2144
	322	225
	446	357
uipment	4221	3166
	13,450	10,731
	ipment uipment	ipment 756 5026 2680 322 446 uipment 4221

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2021

(c) Income Tax

The Association is a tax exempt body under Division 50 of the Income Tax Assessment Act, 1997.

(d) Comparative Figures

Comparative Figures have been changed where necessary to facilitate comparison with the current year's figures.

(e) Revenue

Revenue from the provision of a service is recognised upon delivery of the services .

Interest revenue is recognised on a proportional basis taking into account the interest rates applicable to financial assets,

All revenue is stated net of the amount of goods and services tax (GST).

(f) Impairment of Assets

At each reporting date, the entity assesses whether there is objective evidence that a financial instrument has been impaired. In the case of available-for -sale financial instruments, a prolonged decline in the value of the instrument is considered to determine whether an impairment has arisen. Impairment losses are recognised in the Income Statement.

(g) Cash and Cash Equivalents

Cash and Cash Equivalents include cash on hand, deposits held at call with banks, other short-term highly liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within cash at bank in current assets on the balance sheet. Cash and cash equivalents are recognised at nominal value.

(h) Cash on Deposit

Cash on Deposit is comprised of deposits with financial institutions that can be drawn on at short notice. Cash on deposit is recognised at nominal value.

(i) Interest bearing liabilities

Interest bearing liabilities are recognised at fair value and are systematically repaid over the term of the liability.

STATEMENT BY MEMBERS OF THE COMMITTEE

In the opinion of the Committee the attached financial report:

- Presents fairly the financial position of the Canberra Organic Growers Society Incorporated as at 31 December 2021 and its performance for the year ended on that date in accordance with Australian Accounting Standards.
- At the date of this statement, there are reasonable grounds to believe that the Canberra Organic Growers Society 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:

10/03/2022 Date

Committee Member

Committee Member

HOUSTON & HANNA CHARTERED ACCOUNTANT

K D Hanna FCA (Principal)

Telephone:

(02) 6248 0352

0414 526 136

Suite 15, George Turner Offices
11 McKay Gardens, Turner ACT
GPO Box 810, Canberra ACT 2601

email: kim@khanna.com.au

INDEPENDENT AUDIT REPORT TO THE MEMBERS OF THE CANBERRA ORGANIC GROWERS SOCIETY INCORPORATED FOR THE YEAR ENDED 31 DECEMBER 2021

Audit Opinion.	
In my opinion,	

- (a) The financial statements of the Association are properly drawn up:
 - (i) So as to give a true and fair view of matters required by subsection 72(2) of the Associations Incorporation Act 1991 to be dealt with in the financial statements
 - (ii) in accordance with the provisions of the Associations Incorporation Act 1991; and
 - (iii) in accordance with proper accounting standards, being Applicable Accounting Standards;
- (b) I have obtained all the information and explanations required;
- (c) Proper accounting records have been kept by the Association as required by the Act; and
- (d) The audit was conducted in accordance with the rules of the Canberra Organic Growers Society Incorporated.

Scope.

I have audited the attached financial statements of the Canberra Organic Growers Society Incorporated for the year ended 31 December 2021. The Committee is responsible for the preparation and presentation of the financial statements and the information they contain. I have conducted an independent audit of these financial statements in order to express an opinion on them to the members of the Association.

My audit has been conducted in accordance with Australian Auditing Standards to provide reasonable assurance as to whether the financial statements are free of material misstatement. The procedures included examination, on a test basis, of evidence supporting the amounts and other disclosures in the financial statements, and the evaluation of accounting policies and significant accounting estimates. These procedures have been undertaken to form an opinion as to whether, in all material respects, the financial statements are presented fairly in accordance with Australian Accounting Standards and Statutory requirements so as to present a view which is consistent with our understanding of the Association's position and the results of its operations.

The audit opinion in this report has been formed on the above basis.

Kim Hanna FCA

Date 10/3/ W22