

NORTH BOX HILL TENNIS CLUB INC

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Annual Report

Financial Year 2020 – 2021

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President's Report

The last AGM on 31st January 2021 presented us with a false sense of security. Most of 2020 had been disrupted by Covid closures and at the AGM there was a sense of freedom after enduring 2 major Lockdowns and various restrictions to our members and to life in general.

Then Lockdown 3 commenced 13 February and Lockdown 4 - 28 May (plus 2 more this year!).

Despite the continued lockdowns since the AGM, the Club has survived very well thanks to the ongoing support and resilience of its members.

As in 2020, the Committee has had to convene some meetings via Zoom, but the show still went on.

Continued support in monitoring the facilities - especially by Lynn Heath and John Delpratt and the usual ongoing help by the Midweek Ladies and the long-time members, kept the facilities in good shape.

At 31st May 2021 the membership was 151. Since then, like many sporting clubs, we have seen a decline in membership which the Committee believes has been due primarily to the COVID restrictions.

Night tennis competition remains very strong.

Delays due to Covid restrictions mean we are reporting in January 2022 on the achievement and results for the year ended 31 May 2021. Most of which were overseen by Lynn and her committee. The financials show a strong and healthy result as demonstrated in this Annual Report.

The committee has commenced work on a number of areas.

- A new look website hosted by Tennis Victoria
- Strategic business plan
- Job descriptions for Committee Members
- Building a model for social tennis and activities
- Increasing membership - both for financial benefits and the continuing refreshing of ideas and social interaction.

Our Club's financial position is healthy and continues to maintain and provide the necessary requirements for members to enjoy continued quality tennis. Like most clubs, improvements are made by the careful and tedious task of gaining various government grants. Lynn's team secured the substantial clubhouse renovation grant and we will be pursuing more to enable the upgrade of lighting and other improvements to the club. I would encourage all members to use the facilities more as they are a wonderful benefit to your membership and are currently underutilised.

The committee is endeavouring to promote more social tennis by implementing a Sunday "social hit/bring a friend" Sunday. This is to promote more interaction amongst members and to also encourage new members.

Thank you to all the committee for their contribution to our club. We are lucky to have a group of wonderful volunteers who make the club run smoothly and be an enjoyable place to play tennis.

Dallas Newton

Treasurer's Report

The financial report as of 31st May 2021 for the North Box Hill Tennis Club shows a bank balance of \$30,836.

Within the financial report:

- The Sports Australia grant was spent on the pavilion upgrade and an ATO GST refund received for this work
- Revenue was down mostly due to COVID, and less night tennis being played, and reduced membership
- Club maintenance cost were also reduced due to the amount of court wear, and pavilion use.

Garry Cayzer

NORTH BOX HILL TENNIS CLUB INC. STATEMENT OF CASH RECEIPTS AND PAYMENTS
For the year ending 31st May 2021

CLUB RECEIPTS	2021	2020
Sports Australia Grant	\$0.00	\$200,000.00
Sports Australia Grant GST Allowance	\$0.00	\$20,000.00
Memberships – Current	\$18,232.64	\$19,000.60
Memberships - New	\$0.00	\$3,505.00
Ball Fees – ERTA	\$0.00	\$50.00
BDNTA - Night competition	\$4,538.10	\$7,808.65
Ball Sales	\$0.00	\$440.00
Court Hire – Casual	\$0.00	\$1,400.00
Court Hire – Coaching	\$870.00	\$990.00
Interest earned – term deposit	\$0.00	\$55.45
Interest earned – cheque account	\$0.00	\$0.08
Interest Earned – Saver account	\$135.96	\$429.89
Court Light Fees	\$319.00	\$147.00
Night Social	\$681.10	\$527.30
Sundry Receipts	\$49.33	\$0.00
Donations	\$0.00	\$390.00
Visitors Fees	\$771.40	\$934.60
ATO – BAS Refund	\$18,917.00	\$524.00
Vic Govt COVID Payment	\$1,500.00	\$0.00
WCC Rebate	\$1,721.50	\$0.00
TOTAL	\$47,736.03	\$252,697.57
CLUB EXPENDITURE	2021	2020
Admin Costs	\$1,703.26	\$952.42
Advertising Cost	\$0.00	\$133.84
Council rates	\$67.00	\$388.45
Court Maintenance	\$1,277.50	\$4,794.63
Electricity	\$2,474.21	\$2,905.00
Entry Fees - BDNTA	\$237.00	\$390.00
Entry Fees - ERTA	\$140.00	\$210.00
Affiliation – ERTA	\$0.00	\$20.00
Grants Works – Sports Australia	\$201,341.57	\$15,042.52
Grants Works – NBHTC contribution	\$0.00	\$6,596.00
Grounds Maintenance	\$859.98	\$1,172.84
Insurance	\$692.78	\$651.64
Pavilion Maintenance	\$3,443.21	\$3,755.59
Rent	\$244.75	\$456.50
Yarra Valley Water	\$2,799.06	\$3,774.23
Bank Fees	\$37.70	\$0.00
Furniture	\$6,118.00	\$0.00
Refund for joining fees	\$0.00	\$150.00
Tennis Victoria - Affiliation Fees	\$1,670.00	\$1,670.00
Ball purchase	\$1,430.50	\$1,806.60
Consumer Affairs	\$0.00	\$59.20
ATO – BAS Payment	\$178.00	\$18,987.00
TOTAL	\$224,714.52	\$63,916.16
SURPLUS/DEFICIT	(\$176,978.49)	\$188,781.11

NORTH BOX HILL TENNIS CLUB INC.
BALANCE SHEET
For the year ending 31st May 2021

	2021	2020
Club's Funds	\$207,814.26	\$19,033.15
Surplus / (Deficit) *Note 1	(\$176,978.49)	\$188,781.11
	<u>\$30,835.77</u>	<u>\$207,814.26</u>

Current Assets

	2021	2020
ANZ Account – Cheque (A/C 293613272)	\$4,711,46	\$1,799.18
Account – Online Saver		
NBHTC Funds	\$16,124.31	\$1,057.60
Spot Australia Grant Funds	\$0.00	\$204,957.48
Sinking Fund	\$10,000.00	\$0.00
Total	<u>\$30,835.77</u>	<u>\$207,814,26</u>

Liabilities

Nil for 2020 and 2021

Accounting Policy

The accounts have been prepared on a CASH BASIS (transaction headings have been updated accordingly). This method only records transactions once processed through the bank accounts. Exceptions to this would be unrepresented cheques.

Notes

NBHTC's actual trading as of 31st May 2021 is a Surplus of \$2,224.58 compared to 31/5/2020 of \$1,686.99 (excludes all Grant income and expenditure, BAS refund and Government Covid rebates)

Schedule 1

Regulation 15

Form 1

Associations Incorporation Reform Act 2012

Sections 94 (2)(b), 97 (2)(b) and 100 (2)(b)

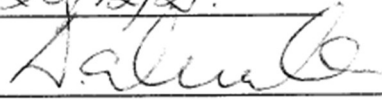
Annual statements give a true and fair view of financial performance and position of incorporated association

We, Dallas Newton and Mark Langdon being members of the committee of the North Box Hill Tennis Club Inc certify that –

“The Financial statements contained in this Annual Report give a true and fair view of the financial performance and position of the above-named association during and at the end of the financial year of the association ending 31st May 2021.”

Signed: 

Date: 20/12/21

Signed: 

Date: 20/12/21

Membership Report

Despite the Coronavirus restrictions the Club increased its total membership from 126 to 151.

The breakdown of membership is:

Senior Male:	83
Senior Female:	32
Junior Male:	14
Junior Female:	13
Under 11 Male:	6
Under 11 Female:	3

As most of our communications are by email, members are requested to advise any changes in their email addresses to: secretary.nbhtc@gmail.com

Mid-Week Group Report

The Midweek Group enjoy social tennis each Monday. It is great to have a hit of tennis and enjoy each other's company. Most of us stay and have lunch with more chatter around the table.

With COVID restrictions we have had very limited tennis over the year.

Our Competition Ladies play on a Wednesday in the Eastern District Women's Tennis Association. The team members are Barbara Lee, Chris Douglas, Judy Schutze, Judy Harrison, Kati Gall and Kaye Ely.

Due to COVID the ladies only played one game for Season 2 - 2021.

We have entered a team for Season 1 - 2022. Let's hope the ladies are able to play each week without restrictions.

Charles supplies the tennis balls for our competition players at a good price which we are very grateful. Our thanks to Barbara for keeping our cupboard stocked with tea, coffee, etc. for all members to use. Also, our thanks to Barbara for attending the committee meetings for the Midweek Ladies and keeping us informed as well as Mark, on the up-to-date news.

Thank you to all the committee members for all they do over the year, at our wonderful club.

Secretary: Maureen Jennings

Treasurer: Chris Simpson

Clubhouse Supplies: Barbara Lee

Tennis Ball Co-ordinator: Chris Simpson

Best wishes to everyone. Have a great year of tennis.

Maureen Jennings

Senior Teams Report

Blackburn & District Night Tennis Association

The night competition is the main involvement of our club members.

We have teams playing on each night of the competition which runs from Monday to Thursday.

Spring Season 2020 ran between late July to early November 2020

The season did not eventuate due to Covid.

Autumn Season ran between early February to May 2021

Ten teams were entered in the period and five teams played finals, resulting in two premierships. One for the Wednesday night doubles team One Hit Wonders and the other the Thursday night singles / doubles team the Underachievers.

Team members of the premiership teams were:

One Hit Wonders – Gian Di Carlo, Anthony Concas, Troy Sheehan, Michael Concas, Anthony Scarinci

Underachievers – Richard Schaube, Scott Cawood, Mark Learner, Kyle Jones.

Social Tennis

Social tennis is available for all members for two days a week. Wednesday night social is run between the hours of 7 to 10 pm and between night competition seasons which coincide with the school holidays.

Sunday morning social tennis is run between the hours of 10 am to 12 noon.

Social tennis is a great opportunity to meet other club members and will assist new members in joining teams or forming new teams for night or day competition.

We have a very good participation of members in our Wednesday night social tennis and usually finish off with a souvlaki night on the last week before night competition restarts.

Charles Philactides

Junior Teams Report

Winter season 2020 was cancelled due to Covid restrictions.

Summer 2020/21 started on the 28th of November. We had two teams Open Rubbers 16 and Junior Open Singles Doubles 5

Both teams had excellent seasons making it to the grand final but unfortunately could not get the result this time.

Winter 2021 started on May 1st. We had three teams OR 15, OR 17 and JOSD 3.

Unfortunately, only five matches were played that season as the Covid lockdown ended the season with five matches to go including finals.

Summer 2021/22 has just started on the 6th of November. We currently have four teams OR12, OR14, OR21 and JOSD 4.

It has been a great start by all the players, and I have been especially pleased with the progress of our new additions and the improvement of our more experienced players.

It is wonderful to see that even with the Covid interruptions we have managed to build up our team numbers.

Good luck to all players for the rest of the season.

Thanks to all parents for their involvement in transporting and supervising teams at away matches.

Ian Peter-Budge

Clubhouse Refurbishment Report

In September 2018, the Club applied to Sport Australia for a grant of \$200,000 for the refurbishment of the clubhouse (the Project). In April 2019, the Club was advised its application had been successful. As part of the grant submission the Club agreed to contribute of \$6,596 to the cost of the Project. Therefore, the total project budget was \$206,596. (Note: all costs in this report exclude GST). This budget included the building works as well as the engagement of an architect, building surveyor and structural engineer.

The value of the grant application was based on budget costings prepared by the Whitehorse City, which were also reviewed by a builder who had been recommended to the Committee. The scope of works included:

- Engagement of consultants
- Installation of disabled toilet
- Installation of new male and female toilets
- Installation of new kitchen and hot water service
- Installation of LED lighting
- New carpet
- Disabled access from front gate to front door

The builder assured the Committee that all the works could be completed within the construction cost component of the project budget. The Committee had estimated the construction cost to be between \$160,000 and \$170,000, including the following additional works:

- Installation of air conditioner
- Installation of new ceiling fans
- Installation of window blinds
- Installation of UV film to windows
- Painting of internal window frames

The Committee tried to negotiate a contract with the builder over many months but was unsuccessful. The builder was unable (or unwilling) to meet the Committee's estimated cost. The builder's lowest price was \$185,000.

As the clubhouse is designated a "commercial building" (according to the Victorian *Building Act*) the Club was required to appoint an architect and building surveyor to obtain a building permit. In June 2019, an architect was appointed, and "preliminary drawings" were received in September. Application was then made to WCC for its approval to undertake the Project. Although the approval process is stipulated as a maximum of 8 weeks, approval was not provided until February 2020 – a delay of 12 weeks. The Committee unsuccessfully sought assistance from the two local councillors to expedite the approval. It was only after writing to the council's CEO and the mayor was approval finally given.

The building surveyor then refused to issue a building permit as he required a paved disabled car space to be constructed next to the front gate, so the Project complied with the *Disability Discrimination Act*. The Committee considered this work to be the responsibility of the WCC as it was located on council land, not leased by the Club. WCC initially refused to accept responsibility. After much lobbying, WCC finally agreed to pay for this work on the basis it would be done at a time after the completion of the Project. This was initially unacceptable to the building surveyor. It took the Committee until the end of April 2020 to facilitate an agreement between WCC and the building

surveyor to allow a two separate building permits to be issued which permitted the car space to be constructed by WCC within 2 years of the completion of the Project.

In April 2020, WCC advised that due to COVID restrictions no persons were allowed access to the clubhouse and so its building approval was suspended. The Committee contacted the Victorian Building Authority for a ruling that the clubhouse was “construction site” and so tradespersons were allowed access. After one-month WCC agreed with the VBA ruling and the building approval was reissued but with the condition that a WCC representative would function as the Project Manager and the Committee Members were not allowed to attend the site to inspect the works.

During this period, the Committee sought to negotiate a contract with another recommended builder. This builder’s price was within the Committee’s budget, but he then refused to undertake the Project with the WCC as the Project Manager.

During June and July, the Committee made representations to WCC to overturn its decision to function as the Project Manager. Eventually, WCC agreed that one of the Committee Members had the proper qualifications and experience to be the Project Manager and a new building approval was issued. However, this approval also banned the Project Manager from actually attending the site due to the continuing COVID restrictions. The Committee was then required to submit a plan to WCC describing how the project would be managed without its representative being allowed on site. It took at least one month to have such a plan finally approved by WCC

In June, the Committee decided to call tenders for the project. It prepared a comprehensive “Request for Tender” document and invited eight builders to submit a tender by 24th July 2020. Six builders submitted tenders.

The tender prices ranged from \$162,746 to \$195,994. The lowest tenderer did not have the right building licence and the Committee decided to award the contract to Harris HMC for a price of \$162,804.

Construction began in early October 2020 and was completed on 3rd December 2020. Harris HMC proved to be an excellent builder and the construction was completed without any significant issues. In fact, it was the simplest part of the Project to manage. The construction period was longer than originally expected due to the limitations on the number of persons allowed on site due to the COVID restrictions.

During construction, several major contract variations were completed as follows:

- Replacement of all internal galvanised water pipes with copper
- Rectification of overflow relief gully at the rear of the clubhouse
- Installation of motion detector switch for the air conditioner and hand dryers for the male and female toilets
- Upgrade of surface finish to stainless steel handrails
- Painting of internal toilet walls
- New electric stove

The final project cost was

Consultants – architect, structural engineer, building surveyor	\$22,331
Construction contract price	\$163,190
Major contract variations	\$14,867
Minor contract variations	\$2,183
Total Project Cost	\$202,571
NBHTC Contribution	\$6,596
Sport Australia Grant	\$200,000
Unspent Sport Australia Grant	\$4,025

According to the Sport Australia Grant Agreement, any unspent grant money had to be repaid to Sport Australia. However, following the submission of the Completion Report to Sport Australia the Committee was advised that the repayment was not required.

Therefore, the overall cost to the Club for the Project was \$2,571.

Following the completion of the refurbishment the Committee then decided to purchase new tables and chairs for the clubhouse for a cost of \$6,118.

Mark Langdon



Committee Membership

Committee Members 1st June 2020 to 31st January 2021

Lynn Heath	President
Kenneth Young	Vice President
Mark Langdon	Secretary
Therese Yew Fong Foo	Treasurer
David Steven	General Committee
Judy Harrison	General Committee
Charles Philactides	General Committee
Fred Van Gorp	General Committee
Matt Missen	General Committee
Pam Tankey	General Committee

Committee Members 1st February 2021 to 31st May 2021

Dallas Newton	President
John Dykes	Vice President
Mark Langdon	Secretary
Garry Cayzer	Treasurer
Adam Dewhurst	General Committee
Barbara Lee	General Committee
Judy Harrison	General Committee
Kenneth Young	General Committee
Charles Philactides	General Committee
Christian Doblin	General Committee
Matt Missen	General Committee
Fred Van Gorp	General Committee