

Karagi Court Limited

ABN 92 002 044 500

# BOARD MEETINGS 2025

**Meeting**  
**Thursday 24 July 2025 @ 7:00 pm**  
**Dinner – 6:00 pm**

*Dinner at Bow Thai at 6:00 pm*  
*Board Meeting has been confirmed with Gosford Masonic Centre*

Thursday 25 September 2025  
Thursday 27 November 2025

**Please Note:**

**Plaques (with Leigh Pollard) are –**

<b>Freemasons on the Central Coast</b>	<b>=</b>	<b>1</b>	
<b>Lodge Toukley</b>	<b>=</b>	<b>4</b>	
<b>Lodge Wyong-Tuggerah Lakes</b>	<b>=</b>	<b>5</b>	
<b>The Central Coast Lodge</b>	<b>=</b>	<b>5</b>	
<b>TOTAL</b>		<b>15</b>	<b>(28.02.2025)</b>

**Notice of Board Meeting**

To be held at Gosford Masonic Centre  
on Thursday 24 July 2025 at 7:00 pm.  
Dinner at 6:00 – - Booked.

---

---

**Agenda**

1. **Welcome:**

2. **Guests, with Invitation to members to attend:**

3. **Apologies:**

**Recommendation:** *‘Those apologies from \_\_\_\_\_  
\_\_\_\_\_ be accepted.’*

**Moved:** \_\_\_\_\_ **2<sup>nd</sup>:** \_\_\_\_\_

**Carried:** Yes / No

4. **Conflict of Interest:**

On the matters contained in the agenda, is there any person who has or a perceived conflict of interest?

---

---

---

5. **Minutes of Board Meeting – Thursday 22 May 2025 at Terrigal Bowling Club:**

**Recommendation:** *‘The Minutes of the Board Meeting held at Terrigal Bowling Club on Thursday 22 May 2025 (Revised) be accepted.’* (Circulated by email 05.03.2025 to your PCs by A. Mountain)

**Moved:** \_\_\_\_\_ **2<sup>nd</sup>:** \_\_\_\_\_

**Carried:** Yes / No

6. **Matters arising from Minutes – 27 February 2025:**

i. **Payments made - :**

<b>26.05.25</b>	Transfer from Charity Account to Expenses Account Brisbania Public School – 2 Gift Cards - \$ 211.80
<b>23.05.25</b>	CCKIN – Wyong Race Day – Saturday 21 February 2026 - \$ 200.00
<b>24.06.25</b>	Berkeley Vale Neighbourhood Centre - S&K Industries – Water pump - \$ 1,708.18 - Good Guys – Freezer - \$ 983.00
<b>01.07.25</b>	Gosford RSL Sub Branch - 2 Laptops & Printer - \$ 4,255.20

AGENDA – Thursday 24 July 2025 – Gosford Masonic Centre.

- ii. **Clothing – Simon Pierce:**
  - Jackets – Simon will present designs.
  - Umbrellas – Simon to present designs with possible costs
- iii. **Replacement of iPads – Alex Mountain:**

Alex to purchase 6 Laptops with necessary accessories.
- iv. **Redraft of Proposition – Graeme Ingall:**

See **Appendix G** – page 24.  
Forwarded to Directors and replies have been received.
- v. **Invitations to Join – David Levesque:**

Brenden Flynn & Guy Thornycroft – both The Central Coast Lodge.  
Both have replied – yes.
- vi. **Media releases:**

No media releases.
- vii. **Director’s Positions:**

The Secretary’s and Treasurer’s roles has been received; still awaiting Charity Chairman’s position.
- viii. **BBQ at Bunnings, West Gosford – Alex Mountain:**

**Date** – Saturday 9 August 2026
- ix.

**Recommendation:**     *‘That the Minute actions taken be accepted.’*

**Moved:** \_\_\_\_\_ **2<sup>nd</sup>:** \_\_\_\_\_  
**Carried:**    Yes / No

7. **Matters finalised or occurred since last Board Meeting – 3 May – 12 July 2025:**

- i. **Radio Five-O-Plus (3 year subscription)– Simon Pierce:**

Radio Five-O-Plus provides an avenue for advertising. See Simon Pierce.
- ii. **AcNc AIS Statement – Graeme Ingall:**

05.06.25 - AIS Statement has been forwarded and received by AcNc.
- iii. **CC SLS Awards of Excellence – Saturday 7 June 2025 at Mingara Club:**

Attendees – Ben Falconer (presenter), Alex Mountain, Chris Matthews & David Levesque; with Ben making the presentations – Freemasons Rookie of the year & Freemasons Youth Athlete of the Year.

**Recommendation:**     *‘That any actions taken between Board Meetings be accepted.’*

**Moved:** \_\_\_\_\_ **2<sup>nd</sup>:** \_\_\_\_\_  
**Carried:** Yes / No

**8. Correspondence – 2 May – 12 July 2025:**

**Inwards:**

05.03.25	G. Morris	Application from Gosford RSL Sub=Branch
28.04.25	M. Hyslop	Invitation to Awards of Excellence
30.04.25	M. Hyslop	Thanks for information of those attending
30.04.25	B. Galvin	Newsletter
30.04.25	S. Pierce	Queries re Media release on Shirley Shuttle
02.05.25	S. Pierce	Media release
02.05.25	NAB	Bank statement available online
02.05.25	A. Mountain	Great Media release
03.05.25	S. Pierce	Media release – Final draft
03.05.25	L. Pollard	Invitation to M. Hyslop as a guest speaker
03.05.25	L. Pollard	Invitation to Soldiers Beach Presentation Night – 10 May
04.05.25	C. Matthews	Result of Narara Trains BBQ
05.05.25		A. Mountain, S. Pierce unable; B. Falconer can attend
07.05.25	A. Wilkins	Application from Berkeley Vale Neighbourhood Centre – Freezer
08.05.25	A. Kfoury	Apologies & request for Zoom Meeting – 22 May
13.05.25	R. Burgess	Approval for payment from Macquarie Wrap - \$ 36,525.88
15.05.25	C. Matthews	Appointment with NP re Term Deposit – 19 May
21.05.25	C. Matthews	Confirming payment of \$ 250,000.00 to Bank of Sydney
22.05.25	D. Levesque	Confirming application to Cam Churchill
23.05.25	S. Pierce	Proposal in format
23.05.25	A. Kfoury / B. Falconer	Replies to Proposal
23.05.25	A. Kfoury	Re Proposal – a few questions & tweaks
23.05.25	A, Mountain	Board Minutes – 22 May
26.05.25	S. Pierce	Umbrellas – lack of replies
25.05.25	S. Pierce	Tweaked proposal
27.05.25	S. Pierce	Umbrella visuals
27.05.25	Fortunity	T.D with Goldfields – 4.60% - Matures 30.10.25
27.05.25	S. Pierce	Selected Umbrella design
28.05.25	S. Pierce	Adjusted Proposal
29.05.25	A. Wilkins	Outcome of application – Berkeley Vale Neighbourhood Centre
30.05.25	A. Mountain	22 May Board Minutes
30.05.25	A. Thompson	AIS Statement will be completed next week
04.06.26	AcNc	Request for 2024 AIS Statement
04.06.25	M. Hyslop	Agenda for Awards of Excellence
05.06.25	AcNc	2024 AIS Statement received
05.06.25	A. Thompson	2024 AOIS Statement has been forwarded
05.06.24	C. Matthews / B. Falconer	Attendance at Awards of Excellence
06.06.25	Directors	Response to UGL Flood Appeal
08.06.25	S. Pierce	The website and email addresses are incorrect and need to be changed.

## AGENDA – Thursday 24 July 2025 – Gosford Masonic Centre.

08.06.25	Directors	Views on proposal
10.06.25	G. Thornycroft	HOTS – maybe we can do something combined
10.06.25	J. Rogers	Request to conduct Board Meeting on 24 July at GMC approved
13.06.25	M. Hyslop	Pictures of Awards of Excellence
13.06.25	A. Mountain	Address of B. Flynn
20.06.25	A. Mountain	Images of Awards of Excellence Night
21.06.25	J. Noble	Invitation to HOTS Ball – 28.02.2026
23.06.25	L. Pollard	Payment to Berkeley Vale Neighbourhood Centre – Freezer
23.06.25	L. Pollard	Payment to above – Water pump & Installation
24.06.25	C. Frohmuller	Re – application for TV for use at Probus Meeting
24.06.25	L. Pollard	Awaiting application from Vivian
25.06.25	I. Pollard	Payment to Gosford RSL Sub-Branch – Laptops (2) & printer
25.06.25	C. Matthews	Insurance Policy covers volunteers
27.06.25	A. Mountain	The policy expires shortly
30.06.25	A. Mountain	Application – to Join has been forwarded to B. Flynn
30.06.25	S. Pierce	Request for AcNc DGR Charity Number
01.07.25	L. Pollard	Reply to Greg Morris
01/07/25	I. Pollard	Quotes for above
02.07.25	R. Burgess	AcNc DGR Charity Number
03.07.25	A. Mountain	12 seats booked at Bow Thai
03.07.25	C. Whiting	Club Grants Cat 2 open – Room use for the year at Ourimbah RSL
07.07.25	M. Hyslop	Request for a cup of coffee
07.07.25	NAB	Signatories to update their access
07.07.25	B. Flynn	Application form
10.07.25	A. Wilkins	Thanks & invitation to afternoon tea.
11.07.25	S. Williams	No problem with Fotcc
12.07.25	G. Thornycroft	Application form

### **Mail:**

**Smith Family:** Birthday cards

**NAB:** Monthly statements – to C. Matthews.

**Macquarie Wrap:** Statements

**AMM (Australian Money Market):** Letters confirming TD deposits.

### **Outwards:**

02.05.25	S. Pierce	Media release – Information re Shirley Shuttle
03.05.25	L. Pollard	Unable to attend Soldiers Beach Awards
07.05.25	L. Pollard	Application – Berkeley Vale NC – Freezer
08.05.25	Directors	Agenda – 22 May at Terrigal BC
08.05.25	Directors	Membership List
16.05.25	C. Matthews	Appt for T. Deposit – 22 May
22.05.25	Directors	Application – Gosford RSL Sub-Branch – Laptops & Printer
23.05.25	C. Matthews	Pay – Radio Five-O-Plus \$ 40.00 for 3 years membership
23.05.25	Directors	Proposal re \$ 500 to allay expenses in costs for charity
28.05.25	Directors	Re: Proposal
28.05.25	S. Pierce	Re: Proposal

**AGENDA – Thursday 24 July 2025 – Gosford Masonic Centre.**

29.05.25	A. Wilkins	Have received your application – BVNC
30.05.25	A. Thompson	AIS Statement request from AcNc
30.05.25	Directors	Proposal – Final
04.06.25	Directors	Attendees – Awards of Excellence CCSLS
05.06.25	C. Matthews / S. Pierce	Any corrections to AIS Statement = AcNc
05.06.25	Directors	UGL Flood Appeal
<b>21.06.25</b>	<b>Directors</b>	<b>Invitation to HOTS Ball</b>
25.06.25	A. Mountain	Bunnings - 09.08.25 – Information
26.05.25	A. Mountain	Insurance Policy covers members & volunteers of KCL
01.07.25	C. Matthews / I. Pollard	Inquiry from Greg Morris – Gosford RSL Sub Branch
12.07.25	G. Thornycroft	Application ‘To Join’ form

**Mail:** Nil

**Recommendation:** *‘That the correspondence from 2 May to 12 July 2025 be accepted.’*

**Moved:** \_\_\_\_\_ **2<sup>nd</sup>:** \_\_\_\_\_

**Carried:** Yes / No

**9. Treasurer’s Report – Chris Matthews:**

**Appendix B [Expense A/c] – (p. 13);**

**Appendix C [Charity A/c] – (p. 17);**

**Appendix D – NP Term Deposit – (p. 18);**

**Appendix E - NAB Holding Account – (p. 19);**

**Appendix F – NAB Tap & Go Account – (p. 20)**

**i. Ratification of payments made from 1 May to 1 July 2025:**

**Appendix B - Expense Account: 650–0009881 82800 (Newcastle Permanent)**

<b>Date:</b>	<b>Chq No.:</b>	<b>To Whom:</b>	<b>Amount: \$</b>
23.05.25	Oska	L. Pollard – Director’s Expenses	90.00
23.05.25	Oska	B. Falconer – Director’s Expenses	214.80
23.05.25	Oska	D. Levesque – Director’s Expenses	108.00
23.05.25	Oska	S. Pierce – Director’s Expenses	36.00
23.05.25	Oska	C. Matthews – Director’s Expenses	216.00
23.05.25	Oska	G. Ingall – Director’s Expenses	142.40
26.05.25	Oska	B. Falconer – Board Meeting	69.00
26.05.25	Oska	A. Mountain – Board Meeting	83.00
26.05.25	Oska	D. Levesque – Board Meeting	83.00
26.05.25	Oska	S. Pierce – Board Meeting	90.00
26.05.25	Oska	C. Matthews – Board Meeting	35.00
26.05.25	Oska	G. Ingall – Board Meeting	83.00
26.05.25	Oska	L. Pollard – Board Meeting	59.00
02.06.25	Oska	Radio Five-O-Plus – 3 year subscription	40.00

**Appendix C - Charity Account: 650-0009861 17706 (Newcastle Permanent)**

<u>Date:</u>	<u>Method:</u>	<u>To Whom:</u>	<u>Amount: \$</u>
23.05.25	Oska	CCKIN – Wyong Race Day	200.00
26.05.25	Oska	Trans. To Ex. A/C – Gift Cards	211.80
24.06.25	Oska	Good Guys – B. Vale N. C. – Freezer	983.00
25.06.25	Oska	S&K Industries – Water Pump	1,708.18
01.07.25	Oska	Gos. S. Branch – 2 Laptops & Printer	4,255.20

**Appendix D – Term Deposit: 650-000 560 509 008 (NP)**

18.05.25		3.95%	Matures – 18 September 2025	\$ 51,268.84
----------	--	-------	-----------------------------	--------------

**Appendix E - Holding Account: 082-356 30-167-5247 (NAB)**

07.07.25			\$ 100.53
----------	--	--	-----------

**Appendix F - Tap & Go Account: 082-356 30-144-0974 (NAB)**

<u>Date</u>	<u>Method:</u>	<u>To Whom:</u>	<u>Amount: \$</u>
21.05.25	D.D.	Woy Woy Poultry – Sausages	199.50
09.06.25	D.D.	S. Hart – Bread	42.40
09.06.25	D.D.	B. Falconer – Drinks	55.00
25.06.25	D.D.	Woy Woy Poultry – Sausages	199.50
05.07.25	D.D.	S. Hart – Bread	59.83
05.07.25	D.D.	S. Hart – Bread	33.60
05.07.25	D.D.	B. Falconer – Drinks	106.85
07.07.25	D.D.	D21 M. Assoc- Raffle @ TCCL	156.00

ii. **Confirmation of bank accounts and investments.**

**07.07.2025 – Expense Account – 650-000 9881 82800 – Balance = \$ 3,971.99**

**07.07.2025 – Charity Account – 650-000 9861 17706 – Balance = \$ 72,417.42**

**07.07.2025 – Term Deposit – 650-000 566 937 409 – Balance = \$ 51,268.84**

**Matures = 18.09.25**

**07.07.2025 – Holding Account – 082-356 30-167-5247 – Balance = \$ 100.53**

**07.07.2025 – Tap & Go Account – 082-356 30-144-0974 – Balance = \$ 3,824.68**

**ALL DIRECTORS MUST HAVE THEIR EXPENSES APPROVED BY THE BOARD  
BEFORE PAYMENT CAN BE MADE BY THE TREASURER.**

- iii. **Director’s Expenses:** **All expenses – expense sheet and receipts – must be received by the Treasurer before the Meeting.**

**Director’s:**

<b><u>Name:</u></b>	<b><u>Amount: (\$)</u></b>
J. Noble	
L. Pollard	
C. Matthews	
G. Ingall	
B. Falconer	
A. Kfoury	
D. Levesque	
A. Mountain	
S. Pierce	

**Recommendation:** *‘That the Treasurer’s Report be received and adopted including ratification of payments made, and approval of payments to Directors and members, if any.’*

**Moved:** \_\_\_\_\_ **2<sup>nd</sup>:** \_\_\_\_\_

**Carried:** Yes / No

10. **Reports from Committees:**

A. **Charity Committee – Leigh Pollard:**

a. **Shirley Shuttle - Graeme Ingall:**

At the conclusion of the AGM, it was proposed

**Recommendation:** *‘That Graeme Ingall approach Ms Barb Galvin in view of donating a further \$ 7,500.00 for fuel costs providing Freemasons on the Central Coast banner be displayed on a vehicle.’* The banner is the same as that is currently displayed.

**Moved:** Graeme Ingall **2<sup>nd</sup>:** Leigh Pollard

**Carried.**

**Have not received a reply to date.**

b. **Mary Macs, Woy Woy – Sally:**  
Dryers

c. **Coast & Country Primary Care – Aaron Cannon:**

Currently, outfitting a 2<sup>nd</sup> van and the need to brand 2 vans.

**Board meeting – 05.06.2023**

**Motion:** *‘That ‘Freemasons on the Central Coast’ would assist in the outfitting of the vehicle to the value of \$ 12,000. This agreement is valid for 2 years.’* **NO LONGER VALID:**

**Moved:** Graeme Ingall **2<sup>nd</sup>:** Geoff Bown **Carried.**

**d. Invitation to the HOTS Ball – 28 February 2026:**

Charity Ball Event Details

**Date:** Saturday 28 February 2026

**Location:** Voco Hotel, Gosford NSW

**Time:** 7pm Dinner | 9pm Silent Auction

**Dress:** Formal Attire

What to Expect:

Gourmet 3-course dinner & drinks

Live entertainment & dancing

Silent Auction

Ticket = \$ 200.00

Table of 10 - \$ 2,000.00

**e. Narara Valley Community Centre - L. Pollard:**

Previous request was made on 18.08.2024 for a Smart TV

**f. CCKIN Race Day, Wyong – C. Matthews:**

Date – Saturday 21 February, 2026

**g. Berkeley Vale Neighbourhood Centre – L. Pollard:**

Ms A. Wilkins has invited the Board to attend an afternoon tea on a Wednesday afternoon- date to be organised.

**Recommendation:** *That the following actions be approved –*

---

---

---

---

**Moved:** \_\_\_\_\_ **2<sup>nd</sup>:** \_\_\_\_\_

**Carried:** Yes / No

**B. Website / Facebook / Publicity – Simon Pierce:**

**a. Simon Pierce:**

Information on Website – Lodge Saratoga has been deleted.

About Us - Lodges - District 21 = Lodge Saratoga is still present.

Who do we help? Some additions are required

Latest News of Home page – 2022 – 2024?

**C. Membership – David Levesque:**

Current Membership = 44 as of 13.07.25

**Unfinancial:** S. Butler; J. Cooper; M. Grande; D. Holding; T. Williams. (5)



**AGENDA - Thursday 24 July 2025 - Gosford Masonic Centre.**

**iii. Insurance – C. Matthews:**

From Bunning our Certificate of Currency is due to expire. It was paid on 07.03.25 - Director's Insurance - \$ 1,042.45 and 14.03.25 – Travel Insurance - \$ 360.00

**iv. Any further General Business:**

**12. Meeting closed at                      pm.**

**13. Next Board Meeting – Thursday 25 September Terrigal Bowling Club at 7:00 pm.  
Dinner at 6:00 pm.**

**Graeme Ingall  
Secretary / Director  
25 May 2026**

**Appendix A – Date Reminders to the Board – 2024 – 2025;**

**Please Note: BEFORE DATES BELOW.**

<b>By this Date:</b>	<b>Board Action/s to be taken – 2024 / 2025</b>
<b>15 Jan 2026</b>	<b>Storage - Secretary</b>
<b>24 Jan 2026</b>	<b>Renew Trading Name – Freemasons on the Central Coast – Adrian Thompson</b>
<b>1 Feb 2026</b>	<b>Renewal of Stamp Duty Exemption – Office of State Revenue – Treasurer</b>
<b>1 Apr 2026</b>	<b>Insurance – directors, car &amp; Public Liability – Treasurer</b>
<b>1 Apr 2026</b>	<b>Post Office Box Renewal - Secretary</b>
<b>1 April 2028</b>	<b>Radio 5-O+ Subscription - \$ 40.00 (3 year)- Treasurer</b>
<b>AGM</b>	<b>Update ACNC – add / remove ‘responsible Person’ as required - Secretary</b>
<b>AGM</b>	<b>Update ASIC – add / remove directors – A. Thompson</b>
<b>1 Jun 2025</b>	<b>Organize dates for 2024 Board Meetings – – Secretary</b>
<b>31 Aug 2025</b>	<b>SMO currently Simon Pierce – must be renewed by that date with NAB – Secretary &amp; Treasurer</b>
<b>30 May 2026</b>	<b>Renew - <a href="http://www.freemasonscscc.au">www.freemasonscscc.au</a> – S. Williams</b>
<b>30 May 2026</b>	<b>Renew - <a href="http://www.freemasonsonthecentralcoast.au">www.freemasonsonthecentralcoast.au</a> – S. Williams</b>
<b>28 July 2026</b>	<b>Renew - <a href="http://www.karagicourt.org.au">www.karagicourt.org.au</a> – S. Williams</b>
<b>24 Sept 2025</b>	<b>Renew - <a href="http://www.freemasonsonthecentralcoast.com.au">www.freemasonsonthecentralcoast.com.au</a> – S. Williams</b>
<b>04 Dec 2025</b>	<b>Renew – <a href="http://www.freemasonscscc.org">www.freemasonscscc.org</a> – S. Williams</b>
<b>24 Nov 2025</b>	<b>SSL Certificate – S. Williams</b>
<b>23 Nov 2025</b>	<b>Emails</b>
<b>30 May 2025</b>	<b>WordPress Hosting – Economy – Web master</b>
<b>1 Mar 2026</b>	<b>Dropbox – Web Master</b>
<b>30 May 2024</b>	<b>2 sets of Keys – post office box and storage shed - Chris Matthews, Graeme Ingall (Geoff Bown misplaced his keys)</b>

**Appendix B – Expense Account: 650 – 000 9881 82800**

<b>KARAGI COURT LTD</b>		<b>EXPENSE ACCOUNT</b>			<b>NEWCASTLE PERMANENT BANK</b>				
<b>2025</b>	<b>To</b>	<b>Chq</b>	<b>For</b>	<b>Code</b>	<b>Cheque</b>	<b>Pres</b>	<b>Deposits</b>	<b>BANK</b>	<b>Audit</b>
					<b>\$</b>		<b>\$</b>	<b>\$</b>	
<b>January 2025</b>									<b>\$ 3,191.14</b>
<b>February 2025</b>									<b>\$ 3,191.14</b>
5	Transfer In		Charity account				5,000.00	8,191.14	
5	National Storage	Oska	Storage		2,496.00			5,695.14	
28	L. Pollard	Oska	Director's Expenses		50.40			5,644.74	
28	C. Matthews	Oska	Director's Expenses		524.62			5,120.12	
28	D. Levesque	Oska	Director's Expenses		97.20			5,022.92	
28	G. Ingall	Oska	Director's Expenses		573.82			4,449.10	
28	B. Falconer	Oska	Director's Expenses		270.00			4,179.10	
28	L. Pollard	Oska	Board Meeting		59.00			4,120.10	
28	G. Ingall	Oska	Board Meeting		83.00			4,037.10	
28	B. Falconer	Oska	Board Meeting		69.00			3,968.10	
28	A. Kfoury	Oska	Board Meeting		36.00			3,932.10	
28	D. Levesque	Oska	Board Meeting		83.00			3,849.10	
28	A. Mountain	Oska	Board Meeting		83.00			3,766.10	
28	S. Pierce	Oska	Board Meeting		90.00			3,676.10	
28	C. Matthews	Oska	Board Meeting		35.00			3,641.10	
28	J. Noble	Oska	Board Meeting		70.00			3,571.10	
<b>March 2025</b>									<b>\$ 3,571.10</b>
6	J. Bright	D.D.	Join & Subscription				10.00	3,581.10	
7	S. Pierce	Oska	Dropbox Subscription		184.67			3,396.43	
7	G. Ingall	Oska	Printing & Postage of AGM		251.25			3,148.18	
7	DEFT	BPay	Director's Insurance		1,042.45			2,102.73	
8	D. Crawford	D.D.	Subs				5.00	2,107.73	

<b>KARAGI COURT LTD</b>		<b>EXPENSE ACCOUNT</b>			<b>NEWCASTLE PERMANENT BANK</b>				
<b>2025</b>	<b>To</b>	<b>Chq</b>	<b>For</b>	<b>Code</b>	<b>Cheque</b>	<b>Pres</b>	<b>Deposits</b>	<b>BANK</b>	<b>Audit</b>
					<b>₹</b>		<b>₹</b>	<b>₹</b>	
<b>March 2025 (Cont)</b>								<b>\$ 3,148.18</b>	
9	G. Gonzalez	D.D.	Join & Subscription				10.00	2,117.73	
11	J. Whitehead	D.D.	Join & Subscription				10.00	2,127.73	
14	D. Leabeater	Cash	Subs				5.00	2,132.73	
14	J. Eddington	D.D.	Subs				5.00	2,137.73	
14	G&J Kearne	Oska	S/S Shirt & Polo Shirt		154.94			1,982.79	
14	DEFT	BPay	Travel Insurance		360.00			1,622.79	
15	R. Arnott	D.D.	Subs				5.00	1,627.79	
21	D. Williams	D.D.	Subs				5.00	1,632.79	
24	M. Aguanta	D.D.	Subs				5.00	1,637.79	
27	A. Kfoury	D.D.	Subs				5.00	1,642.79	
27	P. Kelly	Cash	Subs				20.00	1,662.79	
27	R. Collins	Cash	Subs				10.00	1,672.79	
30	C. Churchill	D.D.	Join & Subs				10.00	1,682.79	
<b>April 2025</b>								<b>\$ 1,682.79</b>	
3	S. Woods	Cash	Subs				5.00	1,687.79	
4	Transfer	Oska	Charity Account				6,000.00	7,687.79	
4	B. Falconer	Oska	Director's Expenses		61.20			7,626.59	
4	D. Levesque	Oska	Director's Expenses		103.00			7,523.59	
4	D. Levesque	Oska	Director's Mileage		48.00			7,475.59	
4	L. Pollard	Oska	Director's Mileage		24.00			7,451.59	
4	B. Falconer	Oska	Director's Mileage		86.00			7,365.59	
4	A. Mountain	Oska	Director's Mileage		12.00			7,353.59	
4	G. Ingall	Oska	Director's Mileage		12.00			7,341.59	
4	G. Ingall	Oska	Print 2024 Annual Report		195.50			7,146.09	
4	C. Matthews	Oska	Director's Expenses		314.40			6,831.69	
4.	C. Matthews	Oska	Guest Meals, & drinks		137.30			6,694.39	

<b>KARAGI COURT LTD</b>		<b>EXPENSE ACCOUNT</b>			<b>NEWCASTLE PERMANENT BANK</b>				
<b>2025</b>	<b>To</b>	<b>Chq</b>	<b>For</b>	<b>Code</b>	<b>Cheque</b>	<b>Pres</b>	<b>Deposits</b>	<b>BANK</b>	<b>Audit</b>
					<b>₹</b>		<b>₹</b>	<b>₹</b>	
<b>April 2025 (Cont)</b>								<b>\$ 6,831.69</b>	
7	L. Nelson	Cash	Subs				5.00	6,699.39	
14	Fortunity	Oska	Audit Fees		5,610.00			1,089.39	
<b>May 2025</b>								<b>\$ 1,089.39</b>	
16	E. Gibbs	Cash	Subs				5.00	1,094.39	
23	L. Pollard	Oska	Director's Expenses		90.00			1,004.39	
23	B. Falconer	Oska	Director's Expenses		214.80			789.59	
23	D. Levesque	Oska	Director's Expenses		108.00			681.59	
23	S. Pierce	Oska	Director's Expenses		36.00			645.59	
23	C. Matthews	Oska	Director's Expenses		216.00			429.59	
23	G. Ingall	Oska	Director's Expenses		142.40			287.19	
23	Transfer In		Charity Account				4,000.00	4,287.19	
25	L. Nelson	Cash	Subs				5.00	4,292.19	
26	B. Falconer	Oska	Board Meeting		69.00			4,223.19	
26	A. Mountain	Oska	Board Meeting		83.00			4,140.19	
26	D. Levesque	Oska	Board Meeting		83.00			4,057.19	
26	S. Pierce	Oska	Board Meeting		90.00			3,967.19	
26	C. Matthews	Oska	Board Meeting		35.00			3,932.19	
26	G. Ingall	Oska	Board Meeting		83.00			3,849.19	
26	L. Pollard	Oska	Board Meeting		59.00			3,790.19	
26	Transfer	Oska	Charity – purchase of Gift cards – Dec. 2024				211.80	4,001.99	
<b>June 2025</b>								<b>\$ 4,001.99</b>	
2	Radio Five-O-Plus	Oska	Sub (3 Year)		40.00			3,961.99	
26	G. Thornycroft	Cash	Join & Subs				10.00	3,971.99	

<u>KARAGI COURT LTD</u>			<u>EXPENSE ACCOUNT</u>				<u>NEWCASTLE PERMANENT BANK</u>			
<u>2025</u>	<u>To</u>	<u>Chq</u>	<u>For</u>	<u>Code</u>	<u>Cheque</u>	<u>Pres</u>	<u>Deposits</u>	<u>BANK</u>	<u>Audit</u>	
					\$		\$	\$		
<u>July 2025</u>								\$ 3,971.99		

**Appendix C – Charity Account: 650 – 000 9861 17706**

<b>KARAGI COURT LTD</b>				<b>CHARITY ACCOUNT</b>		<b>NEWCASTLE PERMANENT BANK</b>			
		<b>Chq</b>	<b>For</b>	<b>Amount</b>	<b>Deposits</b>	<b>Bank</b>	<b>Interest</b>	<b>Donations</b>	<b>Expenses</b>
<b>2025</b>				<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>		<b>\$</b>
<b>January 2025</b>						<b>\$ 65,536.00</b>			
31	Interest				50.09	65,586.09	50.09		
<b>February 2025</b>						<b>\$ 65,586.09</b>			
5	Transfer		Expense Account	5,000.00		60,586.09			5,000.00
28	Interest				40.25	60,626.34	40.25		
<b>March 2025</b>						<b>\$ 60,626.34</b>			
31	Interest				33.47	60,659.81			
<b>April 2025</b>						<b>\$ 60,659.81</b>			
4	Transfer		Expense Account	6,000.00		54,659.81			
12	Shirley Shuttle	CHQ	Fuel Costs	7,500.00		47,159.81		7,500.00	
30	Interest				29.12	47,188.93			
<b>May 2025</b>						<b>\$ 47,188.93</b>			
14	Transfer		Macquarie Wrap		36,525.88	83,714.81			
23	CCKIN	Oska	Race Day, Wyong	200.00		83,514.81			
23	Transfer	Oska	Expense Account	4,000.00		79,514.81			
26	Transfer	Oska	Expense Account – G. Cards	211.80		79,303.01			
31	Interest				34.89	79,334.90			
<b>June 2025</b>						<b>\$ 79,334.90</b>			
24	Good Guys	BPay	B. Vale N. Centre - Freezer	983.00		78,354.90			
25	S&K Industries	Oska	Water Pump	1,708.18		76,646.72			
30	Interest				25.90	76,672.62			

<u>KARAGI COURT LTD</u>				<u>CHARITY ACCOUNT</u>		<u>NEWCASTLE PERMANENT BANK</u>			
		<u>Chq</u>	<u>For</u>	<u>Amount</u>	<u>Deposits</u>	<u>Bank</u>	<u>Interest</u>	<u>Donations</u>	<u>Expenses</u>
<u>2025</u>				\$	\$	\$	\$		\$
<u>July 2025</u>						<b>\$ 76,672.62</b>			
1	G. Sub. Branch	Oska	2 Laptops & Printer	4,255.20		72,417.42			

**Appendix D – Term Deposit:      650-000 560 509 008 (NP)**

18.05.25		3.95%	Matures – 18 September 2025	\$ 51,268.84
----------	--	-------	-----------------------------	--------------

<u>KARAGI COURT LTD</u>				<u>HOLDING ACCOUNT</u>		<u>NAB, TUGGERAH</u>			
		<u>Chq</u>	<u>For</u>	<u>Amount</u>	<u>Deposits</u>	<u>Bank</u>	<u>Interest</u>	<u>Donations</u>	<u>Expenses</u>
<b>2025</b>				\$	\$	\$	\$		\$
<b>January 2025</b>						\$ 970.53			
<b>February 2025</b>						\$ 970.53			
<b>March 2025</b>						\$ 970.53			
10	Transfer	D.D.	Transfer - 30-144-0974	870.00		100.53			
<b>April 2025</b>						\$ 100.53			
<b>May 2025</b>						\$ 100.53			
<b>June 2025</b>						\$ 100.53			
<b>July 2025</b>						\$ 100.53			

<b>KARAGI COURT LTD</b>				<b>TAP &amp; GO ACCOUNT</b>		<b>NAB, TUGGERAH</b>			
		<b>Chq</b>	<b>For</b>	<b>Amount</b>	<b>Deposits</b>	<b>Bank</b>	<b>Interest</b>	<b>Donations</b>	<b>Expenses</b>
<b>2025</b>				<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>		<b>\$</b>
<b>January 2025</b>						<b>1,090.42</b>			
6	Sale – S.S.	SQU	Narara Trains		209.62	1,300.04			
6	Sale – S.S.	Cash	Narara Trains		291.00	1,591.04			
6	S. Hart	D.D	Sausages, drinks, etc	122.95		1,468.09			
13	Sale – S.S.	Chq	D 21 Childre Xmas Party		105.00	1,573.09			
21	W.W. Poultry	D.D.	Sausages	228.00		1,345.09			
31	S. Hart	D.D.	Bread	7.55		1,337.54			
31	C. Matthews	D.D.	Drinks	34.50		1,303.05			
31	G. Ingall	D.D.	Frozen Onions	48.00		1,255.04			
<b>February 2025</b>						<b>1,255.04</b>			
3	Sale – S.S.	SQU	Narara Trains		135.08	1,390.12			
3	S. Hart	D.D	Sausages, Bread	48.55		1,341.57			
3	B. Falconer	D.D	Drinks	54.60		1,286.97			
3	Sale – S.S.	Cash	Narara Trains		326.10	1,613.07			
17	Donation	Cash			20.00	1,633.07			
20	W.W. Poultry	D.D.	Sausages	228.00		1,405.07			
24	Monitor	SQU	Refectory		180.12	1,585.19			
27	Transfer	D.D.	Monitor	180.00		1,405.19	1,405.19		
<b>March 2025</b>						<b>\$ 1,405.19</b>			
3	Sale – S.S.	SQU			248.10	1,653.29			
3	Sale – S.S.	Cash			370.00	2,023.29			
7	S. Pierce	D.D.	Sausages, Bread	29.45		1,993.84			
7	B. Falconer	D.D.	Drinks	36.00		1,957.84			
10	Smith Family	D.D.	Transfer from 30-167-5247		870.00	2,827.84			
10	Smith Family	SQU	High Tea		185.12	3,012.96			
10	Smith Family	D.D.	Transfer to D 21 MA	870.00		2,142.96			

<b>KARAGI COURT LTD</b>				<b>TAP &amp; GO ACCOUNT</b>		<b>NAB, TUGGERAH</b>			
		<b>Chq</b>	<b>For</b>	<b>Amount</b>	<b>Deposits</b>	<b>Bank</b>	<b>Interest</b>	<b>Donations</b>	<b>Expenses</b>
<b>2025</b>				<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>		<b>\$</b>
<b>March 2025 (Cont)</b>						<b>\$ 2,142.96</b>			
14		D.D.	Groceries	27.00		2,115.96			
20	Smith Family		Transfer to D 21 MA	185.12		1,930.84			
<b>April 2025</b>						<b>\$ 1,930.84</b>			
7	CC Brass Band	Cash	Sausages		195.00	2,125.84			
<b>May 2025</b>						<b>\$ 2,125.84</b>			
5	Sale – S.S	SQU			541.30	2,667.14			
5	Sale – S.S.	Cash			389.00	3,056.14			
5	S. Hart	D.D.	Bread, Sausages	110.05		2,946.09			
5	S. Hart	D.D.	Bread	28.50		2,917.59			
5	B. Falconer	D.D.	Drinks	89.65		2,827.94			
21	W. W. Poultry	D.D.	Sausages	199.50		2,628.44			
<b>June 2025</b>						<b>\$ 2,628.44</b>			
9	S. Hart	D.D.	Bread	42.40		2,586.04			
9	B. Falconer	D.D.	Drinks	55.00		2,531.04			
9	Sale – S.S.	SQU			285.68	2,816.72			
10	Sale – S.S.	Cash			214.00	3,030.72			
10	Smith Family	D.D.	BBQ – 08.06.25		105.07	3,135.79			
17	D 21 M. Assoc.	D.D.	Smith Family BBQ		105.00	3,030.79			
25	G. Thornycroft	D.D.	Raffle – S. Family		10.00	3,040.79			
25	A. Graham	D.D.	Raffle – S. Family		10.00	3,050.79			
25	L. Rogers	D.D.	Raffle – S. Family		10.00	3,060.79			
25	A. Churchill	D.D.	Raffle – S. Family		10.00	3,070.79			
25	W.W. Poultry	D.D.	Sausages	199.50		2,871.29			
26	T. Morrison	D.D.	Raffle – S. Family		10.00	2,881.29			
26	Raffle – TCCL	Cash	Raffle - S. Family		106.00	2,987.29			

<b>KARAGI COURT LTD</b>				<b>TAP &amp; GO ACCOUNT</b>		<b>NAB, TUGGERAH</b>			
		<b>Chq</b>	<b>For</b>	<b>Amount</b>	<b>Deposits</b>	<b>Bank</b>	<b>Interest</b>	<b>Donations</b>	<b>Expenses</b>
<b>2025</b>				<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>		<b>\$</b>
<b>JULY 2025</b>						<b>\$ 2,987.29</b>			
5	S. Hart	D.D	Bread	59.83		2,927.46			
5	S. Hart	D.D.	Bread	33.60		2,893.86			
5	B. Falconer	D.D.	Drinks	106.85		2,787.01			
7	Sale – S.S.	SQU			759.97	3,546.98			
7	Sale – S.S.	Cash			433.70	3,980.68			
7	D 21 M. Assoc.	D.D.	TCCL – S. Family Raffle	156.00		3,824.68			

28 May 2025

Proposal

# Lodge Fundraising Assistance

**Freemasons on the Central Coast (FotCC) is a public company governed by the Australian Securities and Investment Commission (ASIC) and Australian Charities and Not-for-profit Commission (AcNc) and its Constitution. Its aim is to promote Freemasonry on the Central Coast through its charitable acts. It aids, on application, various organisations to purchase equipment. Very rarely does it directly provide money.**

The membership of FotCC comprises brethren from within District 21, who represent their individual Lodge. It is the responsibility of the Lodge/District to engage prospective masons.

## **Aim of this Proposal:**

To assist the Lodges/District in allaying costs incurred in raising funds for charitable works (thereby maximising the financial benefit available to recipient organisations).

## **Rules:**

Following the receipt of an application to hold a fundraising event, and its approval, FotCC will assist, providing the following requirements are met:

1. The organisation/s for which funds are being raised must be within the Central Coast Local Government Area.
2. This may be one event or several, with or without a Masonicare application.
3. Each event must be approved in open Lodge/District meeting, signed by the Worshipful Master/DGIW and advertised within the District and where possible, the community.
4. FotCC will meet expenses up to a maximum of one thousand dollars (\$1,000.00) during the financial year 2025/26 (1 July 2025 – 30 June 2026) incurred by any individual Lodge or masonic entity within the District.
5. Reimbursement for expenses incurred will be made following conclusion of the event, upon the production of ABN/tax receipt/s. If the event is cancelled for whatsoever reason, there will be no reimbursement of expenses.
6. A report, including photographs, of the event is to be received by FotCC within one week – suitable for inclusion on the FotCC website and in community media. This is to aid the promotion of Freemasonry and our charitable works within the community. If no suitable report is received, the opportunity to receive future funding may be jeopardised.

**Leigh Pollard**

Vice President **Freemasons on the Central Coast**

## **Appendix H:**

### **Secretarial Roles.**

**1. ASIC – Password Required**

- Trading Name to be updated every 2 years – January 2026
- Ensure that every Director has a Director Identification Number (DIN) – MUST BE OBTAIN BEFORE APPOINTED AS A DIRECTOR.
- Via **auditor** - update directors add / delete / addresses after AGM with 28 days. **Fine applies**

**2. AcNc – Password Required**

The following -

- Responsible Names to be added / deleted
- Addresses must be always correct (within 30 days)
- Add Annual Report when adopted.

**3. Club Grants access: - Password required**

- Required to make application for a years' dates (Meetings at Ourimbah RSL)
- Discuss at May Board Meeting and then make application. Make sure an Annual General Meeting date is added to application.
- Apply when site is opened, for the next years dates (but include the remaining dates in application)

**4. Agenda - available to Directors 21 days before Board Meeting.**

- 1<sup>st</sup> Meeting of the year – all directors must be asked individually – have they gained benefit by way of a commission, bonus, etc. (look at an agenda from January / February) from the previous year.
- From above, all Directors to be asked if they believe KCL can pay their accounts when due.
- With the above 2 points, select 2 or 3 directors from the Finance Committee to sign the auditor's report.

**5. Minutes – must be available to Directors within 28 days of Board Meeting**

- At the end of minutes – Required actions and necessary Director Actions to be taken – SIM cards, payment of storage, state exemption from Stamp duty, etc.

#### 6. **Correspondence:**

- All correspondence (inwards / outwards) ranging from emails to mail, or received invoices
- Often, **YOU** are the main contact person – agenda, arranging functions & informing directors of all events and their attendance
- Arrange dates for attendance of presentations and meetings

#### 7. **Signatures on Bank Accounts / Term Deposits:**

- Banks accounts at Newcastle Permanent (2) and NAB (2)
- Treasurer & secretary plus 2 directors
- It is easier to visit the respective banks with an extract of minutes including who is being added, who is being deleted, access to which accounts, viewing rights and electronic approvals. The members proposed must be identified by the banks in person. Each bank has different identification procedures – obtain forms and the secretary completes **OR** all nominated directors including those who remain visit the bank together

#### 8. **Finance committee:**

- Includes treasurer & secretary plus 1 or 2 members.
- Must be minuted and extract produced for below.
- Via Fortunity (Shaun), open and be verified for signatory on WRAP account (Macquarie)  
Check with Shaun if no valid Australian passport
- Password will be forwarded, etc.

#### 9. **Annual Report & associated printed matter:**

- All members **MUST** receive an Annual Report – available on website **OR by mail. Each member has the right to receive a hard copy of A. R. if requested.**

- **Membership Officer** is to ensure that **all** members are included & the email addresses and residential address are current.  
Particularly, ensure deceased members have been removed  
A5 envelopes have to be addressed to each member (with sender's address)
- Discuss with Directors who will be standing at AGM; number of vacant director positions
- Commence preparation in January
  - Obtain the file;
  - Update
    - Notice of Annual General Meeting;
    - With the following forms - **Subscription, Director's Nomination, & Proxy** PLUS a letter of how to enter **Members Section of website** – the members forget.
    - Newsletter, where possible
    - Arrange printing of documents
    - Must be posted to all members
    - Willingness to remain the solicitor
    - Willingness to remain auditor
    - Arrange a Returning Officer – ensure person is not standing for the Board.
  - Prepare Annual Report
    - List of Donations & total amount donated;
    - Copy Notice of Annual General Meeting
    - Prepare agenda
    - Minutes of previous Annual General Meeting
    - Advise President, Treasurer & Charity Chairman for a written report. Set a deadline
    - Update
      - director's attendance at Board Meeting;
      - Membership list & Life Members
  - Add photos, proof spelling, set headings, check font and font size, update List of Contents, check alignment of sentences
  - Give to Simon for production

- Simon will add to website
- Print copies for President, V. President, Secretary, Treasurer, Solicitor, Auditor plus 4 more (for people who request a hard copy)
- Notice of AGM must be forwarded **21 days CLEAR Working days PLUS 2 days** (to mail & to receive) **PLUS days** if there is a public holiday e.g. Easter (Friday & Monday), ANZAC Day (1 day unless further days are added) e.g. **AGM – 11 April – Must be posted by 7 March** - 21 days plus 2 days for postage & Good Friday & Easter Monday)

**10. Agendas:**

**January / February**

- Motions required –

**v. Director’s Declaration:**

At the end of financial year – 1st January to 31st December, 2023, all directors must signify that they themselves nor their family or any company that they may be directly involved with, have not received any benefit from this company other than expenses for which they are entitled to claim for.

**Recommendation:** *‘In accordance with Subdivision 60.15 of the Australian Charities and Not-for-profits Commission Act 2012, no Director has received any benefit by way of dividend, bonus or other such advantage other than expenses due from the carrying out of their duties.’*

(Each Director is to be asked individually and their answer is to be recorded in the Minutes)

Director’s Name:	Yes / No	Director’s Name:	Yes / No

**Moved:** Chris Matthews      **2nd:** Graeme Ingall

**Carried:** Yes / No

**vi. Responsible Persons’ (Directors) Declaration – per section 60.15 of the Australian Charities and Not-for-profits Commission Regulation 2013**

The responsible persons declare that in the responsible persons' opinion:

- a) there are [are not] reasonable grounds to believe that the registered entity is able to pay all of its debts, as and when they become due and payable; and
- b) the financial statements and notes satisfy [do not satisfy] the requirements of the Australian Charities and Not-for-profits Commission Act 2012.

Signed in accordance with subsection 60.15(2) of the Australian Charities and Not-for-profit Commission Regulation 2013.

Director's Name:	Yes / No	Director's Name:	Yes / No

**vii. Signatories for the Review: Responsible Persons Declaration**

**Recommendation:** 'That Chris Matthews (Treasurer), Graeme Ingall (Secretary) and David Levesque (Director) be the signatories in the Responsible Persons Declaration.'

**Moved:** Chris Matthews      **2nd:** Graeme Ingall

**Carried:** Yes / No

**1<sup>st</sup> Board Meeting after AGM**

- i. Change of Signatories – see above # 7
- ii. Appointment / election Charity Chairman, Membership Officer, Webmaster, Finance Committee (4)
- iii. Finance Committee must be able access Macquarie WRAP account – identification needed to be given to Shane O'Farrell and WRAP contacts the person. To remove oneself from a WRAP account, you must submit a resignation / fail to seek re-election to Board at AGM then confirmed by the Board. Letters – resignation, and acceptance by Board must be produced.

**11. Lastly –**

- You and the President are responsible to ensure that the Constitution is adhered to
- You are responsible to ensure all accounts to be are paid are approved by the Board.  
Can be done by circular motion I.e. forwarded by email and APPROVED by ALL directors. If a director abstains or declines, the payment must be placed before the Board.  
General expenses e.g. Director's Insurance, storage costs, auditor's fees, etc. can be paid without Board approval, as they are normal running expenses.
- Sometimes you need to follow up with the person responsible
- You are the conduit between the **Board and the LAW** (AcNc - Responsible Persons update including contact details, AIS statement to AcNc), ASIC – (Registration of Directors & removal PLUS Trading Name re-registration)
- Ensure that the public perception is maintained

#### **Treasurers Duties:**

The duty of the Treasurer is to ensure that the Company ( Freemasons on the Central Coast) plans to earn sufficient income from Term Deposits and Stocks and shares so that we are able:-

1. Pay our own costs and to see that all Directors and Members are not out of pocket for monies individually spent.
2. Pay for any professional advice and consultants.
3. Make donations to Charities, Organisations or needy persons on the Central Coast.
4. Build the Capital each, and every year.

At the same time ensuring the security of monies already held by the Company.

He should be an integral part of the Finance Committee and hold meetings along with other members of the Committee with Fortunity Wealth Investments.

He should also ensure that according to the constitution that the Company donates 70% of all profits made to the charities or needy persons as recommended by the Charity Committee and endorsed by the Full Board of Directors

Ensure that 20% of all profits is directed to the principal investment and that the remaining 10% is used for expenses incurred by the directors and sundry items.

Keep spread sheets using the IF formula for both Charity and Expense Accounts and prepare them for the Company Auditor by the 2<sup>nd</sup> week in January. The spreadsheet shall contain:-

- a) The income and receipts of all monies
- b) A summary of expenses
- c) A detailed list of all sundries
- d) A statement of all accounts that have been paid
- e) A statement that all donations have been accounted for
- f) Ensure all NAB Accounts are kept up to date

Ensure that The Duties Exemption is kept up to date, also ensure that the Business Insurance and Public Liability is renewed every February.