

Karagi Court Limited

ABN 92 002 044 500

# **BOARD MEETINGS** **2025**

## **Meeting** **Thursday 27 November 2025 @ 7:00 pm** **Dinner – 6:00 pm**

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

### Dates for 2026

Thursday 26 February 2026  
Thursday 23 April 2026 - AGM  
Thursday 28 May 2026  
Thursday 23 July 2026  
Thursday 24 September 2026  
Thursday 26 November 2026

**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 27 November 2025 at 7:00 pm.  
Dinner at 6:00 – - Booked.

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**Agenda**

1. **Welcome:**

2. **Guests:** Invitations have been forwarded to – Rhonda Wilson (ARAFMI); Vivian Andrezza (Narara Community Centre) & Simon Falconer (Soldiers Beach SLS Club)

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?

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5. **Minutes of Board Meeting – Thursday 25 September 2025 at Terrigal Bowling Club:**

**Recommendation:** *‘The Minutes of the Board Meeting (Revised) held at the Gosford Masonic Centre on Thursday 25 September 2025 be accepted.’* (Circulated by email 26.09.2025 to your PCs by A. Mountain)

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

**Carried:** Yes / No

6. **Matters arising from Minutes – 25 September 2025:**

i. **Payments made - :**

26.09.25	<u>Charity Lodge Funding Assistance</u> – TCCL - \$ 1,000.40 – <u>TOTAL</u>
26.09.25	Long Jetty O’50’s - \$ 435.45
07.10.25	D 21 Smith Family Raffle - \$ 800.00

ii. **Clothing – Simon Pierce:**

a. Jackets – Selected = RJ401M design in navy dusk was a favourite at \$209 incl. GST  
Jackets requested have been ordered - A. Mountain, G. Ingall,

**AGENDA – Thursday 27 November 2025 – Gosford Masonic Centre.**

- b. 12 NZ Square & Compasses have been obtained = Cost = \$ 68.00. Badges with Graeme.
- c. Umbrellas – Umbrellas stored with Leigh & Simon.  
D. Levesque to arrange an umbrella to each member. David has the list; Leigh has the umbrellas
- d. Name Badges – B, Falconer & A, Kfoury will be available at next Board Meeting

**iii. Replacement of iPads – Alex Mountain:**

Alex to purchase 6 Laptops with necessary accessories.

**iv. Invitations to Join – David Levesque:**

Nil – Membership updated – 41 members as of 10.11.25

**v. Media releases:**

- Lodge Wyong Tuggerah Lakes Bunnings BBQ – has been forwarded to Simon with pictures.
- Toukley View Club presentation – 12.09.25

**vi. Director’s Positions:**

The Secretary’s and Treasurer’s roles received; still awaiting Charity Chairman’s position.

**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 – 13 July - September 2025:**

**i. November 27 Board Meeting & AGM 23 April 2026 – Graeme Ingall:**

To be held at Gosford Masonic Centre - confirmed by John Rogers.

**ii. Board Meeting Dates at Terrigal Bowling Club – Graeme Ingall:**

Have been confirmed – listed on Face Page.

**iii. CC Bulldogs Presentation - 18.10.25:**

Graeme attended

**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:

11.09.25	S. Farrell	Portfolio Review Documents – 03.09.25
14.09.25	B. Falconer	Lodge Fundraising application
16.09.25	A. Parrey	Invitation to Brisbania P.S. – Tuesday 9 December
18.09.25	R. Burgess	Review of Portfolio Documents
18.09.25	NSW Gov	Invitation to Digital Marketing Webinar
19.09.25	L. Pollard	Review of Lodge Fundraising application
19.09.25	C. Matthews	Newspaper review
22.09.25	S. Pierce	Adjustment of web presentation
25.09.25	Macquarie Wrap	Tax report
26.09.25	L. Pollard	Review of Lodge Fundraising application
27.09.25	J. Scicluna	Thanks for donation, installation of water pump & pictures
29.09.25	J. Rogers	Confirmation of dates with GMC
29.0.25	S. Pierce	Name badges – b. Falconer & A. Kfoury replied
30.09.25	S. Pierce	Redraft of community lottery ticket
30.09.25	B. Flynn	Acknowledging receipt of application form
30.09.25	C. Matthews	Request for teardrops
01.10.25	A. Coolli	Application from Berkeley Vale N. C.
01.10.25	L. Pollard	Lodge Fundraising application from TCCL – A. Mountain
01.10.25	L. Pollard	Lodge Fundraising application from LWTL – B. Falconer
02.10.25	L. Pollard	Lodge Fundraising application forwarded to DGIW
02.10.25	L. Pollard	Approval has been received D 21 Fundraising application
02.10.25	L. Pollard	Acceptance of ticket design by Directors
07.10.25	S. Pierce	Request to Directors for coat sizes
07.10.25	R. Burgess	Record of Advice – 03.10.25
07.10.25	R. Burgess	Macquarie Wrap Term deposit
07.10.25	R. Burgess	AMM Term deposit
10.10.25	P. Gill	Payment of invoice 7405
15.10.25	S. Pierce	Last chance to order your jacket
15.10.25	L. Pollard	Application from D 21 Fundraising
17.10.25	R. Burgess	Confirmation of record of Advice
19.10.25	B. Falconer	Receipts from Lodge WTL Bunnings BBQ
19.10.25	B. Falconer	Pictures of banners at Soldiers Beach SLS Club
20.10.25	S. Pierce	Recommend purchase of teardrop banners for Soldiers Beach
21.10.25	I. Todd	Purchased the NZ S&C pins
23.10.25	R. Burgess	Reconciliation of income received – December payment
23.10.25	B. Falconer	Actual cost Bunnings BBQ, Tuggerah
23.10.25	S. Pierce	Drafting media release
28.10.25	L. Churchill	Application from CCKIN
28.10.25	N. Clark	Application from CC Bulldogs
28.10.25	S. Williams	Crazy Domains has closed. Transitioned to Titan Mail
31.10.25	N. Clark	Any suggestions for joint fundraising
02.11.25	L. Pollard	Recommendation for approval from Soldiers Beach application
02.11.25	L. Pollard	Recommend payment to LWTL = \$ 1,000.00

## AGENDA – Thursday 27 November 2025 – Gosford Masonic Centre.

02.11.25	L. Pollard	Recommended invitees to Board Meeting – 27.11.25
03.11.25	P. Gill	Payment of Invoice - 7405
06.11.25	S. Farrell	Record of Advice – dated 03 October
06.11.25	S. Pierce	Advise asap re invitations to members and TCCL brethren
06.11.25	R. Burgess	Follow-up on Record of Advice

### Mail:

#### Smith Family:

Birthday cards

#### NAB:

Monthly statements – to C. Matthews.

#### Macquarie Wrap:

Statements

### Outwards:

11.09.25	N. Clark	Names attending CC Bulldogs presentation
11.09.25	M. Hyslop	Numbers attending Raising of the Flags ceremony
11.09.25	S. Farrell	Automatic approval io Portfolio changes
11.09.25	Directors	Portfolio Review Documents
12.09.25	Directors	Agenda - 25.09.25 & Minutes – 24.07.25
12.09.25	Directors	Membership List
17.09.25	Directors	LWTL – Bunnings Fundraising Application
19.09.25	Directors	NSW Digital Marketing webinar
22.09.25	S. Pierce	Adjustments to 'All in Blue'
23.09.25	Directors	Reminder of 'Flag Raising Ceremony'
23.09.25	M. Hyslop	Numbers attending on 27.09.25
27.09.25	J. Rogers	Booking GMC for Thursday 27/11 & 23/04/26 - AGM
28.09.25	J. Scicluna	Thanks for the pictures
28.09.25	B. Flynn	Requested an application form
28.09.25	Directors	Draft of Community Lottery ticket
29.09.25	J. Rogers	Thanks
29.09.25	Directors	Arranged with I. Todd for 12 NZ S&C
30.09.25	Directors	Draft of Community lottery ticket
01.10.25	Directors	Final draft of community lottery ticket
03.10.25	A. Mountain	Update of discussions
04.10.25	Directors	Update of progress
06.10.25	I. Todd	Confirming order NZ S&C
08.10.25	C. Matthews	Delivered approved draft to Wand Printing
13.10.25	C. Matthews	Invoice from APM Graphics – Badges = \$ 67.94
15.10.25	L. Pollard	Approved to the payment of \$ 1,000.00
15.10.25	S. Pierce	Jacket
28.10.25	Directors	CC Bulldogs application
02.11.25		Acceptance of invitation tom Brisbania P.S. – Tuesday 09/12
03.11.25	Directors	CCKIN application
04.11.25		Emails forwarded to – S. Falconer, R. Wilson, V. Andrezza & P. Blundell
04.11.25	Advice of above to – A. Mountain, S. Pierce & L. Pollard	
04.11.25	P. Gill	Payment made
05.11.25	P. Blundell	Thanks but unable to attend

AGENDA – Thursday 27 November 2025 – Gosford Masonic Centre.

**Mail:** 2 Applications – CCKIN & The Entrance NC

**Recommendation:** *‘That the correspondence from 13 July to 11 November 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 2 July to 11 November 2025:**

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

<b><u>Date:</u></b>	<b><u>Chq No.:</u></b>	<b><u>To Whom:</u></b>	<b><u>Amount: \$</u></b>
26.09.25	Oska	D. Levesque – Director’s Expenses	152.40
26.09.25	Oska	G. Ingall – Director’s Expenses	568.29
26.09.25	Oska	C. Matthews – Director’s Expenses	594.00
26.09.25	Oska	B. Falconer – Director’s Expenses	213.60
26.09.25	Oska	S. Pierce – Board Meeting	90.00
26.09.25	Oska	A. Kfoury – Board Meeting	78.00
26.09.25	Oska	D. Levesque – Board Meeting	83.00
26.09.25	Oska	G. Ingall – Board Meeting	83.00
26.09.25	Oska	C. Matthews – Board Meeting	35.00
26.09.25	Oska	B. Falconer – Board Meeting	107.00
26.09.25	Oska	L. Pollard – Board Meeting	59.00
26.09.25	Oska	A. Mountain – Board Meeting	83.00
03.11.25	Oska	APM Graphics – Badges	74.73
04.11.25	Oska	G&J Kearne – coats & Shirts	1,436.60

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

<b><u>Date:</u></b>	<b><u>Method:</u></b>	<b><u>To Whom:</u></b>	<b><u>Amount: \$</u></b>
09.09.25	Oska	CC SLS – Sponsorship	6,841.40
26.09.25	Oska	TCCL – Lodge Fundraising	39.32
26.09.25	Oska	Long Jetty ’50 – Headset microphones	435.45
26.09.25	Trans	Expense Account	4,000.00

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

18.05.25	3.95%	Matures – 1 April 2026	\$ 51,268.84
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**Appendix E - Holding Account: 082-356 30-167-5247 (NAB)**

08.09.25			\$ 100.53
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**Appendix F - Tap & Go Account: 082-356 30-144-0974 (NAB)**

Date	Method:	To whom:	Amount: \$
06.10.25	Oska	S. Hart – Bread	49.20
06.10.25	Oska	T. Williams – Lodge WTL	100.00
06.10.25	Oska	B. Falconer	106.50
06.10.25	Oska	C. Cameron – Drinks	142.50
30.10.25	Oska	Lodge WTL – Bunnings	3,548.90
03.11.25	Oska	B. Falconer – Drinks	45.00
03.11.25	Oska	S. Hart -Bread	132.95
03.11.25	Oska	D. Young – Sausages	249.69

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

11.11.2025 – Expense Account – 650-000 9881 82800 – Balance = \$ 3,182.79

11.11.2025 – Charity Account – 650-000 9861 17706 – Balance = \$ 44,603.20

11.11.2025 – Term Deposit – 650-000 566 937 409 Balance = \$ 51,951.28

**Matures = 01.04.26**

11.11.2025 – Holding Account – 082-356 30-167-5247 Balance = \$ 100.53

11.11.2025 – Tap & Go Account – 082-356 30-144-0974 Balance = \$ 4,724.23

**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:**

<u>Name:</u>	<u>Amount: (\$)</u>
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. **Current Allocated Expenditure - 2025:**

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

**Date** – Saturday 21 February, 2026 - 2 tables of 10 (20) have been secured.

**Names at November Meeting:** with Mail Chimp to members for remaining tickets.

**Cost:** 1 Race with table = \$ 1,700.00 - \$ 200.00 (dep -23.05.25)  
1 Table = \$ 1,500.00 - \$ 200.00 (dep of table ONLY – 15.07.25)  
**TOTAL** = \$ 2,800.00 \$ 3,200.00 minus deposit (\$ 400.00)

b. **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 2 Tables of 10 (20 persons)

**Names for November meeting;** with Mail Chimp to members for remaining tickets

**Cost:** \$ 4,000.00 - yet to be purchased

c. **Smith Family – Chris Matthews:**

We provide 10 x \$ 100 Christmas Gift Vouchers. Cost = \$ 1,000.00. Money is transferred to Smith Family and they forward each student a gift voucher.

**Cost:** \$ 1,000.00

d. **Brisbania Public School – Graeme Ingall:**

We provide 2 x \$ 100 vouchers for 2 students in Year 5, commencing Year 6 in 2026. Will be presented at the School Assembly on Tuesday 7 December @ 9:15 am.

**Cost:** \$ 200 plus purchase cost from Erina Fair.

e. **Lodge Fund-raising Assistance – Business with a heart - TCCL - Alec Mountain:**

Approved assistance upon receipt of receipts.

**Cost:** \$ 1,000.00

f. **Lodge Fund-raising Assistance – CCKIN - LWTL – Ben Falconer:**

Approved assistance upon receipt of receipts = Saturday 18 October.

**Cost:** \$ 1,000.00

**g. Lodge Fund-raising Assistance – District 21:**

Approved assistance upon receipt of receipts – Sunday 30 November.

**Cost:    \$ 1,000.00**

**h. Soldier’s Beach Surf Life-saving Club - Leigh Pollard:**

Approved ?

**Cost:    \$ 7,250.00**

**TOTAL = \$ 18,270.00**

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

**a. Central Coast Kids In Need – L. Pollard:**

<u>Equipment:</u>	<u>Cost ea. (\$):</u>	<u>TOTAL (\$):</u>	<u>Donation Request (\$)</u>
Born to Live programme			\$ 10,000.00
GST – N/A			
			\$ 10,000.00

**Lorraine Churchill** – 0428 326 284      [lorraine@cckin.com.au](mailto:lorraine@cckin.com.au)

**Quotes** – No

**Disclaimer Form** – Yes

**Summary of accompanying letter** – Request for \$ 10,000.00 to assist children and their parents in their time of need.

**b. Central Coast Bulldogs - Leigh Pollard:**

<u>Equipment:</u>	<u>Cost ea. (\$):</u>	<u>TOTAL (\$):</u>	<u>Donation Request (\$)</u>
Jerseys & Polo Shirts (50)		\$ 435.44	\$ 4,350.00
GST –			435.00
			\$ 4,785.00

**Nathan Clark** – 0422 398 778      [nathan.clark81@yahoo.com](mailto:nathan.clark81@yahoo.com)

**Quotes** – Yes (1)

**Disclaimer Form** – Yes

**c. Berkeley Vale Neighbourhood Centre - Leigh Pollard:**

<u>Equipment:</u>	<u>Cost ea. (\$):</u>	<u>TOTAL (\$):</u>	<u>Donation Request (\$)</u>
Laptops & Mobile phone			\$ 3081.00
			\$ 3,081.00

**Ang Cooli** – 02 4388 5801      [angela.wilkins@bvnc.org.au](mailto:angela.wilkins@bvnc.org.au)

**Quotes** – Yes (1)

**Disclaimer Form** – Yes

**d. The Entrance Neighbourhood Centre Inc – Leigh pollard:**

<u>Equipment:</u>	<u>Cost ea. (\$):</u>	<u>TOTAL (\$):</u>	<u>Donation Request (\$)</u>
Computer (1)	906.36		\$ 906.36
		GST	\$ 90.64
			\$ 906.36

**Rosslyn Smith** – 02 4332 4545      [theentrance.inc@gmail.com](mailto:theentrance.inc@gmail.com)

**Quotes** – Yes (3)                      **Disclaimer Form** – Yes

**e. Events:**

**Saturday 15.11.25**      **TCCL BBQ, West Gosford –**                      **7:30 – 17:00**

A. Mountain; S. Pierce; G. Ingall;

**Friday 16.01.26**              **Rookies Carnival, Avoca Beach**                      **14:00 – 17:00**

B. Falconer; G. Ingall; S. Pierce;

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

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

**Carried:**      Yes / No

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

**a.** Media releases have been added to website.

**b.** Crazy Domain has closed. Mail has been transferred to **Titan Mail**.

See email dated 28.10.25 from Shanae Williams

**D. Membership – David Levesque:**

Membership has been adjusted - 40 as of 11.11.25

Check member’s email and residential address as letters and emails need to be forward in February 2026

**11. General Business:**

**i. New Members:**

**Motion:**      ***“That ‘Invitation to Join’ be forwarded to the following persons (5) -***

AGENDA – Thursday 27 November 2025 – Gosford Masonic Centre.

a. \_\_\_\_\_ b. \_\_\_\_\_

c. \_\_\_\_\_ d. \_\_\_\_\_

e. \_\_\_\_\_

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

**Carried:** Yes / No

ii. **Purchase of teardrop banners for Soldiers Beach – S. Pierce**

iii. **Possible donations to other organisations – A. Kfoury See email dated 29.10.25**

iv. **Problem with Bunnings BBQ – Graeme Ingall:**

a. Bunnings will only deal with organisations who are charities.

b. A. Mountain applied for a BBQ, West Gosford for ARAFMI hence FoCC has been allocated West Gosford Bunnings.

c. B. Falconer applied for BBQ, Tuggerah it was approved but now, approval has been withdrawn because of our 1<sup>st</sup> BBQ at West Gosford.

**Suggestion:**

e. 11.11.25 contacted AcNc (132262) and was advised that KCL can apply for 2 sub-entities – one for Gosford and the other at Wyong.

f. The Constitution and Directors remain the same. (Need to check Constitution with A. Thompson and possibly Mr Peter Kernan of Aubrey Brown Lawyers). *I am not sure whether the Board can make the decision or it must be placed before an AGM or Extra Ordinary GM.*

g. We can apply for 2 separate ABN's – at Gosford and at Wyong. This is done through the Australian Business Register (ABR) – (139226).

h. Then register Gosford and Wyong as sub-entities with DGT status.

i. Auditing can be separate entities (3) OR it can be done as one, with a circular graph outlining the spending, with list of organisations donated to, in the Annual Report.

**Result:**

j. **If the above was possible**, it would allow any Masonic Order to operate at West Gosford and any Masonic Order to operate at Tuggerah.

v. **Discussion regarding positions held by Directors – Secretary / Treasurer:**

See **Appendix H (p. 24)**

vi. **2025 Annual Report – Graeme Ingall:**

Reports from President or Vice-President, Treasurer and Charity Chairperson by 31.01.2026

vii. **Director's Positions for 2026 – 2027:**

viii. **Any further General Business:**

**AGENDA - Thursday 27 November 2025 - Gosford Masonic Centre.**

12. Meeting closed at                      pm.
13. Next Board Meeting – Thursday 27 November Terrigal Bowling Club at 7:00 pm.  
Dinner at 6:00 pm.

**Graeme Ingall  
Secretary / Director  
11 November 2025**

**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 2026</b>	<b>Renew - <a href="http://www.freemasonsonthecentralcoast.com.au">www.freemasonsonthecentralcoast.com.au</a> – S. Williams</b>
<b>04 Dec 2026</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 2026</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 Ingal (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	

<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>July 2025</b>								<b>\$ 3,971.99</b>	
10	B. Flynn	D.D.	Join & Subs				10.00	3,981.99	
24	D. Levesque	Oska	New Account		1.00			3,980.99	
26	A. Kfoury	Oska	Board Meeting		54.00			3,926.99	
26	L. Pollard	Oska	Board Meeting		77.00			3,849.99	
26	D. Levesque	Oska	Board Meeting		90.00			3,759.99	
26	S. Pierce	Oska	Board Meeting		74.00			3,685.99	
26	A. Mountain	Oska	Board Meeting		50.00			3,635.99	
26	G. Ingall	Oska	Board Meeting		40.00			3,595.99	
26	B. Falconer	Oska	Board Meeting		122.00			3,473.99	
26	C. Matthews	Oska	Board Meeting		35.00			3,438.99	
26	A. Mountain	Oska	Director's Expenses		60.00			3,378.99	
26	B. Falconer	Oska	Director's Expenses		132.00			3,246.99	
26	G. Ingall	Oska	Director's Expenses		65.60			3,181.39	
26	D. Levesque	Oska	Director's Expenses		128.40			3,052.99	
26	C. Matthews	Oska	Director's Expenses		442.06			2,610.93	
<b>August 2025</b>								<b>\$ 2,610.93</b>	
4	Transfer	Oska	Charity Account				5,000.00	7,610.93	
4	S. Williams	Oska	Website		810.55			6,809.38	
7	G&J Kearne	Oska	Umbrellas		3,695.00			3,124.38	
11	APM Graphics	Oska	Software – Facebook Feed		115.45			3,008.93	
<b>September 2025</b>								<b>\$ 3,008.93</b>	
9	C. Matthews	Oska	Ties		178.52			2,830.41	
10	S. Butler	Cash	Subs				5.00	2,835.41	
26	D. Levesque	Oska	Director's Expenses		152.40			2,683.01	
26	G. Ingall	Oska	Director's Expenses		568.29			2,114.72	
26	C. Matthews	Oska	Director's Expenses		594.00			1,520.72	

<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>September 2025 (Cont)</b>								<b>\$ 1,520.72</b>	
26	B. Falconer	Oska	Director's Expenses		213.60			1,307.12	
26	S. Pierce	Oska	Board Meeting		90.00			1,217.12	
26	A. Kfoury	Oska	Board Meeting		78.00			1,139.12	
26	D. Levesque	Oska	Board Meeting		83.00			1,056.12	
26	G. Ingall	Oska	Board Meeting		83.00			973.12	
26	C. Matthews	Oska	Board Meeting		35.00			938.12	
26	B. Falconer	Oska	Board Meeting		107.00			831.12	
26	L. Pollard	Oska	Board Meeting		59.00			772.12	
26	A. Mountain	Oska	Board Meeting		83.00			689.12	
26	Transfer	Oska	Charity Account				4,000.00	4,689.12	
30	J. Cooper	Oska	Subs				5.00	4,694.12	
<b>October 2025</b>								<b>\$ 4,694.122</b>	
<b>November 2025</b>								<b>\$ 4,694.12</b>	
3	APM Graphics	Oska	Name Badges		74.73			4,619.39	
4	G&J Keane	Oska	Shirts & Jackets		1,436.60			3,182.79	

**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	33.47		
<b>April 2025</b>						<b>\$ 60,659.81</b>			
4	Transfer		Expense Account	6,000.00		54,659.81			6,000.00
12	Shirley Shuttle	CHQ	Fuel Costs	7,500.00		47,159.81		7,500.00	
30	Interest				29.12	47,188.93	29.12		
<b>May 2025</b>						<b>\$ 47,188.93</b>			
14	Transfer	D.D.	Macquarie Wrap		36,525.88	83,714.81	36,525.88		
23	CCKIN	Oska	Race Day, Wyong	200.00		83,514.81		200.00	
23	Transfer	Oska	Expense Account	4,000.00		79,514.81			4,000.00
26	Transfer	Oska	Expense Account – G. Cards	211.80		79,303.01		211.80	
31	Interest				34.89	79,334.90	34.89		
<b>June 2025</b>						<b>\$ 79,334.90</b>			
24	Good Guys	BPay	B. Vale N. Centre - Freezer	983.00		78,354.90		983.00	
25	S&K Industries	Oska	Water Pump	1,708.18		76,646.72		1,708.18	
30	Interest				25.90	76,672.62	25.90		

<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>July 2025</b>						<b>\$ 76,672.62</b>			
1	G. Sub. Branch	Oska	2 Laptops & Printer	4,255.20		72,417.42		4,255.20	
15	CCKIN	Oska	2 <sup>nd</sup> table Race Day	200.00		72,217.42		200.00	
26	TCCL	Oska	Ass. – Bunnings - Sausages	456.00		71,761.42		* 456.00	
31	TCCL	Oska	Exp. Ass. - Bunnings - Drinks	412.82		71,349.00		* 412.82	
31	C. Matthews	Oska	Feed the Need – 05/09/25	910.34		70,438.92		910.34	
31	JB-Hi Fi	Oska	Narara C Centre - TV	4,870.91		65,568.01		4,870.91	
31	Interest				24.47	65,592.48	24.47		
<b>August 2025</b>						<b>\$ 65,592.48</b>			
4	Transfer	Oska	Expense Account	5,000.00		60,592.48			5,000.00
13	TCCL	Oska	Exp. Ass. – Bunnings - Bread	92.26		60,500.22		92.26	
13	Narara C. Hall	Oska	Install costs – TV	1,970.00		58,530.22		1,970.00	
19	Transfer	D.D.	Macquarie Wrap		39,545.96	98,076.18	39,545.96		
31	Interest				16.82	98,093.00	16.82		
<b>September 2025</b>						<b>\$ 98,093.00</b>			
8	CC SLS	Oska	Sponsorship	50,000.00		48,093.00		50,000.00	
9	CC SLS	Oska	Sponsorship – Remainder	6,841.40		41,251.60		6,841.40	
26	TCCL	Oska	Bunning - Fundraising	39.32		41,212.28		39.32	
26	Long Jetty '50	Oska	Headset microphones	435.45		40,776.83			
26	Transfer	Oska	Expense Account	4,000.00		36,776.83			
30	Interest				6.66	36,783.49	6.66		
<b>October 2025</b>						<b>\$ 36,783.49</b>			
7	D 21	Oska	S. Family – Travel Voucher	800.00		35,983.49		800.00	
29	ATO	D.D.	Refund franking credits		8,615.00	44,598.49			
31	Interest				4.71	44,603.20			
<b>November 2025</b>						<b>\$ 44,603.20</b>			

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

18.05.25		3.95%	Matures – 18 September 2025	\$ 51,268.84
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<b>KARAGI COURT LTD</b>				<b>HOLDING 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>January 2025</b>									
						\$ 970.53			
<b>February 2025</b>									
						\$ 970.53			
<b>March 2025</b>									
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>August 2025</b>									
						\$ 100.53			
<b>September 2025</b>									
						\$ 100.53			
<b>October 2025</b>									
						\$ 100.53			
<b>November 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	Narara Trains		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	Narara Trains		248.10	1,653.29			
3	Sale – S.S.	Cash	Narara Trains		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	Narara Trains		541.30	2,667.14			
5	Sale – S.S.	Cash	Narara Trains		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	Narara Trains		285.68	2,816.72			
10	Sale – S.S.	Cash	Narara Trains		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	Narara Trains		759.97	3,546.98			
7	Sale – S.S.	Cash	Narara Trains		433.70	3,980.68			
7	D 21 M. Assoc.	D.D.	TCCL – S. Family Raffle	156.00		3,824.68			
15	Masonicare	D.D.	Smith Family	3,000.00		824.68			
18	Square	D.D.	Refund		5.00	829.68			
28	Square	D.D.	TCCL - Installation		215.16	1,044.84			
28	W.W. Poultry	D.D.	Sausages	256.50		788.34			
<b>August 2025</b>						<b>\$ 788.34</b>			
11	Square	D.D.	Refund		0.98	789.32			
11	Square	D.D.	TCCL – Bunnings BBQ		2,431.46	3,220.78			
14	TCCL	Cash	Raffle at Installation		1,047.60	4,268.38			
15	TCCL	D.D.	Installation Dinner	80.00		4,188.38			
22	Square	D.D.	LWTL – DGIW		20.01	4,208.39			
25	LWTL – DGIW	D.D.	LWTL - Dinner	20.00		4,188.39			
<b>September 2025</b>						<b>\$ 4,188.39</b>			
4	W.W. Poultry	D.D.	Sausages	256.50		3,931.89			
4	LWTL – DGIW	D.D.	LWTL – Dinner	20.00		3,911.89	• Double Payment		
8	Sale – S.S.	SQU	Narara Trains		432.72	4,344.61			
8	Sale – S.S.	Cash	Narara Trains		524.40	4,869.01			
8	B. Falconer	D.D.	Drinks	104.95		4,764.06			
8	S. Hart	D.D.	Bread / Sausages	156.31		4,607.75			
29		SQU			125.08	4,732.83			
<b>October 2025</b>						<b>\$ 4,732.83</b>			
6	Sale – S.S.	SQU	Narara Trains		290.19	5,023.02			

<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>October 2025 (cont)</b>						<b>\$ 5,023.02</b>			
6	S. Hart	Oska	Bread	49.20		4,973.82			
6	T. Williams	Oska	L. Wyong Tuggerah Lakes	100.00		4,873.82			
6	B. Falconer	Oska	Drinks	106.50		4,767.32			
6	C. Cameron	Oska	Drinks	142.50		4,624.82			
7	Sale – S.S.	Cash	Narara Trains		325.00	4,949.82			
20	Bunnings	SQU	L. Wyong Tuggerah Lakes		2,054.35	7,004.17			
20	Bunnings	Cash	L. Wyong Tuggerah Lakes		1,494.55	8,498.72			
30	L. WT Lakes	Oska	Bunnings takings	3,548.90		4,949.82			
<b>November 2025</b>						<b>\$ 4,949.82</b>			
3	Sale – S.S.	SQU	Narara Trains		103.05	5,052.87			
3	Sale – S.S.	Cash	Narara Trains		99.00	5,151.87			
3	B. Falconer	Oska	Drinks	45.00		5,106.87			
3	S. Hart	Oska	Bread	132.95		4,973.92			
3	D. Young	Oska	Sausages	249.69		4,724.23			

## Appendix G:

### Secretarial Roles.

1. **ASIC** – Password Required - apply
  - 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.
  - All new Director to complete Director’s Personal Information – must be completed within 21 days giving the secretary 9 days to lodge with Auditor and update AcNc responsible persons register
  - Via **auditor** - update directors add / delete / addresses after AGM with 28 days. **Fine applies**
  
2. **AcNc** – Password Required - apply  
The following -
  - Responsible Names to be added / deleted
  - Addresses must be always correct (within 30 days)
  - Add Annual Report when adopted.
  
3. **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.
  
4. **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.

## 5. **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

## 6. **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

## 7. **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.

## 8. **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 must 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)

9. **Agendas:**

**January / February**

- Motions required –

**i. Director’s Declaration:**

At the end of financial year – 1st January to 31st December, 202?, 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

**ii. 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

**iii. 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

**1st Board Meeting after AGM**

- i. Change of Signatories – see above # 6 & 7
- ii. Appointment / election Charity Chairman, Membership Officer, Webmaster, Finance Committee (4) - current
- 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.

**10. 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