

Canberra and District Rugby League



REFEREES ASSOCIATION

2006

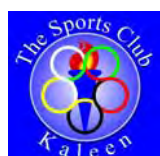
68TH ANNUAL REPORT

(PUBLISHED JANUARY 2007)

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BOARD OF MANAGEMENT 2006

President
David Adams

Vice President
Peter Castle

Secretary
Chris Nightingale

Assistant Secretary (On-Field Management)
Ray Whitehead

Assistant Secretary (Administration)
Dominic Feenan

Treasurer
Nathan Hill

Member, CRJRL Board of Management
Chris Nightingale

Director of Referees
Noel Bissett

Deputy Director of Referees
Peter Castle

Accreditation Coordinator
Rob Carmody

DELEGATES

NSWRLRA : Glynn Henderson

Honorary Auditors
Robert Moore, Garth Taylor

Senior Appointments Board : Noel Bissett, David Cook, Geoff Milczuk
Junior Appointments Board : Peter Castle, Neville Harradine, Ray Whitehead, Rob Carmody
Schools Coordinator : Bill Lane

PRESIDENT'S REPORT

Members & interested parties it is with pleasure that I present the Presidents report for 2006.

We have again had a fine year as an Association with our members performing strongly & maintaining our reputation here locally and further a field. From the NRL all the way down to the U6's in the parks around Canberra on a Sunday morning our Association continues to provide referees of a high calibre & we have enjoyed another year of milestones and grand achievements.

Late in 2005 the Board decided that we needed a different approach to getting our season off and running and so the idea of a pre season camp was put forward with a view to mixing official business, some interesting activities & some socializing. The idea of team building and bonding by combining fun & hard work appealed & while the idea isn't new with these 'camps' being conducted in the past we hadn't had one for a very long time. We also decided under the new arrangements in the constitution that we would conduct the AGM at this camp so at Birrigai about 20k from Tuggeranong on a weekend in March starting on a Friday night & finishing on the Saturday afternoon we had a very successful camp attended by about 35 of our members. There were a few teething problems that will be sorted out and we can look forward to another camp next year.

Against the back drop of declining active numbers & increasing participation levels in this district especially in the juniors many questions were asked of not only our appointment boards but of our development schemes. The double edged sword of having talented referees in our Association as a result of these schemes means they are for long periods of the season not available for appointments locally as their talents are recognized in Sydney & they are furthering their careers up there, & this leaves opportunities to our younger less experienced members & it is a credit to them that they are taking these opportunities with both hands & performing strongly.

The members officiating in Sydney have again done themselves & our Association proud with two of our members appointed to Semi finals in the Junior Reps with Nathan Hill refereeing Finals & Dom Feenan being appointed to the Harold Mathews grand final as a sideline official, well done to you both. Also we had a momentous occasion mid season to have only our second member appointed to referee a 1st grade game in Sydney with Ben Cummins going on to referee 10 more NRL games in 2006 & gaining wide spread praise in the media for his quite obvious talents. It had been a 20 year wait & we were all very pleased for Ben this being the end result of years of hard work & a life changing decision to uproot his family & move to Sydney to better his chances of achieving his goals.

It is not an easy thing to do & here in lies a dilemma that referees in this district now & in the seasons to come may have to face. You may recall in my report last year I eluded to pending changes to the system that guides referees from the districts to the NRL & this year just past was the first in which the development & coaching of referees in the NSWRLRA graded squad came under the direct control of Robert Finch & the NRL. The change that will affect this district more

then others was the increased time commitment asked of current members in the squad & therefore any new referees joining this squad. In an effort to mirror as much as possible the demanding regime that NRL referees go through the tier underneath now train twice a week in the evenings & in the actual season a third night of video coaching & de briefing weekend performances however during the season it was decided by the coaching staff that for Canberra officials the video coaching night & one other training night was sufficient.

The difficulties a potential new member to grade from Canberra faces is the prospect that if he or she wishes to make it to the NRL then they would have to be prepared to give up a considerable amount of their time including work time to pursue this in the lower tier before being considered for the NRL squad & being optimistic about one's chances & ability this could still take years. Members from this district are often praised for the extra effort we make in our involvement in refereeing in Sydney but this is a far greater ask of what we have had to do in the past if we wish to progress through the ranks. Ben Cummins decided that it would be too taxing to attempt to reach the NRL based down here & while everyone's situation is different this is something our members further down the track will have to consider because now refereeing rugby league is not only a part time pursuit but a fulltime job & how many of us would like to dream that something we consider one of the most enjoyable things we do could be our occupation.

I would like to sincerely thank our sponsors Canberra Milk, the Braddon Club, the Kaleen Sports Club & ActewAGL for their ongoing support for we are very fortunate to have such great backers. We look forward to continuing our strong relationships in 2007 & beyond.

I would also like to thank the Canberra Raiders for their support which we count on & they have never let us down.

I would like to thank the members of the Board for their hard work this season, a lot of time is spent looking after the Associations affairs & I'd hope that our membership appreciates this, its easy to say 'its their job', but how many would be prepared to take on some of these difficult time consuming jobs for the betterment of everyone.

To Noel & Peter & your advisory boards thank you for your work in 2006 and the above statement applies here too. And to our trainer Glynn 'Plastic' Henderson thank you for whipping us into shape physically & preparing us for what was a long arduous season.

And finally I would like to wish you all a safe happy Christmas & New Year & I hope to see you all next year

David Adams
President

SECRETARY'S REPORT

It is my pleasure to submit the Secretary's Report for 2006.

Firstly I would like to congratulate Neville (Chiefy) Harradine with receiving Life Membership in 2006. He is everywhere during the season. Neville attends training as a member of the Junior Appointments Board, assists in the appointments process and when the weekend arrives, you could find him on a Friday night at the Under 16's games, then numerous grounds over the weekend giving encouragement and advice to members at both Senior and Junior games.

SPONSORSHIP

The Association has again been very fortunate to have such great organisations as Capitol Chilled Food (Canberra Milk), The Braddon Club, ActewAGL and The Sports Club Kaleen being involved with sponsorship. The Canberra District Rugby League (Canberra Raiders) and New South Wales Rugby League Referees Association also contribute towards the sponsorship of our Association. This allows us to develop new talent and continue with a high standard of refereeing on the paddock where it matters to players and spectators. Our future years look very bright with the support of these organisations.

ADMINISTRATION & FINANCE

Personally I felt that we hit a bit of a speed hump in 2006. Things didn't go as well as we expected with producing appointment reports to members, submission of match invoices to the League and finalising end of year match payments. There were a number of compounding events that contributed to this and we have already identified a number of weaknesses and commenced to put in place solutions to ensure that 2007 meets YOUR expectations. I've spoken to a number of General Members and Board Members and all agree we need to get back to the basics and get back on track.

A number of the recommendations made by the Audit Committee will actually put back into place some procedures that operated several years ago. It is also imperative that when reports are produced they are checked and submitted in a timely fashion. We need a commitment from all parties, i.e. The Board will make a commitment to produce & distribute reports to the members and submit invoices to the League for early payment. From a member's perspective we require you to keep us informed of any changes or errors with appointments, travel arrangements, gear and financial matters, and not leave it until after the transactions are finalised for the year. More importantly we need to let the membership know what these procedures will be and give regular reports to you whether we are meeting these targets.

A Budgeting & Planning day has already been organised for the new Board for the 2007 season and it is from this meeting that we will produce the procedures referred to above.

On the positive side we have a very good relationship with the various League bodies, and local Clubs. We have shown throughout the year that our members

provide a high standard on the field and our members are also maintaining a high level of professionalism off the field.

I would also like to thank all the Board Members for their commitment and dedication throughout the year. In addition to our Board Members, a big thank you to Karen Ebsworth and Julie Parker at CRJRL who assisted with changing game times and producing the competition draws that mostly fitted in with our ever decreasing numbers. The support given by Simon Hawkins at the Raiders is also invaluable. Damien Kennedy (ARL Foundation - Schools) and Dave Hamilton (Raiders Development Officer) both made life easier for our members with their organisation of school games and trials.

OUTSTANDING ACHIEVEMENTS BY MEMBERS

There were many outstanding achievements by members, whether it was refereeing your first Junior League Grand Final, attaining the goals you set yourself at the beginning of the year or continuing to be involved in the greatest game of all. If I was to pick one member who has achieved so much in one year, it would have to be Ben Cummins. Ben broke through into the NRL centres this year and never looked back. He refereed an International in Papua New Guinea and participated as a touch judge during the Tri-Nations Series. Ben is an example to our younger members of the career path that is in front of them. In addition to this we also have a large number of members involved in Grade and Junior Rep football with the NSWRL. I would also like to thank the NSWRL Referees Assn for their assistance throughout the year, both financially and administratively.

SCHOOLS RUGBY LEAGUE

Bill Lane in 2006 set a very high standard with fulfilling all appointments. The number of schools and players participating increased from the 2005 year and in Bill's usual manner he coerced enough members to assist at all games. I believe that 2007 will be bigger and better.

RECRUITMENT

Recruitment is still one area we need to improve on. Last year was probably the highest recruitment we have experienced for a number of years. 19 people ranging in age from 14 years to 54 years completed the Referees course and 17 were active throughout the year. Even with these additional numbers we struggled every week to cover all games in the region. We will need to recruit a similar number in 2007 to fulfil all our commitments.

THE FUTURE

2007 will see a number of changes in our Administration and Financial area. We have to continue to improve and set a high standard for our members to achieve. All members should already be setting their goals for the 2007 season and I hope that through commitment and support from the Association they can achieve this.

Chris Nightingale
Secretary

DIRECTOR OF REFEREES

Season 2006 again provided plenty of on field challenges for all referees. In a year where constant and at times rapid change had to be dealt with to ensure the success of the Association, our members stood up and accepted the challenges in a professional manner and in doing so achieved the desired results.

The keen sense of competitiveness, that has been evident over the years, remained and again this produced a high standard of refereeing. Most importantly the mate ship, (that has been a trademark in our Association,) remains intact.

Congratulations to all who participated in the Final Series, from Centres to Touch Judges, including members appointed to Stand By and Interchange. All games were free of controversy and played in the true spirit of the game. You did yourself and the Association proud. WELL DONE.

Michael Laverty confirmed his number one position receiving the appointment to the A Grade Grand Final (his second in as many seasons) and lived up to all expectations. This was a deserved achievement considering the standard set by Nathan Hill, Rob Moore, Phil Henderson, Dom Feenan and Mark Dagwell who established his position in A Grade this year.

Throughout the season there were several promotions.

- Tyson Flynn and Colin McCormack received their first A Grade appointments. Both grabbed the opportunity and proved they are capable of controlling fixtures at this level displaying that they both have the ability to take hold of a permanent position in this grade.
- James Gould and Ji Delander established themselves in B Grade and were both the big improvers this season. Chris Arcella was appointed to this grade also and with some more hard work and dedication has the ability to escalate his position.
- James Charman continues to improve as does Luke Barrow. I have no doubt that with more commitment promotion is not far away for both.
- Nathan Gauci has done well and with a little more time and experience should establish a permanent spot in the Seniors next season.

Not forgetting the younger brigade who received senior touch line appointments headed by Kylie O'Neill, Aaron Carroll, Simon Smith, Michael Sheehan, Daniel Hansen, Henry Paton, Jo West and Brad Weber. All of who should press claims for appointments to the centres in senior football in the near future.

Along with our stalwarts Bill Lane, Mark Ryan, Ian Carroll, Ian Lyons, Mark Culla, Matt Hall, Garth Taylor, Mark Berkley and Ken Hopkins (including Chris Nightingale, Glyn Henderson Dave Adams and Peter Castle who helped out when numbers were lagging) all contributed to a successful season.

Throughout the season I viewed many of our junior league referees and it is pleasing to see the young talent that was on display. The future looks promising for our Association and we must ensure these members are neutered correctly.

Ben Cummins who commenced his refereeing in Canberra and remains a member of our Association continues to progress through the NRL ranks receiving first grade appointments and officiating in the Tri Nation series on the Touch Line. Ben has proven with dedication these heights can be achieved. I have said this before and I repeat 'QUOTE' All referees who have their sight set on reaching the top, can do no better than use Ben as your role model.

Our members in the NSW Junior Rep. Squad continue to impress. I am sure there will be some grading's in the near future. Dave Adams continues as our only graded member and is performing well at the top level on a consistent basis.

In closing I wish all members well for the on-coming season, particularly in achieving your goals. Once again I offer the same advice: "Be realistic in setting your goals, make them achievable, then dedicate yourself and you will succeed." - Most of all ENJOY YOURSELF.

To all who have supported me throughout the year. I thank you, I am most appreciative. Finally to the hard working members of the Advisory Board, Dave Cook (Cooky), Geoff Milczuk and Ray Whitehead, for your assistance I am most grateful.

Finally I wish all members and your families a Very Happy Festive Season and a Prosperous New Year.

Noel Bissett
Director of Referees.

DEPUTY DIRECTOR OF REFEREES

We all got through a tough year with not so many numbers and an ever increasing number of games.

The way all the referees performed throughout the year was exemplary, with some of our junior referees showing that they can indeed continue to perform in a manner that will highlight their abilities to the Senior Appointments Board.

The senior referees that continued to help throughout the year was much appreciated, whether it was attending games or watching a young (or not so young) up and comer do his stuff, was much appreciated by all on the JAP.

To Ray, Rob and of course our new Life Member Neville "Chief" I thank you for the support and dedication you have shown throughout the year.

To not only me but all within the association

Peter Castle
Deputy Director of Referees

SCHOOLS COORDINATOR

This year has been a thriving come back to rugby league through the ACT Schools. We have had a greater number schools participating especially in the primary area and secondary schools. This I believe can be attributed to the Safe Play Code and the way that our members enforce this code, which has also seen more parents allowing their children to play and supporting them as well. The Development Squad have done a great job this year in promoting the game.

A big thank you goes out to all members who helped out this year by changing work schedules, missed schooling for junior refs and just everyone that made themselves available when they were needed and enjoyed themselves at the same time while developing their own skills.

Bill Lane
CDRLRA Schools Co-coordinator.

FINANCIAL REPORT

It is with pleasure that I present to you the 68th annual financial report of the CDRLRA.

The past year has been a financially successful year for the Association which has allowed us to maintain our strong financial position, allowing us to provide benefits to members such as significant discounts on refereeing apparel and to cover some other unexpected additional expenses. The net profit of the Association was \$185.14 and the equity (i.e. value) of the Association is \$28,173.60, which shows that we are now in a position to balance the financial security of the Association with the provision of benefits to members moving forward.

The changes to the financial year have had the desired impact on the financial statements, i.e. giving a more accurate reflection of the financial position of the Association on a cash basis. Considering that we are a non profit organisation, our net profit should be fairly close to zero on a year to year basis. This can now

be more easily reported in the financial reports given the January to December financial year for the Association.

Our strong financial position is not possible without the generous support of our major sponsors, Canberra Milk and The Braddon Club. I would like to thank both organisations for their increased level of financial support and look forward to continuing our relationship well into the future.

Thankyou also to ActewAGL and The Sports Club Kaleen who have also provided valuable sponsorship support and I thank both organisations for their generous contribution and look forward to a long and mutually rewarding relationship well into the future.

I would also like to thank the NSWRLRA for their continued and increased support via the Administration and Coaching and Development grants. These grants assist us in covering a lot of costs that would otherwise be met by the members of the Association.

The strong financial position of the Association is excellent news for all members. The Association now has the resources available to provide some excellent benefits back to members over the coming seasons. However, we, as an Association, must remain vigilant on reducing costs and frugal when it comes to income regardless of how strong we are financially. I encourage all members to contribute ideas as to how we can continue to manage our finances efficiently for the benefit of all members.

Thank you to our ever vigilant auditors, Robert Moore and Garth Taylor who spent many hours perusing receipts, invoices and bank statements. They have performed their duty diligently ensuring the financial matters of the Association have been presented accurately.

As you are probably aware at this stage, this will be my last year as Treasurer of the Association. I have been lucky enough to be invited to train with the graded referees' squad in Sydney twice a week since November last year. The time commitments of that combined with my business activities have made it very difficult to commit the considerable time involved in managing the financial affairs of the Association. Therefore, I have decided to step down and allow someone who can commit the time required take on the responsibilities of Treasurer. I will be happy to assist the new Treasurer as much as possible over the coming year to ensure that the handover of responsibilities is as smooth as possible and that the Association continues to strengthen financially.

When I agreed to take on the role of Treasurer I had a number of goals that I wanted to achieve. I expected that this process would take at least 3 years to achieve. The first was to strengthen the financial position of the Association. This has largely been achieved through the changes introduced to the revenue model of the Association, i.e. the 10% contribution by members from match fees to the running of the Association, and the hard work of the various Board members over the last 3 years. The second was to reform the chart of accounts and inventory lists etc. Again this has been largely achieved resulting in a major simplification of the chart of accounts and inventory lists. And thirdly I wanted to be able to provide

some additional benefits to members once the hard work of reforming the revenue model was achieved. This has been commenced this year with the discounts provided to members on apparel and hopefully that should be able to be maintained by the new Treasurer in the coming years.

I wish all members and their families the very best for the upcoming 2007 football year.

Nathan Hill
Treasurer

BALANCE SHEET
31 December 2006

CURRENT ASSETS

St George Bank Accounts	\$6,792.76	
Trade Debtors	\$10,553.11	
Gear On Hand	\$14,071.90	
TOTAL ASSETS		\$31,417.77

CURRENT LIABILITIES

Accounts Payable		\$1,266.73
GST Collected on Sales	\$5,042.65	
GST Paid on Purchases	-\$3,065.21	
GST Liabilities		\$1,977.44
Total CURRENT LIABILITIES		\$3,244.17

NET ASSETS		\$28,173.60
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EQUITY

Retained Earnings	\$26,525.72	
Current Earnings	\$1,647.88	
Total EQUITY		\$28,173.60

PROFIT & LOSS STATEMENT (ACCRUAL)
January 2006 through December 2006

INCOME

Affiliation Fees		\$870.00
Match Fees		\$66,766.30
Travel Fees		\$7,539.20
Grants & Sponsorship		\$23,500.00
Gear – Gear Sales	\$10,322.13	
Gear – Freight for Gear	\$78.91	\$10,401.04
Social Events		\$13,731.71
Interest		\$1.56
Miscellaneous Income		\$72.00
Total INCOME		\$122,881.81

Cost Of Sales		\$11,660.82
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Gross Profit		\$111,220.99
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EXPENDITURE

Admin – Affil./Incorp./Insurance	\$2,283.70	
Admin – Seminar & Course Costs	\$1,316.06	
Admin – Travel & Accommodation	\$2,218.93	
Admin – Postage & Office Supplies	\$955.24	
Admin – Photocopy Lease	\$714.36	
Admin – Telephone	\$2,297.19	
Admin – Website & Software	\$253.72	
Admin – Honoraria	\$1,300.00	
Admin – Trophies & Awards	\$1,878.39	\$13,217.59
Match Payments		\$62,247.24
Travel Payments		\$8,103.65
Social Events		\$16,581.63
Fees & Charges		\$1.00
Gear - Radio Equipment	\$4,244.40	
Gear – Radio Components	\$640.91	
Gear - Freight	\$84.54	
Miscellaneous Expenses		\$1,536.35
Bad Debts		\$2,915.80
Total Expenses		\$109,573.11

NET OPERATING PROFIT		\$1,647.88
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PROFIT & LOSS STATEMENT (CASH)
January 2006 through December 2006

INCOME

Affiliation Fees		\$800.54
Match Fees		\$65,197.50
Travel Fees		\$7,625.30
Grants & Sponsorship		\$26,000.00
Gear – Gear Sales	\$14,027.91	
Gear – Freight for Gear	\$129.62	\$14,157.53
Social Events		\$12,356.91
Interest		\$1.56
Miscellaneous Income		\$72.00
Total INCOME		\$126,211.34
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Cost Of Sales		\$17,719.82
Gross Profit		\$108,491.52

EXPENDITURE

Admin – Affil./Incorp./Insurance	\$2,283.70	
Admin – Seminar & Course Costs	\$1,316.06	
Admin – Travel & Accommodation	\$2,218.93	
Admin – Postage & Office Supplies	\$955.24	
Admin – Photocopy Lease	\$714.36	
Admin – Telephone	\$2,297.19	
Admin – Website & Software	\$253.72	
Admin – Honoraria	\$1,300.00	
Admin – Trophies & Awards	\$1,878.39	\$13,217.59
Match Payments		\$61,101.16
Travel Payments		\$7,983.00
Social Events		\$16,581.63
Fees & Charges		\$1.00
Gear - Radio Equipment	\$4,244.40	
Gear – Radio Components	\$640.91	
Gear - Freight	\$84.54	
Miscellaneous Expenses		\$1,536.35
Bad Debts		\$2,915.80
Total Expenses		\$108,306.38
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NET OPERATING PROFIT		\$185.14

AUDITORS REPORT

To:

The Executive
(President, Secretary and Treasurer)
Canberra District Rugby League Referees Association

Introduction

As appointed Honorary Auditors by the Canberra District Rugby League Referees Association (CDRLRA), Robert Moore and Garth Taylor provide the following report relating to the audit of the CDRLRA financial statements for the period 1 January to 31 December 2006.

Scope

The scope of this audit focused on:

- Ensuring satisfactory financial practices have been maintained; and
- Providing recommendations to further improve financial practices.

The elements examined as part of the audit process included:

- Accounts payable documentation (e.g. phone bills, postage, match payments to referees);
- Accounts receivable documentation (e.g. sponsorship, match payments for referees);
- Profit & Loss Statements;
- Balance Sheets;
- Bank statements and electronic banking transaction records;
- Financial data entered into the MYOB accounting software program; and
- Reporting and processing requirements of other CDRLRA stakeholders.

In practice, the auditors sought to reconcile each transaction, credit or debit, that was recorded in each of the Association's 12 monthly banking statements covering the period of the audit.

Conclusion

The audit team concluded that, overall, there has been a concerted effort to ensure the financial matters of the CDRLRA have been attended to in an accurate and transparent manner.

The following are the main positive aspects identified during the audit:

- The use of electronic banking processes appears to provide both increased efficiency in maintaining financial matters of the CDRLRA and increased transparency for auditing purposes;
- Where questions were raised by the auditors, the Treasurer provided generally clear, reasonable and complete responses;
- Most documents and supporting information were readily available for examination; and

- The MYOB accounting software is being used well, in particular to provide information on specific transactions.

However, the audit team has identified a number of areas where the further development of procedures should be considered a high priority.

Recommendations for these areas can be found in Attachment A to this report.

The auditors also assessed the implementation to date of the recommendations from the previous audit (2004-05) in Attachment B to this report.

Signed:

Robert Moore
Honorary Auditor
Member CDRLRA

Garth Taylor
Honorary Auditor
Member CDRLRA

AUDIT REPORT – ATTACHMENT A

Audit Calendar Year 2006 Recommendations

The audit team recommends the following to further strengthen financial accuracy and transparency of the CDRLRA financial transactions:

Recommendations

1. Development of procedures for the role of Assistant Secretary (On-field Management).

Priority: HIGH (to be developed by 30 April 2007)
Responsibility: Secretary, Assistant Secretary (On-field Management) and Treasurer

- Procedures should be developed to clearly specify timeframes for the provision of reports to the Treasurer and what the parameters are for the use of the recently purchased referees appointment software.
- In terms of the provision of reports to the Treasurer, the audit team recommends that reports should be provided on a monthly basis at a minimum.
- It is also recommended that the use of the software remain simple and only relate to matches for CDRLRA referees.

Comment: The auditors note that many of the financial constraints that face the Association are related to the timing and flow of information within the Association.

2. Development of procedures for the role of Treasurer

Priority: HIGH (to be developed by 30 April 2007)
Responsibility: Secretary, Assistant Secretary (On-field Management) and Treasurer

- Procedures should be developed for the Treasurer role to ensure a more cohesive relationship between the relative internal and external stakeholders of the CDRLRA. These procedures should specify timeframes for reconciliation of monthly accounts and match reports and guidance regarding prioritising certain payments.

Comment: Certain payments have a higher priority than others (e.g. referee insurance and ATO/BAS payments are very high priorities). An indicative system of prioritising payments will assist the Treasurer to determine the timing of allocation of the Association's limited funds.

3. Development of procedures for inventory control

Priority: HIGH (to be developed by 30 April 2007)
Responsibility: Gear Steward, Secretary and Treasurer

- A Gear Steward or similar position should be appointed and this person should not hold a concurrent formal position on the CDRLRA Board.

Comment: While inventory is recorded in a satisfactory manner in MYOB, the audit team recommends that procedures be developed to enhance the accuracy of recording CDRLRA assets such as on-field clothing. Procedures should include proformas for the recording of gear purchases and report templates for submission to the Treasurer for invoicing. Where possible such documentation should be made available on-line and submitted electronically.

4. Development of procedures for purchasing

Priority: HIGH (to be developed by 30 April 2007)
Responsibility: Secretary and Treasurer

- Procedures should be developed for soliciting and accepting quotes for high value purchases.

Comment: The audit team believes that procedures that highlight the considerations of purchasing high value assets (cost to be determined by Board) for the association would be of benefit. Recording formal quotes and requiring up-front payment for purchases on behalf of other associations such as radio gear could be two of the options implemented to improve the transparency of purchasing processes.

5. Development of an expense claim form

Priority: MEDIUM (to be developed by 30 June 2007)
Responsibility: Treasurer

- A single expense claim form should be developed for use by CDRLRA members.

Comment: The aim of this recommendation is to increase the level of accountability for individual CDRLRA members claiming reimbursements.

6. Hard copies maintained for financial transactions

Priority: ON-GOING
Responsibility: Treasurer

- Hard-copy versions of all material relating to the Association's financial dealings should be made available to the auditors, where practical.

Comment: For the 2006 financial period, an approach was taken by the Treasurer to progress towards recording all financial transactions electronically (e.g. scanning invoices and bank statements). While the audit team thought this was a reasonable approach to take as transactions were backed up via an additional hard drive, the audit team recommends that hard copy transactions should be also maintained in a folder to facilitate efficiency in auditing the CDRLRA financial statements.

AUDIT REPORT – ATTACHMENT B

Comments against audit recommendations from 2004-05

In 2004-05, the audit team made recommendations to further improve CDRLRA financial practices. The following provides a progress report against these recommendations.

Recommendation

Information is communicated to all members relating to the importance of providing documentation for any request relating to a reimbursement.

Auditors' comments

Whilst it is apparent that there has been an improvement in CDRLRA members documenting requests for reimbursements, the development of a standard 'request for reimbursement' form would provide greater consistency (refer to recommendation 5 in Attachment A).

APPOINTMENTS - 2006

CRJRL SENIOR LEAGUE GRAND FINALS

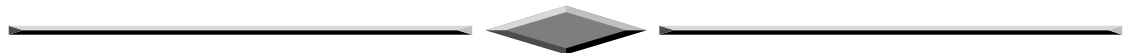
Grade	Referee	Touch Judges	
George Tooke Shield	Rob MOORE	Ji DELANDER	James CHARMAN
Canberra Raiders Cup C	Phil HENDERSON	Chris ARCELLA	James GOULD
Canberra Raiders Cup B	Nathan HILL	Tyson FLYNN	Colin McCORMACK
Canberra Raiders Cup A	Michael LAVERTY	Dominic FEENAN	Mark DAGWELL

CRJRL JUNIOR LEAGUE GRAND FINALS

Grade	Referee	Touch Judges	
U10 Zone 2	Adam LEHOCZKY	Lyle MILLAR	Daniel BERNSONS
U10 Zone 1	Greg HALL	Lyle MILLAR	Daniel BERNSONS
U11 Zone 3	Ed WYLIE	James GOULD	Adam LEHOCZKY
U11 Zone 2	Peter THEODOSIOU	James GOULD	Greg HALL
U11 Zone 1	Matt DeGROOT	James GOULD	Chris CAHILL
U12 Zone 2	Julie HANSON	Troy McMILLAN	Bill LANE
U12 Zone 1	Henry PATON	Troy McMILLAN	Bill LANE
U13 Zone 2	Josiah WEST	Lawrence OSWALD	Matt DeGROOT
U13 Zone 1	Nathan GAUCI	Lawrence OSWALD	Matt DeGROOT
U14 Zone 2	Michael SHEEHAN	Brett CARTER	Hayden AISLABIE
U14 Zone 1	Mark BERKELEY	Brett CARTER	Hayden AISLABIE
U15 Zone 2	Simon SMITH	Colin McCORMACK	Rob MOORE
U15 Zone 1	Bill LANE	Colin McCORMACK	Matthew HALL
U16 Zone 2	Luke BARROW	Mark RYAN	Tyson FLYNN
U16 Zone 1	Aaron CARROLL	Chris ARCELLA	James GOULD

CRJRL – SUMMARY COMPETITION GAMES - 2006

Name	Under 6	Under 7	Under 8	Under 9	Under 10	Under 11	Under 12	Under 13	Under 14	Under 15	Under 16	C Grade	GTS	B Grade	A Grade	TOTAL
ADAMS, David													1			1
AISLABIE, Hayden	3	3		1												7
ARCELLA, Chris			2		1	2	5	1	1	2	1	6	4	7		32
BARNES, Matt	1		1	1	3	1	2									9
BARROW, Luke			1	2	3	6	8	5	4	3	3	14				49
BERKELEY, Mark	3	1		2	4	2	5	5	3	5	3	1	3			37
BERNSONS, Daniel	4	7	3	11	6	2										33
BLYTON, Richard	1		5	2	4		2									14
BOLLER, Chippy	1			1	1		2									5
BOND, Rick	2		1													3
CAHILL, Chris	3	4	5	6	3	6										27
CARROLL, Aaron				4	3	5	4	4	3	3	8					34
CARROLL, Ian										1			11	2		14
CARTER, Brett	3	6	5	2	1											17
CASTLE, Peter										1			1			2
CHARMAN, James	2	2	1	2	3	2	7		4	4			7	2		36
CROKER, Dale	1	4	5	6		4			1							21
CULLA, Mark				1	1	1	2	1	2				5			13
CURREY, Mark	8	3	6	6	3	2										28
CUTHBERT, Matt	1		2													3
DAGWELL, Mark	2	2		2	2	3		1	1				8		5	26
DEGROOT, Matt	1	1	8		1	2	2	1	5							21
DELANDER, Ji	3	1		2	2	3	5	6	4	2			2	12		42
EADE, Rodney	4	4	2	1												11



Name	Under 6	Under 7	Under 8	Under 9	Under 10	Under 11	Under 12	Under 13	Under 14	Under 15	Under 16	C Grade	GTS	B Grade	A Grade	TOTAL
FEENAN, Dominic	1	1		2	1	2	1	2		2			3		1	16
FLYNN, Tyson		1	1	2	5	4	4	4	1			1		8	5	36
FREEMAN, Ian									2	2						4
GAUCI, Nathan	7	1	2	2	5	5	3	2	3	3	8					41
GILBERT, Kyle	6	8	9													23
GOULD, James	1	1	2	7	3	3	6	4	4		1		1	14		47
HALL, Greg	3	3	1	2	3	3	11	7	5							38
HALL, Matthew					1	1		1	1		1	1				6
HANSON, Daniel		2	1	1	2		5	3	6	8						28
HANSON, Julie	3	1	2	7	7	7	2	3								32
HARRADINE, Michael											1					1
HENDERSON, Phillip				3	2	3	1	4		2			3		9	27
HILL, Nathan	1	2	2		1	1	3	1	1	1			2		8	23
HINCHEY John	6	1	6													13
HINCHLY Lucy	1	1														2
HOLLAND, Brendan	9	6	5	2												22
HOPKINS, Ken	3	2	1	2		2	1	3								14
KLEINIG, Leigh		4	3	1	1	1		1								11
LANE, Bill		2	2	3	3	2	8	10	10	5	6	1				52
LAVERTY, Michael	2	2	2							1			3		11	21
LEHOCZKY, Adam	3	2	2	2	3	11	5		1							29
LYONS, Ian			1	4	1	3	9	9	3	2			10	2		44
LYONS, Sarah	10	3	1	7	3	5										29
MASSINGHAM, Bill																0
McCORMACK, Colin	4	2	1	2	3	5	2	1	2	2	1			8	4	37
McMILLAN, Troy	1	3	5	1												10

Name	Under 6	Under 7	Under 8	Under 9	Under 10	Under 11	Under 12	Under 13	Under 14	Under 15	Under 16	C Grade	GTS	B Grade	A Grade	TOTAL
MERIDITH, Brendan	2	2	4													8
MILLAR, Lyle	1	3	5		1											10
MOORE, Robert	1			3	3	3			1				3		12	26
NIGHTINGALE, Chris	1		1	1	2		4	3	1							13
O'NEILL, Kylie	2	4	5	1	3	2	6	2	2	2	7					36
OSWALD, Lawrence	5	9	9	4	4	1	1									33
PATON, Henry		2	3	3	5	7	3	5	2							30
PATON, Richard					1	1										2
RYAN, Mark	3	2	3	8	4	7	4	3	3	1						38
SHEEHAN, Michael			2		1	4		1	2	1	6					17
SMITH, Simon	1	1		1	1	3	2	7	6	5	10					37
SMITH, Tommo	1															1
TAYLOR, Garth								1			1	4	1	1		8
THEODOSIOU, Peter	4	6	7	1					1							19
WALTERS, Ross	2		1	3	2	3			1							12
WEBER, Brad	1		4	5	8	15	5	1								39
WEST, Josiah		1		3	1	2	8	5	7	8						35
WHITEHEAD, Chris	1				2	3	8	2	1	4						21
WHITEHEAD, Ray	3		1		1		3		1							9
WILLIAMS, Mark			1	2		2	2		4	4						15
WYLIE, Ed	2	6	6	2				1								17
TOTALS	134	124	150	140	127	156	153	113	100	75	57	29	68	56	56	1538

MEETING ATTENDANCES - 2006

Meeting Attendances - 2006						
Surname	2006 AGM		2006 General Meetings		2006 Board Meetings	
	<i>Attendances</i>	<i>Apologies</i>	<i>Attendances</i>	<i>Apologies</i>	<i>Attendances</i>	<i>Apologies</i>
Adams D	1		3		6	
Aislabie H			1			
Arcella C	1		2			
Barrow L			1	1		
Berkeley M	1					
Bernsons D						
Bissett N	1		2	1	6	
Boller C						
Bonanno C						
Byron P						
Cahill C			3			
Carmody R	1		2		5	1
Carroll A		1	1	1		
Carroll I		1	1			
Carroll L						
Carter B			1			
Castle P	1		2	1	3	3
Chapman B						
Charman J				1		
Cook D	1		1			
Cranston R						
Culla M						
Cummins B						
Currey M				1		
Cuthbert Matt						
Cuthbert Mark						
Dagwell M	1		1			
Delander J	1					
Eade R				1		
Feenan D		1		3	3	3
Flynn T				1		
Freeman I		1				
Gauci N	1					
Gould J	1		1			
Gregory B	1					
Hall D						
Hall G	1					
Hall M	1			2		

Meeting Attendances - 2006

Surname	2006 AGM		2006 General Meetings		2006 Board Meetings	
	Attendances	Apologies	Attendances	Apologies	Attendances	Apologies
Hanson J	1		2	1		
Hanson D			1	2		
Harradine M		1		3		
Harradine N	1		3			
Henderson G	1		2			
Henderson P	1			1		
Hill N	1		3		5	1
Lane B						
Lavery M	1		2	1		
Lehoczky A	1		2			
Lyons I						
Lyons S						
Massingham B	1					
McCormack C	1		1			
McDonald S						
McMillan T			1			
Meredith B				1		
Milczuk G			1	1		
Millar L			2			
Moore R	1		1	1		
Morgan R						
Neil K						
Nightingale C	1		3		5	1
O'Neill K	1		2	1		
Paton H						
Paton R						
Ryan M			3			
Sheehan M	1					
Smith S	1		3			
Sosimenko M						
Taylor G	1		1			
Theodosiou P			1			
Weber B	1					
West J						
Whitehead C	1		1	1		
Whitehead R	1		2	1	5	1

1 x AGM, 4 x General Meetings & 6 x Board Meetings)

ASSOCIATION HONOUR ROLLS

LIFE MEMBERS

Tom Greer (deceased)	1963	Peter Frazer	1985
Jack McKie, OAM (deceased 1998)	1963	Bob Lloyd	1987
Bruce Chapman	1971	Phil Stuart	1990
Doug Houssenloge	1975	Dave Cook	1991
Ian Alder	1977	Lionel Hart	1992
Richard Morgan	1980	Chris Nightingale	1997
Noel Bissett	1980	David Hall	1998
Jim Mahoney	1982	Phill Byron	1999
Neville Norris	1983	Neville Harradine	2006

REFEREES REFEREE

(COMBINED WITH BACKBONE AWARD TO CREATE OUTSTANDING SERVICE SHIELD FROM 2005)

Neville Norris	1976	Phil Stuart	1986	Chris Nightingale	1996
Noel Bissett	1977	David Cook	1987	David Adams	1997
Peter Frazer	1978	Andy Thompson	1988	David Hall	1998
Col Law	1979	Neil Maher	1989	Phill Byron	1999
Noel Bissett	1980	Not Presented	1990	Peter Castle	2000
Bob Lloyd	1981	Lionel Hart	1991	Michael Harradine	2001
Jim Mahoney	1982	Bob Nelson	1992	Peter Castle	2002
Glynn Jones	1983	Bruce Chapman	1993	Peter Castle	2004
Bob Lloyd	1984	Noel Bissett	1994		
Phil Stuart	1985	David Hall	1995		

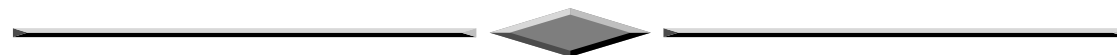
BACKBONE

(COMBINED WITH REFEREES REFEREE TO CREATE OUTSTANDING SERVICE SHIELD FROM 2005)

J. Flemming	1976	John O'Neill	1986	David Adams	1996
L. Murphy	1977	Phil Byron	1987	Phil Byron	1997
Bob Lloyd	1978	Andy Thompson	1988	Peter Castle	1998
D. Musgrove	1979	Bob Nelson	1989	Brian Bolton	1999
Col Law	1980	David Cook	1990	Phil Walsh	2000
Dave Cook	1981	Noel Bissett	1991	Neville Harradine	2001
Glynn Jones	1982	John Peisley	1992	Noel Bissett	2002
Peter Frost	1983	David Hall	1993	Chris Nightingale	2003
David Cook	1984	Brian Bolton	1994	Neville Harradine	2004
Lionel Hart	1985	Phil Byron	1995		

JIM MAHONEY SHIELD – OUTSTANDING SERVICE TO THE ASSOCIATION

Nathan Hill	2005	Glyn Henderson	2006
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ASSOCIATION HONOUR ROLLS

JACK MCKIE OAM MEMORIAL TROPHY – ON FIELD PERFORMANCE

(Combined with Senior Encouragement to create Most Improved Senior Referee from 2005)

Robert Gallacher	1999	Michael Laverty	2001	Robert Moore	2003
Ian Freeman	2000	Sheldon Johnson	2002	Michael Harradine	2004

JACK MCKIE OAM MEMORIAL TROPHY – MOST IMPROVED SENIOR REFEREE

(Replaced On Field Performance Trophy from 2005)

Colin McCormack	2005	Tyson Flynn	2006
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SENIOR ENCOURAGEMENT

(Combined with On Field Performance Trophy to create Most Improved Senior Referee from 2005)

Bob Lloyd	1976	Glynn Henderson	1987	Peter Castle	1997
Bob Cambridge	1977	G. Leahy	1988	Ian Freeman	1998
N. Wardle	1978	Charles Fitzgerald	1989	Michael Laverty	1999
Denis Meagher	1979	John Peisley	1990	Dominic Feenan	2000
Geoff Snowden	1981	Phil Walsh	1991	Mark Ryan	2001
Phil Stuart	1982	Rod Cranston	1992	Robert Moore	2002
R. Gay	1983	Brett Northey	1993	Mark Dagwell	2003
Andy Thompson	1984	Robert Gallacher	1994	Chris Arcella	2004
Neil Maher	1985	Chris Wilson	1995		
David Hall	1986	Andrew Carmody	1996		

JUNIOR ENCOURAGEMENT

(Combined with Mini Mod Shield to create Most Improved Junior Referee from 2005)

S. Nancarrow	1976	Stuart McDougall	1986	Ian Wilson	1996
Glynn Jones	1977	Jason Elliott	1987	Scott Norris	1997
P. Evans	1978	Jamie Thompson	1988	Scott Jopling	1998
Sandra. Norris	1979	Shane Thurlow	1989	Jason Hart	1999
A. White	1980	Michael Harradine	1990	Phil Henderson	2000
R. Law	1981	Michael O'Neill	1991	Scott Hall	2001
T. Bourne	1982	Robert Gallacher	1992	Luke Carroll	2002
Greg Pfeiffer	1983	Nial Wheate	1993	Colin McCormack	2003
N. Jones	1984	Julian Pearce	1994	Aaron Carroll	2004
Denise Lord	1985	Paul Grzadka	1995		

MINI/MOD AWARD

(Combined with Junior Encouragement to create Most Improved Junior Referee from 2005)

Adam Lehoczky	2002	Josiah West	2004
Sarah Lyons	2003		

ASSOCIATION HONOUR ROLLS

BRUCE CHAPMAN SHIELD – MOST IMPROVED JUNIOR REFEREE

Daniel Hanson	2005	Kylie O'Neill	2006
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NEVILLE NORRIS SHIELD – ROOKIE OF THE YEAR

(renamed from Best First Year referee in 2005)

D. Gilbard	1981	Alan Brindell	1990	Mark Berkeley	1999
Lionel Hart	1982	Ben Cummins	1991	James Charman	2000
Ian Miller	1983	Brian Cobb	1992	Mark Dagwell	2001
Richard Terry	1984	Chris Collins	1993	Steve Costello	2002
Phil Byron	1985	Matthew Popple	1994	James Gould	2003
Glynn Henderson	1986	Peter Castle	1995	Nathan Gauci	2004
P. Flynn	1987	Michael Lavery	1996	Henry Paton	2005
Preston Hart	1988	Minh Dang	1997	Brett Carter	2006
Vince Lawson	1989	Brendan McKinless	1998		

KEITH GEGG – TOUCH JUDGE AWARD

(Awarded to both 1st Grade Grand Final Touch Judges from 2005)

Phil Byron	1991	Matthew Hall	2000
Phil Byron	1992	Scott Hall	2000
David Adams	1993	Robert Moore	2001
David Adams	1994	Phil Henderson	2002
Val Lawson	1995	Matt Darmody	2003
Phil Byron	1996	Tyson Flynn	2004
Vince Lawson	1997	Dominic Feenan / Phil Henderson	2005
David Adams	1998	Dominic Feenan / Mark Dagwell	2006
Peter Castle	1999		

