



Australian Stock Horse
SOCIETY

ASHS

Branch & Management Council Tutorials

Session 1

Annual Return Documentation

ASHS Branch & Management Council Affiliation Requirements

Why do we need to submit an Annual Return?

- It is an affiliation requirement of the ASHS that all incorporated Branches & State Management Councils hold an AGM and submit an Annual Return each year
- **Annual Returns are to be submitted within one month of the AGM**
- **An AGM must be held within six months of the Branches/MCs end of financial year.**
- No reimbursement will be paid if Annual Returns are submitted 12 months or more in arrears.
- For Branches to remain compliant and be eligible to host events & activities a number of documents must be submitted
- Non-compliant Branches & Management Councils cannot have events or activities approved by the ASHS
- Non-compliant Branches & Management Councils are not covered by the Society's Public Liability Insurance

What constitutes an Annual Return?

There are a number of documents that need to be returned as part of Annual Return:

AGM Minutes which includes:

List of all elected Branch Executives & MC Delegates Including:

- Person Nominated (accepted or declined)
- Moved by
- Seconded by
- Carried
- List of the names of the ordinary committee members

Copy of President's Report – if given verbally please indicate in minutes

Financial Report for 12 month period – includes opening and closing balance and list of income & expenditure

Proof of lodgement of Department of Fair Trading return or equivalent in your state

Annual Return Checklist

Branch Resources on the ASHS Website

- Branch Annual Return Templates: <https://www.ashs.com.au/media/1938/branch-meetings.pdf>
- Branch Handbook: <https://www.ashs.com.au/media/1930/branch-handbook-jan-09-version.pdf>

Useful Links for lodgement of Government Forms:

NSW: https://www.fairtrading.nsw.gov.au/_data/assets/pdf_file/0020/903170/Form-A12-T2-Annual-summary-of-financial-affairs.pdf

QLD: <https://www.qld.gov.au/law/laws-regulated-industries-and-accountability/queensland-laws-and-regulations/associations-charities-and-non-for-profits/incorporated-associations/incorporated-associations-forms-and-fees#financial>

NT: <https://nt.gov.au/industry/licences/incorporated-associations/reporting-responsibilities>

WA: <https://www.commerce.wa.gov.au/consumer-protection/associations-financial-reporting>

VIC: <https://www.consumer.vic.gov.au/clubs-and-fundraising/incorporated-associations/running-an-incorporated-association/annual-statement/lodging-an-annual-statement>

SA: Prescribed Associations Only?: <https://www.cbs.sa.gov.au/associations-cooperatives>

TAS: <https://www.cbos.tas.gov.au/topics/clubs-fundraising/incorporated-associations/lodging-annual-returns>

NZ: <https://is-register.companiesoffice.govt.nz/>

USA: <https://www.irs.gov/instructions/i990>

AGM & General Meeting Protocols

- Only current financial Members of the ASHS who are over 18 years of age can vote at an AGM or at other Branch Meetings
- To nominate, move or second a motion you must be a financial Member of the ASHS
- Only financial Members of the Society can hold a committee position at ASHS Branch or Management Council level
- Only Branch elected Management Council delegates can vote at MC Meetings.
- Generally Branches elect two MC Delegates and two Reserves. Each Branch can only have two votes at MC level.
- Members under the age of 18 years cannot hold an executive Branch or Management Council position or be a Management Council Delegate

Embracing Technology

With COVID encroaching on all our lives we have been forced to embrace technology.

With many more people taking advantage of virtual meeting technology, the ongoing issue of distance has largely been overcome. These platforms are a fantastic way to bring people together while not having to leave home and drive long distances.

The ASHS sees the advantage to Branches and Management Councils who are using these platforms to host meetings. The technology can be utilised to encourage attendance and to be more inclusive.

It is the responsibility of Branches and Management Councils to maintain communication with all Members allocated to the Branch and/or MC.

Branch secretaries are encouraged to request updated Branch Lists of financial Members so that all Members can be included in correspondence.

It is a requirement that all allocated Members are invited to AGMs and general meetings and are sent AGM notifications and Agendas. Emailing has simplified this process substantially as has using Social Media but remember to use the Bcc function when sending bulk emails to protect Members' privacy.

Benefits of Being an ASHS Branch

Branch Reimbursements, Entitlements & Vouchers

- Branch & Management Council Reimbursements & Management Council Promotional Allocation on submission of a completed Annual Return
- ASHS Secretary Vouchers - \$100 Annually on submission of a completed AR – can be used for any ASHS product or service including membership & merchandise
- Branch Member Lists – 2 per year
- Ribbons – 10 ASHS sashes annually – can be requested on the Annual Return Checklist
- 2021 - 50th Anniversary Post COVID Incentive for eligible events:
 - ❖ Branches - \$500 + an embroidered rug Most Successful HSH.
 - ❖ Management Councils - \$1500.Please contact the Events Department if you have any questions regarding the Branch Incentive.
- Discounted ASHS Merchandise
- Public Liability Cover at approved ASHS events & activities
- Promotion through ASH Journal & ASHS Coming Events on the Website
- **Unlike a lot of other organisations, ASHS Branches & MCs are not required to pay annual affiliation fees at Zone, State or National level**
- For more information on the Benefits of Being an ASHS Branch: <https://www.ashs.com.au/media/2149/benefits-of-being-a-branch-2.pdf>