

## Circular

<b>Title:</b> SLSQ Finance Summit
<b>Document ID:</b> 77.05.18
<b>Department:</b> Administration and Compliance
<b>Audience:</b> Surf & Supporters Clubs and Branches
<b>Summary:</b> Finance and compliance
<b>Date:</b> 29 <sup>th</sup> May 2018

### Introduction

Over the past 12 months the Australian Taxation Office (ATO) has contacted around 24 of the 44 Surf Life Saving Supporters Clubs in Queensland. This coordinated audit of income taxation compliance has also seen investigation into the practical and financial arrangements between Life Saving Clubs and their affiliated Supporters Clubs.

SLSQ has been on hand to assist many of the clubs dealing with the implications resulting from the ATO investigations and as a result recognised the need for all club committees, Surf and Supporters alike to improve their financial understanding, financial compliance and strategies to ensure compliance. To assist clubs the 2018 SLSQ Finance Summit is designed to deliver the knowledge and the skills to assist clubs manage their financial position and responsibilities to ensure a stable future. The SLSQ Board views this with such importance that funding has been allocated so that there will be no charge to attend the SLSQ Finance Summit. The Summit will be held over Saturday 25 and Sunday 26 August 2018 in South Brisbane.

### Who should attend?

The Summit is aimed at Branch and Club committee members both Surf and Supporters, those currently serving on committees, and those that may have an interest in serving on a committee in the future. Regardless of an individual member's experience, the complexity of managing a not-for-profit entity today is challenging to say the least. In recent years compliance and taxation requirements have shifted significantly, and Surf Life Saving Queensland is providing this opportunity to its members to update their skills to help preserve our sustainability for generations to come.

Clubs are also encouraged to invite General Managers and any internal finance officers to attend the Finance Summit. It takes an organisation wide awareness of the issues for Clubs to achieve robust compliance. Senior staff should be engaged to ensure all are have the required understanding.

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### Program

The Finance Summit will be delivered in three key segments. Firstly, the Saturday will be exclusively delivered by outside professionals across key areas to bring understanding to both Surf Life Saving Clubs and Surf Life Saving Supporters Club committees on financial management requirements. The Saturday, whilst it will offer Q & A times, is primarily focused on imparting knowledge and understanding of the various compliance issues.

Saturday morning is dedicated to training for those without a strong financial understanding. Good governance requires every committee member to be accountable for the financial standing of the club. This session will give attendees the knowledge they need to read and understand and interrogate the club's financial statements. Those committee members who are financially qualified or who have a good understanding of financial reports are welcome to attend or elect to register from lunch time.

Saturday afternoon will then cover off on the 'hot' financial topics in Clubs today; grant seeking, fraud and tax.

The second day, Sunday, will be discussion and workshoping practical application of the finance and compliance issues to meet statutory requirements for a range of government bodies such as the Australian Taxation Office, the Office of Fair Trading, and the Australian Charities & Not-for-profit Commission. Case Studies will be presented by a number of Surf Life Saving committee members on how they successfully worked through the complexities. This has been arranged this way to maximise the take away understanding for participants.

SLSQ Finance Summit Runsheet [here](#)

#### Surf Life Saving Queensland

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## Venue

Rydges South Bank 9 Glenelg Street, South Bank is one of the most popular function venues in Brisbane. Rydges was chosen as it provides flexible options for housing SLSQ Summit. The Podium level is where presentations will be delivered. It also offers a balcony bar where participants have the option to purchase drinks during the lunch breaks.

## Mantra SLSQ discounted accommodation options

SLSQ's preferred accommodation supplier, Mantra Group, is offering 10% discount off the daily rates to all SLSQ members. Mantra Group is the largest Australian based hotel and resort marketer and operator across Australia, New Zealand, Indonesia and the USA. The group operates more than 125 properties under the brands of Peppers, Mantra and BreakFree.

Mantra Southbank, 161 Grey Street, South Bank QLD is closest to the venue with a further 9 hotels located within inner city Brisbane.

To book and receive 10% off the Daily Rate, visit: <http://www.mghotels.com.au/> and follow the below simple steps:

1. Select a destination, your dates and number of people
2. Input Promo Code SLSQ (case sensitive) then hit the "SEARCH" button
3. Select your room type and hit BOOK to proceed to payment screen

### Terms and conditions apply: -

*All rooms subject to availability at time of booking, there will be no release backs or inventory updates leading up to check in. The promo code is only valid for bookings made online; rooms are subject to availability & will require full prepayment. Bookings will also be subject to any minimum night stay restrictions as listed on the website.*

*Once booking is confirmed, it can be accessed via My Bookings on the same website by logging in using the Reservation number and Surname.*

## Parking

Rydges is located at 9 Glenelg Street, South Bank in the heart of Brisbane's South Bank and offers direct access to the Brisbane Convention & Exhibition Centre (BCEC) parking and is on the doorstep of the South Bank Parklands. In addition to BCEC Secure Parking offer options nearby. BCEC is \$30 for the day and Secure have nearby options from \$12 per day online price. For more information on locations and prices or to book online at discounted prices see: -

Web links to nearby parking:-

[Visit Brisbane – South Bank Parklands parking](#)

[Brisbane Convention & Exhibition Centre \(BCEC\) parking](#)

[Secure Parking](#)

## Awards of Excellence Dinner

For those who will be attending the SLSQ Awards of Excellence Dinner (AOE), on the same weekend at the Brisbane Town Hall, Rydges South Bank is an 18 minutes walk across the Victoria Bridge. On the day of the AOE Dinner, the Summit will conclude by 5 pm giving plenty of time for attendees to make the short journey to the city well before the doors to the ballroom open at 6:45 pm.

## QFES Subsidy

The SLSQ Finance Summit will attract a subsidy from QFES under 2018/19 Sustainability for all Surf Clubs and Branches attending. The subsidy may be claimed for up to 3 people per Surf Club or Branch based on individual attendee's received expenses as follows:

### **Regional Clubs – Hervey Bay and further north**

Fuel or flights and 2 night's accommodation to a total subsidy of \$500 per person (max. \$1500 per entity)

### **SEQ – Rainbow Beach to Rainbow Bay**

Fuel and 1 night accommodation to a total subsidy of \$200 per person (max. \$600 per entity)

Reimbursement is to be one combined claim per entity with all the individual attendees receipts attached and clearly marked with the attendee's name and Club or Branch. All claims will need to be sent to Belinda Munro [bmunro@lifesaving.com.au](mailto:bmunro@lifesaving.com.au)

Note: To satisfy QFES accountability for the Subsidy, attendance records will be collected for the duration of the Finance Summit. Subsidies paid will be based on full attendance only. Those that do not attend the full 2 days will not be eligible to receive the subsidy.

As the Subsidy is a component of the 2018/19 QFES Grant, subsidy reimbursements will be made in October in conjunction with the regular October QFES Sustainability Grant distributions to Clubs and Branches. If there are any queries in regards to claiming or the processing of the Subsidy please contact Belinda Munro - Lifeguard Service Assistant on 07 3846 8125 or [bmunro@lifesaving.com.au](mailto:bmunro@lifesaving.com.au)

## FAQ

### **Can we send more than three people per Club to the Summit?**

SLSQ is subsidising the costs for three participants per Branch/Club only. Clubs are encouraged to send more than three people to the summit, these additional attendee places are still at no cost, unfortunately though there is no ability for additional travel subsidy.

### **We are expecting changes to our committee members - are summit places transferable?**

Yes. If one or more committee members change between the time of booking and the summit itself, you can advise SLSQ of the change of name(s). SLSQ will not be able to reimburse costs associated with changes to travel plans (i.e. cancelled flights).

### **Does everyone need to attend the entire Summit?**

No. Attendees may attend any number of sessions but only those attending all sessions will be eligible for subsidy.

### **Are meals included?**

The Finance Summit is a catered event offering tea and coffee on arrival each day, morning tea and lunch both days and afternoon tea on Saturday.

### **What do I do when I arrive?**

Go to the Podium level to have your attendance recorded and enjoy a cuppa before the day gets underway.

### **What do I need to bring?**

Aside from as many members of your Club/Branch as possible, nothing. SLSQ will provide catering, notepads and pens.

### **Further information**

If there are any queries in regards to the SLSQ Finance Summit please do not hesitate to contact either Jeff Sparkes – Club Support Manager, or Craig Cooper – Supporters Clubs Manager on 3846 8000 or [jsparkes@lifesaving.com.au](mailto:jsparkes@lifesaving.com.au) or [ccooper@lifesaving.com.au](mailto:ccooper@lifesaving.com.au)

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### **Attachments**

Brochure 2018 SLSQ Finance Summit (pdf)

SLSQ Partner Offers (pdf)