



ABN 31 320 723 660
Secretariat, PO 208, WYNNUM QLD 4178

NOTICE OF ANNUAL GENERAL MEETING

NOTICE IS HEREBY GIVEN THAT THE ANNUAL GENERAL MEETING
OF THE ASSOCIATION OF QUEENSLAND NURSING & MIDWIFERY LEADERS INC.
WILL BE HELD

ON THURSDAY 12 NOVEMBER 2024

VIDEO CONFERENCE

COMMENCING AT 5.00pm (AEST)

BUSINESS

- 1. OPENING OF MEETING**
- 2. APOLOGIES**
- 3. PROXIES**
- 4. NOTICE OF MEETING**
- 5. CONFIRMATION OF MINUTES OF PREVIOUS AGM**
- 6. REPORT OF THE PRESIDENT:** To receive and adopt the report of the President for the 12 months to 30 June 2024.
- 7. FINANCE:** To receive and consider the reports of the Auditors, the statement of financial performance, statement of financial position and cash flow statement for the year ended 30 June 2024.
- 8. APPOINTMENT OF AUDITOR** for financial year 2024 / 2025.
- 9. APPOINTMENT OF COMMITTEE**
- 10. OTHER BUSINESS**

To transact any other business that may be legally brought forward in accordance with the Rules of Association.

- 11. CLOSE**

BY ORDER OF THE AQNML EXECUTIVE COMMITTEE

AQNML Secretariat

PO Box 208, WYNNUM, QLD 4178

Date: 4 October 2024



ABN 31 320 723 660

Secretariat, PO Box 208, WYNNUM QLD 4178

ON THURSDAY 12 NOVEMBER 2024

VIDEO CONFERENCE

COMMENCING AT 5.00pm (AEST)

PROXY FORM

PLEASE PRINT DETAILS TO ENSURE THAT YOUR PROXY CAN BE VALIDATED

I, (full name)

of (address)

Being a financial member of the above Association, do hereby **APPOINT**

..... or failing him/her

.....

being a member of that incorporated Association, **AS MY PROXY** to vote for me on my behalf at the Annual General Meeting of the Association of Queensland Nursing & Midwifery Leaders Inc to be held on **12 NOVEMBER 2024** and at any postponement or adjournment of that meeting.

NOTES

- (a) All financial members of the Association are entitled to attend. All Financial Full Members are entitled to vote at the meeting. Any member unable to attend the meeting shall be entitled to appoint a Proxy to attend and vote on his/her behalf. Such Proxy must be a financial member of the Association of Queensland Nursing & Midwifery Leaders Inc.
- (b) All Proxy Forms and Voting Papers must be received by the Secretariat no later than **start of the meeting in person or returned to** AQNML Secretariat via email info@aqnml.org.au or post - AQNML Inc, PO Box 208, Wynnum Q 4178 on later than one week prior to the Annual General Meeting.

.....
Member's Signature

.....
Date

Privacy Act 1988 – Collection Notice
Association of Queensland Nursing & Midwifery Leaders Inc is committed to protecting the privacy and security of personal information collected about you. The primary purpose of collecting the personal information you supply as a result of your proxy form, is to process your proxy vote. This information will not be disclosed to a third party.



**ASSOCIATION OF QUEENSLAND NURSING AND MIDWIFERY LEADERS INC.
ABN 31 320 723 660**

***Minutes of Annual General Meeting
held on 2 November 2023,
in the Meeting Rooms P7/P8, Plaza Level
at the Brisbane Convention & Exhibition Centre
Merivale St & Glenelg St, South Brisbane, Qld 4101***

DRAFT (to be confirmed at AGM 2024)

Minute taker for this meeting: Martin Bishop, AQNML Secretariat

1. Opening

Meeting opened by President, Melinda Daniels at 5.17pm as the necessary quorum was present.

Melinda Daniels, Lisa Milne, Pauline Calleja, Libin Jose, Michele Burge, Karyn Ehren, Anne Ford, Sandra Wilson, Lisa Evans, Nicola Young, Kitty Hutchinson.

2. Apologies

Margaret Cahill, Janelle Laws, Benjamin Lawrence, Keri McLeod, Cheryl Prescott, Patsy Yates.

3. Proxies

Nil

4. Notice of Meeting

The President, Melinda Daniels advised that the Notice of Meeting could be read out or this notice, which had been directed to all members of the Association, may be taken as read. Melinda read the report.

Moved: Karyn Ehren **Seconded:** Pauline Calleja **Carried.**

5. Minutes of Previous Annual General Meeting

Motion: That the minutes of the 2022 Annual General Meeting of Members of the ASSOCIATION OF QUEENSLAND NURSING AND MIDWIFERY LEADERS held on the 3 November 2022 and certified as a correct record of proceedings be taken as read and hereby confirmed.

Moved: Nicola Young **Seconded:** Anne Ford **Carried.**

6. President's Report

President Melinda Daniels tabled the following Report.

It is my privilege to present the President's Report of the Association of Queensland Nursing & Midwifery Leaders (AQNML) for 2023. This is my third President's report, which I deliver on behalf of the 2023 Executive Committee. I would like to take the time to thank them for their assistance, work and support over the past year. They are Vice President – Benjamin Lawrence, Secretary / Treasurer – Lisa Milne, Committee Members – Billy Allen, Margaret Cahill, Pauline Calleja, Libin Jose and Pauline Maude. As I have discussed on many occasions we are a voluntary committee of passionate and committed Nursing & Midwifery Leaders that have full-time 'day jobs' and due to our shared vision we work hard to represent the vision and legacy of the AQNML past, present and future.

The evolution for the AQNML is something that I am most proud to lead and to be a part of; from the humble and exclusive beginnings of the Matrons Association of Queensland to now 73 years on welcoming and supporting nursing and midwifery leaders at all levels across the many sectors of healthcare and encouraging our members and conference delegates to use our association and annual conference to expand their networks and make lasting connections to support them both professionally as well as personally. For me, this is the best aspect of being an AQNML member. It is not easy being a Healthcare Leader in the current times. The challenges related to fiscal accountability, workforce, HR, supply chain issues, new hospital builds, increasing population and service demands and external factors like flood, fire, worldwide pandemic, cyber-attacks and the list goes on are unlike any we've had before. Knowing we can all be there for one another and offer an email, text or phone call is invaluable.

This year's Conference program was intentionally planned to focus on workforce current and future. This a common concern and challenge for us all across sectors and due to the vast areas our members and delegates represent we felt we were well placed to deliver this content in a very meaningful and constructive way. We have tried to cover from the entry level with our University and Graduate content through to the Chief Nurse and Midwifery Officer and all that comes in between. We were thrilled to be offered the opportunity to host a workshop for Australia's first National Nursing Workforce Strategy which would give our delegates a direct voice in influencing future workforce at a national level. This takes us back to the original roots of our association in which the Matrons of Queensland past met with the then government leaders to discuss and plan health care delivery, issues and concerns. All of our workplaces are now becoming more affected by the much talked about and forecasted 'ageing' Nursing & Midwifery workforce and the AQNML membership is no exception with many of our senior long term members making the decision to retire in the past couple of years. Most notably, one of our longest serving members and past Presidents Graham Wilkinson. It is important to acknowledge and try to retain some of the invaluable wisdom and experience these retirees take with them when they go. With that in mind, we look forward to Graham's presentation at our 2023 conference and we will try to make this a regular session at future conferences for our future leaders to benefit from.

Last year was our first face-to-face conference in 3 years and despite some concerns with lower membership numbers it was a huge success. We were very well supported by our amazing sponsors, we welcomed back some familiar faces and saw a big increase in our Private Sector colleagues represented. This was very reassuring for our AQNML's future as the conference is our main source of revenue however this year we have seen a decline in both delegates and sponsors. In talking to some of our long term supporters, workload at their sites seems to be the most common factor. For the incoming committee, I believe we need to consider a change of date for our conference away from the busy end of year.....watch this space. To grow our membership we will also need to focus on some additional smaller member events separate to the conference to ensure we provide our members and sponsors with more but predominantly to support and grow our strength in our networking opportunities.

The financial position of the Association is detailed in the Auditor's Report and Annual Financial Statement and within the Treasurer's Report. The Treasurer's Report will also look at membership numbers in more detail, however these are the figures as at end 2022/23 financial year as at 30 June 2023.

Membership:	Full Members	Associate Members
End of 2022/23 Financial Year	124	9

It has been an honour to yet again serve as the AQNML President for this year. To outgoing Vice President, Benjamin Lawrence and Committee member, Margaret Cahill who served their 2-year-term and Pauline Maude and Billy Allen a 3 year term, I thank you for your support, leadership, and time in administering the Committee, especially this past year when there have been even greater demands on people's time and greater pressures on us to continue to lead in such challenging times. I look forward to working with the incoming committee to keep the AQNML alive and thriving and thank you all for your support.

In closing, I extend my deepest gratitude both personally and on behalf of the Executive Committee and our membership to our Secretariat, Cre8it Events, Martin, Kate and their Staff. Martin and Kate do so much more than provide professional secretariat services to the Association, they are constant source of ideas, support and inspiration. I have indicated before and will do so again, without their support we would not be able to achieve as much as we do, many thanks to you both and to your staff.

Thank you,

Melinda Daniels
AQNML President
Date 31/10/23
(Original Signed)

Motion: That the President's Annual Report for the year ended 30 June 2023 as tabled be received and noted.

Moved: Melinda Daniels

Seconded: Michele Burge

Carried.

7. Financial Statements

Treasurer / Secretary Lisa Milne tabled the following Report.

It is with great pleasure that I present my Treasurer's Report for the Association.

For 2022/2023 the Association has seen a increase in membership numbers. As at 30 June 2023, total number of financial members equaled 133 (19 more than membership for financial year 2022/2023, which was 114).

2022/2023 Membership includes:

- 4 New Member Special 2023/24
- 15 New Member Special 2022/23
- 71 Full Member renewals
- 34 New Full members
- 0 Associate Member New Special 2023/24
- 2 Associate Member New Special 2022/23
- 3 New Associate Members
- 4 Associate Member renewals
- 0 Associate Member Interstate New Special 2022/23
- 0 Associate Member Interstate New Special 2023/24

The membership fees resulted in \$10,227.00 paid.

You have a copy of the Financial Statement. These are our current assets as at 30

June 2023: Cash at bank Operating Account: \$24,618.00

NAB Investment Account

\$17,493.00 Conference Account

\$2,593.00

Total Cash assets: \$44,704.00

Including total current liabilities, the net assets are:

\$45,479.00 Compared to 2022 our net profit assets were

\$69,826.00

This year there is a net profit (loss) of

\$24,347.00 This can be attributed to

the following:

EXPENSES:

The Financial Year shows a deficit on paper due to increasing costs associated with conference activities along with general cumulative costs across the board. The association committee was committed to monitoring and reviewing expenses over the financial year to ensure sustainability.

INCOME:

2023 income from membership experienced an decrease from previous year, as a result of no Merchant Facility operational between April to after 30 June 2023. (This facility has since become operational in the new financial year. Conference Delegates and Sponsorship was carried over from 2021 Postponed Conference).

It is important for the review of performance over a 3 – 5 year period due to the impact of Conference Income and Expenses being spread over financial years. There has been a general trend over a number of financial years that have being challenging for the Association, showing losses but over the longer term it reveals a clearer picture.

Profit / Loss

2016/17 (\$2,434.60)
2017/18 \$54,551.76
2018/19 (\$42,566.90)
2019/20 (\$12,268.14)
2020/21 (\$9,252.72)
2021/22 \$21,973.00
2022/23 (\$24,347.00)

This coming year will be particularly challenging due to increased Conference expenses and a decrease in conference registrations and exhibitors overall.

Auditors, Simpson & Winslow's report verifies the AQNML financial records are in good standing and have provided the reports for our AGM.

I am happy to report that with our financial processes continue to be compliant with all Accounting Standards and are in a sound position as an Association to hand over to the next Executive.

Thank you,

Lisa Milne
Secretary/Treasurer
AQNML
24/10/2023
(Original Signed)

Motion: That the ASSOCIATION OF QUEENSLAND NURSING AND MIDWIFERY LEADERS Inc. Financial Statements for the year ended 30 June 2023 as tabled be received and noted.

Moved: Lisa Milne **Seconded:** Nicola Young **Carried.**

8. Appointment of Auditors for the Ensuring Fiscal Year

Motion: To appoint Simpson & Winslow as Auditor for the ensuring fiscal year.

Moved: Pauline Calleja **Seconded:** Libin Jose **Carried.**

9. **Appointment of Committee**

Melinda Daniels (President) extended a warm vote of thanks and appreciation to all outgoing members of the Executive (as listed below):

Members retiring from the Executive Committee due to two (2) year term completion:

Benjamin Lawrence Vice President
Margaret Cahill Committee Member

Members retiring from the Executive Committee after one (1) year mid term:

Billy Allen Committee Member
Pauline Maude Committee Member

Members remaining on the Executive Committee for their second year:

Melinda Daniels President
Lisa Milne Secretary/Treasurer
Pauline Calleja Committee Member
Libin Jose Committee Member

Therefore, available positions on the Committee are:

1 x Vice President
4 x Committee Members

VOTING PROCESS:

Nomination for Vice President received prior to AGM:

Name: *Nicola Young*
Nominated by: Lisa Milne Seconded by: Melinda Daniels.

Nomination for Committee received prior to AGM:

Name: *Karyn Ehren*
Nominated by: Melinda Daniels Seconded by: Lisa Milne.
Nomination: Accepted

Name: *Michele Burge*
Nominated by: Melinda Daniels Seconded by: Lisa Milne.
Nomination: Accepted

Member Nominations to be taken from the floor

Committee Member Nominations:

Name: Kitty Hutchison
Nominated by: Pauline Calleja Seconded by: Libin Jose
Nomination: Accepted

A vote of thanks to all committee nominees.

A warm welcome was extended to the incoming Executive Committee.

10. **General Business**

As no items of general business were notified prior to the meeting, the business of the meeting is concluded.

Business Without Notice – Nil

- 11. **Close**
Melinda Daniels (President) thanked members for their contribution and attendance and formally closed the meeting at 5.43pm.

.....
President

.....
Date

.....
Secretary/Treasurer

.....
Date

AQNML 2024 PRESIDENT'S REPORT



It is my privilege to present the President's Report of the Association of Queensland Nursing & Midwifery Leaders (AQNML) for 2024. This is my fourth President's report, which I deliver on behalf of the 2024 Executive Committee. I would like to take the time to thank them for their assistance, work and support over the past year. They are Vice President – Nicola Young, Secretary / Treasurer – Lisa Milne, Committee Members – Michele Burge, Pauline Calleja, Karyn Ehren, Libin Jose, Kitty Hutchison. This year I would particularly like to acknowledge our returning past executive committee members who responded to my persuasive encouragement when I sent out the shout for help and asked them to support the AQNML once again – I truly am grateful. As I have discussed on many occasions, we are a voluntary committee of passionate and committed Nursing & Midwifery Leaders that have full-time 'day jobs' and due to our shared vision we work hard to represent the vision and legacy of the AQNML past, present and future.

The evolution for the AQNML is something that I am most proud to lead and to be a part of; from the humble and exclusive beginnings of the Matrons Association of Queensland to now 74 years on welcoming and supporting nursing and midwifery leaders at all levels across the many sectors of healthcare and encouraging our members and conference delegates to utilise our association and annual conference to expand their networks and make lasting connections to support them both professionally as well as personally. For me, this is the best aspect of being an AQNML member. It is not easy being a Leader in Health today and as I mentioned earlier regarding our committee, it is these professional relationships that support us all and remind us that there is always someone to call on when in need for help, a chat or another opinion to ease what can often feel like a lonely burden or be there with you to celebrate a win.

This year's Conference was proof again of what these professional relationships can do when we work together towards a common goal. During last year's conference the AQNML was presented with a most generous gesture from the Office of the Chief Nurse and Midwife (OCNMO) by way of a collaboration between our two groups to share costs and combine aspects of our events to provide what turned out to be a very successful one day program for the AQNML at the same time as the OCNMO Nurse Practitioner showcase followed the next day by the annual OCNMO Passionate About Practice day. This was a different approach for us in that it was 1 day only, no awards dinner and only 6 months after our 2023 conference. We knew it would be a big ask for us all – our executive committee, members, sponsors and delegates to ask them to step up and support us twice in one year however they did, and we are extremely grateful to them all and the very generous support of the OCNMO staff particularly Shelley Nowlan and Sally Jones. Our special one-day event featured many AQNML familiar faces of our members old and new who featured as our speakers who all did an amazing job with very knowledgeable and professional presentations. We were also able to introduce and welcome for the first time to the AQNML Conference Queensland's newly appointed Chief Midwife Liz Wilkes. Liz's position and appointment is proof of the constant evolution of our professions and something we were so proud to support and showcase.

To hold two conferences in 6 months despite great delegate attendance, our partnership with OCNMO and the very valued and valuable support of sponsors was expensive for us particularly with the increasing costs of holding an event like ours as just like at home, inflation has seen significant increased prices on all aspects associated that we try our best to keep to a minimum to our members to encourage their attendance and membership. The financial position of the Association is detailed in the Auditor's Report and Annual Financial Statement and within the Treasurer's Report. The Treasurer's Report will also look at membership numbers in more detail, however these are the figures as at end 2023/24 financial year as at 30 June 2024.

Membership:	Full Members	Associate Members
End of 2023/24 Financial Year	131	7

2025 will be an extremely special year for the AQNML as we celebrate our 75th anniversary. This is such a significant achievement for our association and a time to reflect on our foundation and founding members as we honour and respect their hard work and contributions in creating this amazing legacy for all of us and our future colleagues. We have some big plans for our 2025 Conference that will see us go back to our 2-day program and Awards Dinner format. It will be the 2024/25 Committee that brings this to life but already we have commenced planning to ensure we include some of our outstanding, now retired, past members. It is also a time for those of us that have served on the committee for the past few years to breathe a deep sigh of relief that we, the AQNML, have survived to celebrate this milestone. It was very challenging during and post COVID to rise again given we have no source of revenue other than our annual conference, sponsors and membership. It was certainly a lot of pressure particularly for Lisa and me to ensure 'it didn't crumble' on our watch! And of course, to acknowledge the superior work of Martin and Kate and their Cre8it events team who are part of the AQNML family.

It has been an honour to yet again serve as the AQNML President for this year. This is a position that I am forever humbled to hold and I am also very aware that I am role-modelling for our current and future leaders whilst also paying respect to those who have mentored me along the way including the late great Colleen Rasmussen. To outgoing Secretary / Treasurer, Lisa Milne and Committee members, Pauline Calleja and Libin Jose who served their 2-year-term, I thank you for your support, leadership, and time in administering the Committee, especially this past year when we undertook 2 conferences in one year! I look forward to welcoming the incoming committee who will keep the AQNML alive and thriving and thank you all for your support.

In closing, I extend my deepest gratitude both personally and on behalf of the Executive Committee and our membership to our Secretariat, Cre8it Events, Martin, Kate and their Staff. Martin and Kate do so much more than provide professional secretariat services to the Association, they are constant source of ideas, support and inspiration. I have indicated before and will do so again, without their support we would not be able to achieve as much as we do, many thanks to you both and to your staff.

Thank you,

Melinda Daniels
AQNML President
Date 27/10/24
(Original Signed)



AQNML 2024 TREASURER'S REPORT

It is with great pleasure that I present my Treasurer's Report for the Association.

For 2023/2024 the Association has seen an increase in membership numbers. As at 30 June 2024, total number of financial members equaled 138 (5 more than membership for financial year 2022/2023, which was 133).

2022/2023 Membership includes:

- **19** New Member Special 2024/25
- **8** New Member Special 2023/24
- **58** Full Member renewals
- **46** New Full members
- **1** Associate Member New Special 2024/25
- **0** Associate Member New Special 2023/24
- **2** New Associate Members
- **4** Associate Member renewals
- **0** Associate Member Interstate New Special 2024/25
- **0** Associate Member Interstate New Special 2023/24

The membership fees resulted in \$20,672.47 paid.

You have a copy of the Financial Statement. These are our current assets as at 30 June 2024:

Cash at bank Operating Account: \$10,351.52

NAB Investment Account \$18,161.03

Conference Account \$18,397.85

Total Cash assets: \$46,910.40

Including total current liabilities, the net assets are: \$46,316.54

Compared to 2023 our net assets were \$45,478.84

This year there is a net profit of \$837.66

This attributed to the following:

EXPENSES:

The Financial Year shows a profit on paper due to increasing costs associated with conference activities along with general cumulative costs across the board. The association committee was committed to monitoring and reviewing expenses over the financial year to ensure sustainability.

INCOME:

2024 income from membership experienced an increase from previous year, this would have been due to an increase in membership fees received after 30 June 2024 as a result of no Merchant Facility operational between April to after 30 June 2023. (This facility has since become operational in the new financial year). Another would have been the number people joining to attend the one day AQNML Conference in May 2024.

It is important for the review of performance over a 3 – 5 year period due to the impact of Conference Income and Expenses being spread over financial years. There has been a general trend over several financial years that have being challenging for the Association, showing losses but over the longer term it reveals a clearer picture.

Profit / Loss

2016/17 (\$2,434.60)
2017/18 \$54,551.76
2018/19 (\$42,566.90)
2019/20 (\$12,268.14)
2020/21 (\$9,252.72)
2021/22 \$21,973.00
2022/23 (\$24,346.82)
2023/24 \$837.66

This coming year will be particularly challenging due to increased Conference expenses and a decrease in conference registrations and exhibitors overall.

Auditors, Simpson & Winslow's report verifies the AQNML financial records are in good standing and have provided the reports for our AGM.

I am happy to report that with our financial processes continue to be compliant with all Accounting Standards and are in a sound position as an Association to hand over to the next Executive.

Thank you,



Lisa Milne
Secretary/Treasurer AQNML
Date – 24.10.24



21st October 2024

Association of Queensland Nursing & Midwifery Leaders Inc.
PO Box 8129
WOOLONGABBA QLD 4102

Re: Audit of 30 June 2024 Financial Statements

To the Management Committee,

The matters raised in this report arise from our financial report audit and relate to matters that we believe need to be brought to your attention.

We have completed our audit of Association of Queensland Nursing & Midwifery Leaders Incorporated financial report in accordance with professional standards. Thank you for returning the letter of representation.

This letter is prepared solely for the information of management and is not intended for any other purposes. We accept no responsibility to a third party who uses this communication.

Audit Findings

Subject: Secretariat Additional Hours Entry Correction

During the audit, it was identified that an amount of **\$784.12**, representing **additional hours worked by the secretariat in August**, was incorrectly recorded as **bank fees**, and **GST was not claimed** on this expense.

The correct treatment of the expense, including the **GST of \$71.28**, has been rectified through a **general journal entry**. This ensures that the correct classification of the expense and the corresponding GST claim is reflected in the financial records.

We recommend reviewing the process for recording and classifying similar expenses to ensure accuracy and timely claiming of GST in future transactions.

We have no further matters to report.

We would like to express our appreciation for the cooperation and assistance that we received during the course of our audit from all the staff at Association of Queensland Nursing & Midwifery Leaders Incorporated.

We shall be pleased to discuss with you further any matters mentioned in this report at your convenience.

Yours sincerely

Ian Rule

Ian Rule
Principal FIPA, FFA, FTIA, CTA

Summary of Detailed Audit Findings

Overview of findings

Scope of the audit and audit approach

Our audit was conducted in accordance with Australian Auditing Standards and was designed to obtain reasonable assurance that the financial report is free of material misstatement. This involved us making an assessment of the risk of material misstatement, whether due to fraud or error, and then applying audit procedures, using our professional judgment, to mitigate that risk. An audit is not designed to identify matters that may be of interest to management in discharging its responsibilities. Absolute assurance is not possible due to the inherent limitations of an audit and of internal control, resulting in the unavoidable risk that some material misstatements may not be detected.

Auditor independence

We confirm that, as at the date of this report, the engagement team and others in the audit firm have complied with the relevant ethical requirements regarding independence and have communicated all relationships and other matters that in the auditor's professional judgement may reasonably be thought to bear on independence and associated safeguards, as necessary.

Audit opinion

We intend to issue an **unmodified** audit opinion on the financial report.

Fraud

We are required by Auditing Standards to consider the risk of fraud in planning the nature and extent of our audit tests. During the course of our audit we have not become aware of any incidence of fraud. . Because fraud is deliberate, there are always risks that material misstatements, fraud and other illegal acts may exist and not be detected by our audit of the financial report.

Internal control matters

It is the responsibility of management for producing the financial statements and ensuring adequate internal controls and sound business practices are in place. Where our testing indicated that there exists a need for improvement in existing systems of internal control we increased our year-end testing of account balances to ensure that audit risk was kept to an appropriately low level.

ASSOCIATION OF QUEENSLAND NURSING & MIDWIFERY LEADERS INC
ABN 31 320 723 660



Financial Statements
For the year ended 30 June 2024

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Committee's Report
For the year ended 30 June 2024

Your committee members submit the financial accounts of the ASSOCIATION OF QUEENSLAND NURSING & MIDWIFERY LEADERS INC for the financial year ended 30 June 2024.

Committee Members

The names of committee members at the date of this report are:

PRESIDENT - Melinda Daniels
SECRETARY/TREASURER - Lisa Milne
VICE PRESIDENT - Nicola Young
EXECUTIVE - Michele Burge
EXECUTIVE - Karyn Ehren
EXECUTIVE - Pauline Calleja
EXECUTIVE - Kitty Hutchinson
EXECUTIVE - Libin Jose

Principal Activities

The **principal activity** of the **Association of Queensland Nursing & Midwifery Leaders (AQNML)** is to provide **professional leadership, advocacy, and support** to nurses and midwives in leadership roles throughout Queensland. The association aims to promote leadership development, influence healthcare policy, and deliver educational opportunities for its members through events such as **annual conferences, networking events, and mentorship programs**. Its core focus is on advancing leadership within the nursing and midwifery professions, ensuring excellence in healthcare delivery.

Significant Changes

No significant change in the nature of these activities occurred during the year.

Operating Result

The profit from ordinary activities after providing for income tax amounted to

Year ended	Year ended
30 June 2024	30 June 2023
\$	\$
837.66	(24,346.82)

Signed in accordance with a resolution of the Members of the Committee on:

PRESIDENT - Melinda Daniels

SECRETARY/TREASURER - Lisa Milne

The accompanying notes form part of these financial statements.

Income and Expenditure Statement
For the year ended 30 June 2024

	2024	2023
	\$	\$
Income		
Sales	2,000.00	400.00
Interest received	668.20	231.50
Membership Fees	20,672.47	10,227.04
Conference delegates	90,400.92	79,658.66
Conference sponsorship	34,180.91	3,415.00
Trade & Accommodation	28,121.59	15,900.00
Total income	176,044.09	109,832.20
Expenses		
Accounting/Audit fees	1,605.45	1,585.00
Awards	253.81	
Bank Fees And Charges	1,522.79	96.23
Bookkeeping	435.00	400.00
Conference/seminar costs	153,392.52	114,717.66
Insurance	2,162.87	1,990.66
Postage	140.00	134.55
Secretariat fees	14,775.64	14,511.27
Subscriptions	557.05	717.74
Website fees	361.30	25.91
Total expenses	175,206.43	134,179.02
Profit from ordinary activities before income tax	837.66	(24,346.82)
Income tax revenue relating to ordinary activities		
Net profit attributable to the association	837.66	(24,346.82)
Total changes in equity of the association	837.66	(24,346.82)
Opening retained profits	39,507.13	63,853.95
Net profit attributable to the association	837.66	(24,346.82)
Closing retained profits	40,344.79	39,507.13

Detailed Balance Sheet as at 30 June 2024

	Note	2024	2023
		\$	\$
Current Assets			
Cash Assets			
Cash At Bank - Operating account		10,351.52	24,618.21
NAB Investment account		18,161.03	17,492.83
Conference Account		18,397.85	2,592.54
		<u>46,910.40</u>	<u>44,703.58</u>
Total Current Assets		<u>46,910.40</u>	<u>44,703.58</u>
Total Assets		<u>46,910.40</u>	<u>44,703.58</u>
Current Liabilities			
Current Tax Liabilities			
GST payable control account		665.18	(775.26)
Input tax credit control account		(71.28)	
		<u>593.90</u>	<u>(775.26)</u>
Total Current Liabilities		<u>593.90</u>	<u>(775.26)</u>
Total Liabilities		<u>593.90</u>	<u>(775.26)</u>
Net Assets		<u>46,316.50</u>	<u>45,478.84</u>
Members' Funds			
Reserves			
Increase in Members Funds		5,971.71	5,971.71
Accumulated surplus (deficit)		40,344.79	39,507.13
Total Members' Funds		<u>46,316.50</u>	<u>45,478.84</u>

Notes to the Financial Statements For the year ended 30 June 2024

Note 1: Summary of Significant Accounting Policies

Basis of Preparation:

The financial statements are prepared as **special purpose financial statements** for the use of members and management. They are prepared under the **historical cost convention**, unless stated otherwise, and in accordance with the recognition and measurement principles of accounting standards that are applicable to cash basis reporting. The association is not a reporting entity, as users can demand specific information as needed.

Revenue and Expense Recognition:

The association recognizes **revenue and expenses on a cash basis**, meaning they are recorded in the financial statements when cash is actually received or paid.

- **Revenue Recognition:**
 - **Membership Fees:** Recognized upon receipt of cash.
 - **Conference Delegates and Sponsorship:** Recognized when payments are received, regardless of when the event occurs.
 - **Interest Income:** Recognized when interest is received in cash.
- **Expense Recognition:**
 - All expenses, including accounting/audit fees, conference costs, and operating expenses, are recognized when payment is made.

Financial Instruments:

Financial instruments such as **cash and cash equivalents** and **payables** are recognized at their **nominal value**.

- **Cash and Cash Equivalents:** Cash at bank and on hand are recorded at nominal value.
- **Receivables and Payables:** Recognized when received or paid.

Income Tax:

The association is **exempt from income tax** under current Australian taxation laws.

Goods and Services Tax (GST):

Revenue, expenses, and assets are recognized net of GST unless the GST is not recoverable. The **GST Payable Control Account** reflects the liability owed to the Australian Taxation Office, and all amounts are shown net of GST.

Provisions:

No specific provisions are recognized as the association operates on a cash basis. Liabilities are recorded when paid.

Comparative Information:

The financial statements provide comparative information for the previous year. Any significant reclassifications or adjustments from prior years will be disclosed in the notes to the financial statements.

Net Profit and Retained Earnings:

Net profit is calculated based on the cash receipts and payments for the year. **Retained earnings** reflect the accumulation of net profits from prior years.

Note 2: Contracted Services

During the financial year, the Association engaged the services of a secretariat to manage the association's day-to-day financial and administrative duties, as well as to organize and run the annual conference.

The total amount paid to the secretariat and their related party company, **Cre8it Events**, for these services during the financial year was **\$96,815.77**. These transactions were conducted on an **arm's length basis**, with no preferential terms granted.

The secretariat is **not a member of the management committee**, and the engagement was based on a contractual arrangement approved by the committee.

For the year ended 30 June 2024

The Committee has determined that the association is not a reporting entity and that this special purpose financial report should be prepared in accordance with the accounting policies outlined in Note 1 to the financial statements.

In the opinion of the Committee the Income and Expenditure Statement, Statement of Financial Position, and Notes to the Financial Statements:

1. Presents fairly the financial position of ASSOCIATION OF QUEENSLAND NURSING & MIDWIFERY LEADERS INC as at 30 June 2024 and its performance for the year ended on that date.
2. At the date of this statement, there are reasonable grounds to believe that the association will be able to pay its debts as and when they fall due.

This statement is made in accordance with a resolution of the Committee and is signed for and on behalf of the Committee by:

PRESIDENT - Melinda Daniels

SECRETARY/TREASURER - Lisa Milne

The accompanying notes form part of these financial statements.

Independent Auditor's Report to the Members

Report on the Audit of the Financial Report

Opinion

We have audited the financial report of ASSOCIATION OF QUEENSLAND NURSING & MIDWIFERY LEADERS INC (the association), which comprises the Statement by Members of the Committee, the Income and Expenditure Statement, Balance Sheet as at 30 June 2024, a summary of significant accounting policies and the certification by members of the committee on the annual statements giving a true and fair view of the financial position and performance of the association.

In our opinion, the accompanying financial report presents fairly, in all material respects, the financial position of the association as at 30 June 2024 and [of] its financial performance for the year then ended in accordance with the accounting policies described in Note 1 to the financial statements and the requirements of the Associations Incorporation Act 1981.

Basis for Opinion

We conducted our audit in accordance with Australian Auditing Standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Report section of our report. We are independent of the association in accordance with the ethical requirements of the Accounting Professional and Ethical Standards Board's APES 110 Code of Ethics for Professional Accountants (the Code) that are relevant to our audit of the financial report in Australia. We have also fulfilled our ethical responsibilities in accordance with the Code.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Emphasis of Matter – Basis of Accounting

We draw attention to Note 1 to the financial report, which describes the basis of accounting. The financial report has been prepared to assist the association to meet the requirements of Associations Incorporation Act 1981. As a result, the financial report may not be suitable for another purpose. Our opinion is not modified in respect of this matter.

Responsibilities of the Committee for the Financial Report

The committee is responsible for the preparation and fair presentation of the financial report in accordance with the financial reporting requirements of the Associations Incorporation Act 1981 and for such internal control as the committee determines is necessary to enable the preparation and fair presentation of a financial report that is free from material misstatement, whether due to fraud or error.

In preparing the financial report, the committee is responsible for assessing the association's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the committee either intends to liquidate the association or to cease operations, or has no realistic alternative but to do so.

Auditor's Responsibilities for the Audit of the Financial Report

Independent Auditor's Report to the Members

Our objectives are to obtain reasonable assurance about whether the financial report as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with the Australian Auditing Standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of this financial report.

As part of an audit in accordance with Australian Auditing Standards, we exercise professional judgement and maintain professional scepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial report, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the association's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the committee.
- Conclude on the appropriateness of the committee's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the association's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial report or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the association to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial report, including the disclosures, and whether the financial report represents the underlying transactions and events in a manner that achieves fair presentation.

We communicate with the committee regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Signed on :

Ian Rule

Simpson & Winslow

Ian Rule

Principal FIPA, FFA, FTIA, CTA