**Treasurer’s Annual Report 2023/2024**

**Financial Overview**  
The financial books and statements were submitted to the auditor, *Houston & Hannah*, who confirmed that the financial statements were properly prepared in accordance with ACT financial regulatory acts and ACTPA rules.

All financial accounting has been completed, and the books are up to date. The accounts will now be submitted to the Office of Regulatory Services, and payment will be made to the auditor.

**Financial Highlights**  
As of **31 October 2024**, the financial position is as follows:

* **Current Balance:** $19,439
* **Financial Membership Contributions:** $11,410
* **Total Income (2023/2024):** $62,481
* **Total Expenditure (2023/2024):** $60,027
* **Net Surplus:** $2,455

**Additional Notes**

* Sponsorship was particularly low this year due to an inability to offer promotional events.
* The **2023/2024 PPLF Report** has been completed and submitted.
* The **2024/2025 PPLF Deed Invoice** of $25,000 has been sent to the Directorate, alongside the ACTPA PPLF increase claim for consideration.
* ACTPA has maintained Public Liability Insurance in compliance with PPLF requirements.

**Next Steps**

1. The Public Officer and I will sign off and lodge the annual return with the ACT Office of Regulatory Affairs under the **ACT Associations Incorporation Act 1991**.
2. It is our intention to upload the audited Annual Financial Report to the ACTPA website before the end of the year.

**Motion to Adjust ACTPA Membership Fees for 2025**  
The following membership fees for 2025 are proposed:

ACTPA Membership Fee Structure 2025

### Principal

### Early Bird $200 (before end Term 1)

### $220 after term 1

### $110 for terms 3&4

### Deputy Principal

### $120 (before end term 1)

### $130 after term 1

### $65 terms 3&4

### Associate membership

### $20 per term

### HDA

### $30 per term

This motion is put forward for approval by the Executive membership.

This motion was moved by **\_\_\_\_\_\_\_**  and seeks a seconder.

**Proposed ACTPA Budget (December 2024 – November 2025)**

|  |  |  |  |
| --- | --- | --- | --- |
| Income | Amount | Expenses | Amount |
| Estimated Balance | $10,000 | Professional Learning | $21,500 |
| Membership Contributions | $12,000 | Member PL Grants | $9,000 |
| PPLF | $25,000 | AGM Event | $4,000 |
| Sponsorship | $7,000 | ASPA Fee | $4,000 |
| Member Payments for Events | $4,000 | APPA Fee | $4,500 |
|  |  | Executive Officer Honorarium | $12,000 |
|  |  | Sundry Expenses (e.g., Auditor) | $3,000 |
| Total Income | **$58,000** | **Total Expenses** | **$58,000** |

This report was moved by **\_\_\_\_\_\_\_\_** and seeks a seconder.

**Prepared by:**  
Paula Kinsman  
27 November 2024