

GFGC Record of Procedures

(draft July 16 2026)

TABLE OF CONTENTS

GFGC Record of Procedures	1
(draft July 16 2026)	1
GFGC Record of Compliance (Public Officer)	2
Compliance filing	2
1st removable insert: immediate working papers	2
Calendar of compliance deadlines	2
Page format	2
2nd removable insert: filing and procedure summary + yellow flag sticky notes	2
Sentencing	2
Compliance procedures	2
Reports to members and/or executive	2
Working papers	2
GFGC Record of Correspondence (Secretary)	3
Correspondence filing	3
1st removable insert: immediate working papers	3
GFGC List of Correspondence YRMTDY	3
2nd removable insert: filing and procedure summary + yellow flag sticky notes	3
Most email correspondence to/from the secretary does not require printing	3
Sentencing	3
Correspondence procedures	3
Reports to members and/or executive	3
Working papers	3
GFGC Record of Emails (Secretary)	4
• a printout of important emails that the executive consider essential for transparency and/or procedure	4
Email filing	4
1st removable insert: immediate working papers	4
2nd removable insert: filing and procedure summary + yellow flag sticky notes	4
Email procedures	4
Secretary prints emails as directed by the executive	4
GFGC Record of Executive (Secretary)	5
• a printout of selected vote counts, disciplines, emails, web forum discussions, text messages, motions passed and documents that the executive consider essential for transparency and/or procedure	5
Executive filing	5
1st removable insert: immediate working papers	5
2nd removable insert: filing and procedure summary + yellow flag sticky notes	5
Executive procedures	5
Secretary prints, stores and bundles as directed by the executive	5
GFGC Record of Finances (Treasurer)	6
Finance filing	6
1st removable insert: immediate working papers	6
2nd removable insert: filing and procedure summary + yellow flag sticky notes	6
Finance procedures	6
GFGC Record of transactions	6
GFGC Record of bank statements	6
GFGC Record of receipts	6
GFGC Record of Incorporation (Public Officer)	7
Incorporation filing	7
1st removable insert: immediate working papers	7
2nd removable insert: filing and procedure summary + yellow flag sticky notes	7
Incorporation procedures	7
Prints or copies of essential documents related to incorporation	7
GFGC Record of Meetings (Secretary)	8
Meeting filing	8
1st removable insert: immediate working papers	8
2nd removable insert: filing and procedure summary + yellow flag sticky notes	8
Meeting procedures	8
Prints or copies of essential documents related to meetings	8
GFGC Record of Membership (Secretary)	9
Membership filing	9
1st removable insert: immediate working papers	9
2nd removable insert: filing and procedure summary + yellow flag sticky notes	9
Membership procedures	9
Record of old 'GFGC Sign-On Sheets'	9

GFGC Record of Compliance (Public Officer)

Compliance filing

1st removable insert: immediate working papers

- eg urgent correspondence, reports to members etc

Calendar of compliance deadlines

- a one-page summary of deadlines for fees due and compliance lodgements eg
 - national 'body' rego
 - ACNC registration
 - Public liability renewal and certificates

Page format

- the top third of the page is a financial year calendar grid displaying days, dates and public holidays
 - deadlines are highlighted in yellow marker
- the bottom two thirds of the page is an empty form with a manual listing of compliance deadlines with column headings left to right
 - organisation
 - deadline date
 - fees title
 - fees amount + unpaid ☐ and paid ☐ hatchboxes
 - invoice and/or receipt number
 - span of entitlement (YRMTDY to YRMTDY)
 - description
 - next due date + do ☐ and done ☐ hatchboxes

2nd removable insert: filing and procedure summary + yellow flag sticky notes

- the one-page filing and procedure summary is an empty form
 - title and an abstract (short summary) is listed for each group of related records
 - which are bundled by small bulldog clips and an adhesive yellow flag
- manual entries are updated on a '**GFGC Filing and Procedure Summary.pdf**' document and mounted on the web server
 - at least one month prior to each AGM and/or at least five business days before any special meeting invoked by a majority of executive and/or members (at any particular gathering)

Sentencing

- the '**GFGC Records Compendium YRMTDY**' is filed 'as is' at the ensuing AGM
 - where the span of entitlement continues beyond 1 July
 - remove the essential certificates, receipts etc of the bundle
 - tag the original bundle with a yellow tag saying
 - "SPAN OVERLAP - RECORD TRANSFERRED"

Compliance procedures

Reports to members and/or executive

- all records are left unsealed in the '**GFGC Records Compendium YRMTDY**' ring-binder at any general or special meeting

Working papers

- it is the responsibility of the Public Officer to present the **1st removable insert: immediate working papers** to the meeting
 - respond to any related queries
 - share working papers with members who ask to inspect

GFGC Record of Correspondence (Secretary)

Correspondence filing

1st removable insert: immediate working papers

- eg urgent correspondence, reports to members etc

GFGC List of Correspondence YRMTDY

- a form with manual entries with the following columns
 - from ☐ and to ☐
 - letter date
 - sender
 - receiver
 - description
 - follow up required + do ☐ and done ☐
 - notes

2nd removable insert: filing and procedure summary + yellow flag sticky notes

- the one-page filing and procedure summary is an empty form
 - title and an abstract (short summary) is listed for each group of related records
 - which are bundled by small bulldog clips and an adhesive yellow flag
 - manual entries are updated on a '**GFGC Filing and Procedure Summary.pdf**' document and mounted on the web server
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Most email correspondence to/from the secretary does not require printing

- attached declarations, certificates or receipts (usually PDFs) DO require printing
 - either printed by the secretary or forwarded to the responsible executive
 - who is responsible for printing the document for their records
 - these actions are recorded in the 'notes' column in the 'List of Correspondence'

Sentencing

- the '**GFGC Records Compendium YRMTDY**' is filed 'as is' at the ensuing AGM
 - where the span of entitlement continues beyond 1 July
 - remove the essential correspondence in the bundle
 - tag the original bundle with a yellow tag saying
 - "SPAN OVERLAP - RECORD TRANSFERRED"

Correspondence procedures

Reports to members and/or executive

- all records are left unsealed in the '**GFGC Records Compendium YRMTDY**' ring-binder at any general or special meeting

Working papers

- it is the responsibility of the Secretary to present the **1st removable insert: immediate working papers** to the meeting
 - respond to any related queries
 - share working papers with members who ask to inspect

GFGC Record of Emails (Secretary)

- a printout of important emails that the executive consider essential for transparency and/or procedure

Email filing

1st removable insert: immediate working papers

- eg urgent correspondence, reports to members etc
- two flags/sticky notes point to:
 - the '**GFGC Email List**' in the '**GFGC Record of Membership**' and
 - the '**GFGC Record of Correspondence**' where a record of important emails are kept

2nd removable insert: filing and procedure summary + yellow flag sticky notes

- the one-page filing and procedure summary is an empty form
 - title and an abstract (short summary) is listed for each group of related records
 - which are bundled by small bulldog clips and an adhesive yellow flag
 - manual entries are updated on a '**GFGC Filing and Procedure Summary.pdf**' document and mounted on the web server
 - at least one month prior to each AGM and/or at least five business days before any special meeting invoked by a majority of executive and/or members (at any particular gathering)

Email procedures

Secretary prints emails as directed by the executive

- and/or as the secretary sees fit at the time

GFGC Record of Executive (Secretary)

- a printout of selected vote counts, disciplines, emails, web forum discussions, text messages, motions passed and documents that the executive consider essential for transparency and/or procedure

Executive filing

1st removable insert: immediate working papers

- eg a record of executive documents including; meeting dates and times; expulsions; barrings; respondent or plaintiff correspondence; and, key motions or decision made without the presence of members
- two flags/sticky notes point to:
 - the '**GFGC Email List**' in the '**GFGC Record of Membership**' and
 - the '**GFGC Record of Correspondence**' where a record of important emails are kept

2nd removable insert: filing and procedure summary + yellow flag sticky notes

- the one-page filing and procedure summary is an empty form
 - title and an abstract (short summary) is listed for each group of related records
 - which are bundled by small bulldog clips and an adhesive yellow flag
 - manual entries are updated on a '**GFGC Filing and Procedure Summary.pdf**' document and mounted on the web server
 - at least one month prior to each AGM and/or at least five business days before any special meeting invoked by a majority of executive and/or members (at any particular gathering)

Executive procedures

Secretary prints, stores and bundles as directed by the executive

GFGC Record of Finances (Treasurer)

- only the treasurer has the authority to make payments, collect cash or bank funds
- one EFTPOS Westpac Gungahlin branch card is kept by the treasurer using only two accounts
 - a savings account (in the club's name) for sundry expenses
 - a cheque account (in the club's name) for direct debits (in regard to room hire) and payments required for registration or insurance
- monthly PDFs (bank statements) are mounted on the club's web site for all members to inspect at any time
- monthly PDFs (finance reports) are also mounted on the club's web site for all members to inspect at any time

Finance filing

1st removable insert: immediate working papers

- eg urgent correspondence, reports to members etc

2nd removable insert: filing and procedure summary + yellow flag sticky notes

- the one-page filing and procedure summary is an empty form
 - title and an abstract (short summary) is listed for each group of related records
 - which are bundled by small bulldog clips and an adhesive yellow flag
 - manual entries are updated on a '**GFGC Filing and Procedure Summary.pdf**' document and mounted on the web server
 - at least one month prior to each AGM and/or at least five business days before any special meeting invoked by a majority of executive and/or members (at any particular gathering)

Finance procedures

- each record of transactions, bank statements and receipts exists (in full) as one PDF called the '**GFGC Record of Finances**' on the club's website
- this emanates from one flat-file spreadsheet which lists (in order of transaction date) all transactions, a URL to each bank statement and a URL to the scan or screenshot of each receipt
- transactions are a breakdown of line items in each receipt and record a number for each line item such that members can examine photos, scans or screenshots and fathom the proof of transaction
- it is the responsibility of the treasurer to quickly present transaction, statement or receipt PDFs on screen via a web browser at meetings on request by any member

GFGC Record of transactions

- manual listing of URLs
- points to the commensurate PDF of transactions mounted on the club's website
- there may be a print out of recent (previous month's) transactions as directed by the executive
 - usually prior to important meetings for inspection by members

GFGC Record of bank statements

- a manual listing of URLs
 - the savings account (in the club's name) for sundry expenses
 - the cheque account (in the club's name) for direct debits (in regard to room hire) and payments required for registration or insurance

GFGC Record of receipts

- a manual listing of URLs
 - a scan, photo or screenshot of any expenditure (of any amount) from any account

GFGC Record of Incorporation (Public Officer)

- bundled records are grouped (with bulldog clips) by key certificates, receipts and correspondence
 - last first and dated YRMTDY with a yellow flag

Incorporation filing

1st removable insert: immediate working papers

- eg urgent correspondence, reports to members etc

2nd removable insert: filing and procedure summary + yellow flag sticky notes

Incorporation procedures

Prints or copies of essential documents related to incorporation

- bundled records are grouped (with bulldog clips) by key certificates, receipts and correspondence
 - last first and dated YRMTDY with a yellow flag

GFGC Record of Meetings (Secretary)

Meeting filing

1st removable insert: immediate working papers

- eg urgent correspondence, reports to members etc

2nd removable insert: filing and procedure summary + yellow flag sticky notes

- the one-page filing and procedure summary is an empty form
 - title and an abstract (short summary) is listed for each group of related records
 - which are bundled by small bulldog clips and an adhesive yellow flag
 - manual entries are updated on a '**GFGC Filing and Procedure Summary.pdf**' document and mounted on the web server
 - at least one month prior to each AGM and/or at least five business days before any special meeting invoked by a majority of executive and/or members (at any particular gathering)

Meeting procedures

Prints or copies of essential documents related to meetings

- bundled records are grouped (with bulldog clips) by key minutes and correspondence
 - last first and dated YRMTDY with a yellow flag

GFGC Record of Membership (Secretary)

Membership filing

1st removable insert: immediate working papers

- eg urgent correspondence, reports to members etc
- the '**GFGC Email List**'
 - a list of members tagged with a YRMTDY (being the first instance of that member signing on to the '**GFGC Sign-On Sheet**'

2nd removable insert: filing and procedure summary + yellow flag sticky notes

- the one-page filing and procedure summary is an empty form
 - title and an abstract (short summary) is listed for each group of related records
 - which are bundled by small bulldog clips and an adhesive yellow flag
- manual entries are updated on a '**GFGC Filing and Procedure Summary.pdf**' document and mounted on the web server
 - at least one month prior to each AGM and/or at least five business days before any special meeting invoked by a majority of executive and/or members (at any particular gathering)

Membership procedures

Record of old '**GFGC Sign-On Sheets**'

- bundled records are grouped (with bulldog clips) by month
 - last first and dated YRMTDY with a yellow flag