

Pluckers Record of Procedures

(draft August 7 2026)

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Pluckers 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 and circled, squared, diamonded or asterisked to identify different bodies
- the bottom two thirds of the page is an empty form with a manual listing of compliance deadlines with column headings left to right

GFGC CALENDAR OF COMPLIANCE DEADLINES

JAN	M	T	W	Th	F	Sat	Sun	FEB	M	T	W	Th	F	Sat	Sun	MAR	M	T	W	Th	F	Sat	Sun
	1	2	3	4	5	6	7		1	2	3	4	5	6	7		1	2	3	4	5	6	7
	8	9	10	11	12	13	14		8	9	10	11	12	13	14		8	9	10	11	12	13	14
	15	16	17	18	19	20	21		15	16	17	18	19	20	21		15	16	17	18	19	20	21
	22	23	24	25	26	27	28		22	23	24	25	26	27	28		22	23	24	25	26	27	28
	29	30	31						29	30	31						29	30	31				
APR	M	T	W	Th	F	Sat	Sun	MAY	M	T	W	Th	F	Sat	Sun	JUN	M	T	W	Th	F	Sat	Sun
	1	2	3	4	5	6	7		1	2	3	4	5	6	7		1	2	3	4	5	6	7
	8	9	10	11	12	13	14		8	9	10	11	12	13	14		8	9	10	11	12	13	14
	15	16	17	18	19	20	21		15	16	17	18	19	20	21		15	16	17	18	19	20	21
	22	23	24	25	26	27	28		22	23	24	25	26	27	28		22	23	24	25	26	27	28
	29	30	31						29	30	31						29	30	31				
JUL	M	T	W	Th	F	Sat	Sun	AUG	M	T	W	Th	F	Sat	Sun	SEP	M	T	W	Th	F	Sat	Sun
	1	2	3	4	5	6	7		1	2	3	4	5	6	7		1	2	3	4	5	6	7
	8	9	10	11	12	13	14		8	9	10	11	12	13	14		8	9	10	11	12	13	14
	15	16	17	18	19	20	21		15	16	17	18	19	20	21		15	16	17	18	19	20	21
	22	23	24	25	26	27	28		22	23	24	25	26	27	28		22	23	24	25	26	27	28
	29	30	31						29	30	31						29	30	31				
OCT	M	T	W	Th	F	Sat	Sun	NOV	M	T	W	Th	F	Sat	Sun	DEC	M	T	W	Th	F	Sat	Sun
	1	2	3	4	5	6	7		1	2	3	4	5	6	7		1	2	3	4	5	6	7
	8	9	10	11	12	13	14		8	9	10	11	12	13	14		8	9	10	11	12	13	14
	15	16	17	18	19	20	21		15	16	17	18	19	20	21		15	16	17	18	19	20	21
	22	23	24	25	26	27	28		22	23	24	25	26	27	28		22	23	24	25	26	27	28
	29	30	31						29	30	31						29	30	31				

BODY +URL LINK	DEADLINE YRMTDY	FEE TITLE	AMOUNT	INV/RCT #	SPAN OF ENTITLEMENT	DESC	DUE NEXT YRMTDY
 ACT GOV	270708	Incorporation rego	\$ paid ☐ unpaid ☐				280708 do ☐ done ☐
 ACNC	270711	Not for profit rego	\$ paid ☐ unpaid ☐	↓	↓	↓	280711 do ☐ done ☐

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

- the one-page filing and procedure summary is a print of this section and an empty form which is updated to a web based PDF (and printed to hard copy) to optimise page space
- 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

FILING AND PROCEDURE SUMMARY - COMPLIANCE

LAST-FIRST BUNDLE FILE DATE YRMTDY	BUNDLE SUMMARY	DOCUMENT SUMMARIES (Enter doc date with title and abstract) (For PDFs mounted to web and reprints use small fonts and deploy shift-enter for new lines inside table cel)
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Sentencing

- the '**Pluckers 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 '**Pluckers 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

Pluckers Record of Correspondence (Secretary)

Correspondence filing

1st removable insert: immediate working papers

- eg urgent correspondence, reports to members etc

Pluckers Record of correspondence

- a form with manual entries with the following columns

LETTER DATE YRMTDY	SENDER	RECEIVER	DESC	FOLLOW UP REQUIRED?	NOTES
				NO ☐ YES ... DO ☐ DONE ☐	

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

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FILING AND PROCEDURE SUMMARY - CORRESPONDENCE

LAST-FIRST BUNDLE FILE DATE YRMTDY	BUNDLE SUMMARY	DOCUMENT SUMMARIES (Enter doc date with title and abstract) (For PDFs mounted to web and reprints use small fonts and deploy shift-enter for new lines inside table cel)

Most email correspondence to/from the secretary does not require printing

- important letters declarations, certificates or receipts (usually PDFs) require posting to the club web site
- either mounted by the secretary or forwarded to the responsible executive
 - who is responsible for scanning, screenshotting and mounting the document for their records
 - these actions are recorded in the 'notes' column in the 'List of Correspondence'

Sentencing

- the '**Pluckers Records Compendium 20YR-20YR**' is a ring binder compendium of all club records that have required printing
- it is filed 'as is' at the ensuing AGM
 - where the span of entitlement continues beyond 1 July
 - essential correspondence and forms are copied and removed to the new compendium
 - tag the original bundle with a yellow tag saying
 - "SPAN OVERLAP - RECORD TRANSFERRED"
 - all web based documents, indexes and links remain in perpetuity

Correspondence procedures

Reports to members and/or executive

- all records are left unsealed in the '**Pluckers 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

Pluckers 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 '**Pluckers Email List**' in the '**Pluckers Record of Membership**' and
 - the '**Pluckers 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 a print of this section and an empty form which is updated to a web based PDF (and printed to hard copy) to optimise page space
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FILING AND PROCEDURE SUMMARY - EMAILS

LAST-FIRST BUNDLE FILE DATE YRMTDY	BUNDLE SUMMARY	DOCUMENT SUMMARIES (Enter doc date with title and abstract) (For PDFs mounted to web and reprints use small fonts and deploy shift-enter for new lines inside table cel)
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Email procedures

Secretary prints selected emails as directed by the executive

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

Pluckers 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
- NB: respondents in the context of barring or expulsion are referred in writing and in person by first name only - no identifying details
- two flags/sticky notes point to:
 - the '**Pluckers Email List**' in the '**Pluckers Record of Membership**' and
 - the '**Pluckers 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 a print of this section and an empty form which is updated to a web based PDF (and printed to hard copy) to optimise page space
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FILING AND PROCEDURE SUMMARY - EXECUTIVE

LAST-FIRST BUNDLE FILE DATE YRMTDY	BUNDLE SUMMARY	DOCUMENT SUMMARIES (Enter doc date with title and abstract) (For PDFs mounted to web and reprints use small fonts and deploy shift-enter for new lines inside table cel)
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Executive procedures

- see constitution for roles and meeting procedures
- secretary prints, stores and bundles as directed by the executive

Pluckers 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 clubs name) for direct debits (in regard to room hire) and payments required for registration or insurance

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 a print of this section and an empty form which is updated to a web based PDF (and printed to hard copy) to optimise page space
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FILING AND PROCEDURE SUMMARY - FINANCES

LAST-FIRST BUNDLE FILE DATE YRMTDY	BUNDLE SUMMARY	DOCUMENT SUMMARIES (Enter doc date with title and abstract) (For PDFs mounted to web and reprints use small fonts and deploy shift-enter for new lines inside table cel)
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Finance procedures

Pluckers Record of transactions

- this is a PDF called the '**Pluckers Record of Transactions**' updated on the club's website
- it is exported from one flat-file spreadsheet which lists all line items in all transactions (sorted by date YRMYDY and line item) with a link to
 - the related bank statement (SAV or CHQ)
 - the related document (usually the whole receipt)
- each entry is listed with:
 - the debit account code and credit account code based on the **Pluckers Chart of Accounts**
 - a breakdown of line items in each related receipt
- a tab or comma delimited text update is also posted on the club's site for transparent analysis in accounting packages or similar software
- there may be a print out of recent (previous month's) transactions as directed by the executive prior to important meetings for inspection by members

GFGC RECORD OF TRANSACTIONS												
BANK LINK	YRMTDY	LINE	DOC LINK	FROM-TO	DETAILS	\$ REV	\$ EXP	\$ BAL	SAV	CH Q	DEBIT TO	CREDIT TO
SAV	270629		SEE BNK ST	CAPITAL	STARTUP	\$ 10.00		\$ 10.00	10	10	ASS001-01	CAP001-01
CHQ	270629		SEE BNK ST	CAPITAL	STARTUP	\$ 10.00		\$ 20.00	10	10	ASS001-02	CAP001-02
SAV	270706	01	REC270706-01	ALDI	CHEESE		\$ 7.99	\$ 12.01	2	10	EXP001-01	ASS001-01
SAV	270706	02	REC270706-01	ALDI	WRAPS		\$ 3.99	\$ 8.02	-2	10	EXP001-01	ASS001-01
SAV	270706	03	REC270706-01	ALDI	SALAD		\$ 2.99	\$ 5.03	-5	10	EXP001-01	ASS001-01
CHQ	270706		SEE BNK ST	FEES	ENTRY	\$ 36.00		\$ 41.03	-5	31	ASS001-02	REV001-02
CHQ	270706		DIR DEBIT	GCC	HIRE		\$ 30.00	\$ 11.03	-5	-35	EXP002-01	ASS002-01

Pluckers Record of bank statements (web folder)

- the index file is a web based one-click-list of bank statement PDFs sorted by date
 - the savings account (in the club's name) for sundry expenses
 - the cheque account (in the clubs name) for direct debits (in regard to room hire) and payments required for registration or insurance etc

Pluckers Record of receipts and paid invoices (web folder)

- the index file is a web based one-click-list of receipts and paid invoices sorted by date
 - a graphic (scan, photo or screenshot) of each document
 - graphics have the syntax 'RECYRMTDY-XX-FROM'
 - eg REC270715-02-WOOLLIES-5.png (a \$4.80 purchase of buns from Woolies)
 - {receipt}{date}{day serial}-{from}

Pluckers Chart of accounts**GFGC CHART OF ACCOUNTS**

ASSETS	LIABILITIES
ASS001-01 (to/from SAV)	CAP001-01 (to SAV) \$10 free startup
ASS002-01 (to/from CHQ) entry fees	CAP002-01 (to CHQ) \$10 free startup
ASS003-01 (to/from CHQ) grants + donations	
EXPENSES	REVENUE
EXP001-01 (from SAV)	REV001-01 (to SAV)
EXP002-01 (from CHQ) room hire (from fees)	REV002-01 (to CHQ) entry fees
EXP003-01 (from CHQ) room hire (from grants)	REV003-01 (to CHQ) grants + donations

Procedure for banking weekly gathering entry fees

- **banking of coinage (only) is done in the local Gungahlin Westpac secure foyer by the treasurer (usually on the same day) where coinage is deposited, counted and receipted by the ATM**
- **an entrance fee of four dollars cash* is the only 'membership' fee for those who attend each weekly gathering**
 - the treasurer holds a caché of \$1 and \$2 coins as a way to quickly break down \$5, \$10 or \$20 notes from members
- *if a particular weekly gathering's room hire fee is not approximated the treasurer calls for an equal share top-up from those present to approximate the hire fee (in \$1 portions)
 - **example 1:** the room hire fee is \$30 but **only five people turn up** ... $4 \times 5 = \$20$... so the treasurer calls for an extra \$2 from each participant to make \$30 ... $(4+2) \times 5 = \$30$
 - **example 2:** the room hire fee is \$30 but **only four people turn up** ... $4 \times 4 = \$16$... so the treasurer calls for an extra \$2 from each participant to approximate ... $(4+3) \times 4 = \$28$
 - **example 3:** the room hire fee is \$30 and **twelve people turn up** ... $12 \times 4 = \$48$... so the whole \$48 is banked with the extra revenue going towards
 - forward payment of room hire or
 - free refreshments in the first half hour of kitchen hire

Pluckers 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

- the one-page filing and procedure summary is a print of this section and an empty form which is updated to a web based PDF (and printed to hard copy) to optimise page space
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FILING AND PROCEDURE SUMMARY - INCORPORATION

LAST-FIRST BUNDLE FILE DATE YRMTDY	BUNDLE SUMMARY	DOCUMENT SUMMARIES (Enter doc date with title and abstract) (For PDFs mounted to web and reprints use small fonts and deploy shift-enter for new lines inside table cel)
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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

Pluckers 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

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- title and an abstract (short summary) is listed for each group of related records
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FILING AND PROCEDURE SUMMARY - MEETINGS

LAST-FIRST BUNDLE FILE DATE YRMTDY	BUNDLE SUMMARY	DOCUMENT SUMMARIES (Enter doc date with title and abstract) (For PDFs mounted to web and reprints use small fonts and deploy shift-enter for new lines inside table cel)
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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

Pluckers Record of Membership (Secretary)

Membership filing

1st removable insert: immediate working papers

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

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

- the one-page filing and procedure summary is a print of this section and an empty form which is updated to a web based PDF (and printed to hard copy) to optimise page space
- 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

FILING AND PROCEDURE SUMMARY - MEMBERSHIP

LAST-FIRST BUNDLE FILE DATE YRMTDY	BUNDLE SUMMARY	DOCUMENT SUMMARIES
		(Enter doc date with title and abstract) (For PDFs mounted to web and reprints use small fonts and deploy shift-enter for new lines inside table cel)

Membership procedures

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

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

Membership criterion

- is verifiably over the age of 30 at the attendance of their first meeting
- signs on (at each weekly gathering) with a verifiable name and surname
- signs on (at each weekly gathering) with a verifiable residential address
- signs on (at each weekly gathering) to the code of conduct on the '**Pluckers Sign-On Sheet**'
- signs on (at each weekly gathering) with a verifiable email address and agrees to receive emails from the '**Pluckers Email List**' updated in a sealed section in the '**Pluckers Record of Membership**'
 - a person who emails the executive or orders in writing on the '**Pluckers Sign-On Sheet**' to be taken off the '**Pluckers Email List**' also resigns from membership
 - all private details - name, address and email address - from all sign-ons are redacted with black pen
- arrives with a guitar (and lead if recording) with the ability (or intent) to play it with finger-style
- agrees to contribute (in equal share) if the standard fee incurred for room and/or kitchen hire at each weekly gathering) does not suffice eg topping the hire fee up to \$5 each if only 5 people turn up instead of the average of 7 (at \$4 each)
 - members of the executive will hold a buffer of \$1 and \$2 coinage to break \$5 or \$10 notes to cover the necessary physical payments to the club tin (which is then banked)
 - electronic settlement (direct deposit) to the club's CHQ account is not encouraged but tolerated if immediate and validated by a notification on the treasurer's device

Code of conduct (on the '**Pluckers Sign-On Sheet**')

- I (undersigned) agree to
 - **follow the safety directives** of people allotted to key tasks such as kitchen or room setup, process or pack-up
 - **accord to the 'membership criterion'** with all it's conditions and responsibilities listed above
 - **read the 'Pluckers Constitution and Rules'** on the club's website within 7 days of attending my second gathering
 - **never interrupt a person conducting a 5-minutes-each session** until or unless there is general permission to do so or are specifically given an invitation to do so by the person in control of same

Form structure on the bottom of each page of the '**Pluckers Sign-On Sheet**'

EMAIL	NICKNAME	NAME	SURNAME	GENDER	STREET ADDRESS	POSTCODE	SIGNATURE	DATE
				M ☐ F ☐				