

Management Report

City of Port Macquarie Chamber of Commerce t/as Business Port
Macquarie

For the year ended 30 June 2025

Prepared by Coast Consult

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Executive Summary

City of Port Macquarie Chamber of Commerce t/as Business Port Macquarie For the year ended 30 June 2025

	2025	2024	VARIANCE
Cash			
Cash received	313,054.52	268,924.38	16.41% ↑
Cash spent	302,100.89	163,045.38	85.29% ↑
Cash surplus (deficit)	10,953.63	105,879.00	-89.65% ↓
Closing bank balance	116,832.63	105,879.00	10.35% ↑
Profitability			
Income	275,279.04	397,328.71	-30.72% ↓
Direct costs	118,958.85	241,328.33	-50.71% ↓
Gross profit (loss)	156,320.19	156,000.38	0.21% ↑
Other income	1,320.64	2,498.60	-47.14% ↓
Expenses	173,427.23	179,372.44	-3.31% ↓
Profit (loss)	(15,786.40)	(20,873.46)	24.37% ↑
Balance Sheet			
Debtors	4,225.00	18,070.00	-76.62% ↓
Creditors	36,581.88	1,377.13	2,556.39% ↑
Net assets	83,801.50	103,587.90	-19.10% ↓
Sales			
Number of invoices issued	326.00	154.00	111.69% ↑
Average value of invoices	588.18	542.29	8.46% ↑
Performance			
Gross profit margin (%)	56.79	39.26	44.63% ↑
Net profit margin (%)	(5.73)	(5.25)	-9.16% ↓
Return on investment (p.a.) (%)	(18.84)	(20.15)	6.51% ↑
Position			
Average debtor days	5.60	16.65	-66.34% ↓
Average creditor days	112.24	2.09	5,274.21% ↑
Short term cash forecast	(32,356.88)	16,692.87	-293.84% ↓
Current assets to liabilities	2.46	3.06	-19.78% ↓
Term assets to liabilities	-	-	-

Cash Summary

City of Port Macquarie Chamber of Commerce t/as Business Port Macquarie For the year ended 30 June 2025

	2025	YEARLY AVERAGE (YTD)	VARIANCE	
Income				
AICD Seminar Tickets	-	146,100.75	-100.00%	↓
Business Awards Launch	-	1,422.72	-100.00%	↓
Business Awards Sponsorship (42510)	75,348.06	73,099.98	3.08%	↑
Business Awards Ticket Sales (42511)	42,100.00	50,327.27	-16.35%	↓
Business Breakfasts Tickets	3,027.27	1,781.82	69.90%	↑
Coffee Connections Sponsorship	909.08	-	-	—
Combined Christmas Party Tickets	3,262.40	-	-	—
Golf Day Tickets	17,172.29	17,727.26	-3.13%	↓
Grants	-	1,500.00	-100.00%	↓
Hosted Function Tickets	1,100.00	-	-	—
Interest Received	816.99	900.54	-9.28%	↓
Lunch Event Tickets	10,436.36	10,431.82	0.04%	↑
Network Nights Tickets	5,412.73	7,631.83	-29.08%	↓
New Memberships	17,218.25	10,863.73	58.49%	↑
NYE Fireworks Sponsorship	28,863.64	-	-	—
Renewal Memberships	77,106.34	66,027.80	16.78%	↑
Small Business Workshops Tickets	-	1,395.46	-100.00%	↓
Sundry Income	503.65	98.06	413.61%	↑
Total Income	283,277.06	389,309.04	-27.24%	
Less Expenses				
Accrued Expenses	2,500.00	(2,500.00)	200.00%	↑
Advertising	1,202.54	1,298.27	-7.37%	↓
AICD Expenses	-	139,439.74	-100.00%	↓
Allowances	807.61	50.00	1,515.22%	↑
Annual Leave Expense	(1,272.79)	3,569.86	-135.65%	↓
Auditors Fees	-	2,500.00	-100.00%	↓
BA Admin Costs	988.39	-	-	—
BA Advertising and Promotion	3,840.38	-	-	—
BA Expenses	17,731.04	71,502.57	-75.20%	↓

	2025	YEARLY AVERAGE (YTD)	VARIANCE	
BA Photography	3,865.45	-	-	—
BA Sound/Lighting	8,885.10	-	-	—
BA Trophies, Prizes & Gratuities	2,324.55	-	-	—
Bad Debts	(580.00)	580.00	-200.00%	↓
Bank Charges	146.27	159.90	-8.52%	↓
Bank Merchant Fees	168.20	322.12	-47.78%	↓
BB Expenses	2,550.90	1,285.46	98.44%	↑
Board Meeting Costs	263.78	367.55	-28.23%	↓
Cleaning	-	604.55	-100.00%	↓
Computer Costs	5,260.20	2,376.46	121.35%	↑
Consultants Fees and Costs	2,485.00	15,343.08	-83.80%	↓
Donations/Sponsorships	2,082.40	2,061.36	1.02%	↑
Exec Officer Expenses	1,389.67	1,340.29	3.68%	↑
Fireworks NYE	20,000.00	-	-	—
Golf Day Expenses	5,495.46	12,109.69	-54.62%	↓
Golf Profit Share	6,389.00	-	-	—
Host Event Expenses	2,280.00	-	-	—
Insurance - General	6,818.13	6,545.17	4.17%	↑
LE Expenses	7,491.70	8,222.67	-8.89%	↓
Licences & Fees	337.00	86.38	290.14%	↑
Membership Expenses	28.62	194.38	-85.28%	↓
NN Expenses	5,085.34	6,769.84	-24.88%	↓
Office Expenses	-	35.45	-100.00%	↓
PAYG Withholding Tax Payable	2,033.00	(9,438.16)	121.54%	↑
Petty Cash/Debit Card advance	(1,000.00)	1,000.00	-200.00%	↓
Postage & Courier	-	34.19	-100.00%	↓
Printing & Stationery (61415)	565.67	654.10	-13.52%	↓
Provision for Annual Leave	1,272.79	(3,569.86)	135.65%	↑
Renewal Memberships Expenses	-	81.24	-100.00%	↓
Rent - Business Premises	6,452.76	6,452.76	-	—
Repairs & Maintenance	-	109.09	-100.00%	↓
Rounding	(0.08)	0.08	-200.00%	↓

	2025	YEARLY AVERAGE (YTD)	VARIANCE	
Small Business Workshop Expenses	-	1,722.74	-100.00%	↓
Staff Amenities	241.80	321.69	-24.83%	↓
Stripe Fees	547.34	75.75	622.56%	↑
Subscriptions	6,179.94	3,469.13	78.14%	↑
Sundry Creditors	8,718.84	(8,718.84)	200.00%	↑
Superannuation	13,683.84	12,191.02	12.25%	↑
Superannuation Payable	899.10	(3,764.54)	123.88%	↑
Telephone (63473)	1,492.63	1,035.75	44.11%	↑
Travel & Accommm Expenses	952.59	-	-	—
Wages & Salaries	119,276.25	116,317.65	2.54%	↑
Web Site Expenses	4,000.00	-	-	—
Workers Compensation Insur	924.98	218.94	322.48%	↑
Total Expenses	274,805.39	392,457.52	-29.98%	
Surplus (Deficit)	8,471.67	(3,148.48)	369.07%	
Plus Other Cash Movements				
Fixed Assets	7,420.00	(19,420.00)	138.21%	↑
Total Other Cash Movements	7,420.00	(19,420.00)	138.21%	
Plus Movements in Equity				
Retained Earnings	(4,000.00)	124,461.36	-103.21%	↓
Total Movements in Equity	(4,000.00)	124,461.36	-103.21%	
Plus Tax Movements				
Tax Collected	30,859.54	18,905.76	63.23%	↑
Tax Paid	(31,797.58)	(14,919.64)	-113.13%	↓
Net Tax Movements	(938.04)	3,986.12	-123.53%	
Net Cash Movement	10,953.63	105,879.00	-89.65%	
Summary				
Opening Balance	105,879.00	-	-	
Plus Net Cash Movement	10,953.63	105,879.00	-89.65%	↓
Cash Balance	116,832.63	105,879.00	10.35%	

Profit and Loss

City of Port Macquarie Chamber of Commerce t/as Business Port Macquarie For the year ended 30 June 2025

	2025	2024
Trading Income		
AICD Seminar Tickets	-	146,100.75
Business Awards Sponsorship (42510)	75,348.06	73,099.98
Business Awards Ticket Sales	42,100.00	51,749.99
Networking Events	20,885.44	21,240.93
Combined Christmas Party Tickets	3,262.40	-
Golf Day Tickets	17,172.29	17,727.26
NYE Fireworks Sponsorship	28,863.64	-
Membership Income	87,647.21	87,409.80
Total Trading Income	275,279.04	397,328.71
Cost of Sales		
AICD Expenses	-	139,439.74
BA Expenses	69,637.83	71,502.57
Networking Event Expenses	17,407.94	18,000.71
Fireworks NYE	20,000.00	-
Golf Day Expenses	11,884.46	12,109.69
Membership Expenses	28.62	275.62
Total Cost of Sales	118,958.85	241,328.33
Gross Profit	156,320.19	156,000.38
Other Income		
Grants	-	1,500.00
Interest Received	816.99	900.54
Sundry Income	503.65	98.06
Total Other Income	1,320.64	2,498.60
Operating Expenses		
Advertising	1,202.54	1,298.27
Annual Leave Expense	(1,272.79)	3,569.86
Auditors Fees	-	2,500.00
Bad Debts	(580.00)	580.00
Bank Charges	146.27	159.90
Bank Merchant Fees	168.20	322.12
Board Meeting Costs	95.60	535.73
Cleaning	-	604.55
Computer Costs	5,487.70	2,376.46
Consultants Fees and Costs	1,901.25	15,926.83
Donations/Sponsorships	2,082.40	2,061.36
Exec Officer Expenses	1,389.67	1,340.29
Insurance - General	6,818.13	6,545.17
Licences & Fees	337.00	86.38

	2025	2024
Office Expenses	-	35.45
Postage & Courier	-	34.19
Printing & Stationery (61415)	591.52	654.10
Rent - Business Premises	6,952.76	6,952.76
Repairs & Maintenance	-	109.09
Staff Amenities	241.80 ¹⁰	321.69
Stripe Fees	547.34 ¹¹	75.75
Subscriptions	6,179.94	3,469.13
Superannuation	13,683.84 ¹²	12,191.02
Telephone (63473)	1,492.63 ¹³	1,035.75
Travel & Accommm Expenses	952.59	-
Wages & Salaries	120,083.86	116,367.65
Web Site Expenses	4,000.00 ¹⁴	-
Workers Compensation Insur	924.98	218.94
Total Operating Expenses	173,427.23	179,372.44
Net Profit	(15,786.40)	(20,873.46)

1. AICD Seminar Tickets

AICD Seminar held every 2-3 years. Not held in 2025 FY.

2. Business Awards Ticket Sales

Ticket sales were not as high as 2024. This was due to duplicate finalists across multiple awards.

3. Combined Christmas Party Tickets

Other network collected ticket sales income in previous year.

4. Fireworks

Fireworks income for 2024 is \$22,500. \$6,363.64 is fireworks income for 2025. Deferred income account was used in the past and is no longer being used going forward. Income is recognised when its received.

5. Sundry Income

Stripe fees reimbursed - there has been an uptake in use of online bookings.

6. Annual Leave Expense

This reflects an adjustment to the annual leave accrual as at 30 June 2025.

7. Auditor Fees

Audit not required in 2025 FY. Total revenue was less than \$500,000.

8. Computer Costs

A new contract was entered into with Integer IT. Set up and ongoing costs included in this sum.

9. Consultants Costs

Marketing and admin roles have been established in-house. Admin role was initiated in January 2024.

10. Stripe Fees

Uptake in online bookings.

11. Subscriptions

There has been an uptake in other software providers.

12. Telephone Expense

The Optus account has been reviewed and extra charges have been reduced going forward.

Note: Phone account was never changed into Malcolm Neale's name. Extra charges were incurred on the account which flagged the process to change the plan to Peter Jones' name.

13. Travel Expenses

This expense was due to the state business awards in Sydney.

14. Workers Compensation

Premium increase for the new period. There has been a change in staff from Katherine to Malcolm and Kylie.

Balance Sheet

City of Port Macquarie Chamber of Commerce t/as Business Port Macquarie As at 30 June 2025

	30 JUNE 2025	30 JUNE 2024
Assets		
Bank		
Australia Post - Kylie	33.63	-
NAB - 12027-8488	63,799.46	53,696.45
NAB Cash Maximiser	52,999.54	52,182.55
Total Bank	116,832.63	105,879.00
Current Assets		
Petty Cash/Debit Card advance	-	1,000.00
Trade Debtors	4,225.00	18,070.00
Total Current Assets	4,225.00	19,070.00
Fixed Assets		
Less Accumulated Amortisation	(8,000.00)	-
Less: Prov'n for Doubtful Debt	-	(580.00)
Website	20,000.00	20,000.00
Total Fixed Assets	12,000.00	19,420.00
Total Assets	133,057.63	144,369.00
Liabilities		
Current Liabilities		
Accrued Expenses	-	2,500.00
Deferred Income	-	6,500.00
GST	106.58	4,912.65
PAYG Withholding Tax Payable	7,405.16	9,438.16
Provision for Annual Leave	2,297.07	3,569.86
Rounding	-	(0.08)
Sundry Creditors	-	8,718.84
Superannuation Payable	2,865.44	3,764.54
Trade Creditors	36,581.88	1,377.13
Total Current Liabilities	49,256.13	40,781.10
Total Liabilities	49,256.13	40,781.10
Net Assets	83,801.50	103,587.90
Equity		
Current Year Earnings	(15,786.40)	(20,873.46)
Retained Earnings	99,587.90	124,461.36
Total Equity	83,801.50	103,587.90

1. Australia Post Expenses Card

We have changed the process of taking up expenses from the Australia Post card. Previously it was taken up through the 'Petty Cash/Debit Card Advance' account code.

2. PAYG Withholding

There appears to be a discrepancy in the Balance Sheet figures compared to expectations. A detailed investigation is currently underway to identify the cause. The expected balance should be \$4,930.

3. Provision for Annual Leave

Annual leave accrued as at 30 June 2025.

Aged Receivables Summary

City of Port Macquarie Chamber of Commerce t/as Business Port Macquarie

As at 30 June 2025

Ageing by due date

CONTACT	< 1 MONTH	1 MONTH	2 MONTHS	3 MONTHS	OLDER	TOTAL
Assef's Pty Ltd	295.00	-	-	-	-	295.00
Atlantis Creative	-	295.00	-	-	-	295.00
Brows by Willow	295.00	-	-	-	-	295.00
Char Bar Catering and The Chip Shop	-	-	-	295.00	-	295.00
M2 Haus Pty Ltd t/a Green Homes Australia PMQ	-	-	-	295.00	-	295.00
NewIDAFE Inc	295.00	-	-	-	-	295.00
NIS Power & Communications	-	-	-	-	295.00	295.00
Stratco Mid North Coast	690.00	-	-	-	-	690.00
Tetra Tech Coffey	295.00	-	-	-	-	295.00
TS 14 Plus	-	-	-	295.00	-	295.00
Verto Ltd	-	-	-	295.00	-	295.00
Waters Edge Boutique Hotel	295.00	-	-	-	-	295.00
X-Golf Port	290.00	-	-	-	-	290.00
Total	2,455.00	295.00	-	1,180.00	295.00	4,225.00
Percentage of total	-	-	-	-	-	-

Aged Payables Summary

City of Port Macquarie Chamber of Commerce t/as Business Port Macquarie

As at 30 June 2025

Ageing by due date

CONTACT	CURRENT	< 1 MONTH	1 MONTH	2 MONTHS	3 MONTHS	OLDER	TOTAL
Aged Payables							
Business NSW (formerly NSW Business Chamber)	550.00	-	550.00	-	-	-	1,100.00
Dales Office Choice	28.43	-	-	-	-	-	28.43
Integer IT Pty Ltd	178.75	-	71.50	-	-	-	250.25
Panthers Port Macquarie	-	-	34,268.20	-	-	-	34,268.20
SCA	935.00	-	-	-	-	-	935.00
Total Aged Payables	1,692.18	-	34,889.70	-	-	-	36,581.88
Total	1,692.18	-	34,889.70	-	-	-	36,581.88
Percentage of total	-	-	-	-	-	-	-