

Work Claim Form



Submit Work Claim to Treasurer at least 10 days prior to General meeting gool.treas@gmail.com
 Only work on the attached Approved Work List is claimable.
 Work Claims may be applied at \$10 per hour to the Work Levy (WL) or the Annual Levy (AL).
 Maximum claimable annually is WL \$180 + AL \$625 = \$805 per share
 Work Claims must be submitted on this form within 3 months of completing work.
 Claims must be validated by the treasurer BEFORE being submitted to a General Meeting for approval.
 Work claims cannot be applied to future years' levies.

Name/s: Natalie Lawler		Site Number: 76		
Date lodged: 26/8/23		Approval date General Meeting: 14/10/23		
Date/s Worked	Description of work	Category	Hours	Amount
e.g. 10.9.21	Membership work	C 1	3	30.00
19/3/23 - 26/8/23	Secretarial duties (see attachment)	C1	40	400.00
		Total claimed		400.00
Notes				

Treasurer's Validation						
# shares	Annual Max	Prev. claims this year	Forward from prev. years	Available to claim	Validated for this claim	Date Validated
1	980	0	0	980	400	7/10/23

Secretarial Duties March 2023 – August 2023

Natalie Lawler

Date	Description
30/3/2023-25/8/2023	-Monitor secretary.goolawah emails and respond as necessary -Receive and respond to mail as necessary -Filing (digital and hard copy)
30/3/2023	-Complete and submit Form C10 Application to Register Rule Amendment(s) / Special Resolution(s) Co-operatives National Law (NSW) to NSW Fair Trading (C10 for Special Resolution 2. Special Resolution 1 has been approved) -Reply to website inquiry regarding insurance
12/4/2023	-Print Treasurers report, Work Claim Forms and previous minutes for GM 15/4/2023 -Secretary report for GM 15/4/2023
20/4/2023	-Resubmit Form C10 for Special Resolution 2 to NSW Fair Trading
23/5/2023	-Forward directors email to Mark Green
28/5/2023	-Email Adam and Shantell regarding assistance dog paperwork as per May directors meeting minutes
2/6/2023	-Forward directors email to Adam and Shantell regarding dog
5/6/2023	-Secretary report for GM 10/6/2023
6/6/2023	-Scan and forward complaint from Atmo and Petra -Scan and forward Atmo and Petra work claim
8/6/2023	-Print Treasurers report, Work Claim Forms, previous minutes etc. for GM 10/6/2023 -Print and post directors letter to Atmo and Petra
10/6/2023-14/6/2023	-Minutes GM 10/6/2023 -Agenda for AGM (draft 1)
21/6/2023	-Advise #70 share for sale on Phone Tree
10/7/2023	-Forward directors email to Mark Green -Phone tree reminder to follow website blog via email -Animal management plan template on website
12/7/2023	-Print documents for Mark Green meeting with directors
17/7/2023	-Purchase Secretary printer cartridges
19/7/2023	-Print documents required for SGM 22 July -Print and post directors letter to Atmo and Petra
21/7/2023	-Create first draft of Secretary handbook 2023
29/7/2023-1/8/2023	-Finalise AGM agenda, proxy form and ballot paper -Secretary report for AGM 12/8/2023
1/8/2023	-Forward directors letter to Adam and Shantell
2/8/2023	-Sign CCU signatory form (West Kempsey branch)
10/8/2023	-Print AGM documents including ballot papers
11/8/2023	-Print AGM proxies received
12/8/2023-14/8/2023	-Complete and finalise Minutes AGM 12/8/2023
17/8/2023	-DoFT Form C8 appointment (and cessation) of new directors -James and Alicia DA letter
26/8/2023	-Handover secretary position to Anna -DoFT Form C8 appointment (and cessation) of new secretary



Goolawah Cooperative Limited

Work Claim Form 2016/17

At the General Meeting on 4 April 2015 the following resolution was passed:
 "Work Claims to be applied at an hourly rate of \$10 regardless of whether applied to the Work Levy or Annual Levy commencing 1 July".
 This makes it possible to use a much simpler claim work claim form.

This form contains fillable form fields to make it easy to correctly and legibly complete and send for validation. Please (1) save it on your computer, (2) open it with free Adobe Reader or Nitro Reader, (3) fill in the details, (4) Save the changed form with a new name, (5) email it to gool.treas@gmail.com. Alternatively you can print it and complete it manually. If you choose this option please write legibly!

Follow these links to download the latest version of [Adobe Reader](#) or [Nitro Reader](#)

Share Name	John Tennock		Share Nos:	70	Hourly Rate
Claim Date:	07/10/2023				10.00
Date Worked	Description of work.	Category	Hours (Decimal)	Value	
01/10/2023	to			0.00	
31/12/2023	Treasurer Q2 October to December			0.00	
	1/4 Membership Levy (\$800.00 per year)		20.0	200.00	
	1/4/Work Levy		4.5	45.00	
				0.00	
				0.00	
				0.00	
				0.00	
	Please use a separate sheet if necessary. Add total here >			0.00	
TOTAL CLAIMED			24.5	245.00	

Values in this column will be calculated automatically if you have a compatible pdf reader

Notes/comments

Validation by treasurer						
# of shares held	Annual Max \$ WL and AL	Prev. Claims This Year	Forward from Prev. Years	Available to claim	Validated for this Claim	Date Validated
1	980	245		735	245.00	07/10/2023

Clear Form	Approved at meeting (date):
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- Only work on the Goolawah approved jobs list is eligible to be claimed.
- Only work performed in the 3 months preceding the claim is eligible to be claimed.
- Claims will only be accepted if submitted on this form.
- Claims must be validated by the treasurer BEFORE being submitted to a meeting for community approval.
- Claims that don't meet accepted guidelines may be rejected and returned to the originator for revision.
- The maximum you can claim in any one year is the Work Levy and Annual Levy for each share you own (maximum 3 shares) (WL \$180.00 plus AL \$500.00 = \$680.00)
- Work claims cannot be applied to future years' levies.
- Levies must be claimed within 3 months of the work being done.