



# GATEWAY

The official journal of the Gippsland  
Gate Radio & Electronics Club Inc.

*Incorporation Number A0016893M*

## *August 2012 - From the President ...*

We had perfect weather for our annual hamfest sale. This year's event ran very smoothly due to the help of club members on the day. Well done everyone who came and assisted. Your help was greatly appreciated.

If you have a collection of old home movie's and VHS video tapes taking up space in your cupboard, even though your last working VHS player has died, then perhaps you may want to preserve the content onto a home computer, DVD disk or even upload it to You Tube on the Internet. Ian Jackson VK3BUF will be giving a demonstration of a video editing program called VideoPad, at the August meeting. This talk will describe how to convert the old video tapes into digital form, delete the boring bits and preserve them for the future.

**VK3JDI**



*Dianne Jackson*

In recent months, we have been able to reduce some of the clutter within the Club shack. However, there remains some cleaning and maintenance to be done to bring our venue up to scratch. A working bee is scheduled for Saturday the 25th of August to address this issue. It will start from 9:30 am. This will be in preparation for JOTA which as always, is coming up in October. Graeme VK3BXG is our JOTA coordinator again this year. If you can help with some antenna maintenance, radio calibrations or are handy with a lawn mower, then come along and enjoy the company of some fellow club members and enjoy a free sausage sizzle lunch.

Also in this edition of Gateway is an article which describes how the Club's finances are organised and dispensed. While it mostly relates to general administration of the Club, it is intended to give members a better understanding of the checks and balances that are in place. All GGREC members have a stake in how well this process is handled.

Don't forget, that Mark VK3FWSP, our magazine editor, is always looking for relevant content. If you have a technical design, a story, or experience that would be of interest to other members, I'm sure he would be glad to hear from you. Any content emailed to [editor@ggrec.org.au](mailto:editor@ggrec.org.au) will immediately reach Mark.

I'm looking forward to seeing you all at the August meeting.

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## GGREC Event Queue from July 2012

August 3<sup>rd</sup> – Friday Night. **Prac Night at the Peter Pavey Clubrooms**

From 7:30pm come along to socialise and have a chin wag or use the clubs transceivers for a QSO.

August 17<sup>th</sup> – Friday Night. **General Meeting at the Cranbourne Guide Hall**  
VK3BUF on Video Editing.

August 18<sup>th</sup>-19<sup>th</sup> – Saturday & Sunday. **International Lighthouse/Lightship Weekend**  
more details at <http://illw.net>

August 24<sup>th</sup> – Friday Night. **ATV QSO Party**  
Using Repeater **VK3RTV** more info from Peter Cossins [pcossins@bigpond.com](mailto:pcossins@bigpond.com)

August 25<sup>th</sup> – Friday Night. **Shack Cleanup at the Peter Pavey Clubrooms**  
From 10:00am BBQ Provided

September 7<sup>th</sup> – Friday Night. **Prac Night at the Peter Pavey Clubrooms**  
From 7:30pm come along to socialise and have a chin wag or use the clubs transceivers for a QSO.

September 9<sup>th</sup> – Sunday. **SADARC Hamfest**  
St Augustines Hall, Orr St Shepparton. Vic roads map 273 Ref M8. From 10:00am

September 14<sup>th</sup> – Friday Night. **Committee Meeting**

September 21<sup>st</sup> – Friday Night. **General Meeting at the Cranbourne Guide Hall**  
Mini Talks on Soldering.

October 5<sup>th</sup> – Friday Night. **Prac Night at the Peter Pavey Clubrooms**  
From 7:30pm come along to socialise and have a chin wag or use the clubs transceivers for a QSO.

October 19<sup>th</sup> – Friday Night. **General Meeting at the Cranbourne Guide Hall**  
Talk to be announced.

October 13<sup>th</sup> – Friday Night. **Shack Clean-up at the Peter Pavey Clubrooms**  
From 10:00am BBQ Provided

October 20<sup>th</sup>-21<sup>st</sup> – Saturday-Sunday. **JOTA/JOTI**  
Jamboree of the air at the Shack/Guide Hall

November 11<sup>th</sup> – Sunday. **Yarra Valley Hamfest**  
Gary Cooper Pavilion 16 Anzac Avenue Yarra Glen From 10:00am

November 24<sup>th</sup> & 25<sup>th</sup> – Sat & Sun. **Spring VHF/UHF Field Day**  
See the WIA contest page at the website for more information  
<http://www.wia.org.au/members/contests/vhfuhf/>

November 25<sup>th</sup> – Sunday. **Rosebud Hamfest**  
Eastbourne Primary School Auditorium, Allambi Avenue, Rosebud, Victoria  
Contact [markybradio@gmail.com](mailto:markybradio@gmail.com) or phone 0407844063

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### Reminder Change of Bank Account Details

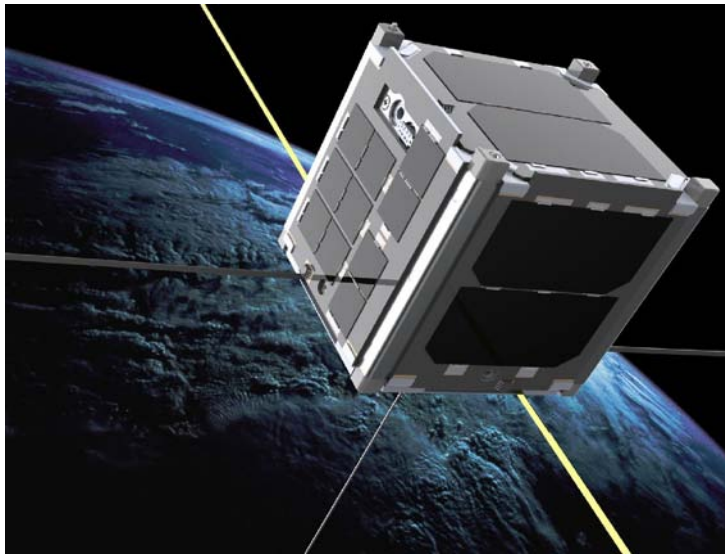
The club now has a new bank account. All payments should now be made to  
Bendigo Bank Account **BSB 633000 - Account 146016746**  
The new account details are also on the Information page for Members

## Japanese Morse Code Cubesat

A Japanese robotic space vessel has arrived at the international space station carrying food and supplies as well as a set of amateur radio satellites, one of which is designed to write Morse code messages in the sky using a bank of ultra-bright LED's.

The satellite, known as a cube-sat due to its small size and shape is known as FITSAT-1 and along with the other cube-sat's on board is scheduled to be launched via robotic arm in September this year by Japanese astronaut Akihiko Hoshide.

The mission goal of FITSAT-1 is to test the feasibility of using optical communication methods to make contact with orbiting satellites in place of RF communications.



The FITSAT-1 satellite was developed at Japan's Fukuoka Institute of Technology, According to the project leader Takushi Tanaka, FITSAT-1's experiments will include it twinkling like an artificial star.

The 1.33 kilograms Cubesat carries high power LED's, which will produce extremely bright flashes and while in their flash mode they will generate Morse code beacon signals.

It is thought that the flashes will be visible from the ground with the naked eye or with a small low power pair of binoculars or a small telescope.

## ACMA withdraws 420-430MHz from Ham's and Licence Fee Increase

The ACMA has advised that the 420 to 430 MHz segment of the 70 cm amateur band will be withdrawn for general amateur use from 1st January 2013. Use of the band in Australia has been restricted to Advanced licensees and further restricted by various exclusion zones in NSW, the ACT, and the Jervis Bay area, Sydney, Perth and Melbourne.

The band 420 – 430 MHz is allocated in Australia to radio-location and mobile as primary. That primary mobile use is by government networks supporting essential and emergency networks for police, fire and ambulance. That use commenced in 1999, and since 2009 the Council of Australian Governments has supported the interoperability and harmonisation of those services. The only real problem that the withdrawal of this segment creates for amateurs is that there are a number of repeater link assignments that will need to be moved by 1st January 2013. There are some 34 licensees affected, mainly clubs, involving at least 73 separate assignments.

While the ACMA will be formally writing to the affected licensees, the WIA has undertaken to contact each affected licensee as soon as it is able to do so, to ascertain whether there are any special difficulties in moving and to ensure that the WIA repeater frequency coordination is available to assist as required.

Also from the ACMA is a fee increase for Amateur Licence fees, the cost of a licence variation has jumped 20% from \$41 to \$49. Taking effect from 1st July 2012. The current amateur licence renewal options available are as follows:

1 year = \$72.00 2 years = \$141.00 3 year = \$209.00 4 Years = \$277.00 5 years = \$346.00

# TOWER MOVE TO CRANBOURNE - A CRONOLOGY OF EVENTS

by Ian Jackson VK3BUF

It has been 20 years since GGREC shifted from Dandenong to Cranbourne. One of the milestones was the relocation of the Club's tower, which was a complicated process. In 1992 I wrote a diary describing how we did this. After a bit of searching I found the document and have reproduced it. It was a frustrating and bureaucratic process that took most of the year. The path through the maze was narrow because of the status of the land where we hold our meetings, but we got there in the end. Even reading it after all this time, still makes me want to strangle something or someone in frustration. So here it is now, a bit of GGREC history, for the first time ever in print....

**03/04** A phone call is made to Cranbourne Council asking to whom a letter should be sent to when requesting information on a radio tower move.

**06/04** A letter is sent to the appropriate section at Cranbourne Council indicating who we are and requesting information on correct procedure for moving our tower.

**15/04** I receive a reply card from the Council, they say that our letter is being processed.

**04/05** We receive a letter of reply from Cranbourne council. They tell us that as the land is Council land, held by the Department of Conservation and Environment and managed by the Recreation Reserve Committee, that we must first ask them for permission before proceeding. After which we may apply for a Town planning Permit and then a Building Permit. They will also want to know when we have our meetings, how many people attend them, what days we will be transmitting etc.

**05/05** I ring the Secretary of the Recreation Reserve Committee and tell him of our need for their permission for our radio mast permits. He says that it must be voted upon at one of their monthly meetings, their last meeting was two days ago. They also say that they cannot deal with me directly and that I must first get the secretary of the Girl Guides to lodge a written request to them on our behalf.

**05/05** I ring the secretary to the Girl Guides, ask her to make a request on our behalf, and promise to supply details of our proposal. She agrees to act promptly.

**06/05** I send a letter to the Secretary of the Girl Guides, with accompanying radio tower photographs and application details so that they can apply to the Recreation Reserve Committee on our behalf.

**04/06** I ring the Recreation Reserve Committee secretary and ask if approval for the tower was granted at their meeting. He said that they received the request from the guides, talked about it, but could not make up their mind until they meet again on the following month. He also asks if I can meet him at the Guide Hall and point out where the tower is to go.

**05/06** I meet the Recreation Reserve Committee secretary at the Guide Hall and point to where we want the tower.

**04/07** I ring the Recreation Reserve Committee secretary and ask if approval for the tower was granted at their meeting. He said that their meeting had been delayed a week.

**11/07** I ring the Recreation Reserve Committee secretary and ask if approval for the tower was granted at their meeting. He said that it was and that they would send me a letter soon.

**28/07** I receive a letter from the Recreation Reserve Committee giving us permission to install our radio mast.

**28/07** I visit the Council Offices and try to obtain a site plan of the Guide Hall so that I can apply for a Town Planning and Building permit. They tell me that they don't have a site plan. I ask again with vigour, and they find a site plan for the Racecourse with a pinhead sized box in the corner marked Guide Hall. I also request the correct amounts for fees involved in Town Planning and Building Permit applications. The fees were \$60 and \$20 respective, they have to be on separate cheques made payable to the same cashier.

**12/08** I visit the council Offices with site plans (re-drawn by myself), radio mast computations, Rec Reserve letter, several application forms and two cheques. I formally apply for Town Planning and





Building permits. I asked if the Club needed to formally advertise our desire to erect a radio mast and was told that it was not required.

**17/08** I receive a standard letter from the Town Planning people indicating that our application is being processed.

**27/08** I receive a note from the Building Permit section (unsigned) requesting additional information on the computations. The information sought was highly technical in nature.

**05/09** I forward the request for information to Lionel Bell, the original architect of the Nally Tower.

**01/10** I receive a letter from the Town Planning section which stated that they believed that the tower could be detrimental to adjacent properties and that the Permit application could not proceed until we formally advertised our intention in the Cranbourne Sun. We would have to wait a minimum of fourteen days, get a Statutory Declaration signed as proof of having advertised, and then submit this information back to the Town Planning section.

**05/10** Richard Everett, Club President contacted the Cranbourne Sun who quoted a \$150 fee for running the ad.

**06/10** I visited the Town Planning section and haggled for an hour and a half at the counter while stating that the Club could barely afford \$150 for an advertisement that could not possibly affect anyone. I argued that the only adjacent property owners were the Council offices and the racecourse land, for which we already had written permission. The nearest residential plot was 150 metres away separated by many trees.

After much deliberation, I was told that it would suffice if I could get a letter of permission for the mast placement by the Tennis Club. The Tennis Club is next door to the Guide Hall and is also on the land controlled by the Recreation Reserve committee.

**07/10** After confirming the correct correspondence address, I send a letter to the Cranbourne Tennis Club urgently requesting an endorsement for our radio mast proposal. (A reply to this request has never been received)

**13/10** I receive a comprehensive reply from Lionel Bell highlighting references to technical journals and replies to the items in the Council letter. He also highlights an article of the cyclone that swept all communications from Samoa in 1991 with the exception of a surviving Nally Tower of identical design. The mast was then used for the next few days for emergency communications, and was the only contact point for the Island.

**14/10** I receive a phone call from the Town Planning section, they indicate a reversal of the previous advise and continue to insist on formal advertising of our radio mast proposal in the Cranbourne Sun. I am further told that if I can get the advertisement in the Sun for November the 3rd, that I could wait the 14 day period and still make the Town Planning meeting of the 25th of November.

**16/10** I deliver a copy of the Lionel Bell Building Permit reply to the Cranbourne Council.

**19/10** I send (via fax) an advertisement application to the Cranbourne Sun.

**30/10** I visit the Building Permit section at the Council offices and ask about the progress on our application. The lady at the counter checked the file and said that they were only waiting on the Town Planning permit before issuing a permit. I asked if there was any other possible causes for delay, or any other material that could be supplied by me, and was told that there were no further problems.

**03/11** Our advertisement in the Cranbourne Sun is published

**20/11** I go to a chemist's shop in Dandenong and get the chemist to witness a statutory declaration relating to the advertisement in the Cranbourne Sun.

**23/11** I visit the Town Planning section and deliver the declaration and a copy of the newspaper advertisement. I request that this be processed at the town planning meeting scheduled for the 25th. I am told that there was no way that it could be included in that meeting as the agenda had been set some days ago. I then arrange for the application to be processed at the next meeting on the 9th of December.

**10/12** I ring the Town Planning section and ask about the outcome of the Town planning meeting. I am informed that it had been passed. I ring the Building Permit section and request the finalisation of the building permit. I am told that this cannot be done as we have not supplied an answer to their second request for engineering details. I reply that I had never received this request and tell of my previous information from them that no further details were needed. They check their records and confirm that

they had erroneously sent the request on the 28/11/92 to the Recreation Reserve Committee P.O. box in Cranbourne. I then ask for a fax copy of this request for additional information.

**10/12** I receive the fax from the Council requesting further engineering details. They claim that the references to engineering manuals are correct, but that the manuals are not current editions. They also query some figures.

**11/12** I mail a copy of the request to the architect, Lionel Bell.

**15/12** I receive a copy of our Town Planning permit. It grants us permission, but stipulates five conditions never previously referred to. One of the conditions requires us to plant trees around the tower 'to reduce the visual impact from the Car Park'. (The Guides had already planted and staked some twenty trees and shrubs immediately surrounding the tower site, but the Council seemed to have been unaware of this.) Another condition causes our permit to be invalid should someone be 'annoyed' by the presence of the mast. (This condition effectively invalidates the reasons given for the need to advertise our permit in the Cranbourne Sun. I was told that unless we did, that an 'annoyed' person could render our permit invalid.)

**18/12** I receive a phone call from Lionel Bell. He states that after several attempts, that he is unable to contact the engineer who requested the information. He did manage to speak to the Building Surveyor, Mr. Ronald Walker, who stated that we could dispense with all the technical queries that have been issued to date by the Council and the computations would be accepted, provided that:

- A Form 10. document is served to the Dandenong Council requesting details of the history of the tower at its current Dandenong site.
- An inspection is made by a Cranbourne Council official of the tower at its current site to assess its general condition.

**20/12** I contact Dave Game, one of the foundation members of the Radio Club who confirms that a legitimate building permit was obtained around 1979 for the radio mast at its present Dandenong site.

**21/12** I visit the Dandenong Council building department and request details of the original building permit. A brief letter was drafted for me at no charge indicating that there was a valid building permit for the structure, though the computations could not be located. The man at the counter also rang the Building Surveyor at Cranbourne and informed him personally of the legitimate status of our mast. The verbal reply received was that we need only furnish a copy of the valid permit letter and an additional Statutory Declaration stating that the radio mast being installed at Cranbourne, is the same radio mast that exists on the Dandenong permit.

**22/12** I draft a Statutory Declaration, have it witnessed and hand deliver it to the Council offices. I request that the building permit be processed.

**24/12** The building permit is received in the mail. The task of moving the radio mast to its new site can now begin....

## It's Working Bee time.



As mentioned at the July General meeting, we have scheduled two working bees before the Jamboree of the Air (JOTA).2012 This year, JOTA is on the weekend of 20 - 21 October 2012. To make sure the Guides have a great JOTA experience, we need to make sure our radio equipment, including antennas are working as best as they can.

Two working bees have been scheduled and are in our event queue. The first will be on the Saturday the 25th August followed by a second working bee on Saturday 13th October. We will be setting an agenda for each day which will be sent out by email prior to each working bee. Please come along and help out and join in the BBQ lunch that will be provided on each of the two days.

Bruno VK3BFT

## SWR Power Loss Reference Table

SWR	% Power Loss	5 Watt Hand-held	50 Watt Mobile	100 Watt Base
1.0:1	0.0%	5.00	50.00	100.0
1.1:1	0.3%	4.99	49.85	99.7
1.2:1	0.8%	4.96	49.60	99.2
1.3:1	1.7%	4.92	49.15	98.3
1.4:1	2.7%	4.87	48.65	97.3
1.5:1	3.0%	4.85	48.50	97.0
1.6:1	5.0%	4.75	47.50	95.0
1.7:1	6.0%	4.70	47.00	94.0
1.8:1	8.0%	4.60	46.00	92.0
2.0:1	11.0%	4.45	44.50	89.0
2.2:1	14.0%	4.30	43.00	86.0
2.4:1	17.0%	4.15	41.50	83.0
2.6:1	20.0%	4.00	40.00	80.0
3.0:1	25.0%	3.75	37.50	75.0
4.0:1	38.0%	3.10	31.00	62.0
5.0:1	52.0%	2.60	26.00	52.0
6.0:1	55.0%	2.25	22.50	45.0
10.0:1	70.0%	1.50	15.00	30.0

## Morse On Mars



Something looked a bit odd about the tread of the tyres of the newly arrived Mars rover 'Curiosity'. It had big holes, but only on one side. Some investigation revealed that the tread will spell out the letters 'JPL' for 'Jet Propulsion Laboratory' in Morse Code as it drives along the Martian sand. The holes are actually part of a visual odometer to measure wheel slip on the surface but when geeks design they like to have a bit of fun.

Pretty cool huh?

# Quick Quiz

<p><b>1) Which sequence represents the resistor colour code?</b></p> <p>a) OBAFGKM b) BBROYGBVGVW c) EGBDF d) PNATTMBTC</p>	<p><b>9) Rank the following diode types in order of forward voltage drop for a given current.</b></p> <p>a) Schottky barrier b) Germanium c) Silicon d) Selenium</p>
<p><b>2) The Frequency which an inductor's inductance and parasitic capacitance have equal reactance is called</b></p> <p>a) self-resonant b) self-tuned c) self-excited d) maximum usable</p>	<p><b>10) Match the type of capacitor with its distinguishing characteristic.</b></p> <p>a) ceramic                    1) high capacity b) silvered mica            2) low loss at RF c) electrolytic              3) inexpensive</p>
<p><b>3) If a resistor has a positive temperature coefficient, what happens when it gets hot?</b></p> <p>a) Its resistance increases. b) The tolerance of the resistor gets tighter. c) Air flow around it becomes turbulent. d) Its voltage drop decreases.</p>	<p><b>11) Which type of component can be "slug-tuned?"</b></p> <p>a) capacitor b) resistor c) inductor</p>
<p><b>4) DIP stands for what?</b></p> <p>a) Dual Integrated Placement b) Destructive Immolation Probability c) Dual In-Line Package d) Differential Integrity Profile</p>	<p><b>12) Which of these abbreviations are equivalent?</b></p> <p>a) <math>\mu\text{F}</math> b) <math>\mu\mu\text{F}</math> c) nF d) pF</p>
<p><b>5) Which temperature coefficient abbreviation indicates that a capacitor is stable around room temperature?</b></p> <p>a) Z5U b) X7Z c) NPO d) NCO</p>	<p><b>13) What does a gold tolerance band in the resistor four-band colour code mean?</b></p> <p>a) 1 percent b) 5 percent c) 10 percent d) 20 percent</p>
<p><b>6) Match the resistor type with its distinguishing characteristic.</b></p> <p>a) wire-wound              1) inexpensive b) metal oxide              2) high power dissipation c) metal film                3) non-inductive d) carbon film               4) low noise</p>	<p><b>14) Which of the following lead markings indicates that a transistor is an FET?</b></p> <p>a) EBC b) PIE c) SGD d) VCC</p>
<p><b>7) Which type of inductor core is most often used in switching-type power supplies?</b></p> <p>a) ferrite b) laminated steel c) air d) epoxy</p>	<p><b>15) Which determines the voltage ratio between a transformer's primary and secondary windings?</b></p> <p>a) mutual coupling b) stand-off voltage c) volts-per-turn d) turn ratio</p>
<p><b>8) Which of the following is <b>not</b> a common transistor packaging type?</b></p> <p>a) TO-220 b) SOT c) TO-92 d) FFT</p>	<p><b>16) A "slop jar" does what ?</b></p> <p>a) Provides play in a circuit b) Rectifies AC to DC c) Buffers an analog signal d) Is a padded housing for an electronics project</p>

**Answers:** 1-B 2-A 3-A 4-C 5-C 6-A:2:B:3:C:4:D:1 7-A 8-D  
 9-A:3:B:2:C:1 10-A:3:B:2:C:1 11-C 12-B&D 13-B 14-C 15-D 16-B



## General Meeting of 20<sup>th</sup> July 2012

**Location:** Guide Hall Cranbourne.  
**Start Time:** Meeting commenced at 8:05pm  
**Chairperson:** President Dianne VK3JDI.  
**Minutes taken:** Graeme VK3BXG.  
**Present:** As per attendance sheet.  
**New members:** Welcome to Craig VK3FDRG and Rob VK3FABJ with congratulations.  
**Visitors and Guests:** As per attendance sheet  
**Apologies:** As per attendance sheet.

### Correspondence received:

AR magazine, EMDRC news letter, FAMPARC news letter, Wansarc news e-mail link, Nerg news e-mail link. Mark Bruechart, e-mail regarding the Rosebud radiofest, Tom Otley VK3ATO, e-mail regarding GGREC membership information.

Gary Pendlebury VK3FGBP e-mail regarding GGREC membership information, WIA e-mail that club grants are now available for approved projects, Mark Glickman, e-mail (two) regarding a "Renewable energy society" and with an application.

### Correspondence sent:

Mark Glickman, e-mail regarding his "Renewable energy society" stating any application needs to be put to the members. (Application rejected at the 13th July committee meeting)., Tom Otley VK3ATO, e-mail regarding GGREC membership information.

Gary Pendlebury VK3FGBP e-mail regarding GGREC membership information.

### Treasurers Report:

Tabled. Total income for the month was \$312.46 whilst expenses were \$1347.24. Net for the month was a loss of \$1,034.72 that is income less expenses. One Bendigo Bank account will be closed following the Hamfest. Moved accepted, Ian VK3BUF, seconded Doug, VK3KMN, all in favour, carried.

**Previous Minutes:** as per June 2012 "Gateways". Moved accepted, Dianne VK3JDI, seconded Albert VK3BQO, all in favour, carried.

**Business from the Previous Minutes.** Hamfest, Bruno VK3BFT described to the new members the protocol and sales. He requested a 07:30 start on site to set up the tables and help with the kitchen. He mentioned that this year's sponsor is Altronics with a soldering station donated as a door prize. Second prize is a \$50.00 gift voucher for Altronics. Bruno thanked Steve VK3EGD for taking care of the table orders and to Pat VK3OZ for shopping for the kitchen needs. Food prices have risen about 50 cents.

Repeaters, Albert VK3BQO reports that all have been working well and therefore have been left alone.

Coffee Mugs, Dianne VK3JDI reports that the original list has been misplaced and a new list will need to be drawn up.

Guest Speaker, Dianne VK3JDI reports that Ian VK3BUF will talk on video editing next month, August and for September there will be an activity and education on soldering for different jobs. This will also include a demonstration of different size soldering irons for different jobs. The demonstrations will be in four 15 minute blocks of soldering surface mount devices (smd), coax to connectors and desoldering. Four speakers are required. Paul VK3TGX agreed to do the smd and Brian VK3BSN volunteered for the coax connectors.

### New Business.

Mid year dinner, Ian VK3BUF suggested that the midyear dinner for 2013 be at a restaurant for lunch suggesting Arthurs Seat. By consensus it was suggested to be carried over for future business at a later date.

Shack clean-up and grounds to be tidied well before Jota, 20<sup>th</sup> and 21<sup>st</sup> October. Dianne VK3JDI suggested a major "working-bee" on Saturday 25<sup>th</sup> August followed by smaller one on Saturday 13<sup>th</sup> October. Agreement by consensus.

Book arrival; nine copies of "Your Entry into Amateur Radio" have arrived for the Club and are now available at \$22.00 a copy.

Kidney Car Rally, Michael VK3GHM reports, gets under way from Perth to Melbourne during August; this is in aid of kidney disease research and he will be away from 4<sup>th</sup> August until 25<sup>th</sup> August in support. However closer to the date he hopes he is able to provide members of times and frequencies on which he can be contacted during his trip.

Koo Wee Rup plaque Dianne VK3JDI inquired as to its whereabouts? Steve VK3EGD volunteered that it was in his care upon which it was suggested it be handed over to the Koo Wee Rup people (Historical Society) for public display.

RD Contest in August, Dianne VK3JDI reports that any member who is keen enough may come to the club shack and participate. Discussion from the floor arose over if itemised purchases should be presented for scrutiny at each general meeting? By consensus it was agreed not necessary as the clubs financial affairs are quite transparent enough for any or all members to view at any time.

Next general meeting will be Friday 17<sup>th</sup> August 2012. Meeting closed at 09:15 pm.



# Information for Club Members



General Club meetings held at 8:00pm on the third Friday of each month at the **Cranbourne Girl Guide Hall in Grant Street, Cranbourne.**

Prac nights are held on the first Friday night in the **Peter Pavey clubrooms**, (at the rear of the Guide Hall) they commence around 7:30 PM.

**Visitors are always welcome to attend.**

## Office bearers

President:	Dianne Jackson	VK3JDI
Secretary:	Graeme Brown	VK3BXG
Treasurer:	Ian Jackson	VK3BUF
General Members:	Paul Stubbs	VK3TGX
	Mark 'Pockets' Clohesy	VK3FWSP
Public Officer:	Ian Jackson	VK3BUF
Distribution Email :	Graeme Brown	VK3BXG
Property Officer:	Bruno Tonizzo	VK3BFT
Repeater Officer:	Albert Hubbard	VK3BQO
Web Master:	Stephen Harding	VK3EGD
Magazine Editor:	Mark 'Pockets' Clohesy	VK3FWSP

## Call in Frequencies, Beacons and Repeaters

- The Club Station is **VK3BJA** which operates from the Cranbourne Clubrooms.
- 6m Repeater at Cockatoo is **VK3RDD** : Freq. In **52.575** MHz, Out **53.575** MHz  
The 6m Repeater requires CTCSS tone access of **91.5 Hz**
- 70cm Repeater Cranbourne is **VK3RLP** Freq. In **434.475** MHz, Out **439.475** MHz  
The 70cm Repeater requires CTCSS tone access of **123 Hz**  
The 70cm Repeater supports Remote Internet access (**IRLP**) **Node 6794**.
- Simplex VHF - **145.450** MHz FM
- Simplex UHF - **438.850** MHz FM
- VK3RLP** Beacons **1296.542** MHz & **2043.532** MHz (2.04Ghz Beacon inactive for repairs)

## Membership Fee Schedule

Standard Member rate	\$37.00	Junior Member rate	\$22.00
Pension Member rate	\$22.00	Extra Family Member	\$17.00

- Fees can be paid by EFT to **BSB 633000 - Account 146016746**.
- Always identify your EFT payments.
- Due after each April Annual General Meeting.

Please direct all magazine articles to: [editor@ggrec.org.au](mailto:editor@ggrec.org.au)  
 All other Club correspondence to: [secretary@ggrec.org.au](mailto:secretary@ggrec.org.au)  
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# Treasurer Notes by Ian Jackson VK3BUF

One of the topics that came up at the last General Meeting was how we get the members to approve monthly Treasurer reports with totals only and limited transaction information being presented on the night. This is a reasonable request and I will endeavour to have a better transaction report available for viewing before meetings commence.

It made me think that there are probably a lot of accounting processes that are performed in the Club that remain a mystery to the members at large. The exact methodology varies somewhat with different treasurers performing the task with their own 'flavour', but I think it is important that members have a better understanding of the processes in place. Of course this is good from a transparency perspective, but if these processes are known to many, then it becomes less daunting if others may wish to take on this role at a future Club election. So here is an article that describes a little about what we do.

## CLUB STATUS

The GGREC is an Incorporated Club, that follows standard model rules, (in addition to the subset of 'Club rules' available on the web site that we use as a working constitution.) This means that we are a *Not-For-Profit* organisation that has no Australian Business Number (ABN), is not registered for GST, provides no Business Activity Statements and files no Tax Returns. This arrangement keeps things nice and simple. The end of the financial year for the Club is the 31<sup>st</sup> of March in each year. (This ensures that the books are up-to-date for the AGM each April)

## ACCOUNTING SOFTWARE

For many years now we have been using an early release of Quick Books for Club bookkeeping. Because of our simple accounting requirements, a more sophisticated package would not be of any advantage. Indeed we only use a small number of features available in our existing package as it is used as a basic income and expenditure tracker used to create reports. Any incoming Treasurer will require a PC to operate this program. It is not hard to use.

## BANK ACCOUNT TYPES

Presently the Club is maintaining two accounts. There is the Cheque Account and the Term Deposit Account. The Cheque Account is a 'Not-for-profit interest-bearing Community Account' with the Bendigo Bank. This has a cheque book and some small monthly fees, but it does provide some interest on savings which exceeds the banking fees. The club has a new Term Deposit Account which will generate about \$450-500 in interest for the Club each year, until we decide upon a direct application for these funds. It is a 6-month deposit term, so twice a year we must roll the account over for another term. In an emergency, the funds are accessible, but we would compromise the interest earned for that term.

## THE CHEQUE BOOK

Our day-to-day account has an associated cheque book. All cheques require two signatures to be valid. There are always three Committee members who have their signatures listed. After each Club election, the accounts are adjusted to maintain this situation. This is important, as if something happened to one of the members if there were only two signatories, then accessing the Club funds could become quite difficult. Normally the signatories are *President, Treasurer, Secretary*, but as the President and Treasurer are married, this is an unusual arrangement where the club presently uses a *Treasurer, Secretary, Committee Member* configuration. This method is not mandated in the Club Rules, but it is a common sense way of doing things.

## INTERNET BANKING

Being able to examine the Club Accounts in real time has been a bonus to money management, as it used to be very slow for monthly Bank Statements to filter down through the postal network to the

Treasurer. With many funds now being directly deposited into the Club account, it is really important to check the account, daily if necessary. This is particularly relevant when the annual Hamfest Sale approaches and we require that all tables be paid for in advance. The Hamfest Sale Booking Coordinator can check in real-time to see when payments have arrived. Club Internet Banking is a bit different to regular Internet Banking in that we have been able to block all outgoing payments via EFT and effectively make it a 'Read Only' account. This is essential, otherwise outgoing EFT payments would compromise the dual-signature concept. Not all banks will support this feature, but fortunately the Bendigo Bank does. It does of course mean that the only way that money can leave the Club account is by dual-signature cheque.

## PETTY CASH

Put simply, we don't have Petty Cash. This is not how it has always been, but it greatly simplifies Club accounting. Every item of expenditure, even small items, are paid for by cheque, even if there happens to be adequate un-deposited funds in the cash box at the time. Using this method, *all* expenditure is directly traceable by looking at cheque book stubs and Bendigo Bank statements.

Each month all cash and cheques in the cash box is deposited into the account, less \$20 in \$1 and \$2 coins as a float of 'un-deposited funds'. (This coinage is not Petty Cash. It is there to provide change when members make small purchases for odd amounts using folding money)

These larger deposits will always appear in the bank statements as lump sums. The same Lump Sum will appear in the Quick Books software package as a single transaction, however the software calls it a 'Split Transaction', so that if we double-click on the entry, the transaction is broken down into all the individual items that make up the total. This is essential bookkeeping as otherwise it is impossible to properly reconcile the Club accounts.

## CLAIMS & REIMBURSEMENTS

When someone has made a purchase on behalf of the Club and wants their money back, a simple process is used. We have a standard Claim Form where available receipts are attached and the total is added up. If receipts are not available, then the document effectively becomes a declaration form when the claimant signs at the bottom. The claim form is usually endorsed by the Treasurer, then a cheque is written for the required amount. If it is the Treasurer who is making the claim, then another committee member examines the transaction and makes the endorsement instead. Usually, that is done by one of the other account signatories. The completed form is placed in a large folder along with all other invoice and expenditure documents.

## RECEIVED PAYMENTS

Every item of income (other than bank interest) has an entry into the Club Receipt Book. This happens even if it is a \$1 donation or sticker purchase. Each one of these receipt book entries is logged into the monthly update into the Quick Books software package. The receipt book therefore mirrors all regular income to the Club and becomes very helpful when performing the monthly reconciliation.

## PURCHASES

The committee has the right to approve some purchases without going to the general membership. In order for this expense level to remain proportional to real-world values, the limit is set by Club Rules to twelve times the standard membership fee. At present the fee is \$37, so the payment threshold is limited to \$444. It is common practise for the committee to discuss significant expenditure with the membership, even if the amount is less than this threshold. There is also a certain amount of balance needed here, allowing the committee to get on with the business of running the club without bothering the members with minor transactions and needlessly slowing down General Meetings.

## MONTHLY RECONCILIATION

The books are updated and fully reconciled on the 15<sup>th</sup> of each month. This may seem like an odd time to be doing this, but it ensures that the information presented to the members at General Meetings on the 3<sup>rd</sup> Friday of each month is always fairly fresh. The Reconciliation process means that the contents of the Quick Books accounting package are matched closely with the transactions in the Bendigo Bank accounts. The differences between the two are broken down into funds that have been received, but not yet deposited into the bank and cheques that have been issued to suppliers that have not yet been drawn upon.

Doing this reconciliation monthly is a bit more work, but it eliminates significant hair-pulling accounting at the end of the financial year. (which is not something I can afford to do.)

A report announcing total income and expenditure is presented at each Committee and General meeting. As the books are only reconciled once per month, it is always the most recent report that is used.

## SPECIAL EVENTS

Each year there are special events where income is collected for a variety of reasons. It may be for an excursion, a training course or even a pub night. Quite separate to the conventional bookkeeping described so far, a small separate spreadsheet is generated to track the event. These are not mandated for auditing purposes, but are produced through sheer convenience to work out who has paid deposits & full amounts and who has not. The annual Hamfest Sale is probably the largest examples of this type, where profit and loss for every aspect of the event is tracked separately, enabling a cohesive report to be generated at the end of the event.

## ASSET MANAGEMENT

We have another database, (it is a spreadsheet really), which lists all tangible assets of the Club, when they were purchased and when they were sold or disposed of. It also lists serial numbers and identifying marks of these assets. As the club pays no tax, there is no need to apply conventional depreciation assessments to assets and nothing is written-off over time. Instead the treasurer will make a ball-park estimate of the value of each item as if it were to be sold in a public forum at a reasonable value. In the context of the Radio Club, this is the only valuation method that makes any sense. Each year the total value of these assets are itemised and presented with the Club Audit.

## ANNUAL AUDITING PROCESS

This is a fun time, usually done early April of each year, where all monthly reports, copy of the accounting program, bank statements and an annual summary sheets are presented to the Club Auditor for scrutiny. The audit needs to be completed in time for the Annual General Meeting on the 3<sup>rd</sup> Friday in April. For most of the Clubs 35 year history, this has been conducted by Tom Wilson VK3DTA who is a certified accountant. For his services to the Club, Tom is also a GGREC Life Member. Only an audit endorsed version of the club finances can be entered into the record at an AGM.

## IN SUMMARY...

The processes described here are not difficult, or particularly arduous, but they all need to happen for the successful operation of the Club. Other tasks may be carried out with greater or lesser fervour, but good bookkeeping is essential and members need to have confidence that it is being carried out in a consistent and transparent manner. Like a blast of warm air on a cold windscreen, I hope that this article has helped to de-mystify a view of Club procedures. It can also be used as a guide for future GGREC committees if they are not clear about how things are to be done.

Ian Jackson **VK3BUF** (Treasurer GGREC)