

**OFFICE USE ONLY**

Date of lodgement: \_\_\_\_\_

Date of approval: \_\_\_\_\_

ANZSIC Code: \_\_\_\_\_



**Application for Approval of Member Disclosure and Rules  
for a Non Trading Co-operative**

Co-operatives Act 1992, Section 17(1) and 18 (1)

Please read the instructions on the back of the application before completing

PLEASE COMPLETE USING BLOCK LETTERS

**PART A**

(1) This is a

Non trading co-operative (Complete Part A, C & D)  Non trading co-operative with shares (Complete A, C & D)

(2) I, John Kapen of 292 Gordon Road North, Koonorigan. 2480  
(Full name of applicant) (Residential Address of Applicant) (Postcode)

02 66899375 john@ecomartaustralia.org  
(Telephone Number) (Fax number) (Email Address)

(3) make application for the approval of member disclosure and rules for a proposed co-operative under the name of:

ECOMART NORTHERN RIVERS CO-OP LTD

(4) This is:

a new co-operative  an association converting to a co-operative  a company converting to a co-operative

(5) What is the purpose of the co-operative and how will members be involved?

- To build strong connections between local producers of goods and consumers, in order to promote economic viability, social justice and ecological sustainability in the Northern Rivers region.
- Enable Northern Rivers consumers, Northern Rivers-owned retail outlets, institutions, food processors and restaurants who are members of the co-op to purchase local produce and goods with minimal distribution fees.
- Allow producers to determine the price of their goods and assist them in marketing their products or services locally, and regionally.
- Promote urban agriculture and home-based enterprises.
- Encourage and assist in the formation of additional local distribution centres and/or regional cooperatives with compatible aims.

(6) What will be the main activities of the co-operative?

- To provide and maintain an internet based facility assisting co-op members to buy and sell locally produced goods, and to provide extensive product and enterprise information.
- To facilitate the distribution and payment of goods with minimal distribution fees related to the distance goods are transported.
- To procure a range of goods for sale to co-op members that cannot be supplied by the co-op members.

(7) The proposed co-operative has attached a copy its rules for approval

(8) The person named below has agreed to be responsible for the auditing of the co-operatives accounts:

Paul Morris On Track Chartered Accountants  
(Full name of auditor) (Business name/Company name)

PO Box 159 Alstonville NSW 2477 T: 6629 5555 | F: 6629 5577  
(Business Address) (Postcode)

the auditors letter of consent is attached.



**PART C**

**CASH FLOW BUDGET**

For the First Year of Operation

<b>Cash In</b>	<b>Opening Bank Balance</b>		<b>\$ 0</b>
	Grants		<b>\$ 0</b>
	Annual Subscriptions		<b>\$ 6,000</b>
	Donations		<b>\$ 0</b>
	Share capital		<b>\$ 0</b>
	Commercial Revenue		<b>\$ 15,000</b>
<b>TOTAL</b>	<b>RECEIPTS</b>		<b>\$ 21,000</b>
<b>Cash Out</b>	Materials	<b>\$ 1,000</b>	
	Volunteer discount	<b>\$ 3,500</b>	
	Transport	<b>\$ 2,500</b>	
	Rent	<b>\$ 5,000</b>	
	Insurance	<b>\$ 537</b>	
	Repairs and maintenance	<b>\$ 0</b>	
	Administration expenses	<b>\$ 1,077</b>	
	Sundries	<b>\$ 100</b>	
	Audit	<b>\$ 500</b>	
	Formation Expenses	<b>\$ 754</b>	
	Equipment	<b>\$ 1,179</b>	
	Cold room hire	<b>\$ 2,500</b>	
	Goods lost	<b>\$ 396</b>	
<b>TOTAL</b>	<b>PAYMENTS</b>	<b>\$ 19,043</b>	
<b>Total Receipts –</b>			
<b>Total payments =</b>	<b>CLOSING BANK BALANCE</b>	<b>\$ 1,957</b>	

**PLEASE COMPLETE THE BACK OF THIS FORM**

## Please Note

The cashflow budget sheet provided is only an example. You may wish to include additional items appropriate to your proposed co-operative.

In the space provided below please show how you have derived each figure and any assumptions that have been made

ITEM	EXPLANATION
Annual Subscriptions	100 members x \$20 joining fee plus \$40 annual subscription
Commercial Revenue	20% service fee on \$75,000 goods distributed (50x \$30 orders per week)
Materials	Ice \$20 per week
Volunteer discount	10 hr per week at \$7 per hr
Transport	\$50 per week (10 boxes by local courier)
Rent	\$100 per week, community hall hire, one day a week
Insurance	Quote for public liability insurance from CGU, for distributing groceries up to \$100,000 pa.
Administration expenses	Bank fees \$50, bad debts \$69, wireless broadband\$165,prepaid mobile phone \$500, website domain \$130.30 and host \$162.80,
Sundries	Stationary for distribution centres
Audit	Estimate from Paul Morris
Formation Expenses	Incorporation fee \$134, promotion – Lismore Show \$370, hall hire for 9 public meetings \$150, signs \$70.
Equipment	Eskies \$800, mobile phone \$80, data projector \$300, broadband router \$99
Cool room hire	\$50 per week
Goods lost	0.53% of gross sales