



Buddhas' Practice Incorporated

110/12 Salonika Street, Parap

Darwin NT 0820, Australia

ABN: 30567859041



<https://bpi2019.org.au>

general@bpi2019.org.au

Management Committee Meeting Minutes of Buddhas' Practice Incorporated

Meeting No: 03
Date: 20/8/2025
Time: 8:00pm-8:58pm (Darwin Time)
Place: Zoom.us
Meeting ID: 6310170000
Password: 631017
URL:

<https://us06web.zoom.us/j/6310170000?pwd=UnNLd01aSzlpOS81TzZpU2djYUEyQT09&omn=81019465000>

Meeting Host: HE, YUPING
Minute Secretary: WANG, YINFENG
Time Keeper: WANG, YINFENG



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Attendees

(A=Apology, P= Present, L=Leave of Absence, Abs=Absent and Silent)

No	Name	Position	Attendance	Method
1.	BENNIE SPIRIT	Advisor	P	by videoconference
2.	Yuping HE	Chairperson/Public Officer/ Treasurer	P	by videoconference
3.	Dong JING	Vice-Chairperson	Abs	
4.	DAWN SPIRIT	Treasurer Assistant	P	by videoconference
5.	Huaigu WANG	Director of BRTC	P	by videoconference
6.	Chengli LI	Preacher of the BPI Committee	P	by videoconference
7.	LE THI MY TRANG	Preacher of the BPI Committee	P	by videoconference
8.	Yuanyuan NING	Member	P	by videoconference
9.	Yinfeng WANG	Secretary/Manager of Web Content	P	by videoconference
10.	Yuhua HU	Member Representative	P	by videoconference
11.	Fei QIAN	Member	P	by videoconference

Attendance Report



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P	10
A	0
L	0
Abs	1
Total	11

Meeting open	HE, YUPING (Chairperson) opened the meeting at 8: 00 PM Darwin Time Zone.
Apology	
Participant status	Fei QIAN was late for 4 minutes.

SS

Reports and Proposal

Yuping HE	TOPIC: 1. Reports on Cash in & out of July, 2025 2. Policy on cash deposit into the association's bank account 3. Outcome of Financial Statement and Auditor Report of FY 24-25 4. Draft of Employment Contract 5. SUPER, PAYG & BAS/IAS Accounts application of BPI 6. Date of AGM of FY 24-25 & 6th Anniversary Celebration of BPI 7. Meeting minutes confirmation of 16th and 30th July 2025
Major Resolutions	Topic 1: Reports on Cash in & out of July, 2025 Cash in & out of July, 2025 Yuping HE provided the following breakdown of BPI's cash in and out for July 2025:



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Bank - Cash In

The total cash in during the period for July 2025, amounted to **\$2,871.1**.

- 1 July 2025: Annual Membership Fee of LE THI MY TRANG & BUI THI LOAN were \$216.
- 2 July 2025: Annual Membership Fee of Yuanyuan NING was \$108.
- 3 July 2025: Annual Membership Fee of TRAN THI KIM HUONG, LE THI THU HUONG, VUONG CAM MUI and Thi Thu Tran were \$432.
- 4 July 2025: Annual Membership Fee of Pham Thi Thanh Thuy was \$108.
- 8 July 2025: Annual Membership Fee of HOANG THI MAI was \$108.
- 8 July 2025: Donation from SHEN, MEIZHEN was \$108.
- 13 July 2025: Annual Membership Fee of THI MONG THINH HO was \$108, and donation from her was \$92.
- 16 July 2025: Annual Membership Fee of Bennie Spirit & Dawn Spirit were \$216.
- 17 July 2025: Annual Membership Fee of Tinghui YU was \$108, and donation from her was \$10.
- 17 July 2025: Annual Membership Fee of Chaoqun CAI & Yuping HE were \$216.
- 18 July 2025: Annual Membership Fee of Chengli LI was \$216.
- 18 July 2025: Annual Membership Fee of Yuhua HU, Ximing ZHAO & Fei QIAN were \$324.
- 21 July 2025: Donation from SHEN, AIDI was \$108.
- 21 July 2025: Annual Membership Fee of Jing DONG was \$108.
- 28 July 2025: Annual Membership Fee of Lixin HE & Xinyue SHI were \$216.
- 31 July 2025: Interest of NAB account #9133 was \$69.1.

Bank - Cash Out

The total cash out during the period for July 2025, amounted to **\$3,480.74**.

- 3 July 2025: The office rent cost for July was \$3,300.
- 14 July 2025: Hot water & Aircon System Fee of June was \$16.5.
- 21 July 2025: Monthly XERO subscription Fee was \$56.24.
- 21 July 2025: Refund Annual Membership Fee to LI, CHENGLI was \$108.



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Topic 2: Policy on cash deposit into the association's bank account

Currently, BPI has \$640 in cash on hand (including \$200 of Annual Membership Fee & Donation from THI MONG THINH HO on 13th July 2025).

According to the BPI constitution, two committee members must be present when depositing cash into the association's bank account. In addition, the bank charges a \$3 fee per deposit.

To save on labor and bank fees, Yuping HE has called for a vote on a policy regarding cash deposits into the association's bank account.

Vote on this policy:

Cash to be deposited into the association's account only if cash on hand is AUD 1,000 or more.

Vote Result: 10/10

Topic 3: Outcome of Financial Statement and Auditor Report of FY 24-25

Yuping HE announced the good news that the BPI Financial Statement **presents a fair view** and that the Auditor's Report for FY 2024–2025 is **unqualified**.

She also led the committee members in reviewing the Financial Statement and Auditor's Report.

Topic 4: Draft of Employment Contract

According to the Proposed Practical Operations approved at the committee meeting held on 30 July 2025, Yuping He prepared a draft Employment Contract and presented it to all committee members.

Topic 5: SUPER, PAYG & BAS/IAS Accounts application of BPI



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	Yuping He guided the committee in reviewing the meaning of SUPER (Superannuation) and PAYG, with reference to the following websites: SUPER (Superannuation): https://www.australiansuper.com/superannuation/what-is-super PAYG: https://www.ato.gov.au/businesses-and-organisations/preparing-lodging-and-paying/business-activity-statements-bas/pay-as-you-go-payg-withholding If the association employs full-time staff, it will establish SUPER and PAYG accounts on their behalf and complete BAS/IAS on a quarter basis. Vote Result: 10/10 Topic 6: Date of AGM of FY 24-25 & 6th Anniversary Celebration of BPI Yuping HE proposed that the Annual General Meeting (AGM) for FY 2024–2025 be scheduled for 8–9 November 2025, and that the 6th Anniversary Celebration of BPI be held on-site on 6–7 December 2025. Vote Result: 10/10
Minutes of the previous meeting	The meeting minutes of 16 July 2025 and 30 July 2025 were confirmed.
Chairperson's comment	N/A
Future Program	To Be Confirmed
Meeting close	The meeting was declared closed at 8:58pm, Darwin Time Zone.

Confirmation of the minutes

This minute is a true and accurate record of the meeting.



Signed by:

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Minutes prepared by:

(Date) 5/9/2025