

**Maryborough Community House**

**2007 – 2008**

**ANNUAL GENERAL MEETING**

**Date 27<sup>th</sup> October 2008**

**4 pm**

**Special thanks to:-**

- ❖ All the people who come through our doors
- ❖ The groups and organisations that utilise our services
- ❖ To the volunteers who generously give up their time and share their skills and knowledge
- ❖ State Government and Human Services for their funding and ongoing support
- ❖ Margaret Parsons from the Learning Centre
- ❖ The other Community Houses, especially Bendigo, Maldon and Castlemaine
- ❖ The Rural Network of Community Houses – RANCH
- ❖ Australian Neighbourhood Houses and Learning Centres – ANHLC
- ❖ Central Goldfields Shire Staff
- ❖ Councillors of Central Goldfield Shire
- ❖ Community Health
- ❖ Joe Helper's Office
- ❖ Steven Gibbon's Office
- ❖ And last but not least the so many more people involved

Thank you for your association with us. Thank you for your support and input to our Community House which keeps us alive and active due to all your efforts.

You are welcome to stay on for a cuppa tea and a chat about our future directions and are welcome to be part of our ongoing planning and evaluation

## Agenda

1. Welcome
2. Present
3. Apologies:
4. Minutes of Last AGM
5. Business Arising from Minutes
6. Annual Reports
  - a) Chairperson
  - b) Auditors
  - c) Coordinator
7. Vacate office bearers positions
8. Election of new office bearers
9. Guest Speaker: Chris Pollack - Climate change and the Drought
10. Close and supper

## ORGANISATIONAL CHART

### **Present Committee of Management (2006<sup>7-8</sup>~~07~~)**

President	Gus Hogg
Vice President	Peter Milthorpe
Secretary	Ed Watkins
Treasurer	Joan O'Conner
Committee Members	Paul Smith Mike Maclean Krystal-Jean Watkins Bill Stacey Anne Collier

### **Staff**

Coordinator	Yvonne Maclean
Bookkeeper	Margaret McCullagh
Cleaner	Ed Watkins

**Minutes  
Maryborough Community House  
AGM Meeting  
29/10/07**

**Present:** Gus Hogg, Drina Andrews, Edwina Watkins  
Paul Smith, Bill Stacey, Yvonne Maclean, Jo O'Conner,  
Irene Eastwood Anne Collier

**Apologies:** Frank Mason, Sue Kelly, Lorraine Judd

**Motion** That apologies be accepted

**Moved:** Jo                      **Seconded:** Bill                      **Carried**

**Pecuniary interest:** NIL

**Minutes of previous meeting:** Minutes from previous meeting tabled

**Motion** That minutes be accepted.

**Moved:** Bill.                      **Seconded:** Jo                      **Carried**

**Business arising from minutes:**

- Security lights: requisition has been put in – Shire
- Modernising neighbourhood houses Grant was denied. We will keep trying.

**Reports**

All reports tabled

**Moved** Bill                      **Seconded** Jo

**Secretary:** Correspondence as presented.

**Treasurer:** Report presented to group.

**Motion;** That reports be accepted

**Moved:** Edwina                      **Seconded:** Bill                      **Carried**

**Annual Reports:**

Gus read out his report

**Motion** That the Chairpersons report be accepted.

**Moved:** Paul                      **Seconded:** Anne                      **Carried**

**Coordinator:** Tabled.

Art from the Heart is the biggest and best patronized group associated with the house.  
This is due to the way John runs the group.

**Motion** That coordinators report be accepted.

**Moved:** Edwina . **Seconded:** Bill. **Carried.**

### **Election of Office Bearers**

In accordance with our constitution nominations for office bearers closed 2 weeks prior to Annual General Meeting

Nominations are:	Peter Milthorpe	Chairperson
	Gus Hogg	Vice Chairperson
	??	Treasurer
	Edwina (Ed) Watkins	Secretary
	Krystal-Jean Watkins	General Committee
	Mike Maclean	General Committee
	Paul Smith	General Committee
	Margaret McCullagh	General Committee
	Joan (Jo) O'Connor	General Committee

**Motion** That the nominated persons be accepted as office bearers

**Moved:** Irene

**Seconded:** Anne

**Carried**

### **Guest Speakers:**

Cath Mackie: Creative Arts Therapist

Meeting Closed – 6.00 pm



# *Peter M. Egan & Associates Pty. Ltd.*

CERTIFIED PRACTISING ACCOUNTANT

A.B.N. 62 007 040 968

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Director  
P. M. EGAN FCPA (Governing Director)

P.O. Box 394, Maryborough 3465

## **INDEPENDENT AUDIT REPORT TO THE MEMBERS OF THE MARYBOROUGH COMMUNITY HOUSE INC**

### **Scope**

We have audited the financial report of the Maryborough Community House Incorporated, comprising Profit & Loss Account and Balance Sheet for the year ended 30 June 2008. The Committee is responsible for the financial report and have determined that the accounting policies used are appropriate to meet the needs of the Associations Incorporations Act (Victoria) and are appropriate to meet the need of the members. We have conducted an independent audit of this financial report in order to express an opinion on it to the members. No opinion is expressed as to whether the accounting policies used are appropriate to the needs of the members.

The financial report has been prepared for the purpose of fulfilling the requirements of the Associations Incorporation Act (Victoria). We disclaim any assumption of responsibility for any reliance on this report or on the financial report to which it relates to any person other than the members or for any purpose other than that for which it was prepared.

Our audit has been conducted in accordance with Australian Auditing Standards. Our procedures included examination, on a test basis, of evidence supporting the amounts and other disclosures in the financial report, and the evaluation of significant accounting estimates. These procedures have been undertaken to form an opinion whether, in all material respects, the financial report is presented fairly and gives a true and fair view of the financial position of the Maryborough Community House Inc, so as to present a view, which is consistent with our understanding of the associations financial position and performance as represented by the results of its operations. These policies do not require the application of all Australian Accounting Standards and other mandatory professional requirements in Australia

Our audit was not designed to provide assurance on internal controls.

The audit opinion in this report has been formed on the basis of these procedures.

### **INDEPENDENCE**

We are independent of the Association, and have met the independence requirements of Australian professional ethical pronouncements.

**Audit Opinion**

In our opinion, the financial report presents a true and fair view of the financial position of Maryborough Community House Inc as at 30 June 2008 and the results of its operations for the year then ended.

A handwritten signature in black ink, appearing to read 'Peter M Egan', is written over a horizontal line.

**Peter M Egan & Associates Pty Ltd**  
**Certified Practising Accountant**  
**7 October, 2008**



5:56 PM  
06/10/08  
Cash Basis

**Maryborough Community House inc.**  
**Balance Sheet**  
As of June 30, 2008

	<u>Jun 30, 08</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Chequing/Savings</b>	
Commonwealth Bank	19,114.74
Petty Cash	47.45
Term Deposit	53,856.40
zBAS Contra	-470.00
<b>Total Chequing/Savings</b>	<u>72,548.59</u>
<b>Other Current Assets</b>	
Undeposited Funds	12.00
<b>Total Other Current Assets</b>	<u>12.00</u>
<b>Total Current Assets</b>	<u>72,560.59</u>
<b>Fixed Assets</b>	
<b>COMPUTERS</b>	
4 Computers, 2 terminals	1,200.00
Brother Printer	435.45
Canon Printer	329.00
Computers	13,203.55
zLess accum depreciation (20%)	-4,861.00
<b>Total COMPUTERS</b>	<u>10,307.00</u>
<b>GROUND IMPROVEMENTS</b>	
Half Court	4,343.00
Play Ground	2,700.00
Shade Tents	361.82
Storage Container	1,600.00
zLess accum depreciation 10%	-7,776.00
<b>Total GROUND IMPROVEMENTS</b>	<u>1,228.82</u>
<b>HOUSE EQUIPMENT</b>	
Airconditioner	2,727.27
zLess Accum depn Airconditioner	-1,519.00
<b>Total HOUSE EQUIPMENT</b>	<u>1,208.27</u>
<b>OFFICE HOUSE EQUIPMENT</b>	
Digital Camera	566.88
Furniture	560.00
Kitchen equipment	1,076.32
Vacuum cleaner	527.27
Video Equipment	171.82
zLess accum Depreciation (20%)	-2,022.00
<b>Total OFFICE HOUSE EQUIPMENT</b>	<u>880.29</u>
<b>Total Fixed Assets</b>	<u>13,624.38</u>
<b>TOTAL ASSETS</b>	<u><u>86,184.97</u></u>
<b>LIABILITIES</b>	
<b>Current Liabilities</b>	
<b>Other Current Liabilities</b>	
<b>PAYROLL LIABILITIES</b>	
Super payable	402.84
<b>Total PAYROLL LIABILITIES</b>	<u>402.84</u>

5:56 PM  
06/10/08  
Cash Basis

**Maryborough Community House inc.**  
**Balance Sheet**  
As of June 30, 2008

	Jun 30, 08
TAX Payable	70.68
Total Other Current Liabilities	473.52
Total Current Liabilities	473.52
TOTAL LIABILITIES	473.52
NET ASSETS	85,711.45
EQUITY	
Opening Bal Equity	31,214.27
Retained Earnings	55,412.63
Net Income	-915.45
TOTAL EQUITY	85,711.45

**Maryborough Community House inc.**  
**Profit & Loss**  
July 2007 through June 2008

	<u>Jul '07 - Jun 08</u>
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
Donations Income	457.62
Fundraising Income	54.60
Grants	
Dept of Victorian Communities	21,808.44
Other Grants	21,162.59
<b>Total Grants</b>	<b>42,971.03</b>
Interest Income	1,801.52
MCH Projects	1,760.67
Membership Dues	40.00
Office Services Income	31.65
Room hire	2,154.00
<b>Total Income</b>	<b>49,271.09</b>
<b>Expense</b>	
Admin Expenses	228.96
Advertising	695.41
Audit Fees	550.00
Bank Charges	2.50
Catering	160.58
Cleaning	128.68
Computer & Software Expense	590.00
Depreciation Expense	4,493.00
Donations & Gifts	40.91
Equipment	159.90
Gas & Electricity	989.43
Insurance	1,490.90
<b>PAYROLL EXPENSES</b>	
Gross wages	29,611.31
Super	1,903.32
<b>Total PAYROLL EXPENSES</b>	<b>31,514.63</b>
Permits, Licences & Fees	38.63
Postage	1,183.59
Printing & Stationery	2,184.60
Programme Expense	280.74
Rates	758.40
Repairs & Maintenance	1,421.57
Staff/Client Amenities	1,078.34
Subscriptions & Memberships	587.27
Telephone & Communications	1,602.54
Workcover	71.42
<b>Total Expense</b>	<b>50,252.00</b>
<b>Net Ordinary Income</b>	<b>-980.91</b>
<b>Other Income/Expense</b>	
Other Income	
Sale of Assets	65.46
<b>Total Other Income</b>	<b>65.46</b>
<b>Net Other Income</b>	<b>65.46</b>
<b>Net Income</b>	<b>-915.45</b>

## **Chairpersons Report**

Well another 12 months have passed and I believe we have improved our image quite a lot most of the groups using the house seem to be going well especially the art groups and the belly dancing I am very pleased to have Krystal-Jean join the committee as a junior member. I am sure it will be invaluable experience for her later in life. We hope to make more changes when we put our Strategic plan into action plus we hope to do some maintenance on the house including painting and also shifting the office to the opposite end of the house and making a sick bay out of the existing office I will be stepping down from the presidency at this meeting but I will stay on as the Vice chairperson so here is hoping we keep growing.

Gus

## **Coordinators Report**

I would like to welcome our members to the Annual General Meeting and call for members to become our Committee of Management; we write of our successes and of the projects that were one off; and we invite you all to join us as we celebrate and review our strengths.

### **Strengths**

I am always grateful to the Committee of Management for their guidance and support over the year. The members of the Committee who attend regularly are my anchors. Their decisions and leadership have kept the Community House in a positive frame.

### **Bookkeeping**

We employed a new bookkeeper, Margaret McClullgh, who has been a great asset to our house.

Having had our last Annual General Meeting in October I will now report on programs and activities offered since then.

### **AA**

The Maryborough Community House was closed for the Christmas holidays but the Alcoholic Anonymous groups continued with their regular bookings at the House.

### **Craft**

We one regular member who comes every Monday. Some who come for a few weeks until they learn what they need to know.

### **Belly Dancing**

The women come every Monday afternoon and delight us with music which they shimmy to with great enjoyment.

### **Computers**

We have been running advanced computer classes for the last three terms with Cameron Taylor. Peter Milthorpe has been taking the beginners during the week.

### **Scrapbooking**

We received a grant this year which Maxine has put to great use buying all sorts of paper gadgets and stickers. The people coming to the session have made good use of the new equipment.

### **Early Intervention**

This group is run by Delwyn and helps children to adjust to school life as well as pick up any problems

### **Sewing**

We have three regulars who are at present making knee quits will be donated to Havilah Hostel.

### **Art from the Heart**

We wish to thank John for doing such a good job running this group and Cyril for the music. This is our most successful group. It is fascinating to see the different pictures the artist are able to produce. There are examples all over Maryborough and on our walls as well.

### **Art Classes by Trevor**

The classes are still going strong. The students come and do all sorts of forms of art under Trevor's tutorage

### **Kool Kids**

The children are still coming. In the beginning of the year there were on average 6 per session but as the pressures of school work increased it dropped off to 2 or 3 per session. Now we have 6 coming regularly.

Yvonne Maclean  
Coordinator