

# **Maryborough Community House**

## **Annual General meeting**

**Thursday 23<sup>rd</sup> September 1999.**

**“Maryborough Community House is an innovative, responsive flexible service, always aiming for the highest quality service – proactively encouraging participation in the community.”**

**Community Houses are for  
Everyone!**

**Maryborough Community House Committee of  
Management 1998 / 1999.**

Chairperson : Stephen Greenwood.  
Community Representative.

Vice Chairperson : Eileen Thomas.  
Maternal and Child Health Service.

Secretary : Collin Doyle.  
Pyrenees CERC.

Treasurer : Anne Mason.  
Community Representative.

**Committee.**

Sally Wright.  
Community Representative.

Rosemary Nurse.  
Talbot Neighborhood Watch.

Kevin Bannon.  
Community Representative.

**Maryborough Community House**  
**Annual General Meeting**

**Thursday 23<sup>rd</sup> September 1999 at 6.00pm.**

**Agenda :**

- 1     **Welcome.**
- 2     **Present : ( please indicate your attendance by signing the visitors book ).**
- 3     **Apologies :**
- 4     **Adoption of Minutes of previous Annual General Meeting :  
Thursday 29<sup>th</sup> October 1998.**
- 5     **Annual Reports :**  
Chairpersons Report :     Stephen Greenwood.  
Treasurers Report :        Anne Mason.  
Coordinators Report :     Sue Devereaux.
- 6     **General Business :**  
Appointment of auditor for 1999 / 2000 financial year.
- 7     **Election of Committee members.**  
At this point all positions on the committee will be declared vacant and nominations read. ( listed overleaf ).  
Office bearers will be elected at the first committee meeting held after the Annual general Meeting.  
The positions available and the nominations received being equal, there will be no election necessary.
- 8     **Welcome to the new committee of management of the  
Maryborough Community House.**
- 9     **Close of Meeting.**

**Nominations :**

**Collin Doyle :**                    **Nominated : Cameron Taylor.**

**Sally Wright :**                    **Nominated : Sue Devereaux.**

**Peter Northfield :**                **Nominated : Collin Doyle.**

**Anne Mason :**                    **Nominated : Sally Wright.**

**Rosemary Nurse :**                **Nominated : Sue Devereaux.**

**Trish Moriarty:**                   **Nominated : Cameron Taylor.**

**Minutes of the Maryborough Community House Annual General Meeting held Thursday 29<sup>th</sup> October 1998 at 1.00pm.**

**Present :** as per attendance book.

**Apologies :** as per apology sheet.

**Motion to accept apologies :**

Moved: Collin Doyle.

Seconded : Rosemary Nurse.

**Adoption of Minutes of Annual General Meeting**

Held 4<sup>th</sup> September 1998.

**Motion : minutes be accepted .**

Moved : Eileen Thomas.

Seconded : Stephen Greenwood.

**Annual reports :**

Chairpersons Report : as tabled .

Treasurers Report : as tabled.

Coordinators report : as tabled.

**Motion to accept reports as tabled:**

Moved : Sally Wright

Seconded : Kevin Bannon.

**Appointment of auditor for 1998 / 1999 financial year.**

**Motion : That Peter Egan be appointed Auditor for 1998 / 1999 financial year.**

Moved : Anne Mason.

Seconded : Collin Doyle.

**Election of Committee :**

No election necessary – all nominees appointed.

**Meeting closed :**

1.04pm.

## Presidents Report - Stephen Greenwood.

This year has seen the start of some major changes to the Maryborough Community House and these changes are designed to streamline services and improve consumer access to the Community House.

These changes will be implemented over the next twelve months so be on the lookout for a newer improved Maryborough Community House.

This past twelve months have been challenging for the committee. There have been a number of difficult changes to the structure of community houses in general and these have been met head on by our committee. The continuing changes to the community landscape at all levels have impacted on the way we do business.

As a result, this year has been a steep learning curve for all of us.

The changes to the community have not always been for the better, but we have all been able to take a positive view of them and been able to still provide a better, more responsive service to our consumers, which has always been our priority.

By nature, committees of management in general have always been made up of people who are community minded and generous with their time. The outgoing committee of management is no exception. The old saying "ask a busy person" sums up the committee this past year.

We have managed time and time again by pitching in and getting it done and have still managed to have fun.

Thank you to the retiring committee of management people for your hard work and effort this past year, and congratulations to the incoming committee.

I am sure you will find your experiences on the Maryborough Community House committee of management a wonderful experience.

Treasurers Report - Anne Mason.

The Maryborough Community House has had another productive year in 1998 \ 1999 financial year.

I think our biggest undertaking was the delivery of telephone books for this area. 4837 books were delivered. We made \$967.40 from this exercise.

Our fundraising continues and has earned us \$1858.95. We have had a number of donations made towards our regular fortnightly raffle from various people involved in our classes and activities at the Community House, and we would like to take this opportunity to thank them.

Also, thanks to Sally who organises our raffles each fortnight.

This year we started our VicFit "walk and Talk " group which has become very successful. We have presented all our activators with a "walk and Talk " cap ( have you got yours? ).

We also gained a grant of \$2000.00 to run this program.

In the past year the Community House has run some different courses, these include Craft Class, woodwork classes, Homework Club and a money course. All courses proved of interest to a great number of people in our community – A big thank you to all who ran them.

The Community House purchased a new heater, hot water service a smaller fridge and a new toilet this year.

We also had a new door and window fitted to improve the comfort and accessibility for participants.

Safety was a big factor in expenditure this year. We had safety lights fitted to illuminate the Grounds, entry and car park, so that night classes, activities and meetings could proceed smoothly.

The House also purchased a new computer tower and installed a fax and internet specific phone line to improve Internet access to service users.

We received a Community Grant from Central Goldfields Shire Council of \$1500.00 which was spent on improvements to the house and most importantly, a marketing ( communication ) plan for the next 2 years.

Maryborough Community House held an open day as part of the Department of Human Services Housing week, a bus trip to the Bendigo Show and a Christmas Lights tour of Maryborough, and the Mardi Gras stall.

We managed to pay from our own funds our Book keeper and our gardener / cleaner as well as lots of improvements and courses, classes and administration costs, this has been a supreme effort from all involved. Thank You.

The Community House wishes to thank all that have been involved in producing these results this year, your untiring efforts over this past year have produced an excellent result.

Next, the year 2000.

Regards,

Anne Mason.





# Peter M. Egan & Associates Pty. Ltd.

CERTIFIED PRACTISING ACCOUNTANT

A.C.N. 007 040 968

OFFICE:  
236 HIGH STREET,  
MARYBOROUGH 3465  
Telephone: (03) 5461 2655  
Fax: (03) 5461 4847

Director  
P. M. EGAN CPA (Governing Director)

P.O. Box 394, Maryborough 3465

## Audit Report

To the Members,

**MARYBOROUGH EAST NEIGHBORHOOD CENTRE INC.**

### Scope

We have audited the attached special purpose financial report of Maryborough East Neighborhood Centre Inc. for the year ended 30 June 1999, comprising Profit and Loss Account and Balance sheet. The committee is responsible for the preparation and presentation of the financial report and the information contained therein, and have determined that the basis of accounting used is appropriate to the needs of the members. We have conducted an independent audit of the financial report in order to express an opinion on it to the members. No opinion is expressed as to whether the basis of accounting used is appropriate to the needs of the members.

The special purposed financial report has been prepared for distribution to the members of the Association for the purpose of fulfilling the committee's accountability requirements. 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 of 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 as to whether in all material respects, the financial report is presented fairly in accordance with the requirements of the Associations Incorporation Act.

The audit opinion expressed in this report has been formed on the above basis.

### Audit Opinion

In our opinion the financial report of Maryborough East Neighborhood Centre Inc. presents fairly the income and expenditure of the Centre for the year then ended in accordance with the requirements of the Associations Incorporation Act.

**PETER M EGAN & ASSOCIATES PTY LTD**  
**ACCOUNTANTS**

**14 September, 1999**

Maryborough Community House Incorporated

( A0026131M )

Monday to Friday 9.00am to 1.00pm

Corner of Spring and Primrose Streets Maryborough, Vic. 3465

PO Box 249 Maryborough, Vic. 3465

Phone / Fax : (03) 5461 - 4551

Email - [mcch@river.net.au](mailto:mcch@river.net.au)

14 September 1999

Peter M Egan & Associates Pty Ltd.  
PO Box 394  
MARYBOROUGH VIC 3465

Dear Sir,

Pursuant to your request and in accordance with your examination of the financial statements for Maryborough East Neighbourhood Centre Inc. for the year ended 30 June 1999 we submit the following representations, after making appropriate inquiries and according to the best of our knowledge and belief.

1. We acknowledge our responsibility for the fair presentation of the financial statements in accordance with the Associations Incorporation's Act, and the appropriate disclosures of all information required by the Association's constitution.
2. All financial records and related data have been made available for inspection. All material transactions have been properly recorded in the accounting records underlying the financial reports.
3. There have been no irregularities involving any member of management or other members of the Association that could have a material effect on the financial statements.
4. There have been no: -
  - Violations or possible violations of law or regulations, the effects of which should be considered for disclosure in the financial statements or as a basis for recording a contingent loss; or
  - Communications from regulatory authorities concerning non-compliance with, or deficiencies in, financial reporting practices.
5. There were no deficiencies or encumbrances attaching to the title of the Centre's assets at balance date other than those reflected in the financial statements.
6. All liabilities which have arisen or which will arise out of the activities of the Centre to the end of the financial year have been included in the financial report.

7. No events have occurred subsequent to balance date, which would require adjustment to or disclosure in the financial report.
8. The Centre has no plans or intentions that may materially affect the book value or classification of assets and liabilities at balance date.
9. The Centre has an established procedure whereby the adequacy of insurance cover on all assets and insurable risks is reviewed. This review has been performed, and where it is considered appropriate, assets and insurable risks of the Centre are adequately covered by insurance.
10. We have responded fully to all inquiries made to us during the course of your examination.
11. Nothing has come to our attention that would indicate the financial report is inaccurate, incomplete or otherwise misleading.

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Position C. Mason Treas.

Date Signed 15-9-99

**Maryborough Community House**  
A0026131M  
**Income & Expenditure Statement**  
for the year ending 30/6/99

**Income**

<b>Grants</b>		
DHS Grant	\$ 24,253.35	
CGS Grant	<u>\$ 1,500.00</u>	
		\$ 25,753.35
<b>Operating Income</b>		
Fundraising	\$ 1,216.85	
Golf Club Raffle	\$ 642.10	
Interest	\$ 24.47	
Photocopy Income	\$ 244.95	
Room Hire	\$ 1,235.95	
Phone Reimbursement	\$ 5.80	
Internet Reimbursement	\$ 268.65	
Fax Income	\$ 8.25	
Donations	\$ 9.90	
Membership	\$ 30.00	
Miscellaneous Income	\$ 994.10	
Maldon Neighbourhood Centre	<u>\$ 655.00</u>	
Total Operating		\$ 5,336.02
<b>Program Income</b>		
Homework Club	\$ 1,622.00	
Housing Week	\$ 400.00	
Money Workshop	\$ 2,400.00	
Walk & Talk	<u>\$ 302.50</u>	
Miscellaneous Program	<u>\$ 720.95</u>	
Total Program Income		\$ 5,445.45
<b>Total Income</b>		<b>\$ 36,534.82</b>

**Expenses**

<b>Wages</b>		
Coordinator	\$ 17,141.04	
Bookkeeper	\$ 1,719.75	
Gardener Wages	\$ 56.00	
Homework Club Tutor	\$ 1,050.20	
Money Workshop Tutor	\$ 1,149.94	
Total Wages		\$ 21,116.93
<b>Wages On Costs</b>		
Superannuation	\$ 1,268.88	
Workcover	\$ 115.06	
Total Wages On Costs		\$ 1,383.94
<b>Operating Expenses</b>		
Audit	\$ 200.00	
Telephone	\$ 927.71	
Advertising	\$ 280.00	
Fundraising Costs	\$ 557.22	
Photocopier Costs	\$ 707.50	
Office & Admin Costs	\$ 2,537.30	
Internet Usage	\$ 505.00	
Rates/Rent/Insurance	\$ 913.09	
Gas & Power	\$ 690.10	
Travel Expenses	\$ 229.10	
Groceries	\$ 684.72	
Gardening	\$ 483.51	
Cleaning & Maintenance	\$ 498.88	
Equipment & Improvements	\$ 994.00	
Depreciation Equipment	\$ 1,914.00	
Volunteer Costs	\$ 175.30	
Staff & Volunteer Training	\$ 70.00	
Bank charges, fees, taxes	\$ 131.57	
Sundry	<u>\$ 151.79</u>	
Total Operating Expenses		\$ 12,650.79
<b>Program Expenses</b>		
Homework Club	\$ 357.05	
Housing Week	\$ 331.45	
Money Workshop	\$ 1,186.72	
Walk & Talk	\$ 302.50	
Miscellaneous Program	<u>\$ 676.04</u>	
Total Program Expenses		\$ 2,853.76
<b>Total Expenses</b>		<b>\$ 38,005.42</b>
<b>Net loss</b>		<b>-\$ 1,470.60</b>

# Maryborough Community House

A0026131M

## Balance Sheet as at 30 June 1999

### Assets

#### Current Assets

Bank	\$ 6,596.80	
Petty Cash	<u>\$ 100.00</u>	
Total Current Assets		\$ 6,696.80

#### Fixed Assets

Computer	\$ 3,749.00	
less Accum. Depreciation	<u>-\$ 1,517.00</u>	\$ 2,232.00
Grounds Improvement	\$ 9,539.00	
less Accum. Depreciation	<u>-\$ 3,194.40</u>	\$ 6,344.60
Photocopier	\$ 2,097.00	
less Accum. Depreciation	<u>-\$ 875.00</u>	\$ 1,222.00
Total Fixed Assets		\$ 9,798.60

**Total Assets** **\$ 16,495.40**

### Liabilities

#### Current Liabilities

Accrued Expenses	\$ 598.57
Grant received in Adva	\$ 4,897.50

**Total Liabilities** **\$ 5,496.07**

**Net Assets** **\$ 10,999.33**

### Equity

Retained Earnings	\$ 12,469.93
Loss this year	<u>-\$ 1,470.60</u>
<b>Total Equity</b>	<b>\$ 10,999.33</b>

## Coordinators Report – Sue Devereaux.

This year as always has been a busy one, with lots of changes on the planning board for the next twelve months.

This has taken a supreme effort for all of us at the Maryborough Community House, and one that we can be proud of.

Part of these changes are Staff structure, this we hope will improve access for consumers and assist in providing the best service possible to the Central Goldfields Shire region, which we are committed to providing much needed services to.

Part of the changes also, are in response to the needs based analysis report we commissioned 2 years ago.

Most of the recommendations from that report are either implemented or in the process of being implemented. The biggest change to be implemented is to the physical location of the Maryborough Community House.

We are in the first stages of seeking a suitable premises to move our administration and client services to, and we believe that this move will allow access to our service for people who are in need of what we provide but are unable to access us because of location difficulties.

The Maryborough Community House is for the whole community and as such, we need to be accessible to everyone.

The move to the central business district is the best way available to us to accomplish this.

We will be keeping this building to provide cheap hall hire for the groups that rely on this service, as well as providing hall hire services to our own classes and workshops.

This past year has been a busy one as usual. The Maryborough Community House has been host to Housing Week and as a part of Housing Week, we were pleased to be visited by the Minister for Housing Ms Ann Henderson. Ms Henderson was very impressed with the contribution of the Maryborough Community House and impressed as well with the reception from the Central Goldfields Region.

We have also been involved with VicHealth in their state wide Walk and Talk program. This has been successful in its early stages and is continuing to gather momentum as more and more people start to walk for their health.

We have developed a program to assist people in managing their finances and making more of their money. This was piloted in Castlemaine with a group of young people, and has been requested by the Woodend Community House for inclusion in their programming for this financial year.

Also, our financial program for small organisations has been going well. This program was developed by the Maryborough Community House in response to small organisations need to burden their treasurers less and get the most from their accounting practices. This program involves the setting up or streamlining accounting practices to assist treasurers and small organisations to meet their requirements and is tailored to suit individual organisations and their funding bodies. This program is undertaken by our own, extremely able accountant, Margaret Parsons.

The Internet Café has taken off well this year. We have had a great response from first time Internet users, and this I believe has reflected the dedication of our Internet Café volunteers Rosemary and Collin and our resident computer genius, Cameron.

Cameron has also been hard at work developing our Internet site into one of the best locally and one of the only Community House sites on the web in the world.

Our computer program for people and organisations to have access to computer use for document and other processes has also taken off this year. The accessibility and assistance that this program offers is the reason for the success we have had with this.

The administration support program for organisations and support groups has been busy as well. We hope to develop this further to include support for submission writing for smaller community groups, which has been an ongoing request.

Adopt a Highway and Clean up Australia Day are two ongoing community based programs that have been worthwhile for us to participate in this year. In its early stages, Adopt a Highway has been difficult to coordinate because of the small amount of volunteers to clean up a large amount of highway. However, it has been great to see such a good turn up for the times we have worked together.

Thanks to the Central Goldfields Shire for their support of Adopt a Highway and the rubbish removal they do on a regular basis.

Homework Club is another highly successful program that is currently being run at the Maryborough Community House.

As usual, there is a big list of thank you's to be said. Part of any Annual general meeting is the celebration of support for small community groups such as ours.

The thank you list gets bigger every year and for this we are grateful. Please get behind these people and organisations as they do a wonderful job.

Thanks also to the committee of management and to the volunteers. This year we have called upon them heaps and they have always accepted the challenge. For this I thank them.

Committee of Managements have had it tough this last few years, with changes happening at every level. The Maryborough Community House Committee of Management is no exception. Their time and commitment has been incredible.

Thanks to all of you.

Regards,

Sue.



**The Maryborough Community House would like to thank the following people and businesses for their support this Year :**

Borough Security ( Ian and Lisa and Jason ).

Peter McKnight Retravision

Maryborough Learning Centre.

Cameron Taylor.

Robyn Surridge.

Gary Nichols

Trish Moriarty and Central Victorian Group Training.

Dorojon Motel.

Goldnet

A.A

Maryuborough District Community Health Service.

JPET Castlemaine.

Goldfields Cluster of Community Houses.

Maryborough Golf Club.

VicFit.

VicRoads