



**MARYBOROUGH COMMUNITY HOUSE INC  
2012-2013**

**ANNUAL GENERAL MEETING  
DATE 15TH OCT 2013  
5PM**

**Web: [www.maryboroughcommunityhouse.org.au](http://www.maryboroughcommunityhouse.org.au)**

**ABN: 14 524 323 936**

**Association No: AA0026131M**



## **Maryborough Community House**

### **Annual General Meeting**

**July 2012 to June 2013**

**15 October 2013 – 5pm**

#### **OUR STATEMENT OF PURPOSE**

- To actively promote a sense of belonging and community spirit and reduce social isolation within the community.
- Work in partnerships to help make our community a better place to live.
- Promote equality, availability and community engagement.
- Develop and deliver activities and programs in response to the needs of our community.
- Provide referral, assistance and information for those seeking a wider range of services, and
- Provide a venue for outside organisations to run functions and programs.

#### **Present Committee of Management 2012-13**

President – Nicole Fornal

Vice President - Lyn Layfield-Cain

Secretary – Jan Murphy

Treasurer – Frances Fraser

Committee Members –

Jeff Fraser, Sandi Bamford, Jenny Melton, Deanne Bontoft, Ruth Bumpstead (Staff)

#### **Staff of House**

Coordinator – Ruth Bumpstead

Bookkeeper – Margaret McCullagh

Cleaner – Viven Price

#### **With thanks to past Committee Members 2012-13**

Margaret McCullagh, Sue Anthony, Richard Hall

## Special thanks to:

- All the people who come through our doors
- To the groups and organisations that utilize our venue and services
- The volunteers who generously give of the time and their skills and knowledge
- State Government and Human Services for their funding and ongoing support, and
- thanks also to the following businesses and people.

Maryborough Locksmith Services	Central Highland Water	Treasure Hunter
Albion Hotel	Coiltek Gold Centre	Treble Jewellers
Plumbtec	Commonwealth Bank	Wattle Travel
Bill's Fish shop	Coverdales Cane & Craft	Westpac Bank
Central Musik	Crameri Pty Ltd	Your Mantra
Priceline Pharmacy	Fairytale Frosting	Debbie Lee Fashions
Dragon Cycles	Graham Jacka Harvey Norman	Hartwell Shoes
Albion Hotel	World Travel	Hair Works
Fortune Telling	Highlander Haven Motel & Function Centre	Mario's
Murphy's Gym	Julie & Bee Hair Dresser	Eileens Frock Salon
Paint Place	Kids with Class	Ruby Beauty House
PRD Jens Gaunt	Kmart Australia Ltd	IGA
Noonan & Sutherland	Lyal Eales Store	Darri Rees
Wear J'a 'Get That?	Macks Fashion and Surf	Hiener GV Bargains
MB Law Barristers & Solicitors	Maggie	Telstra
Amaroo	Maryborough Golf Club Inc	iLOP- Improving Liveability in Older Persons - Central Goldfields Shire
facepainting	Maryborough Highland Society	Neighbourhood Renewal - Central Goldfields Shire
Wattle Office Supplies	Maryborough Seafood Bar	Magistrates Court
National Australia Bank Ltd	Millikans Pharmacy	Asteria Services
Make-up Specialist	Mitre 10	Joe Helper MP State Member for Ripon
Legenz Wine Bar & Cafe	Newsexpress Maryborough News & Lotto	Department Family, Housing, Community Services and Indigenous Affairs - FaHCSIA
Country Trends	O'Halloran's	Good Shepherd Microfinance
Reece	Park View Bakery	Central Goldfields Shire
Professionals	Post Office	Lions Club
Aldi	Priceline Pharmacy	Waste Not Stockfeeders
ANZ Bank	Red House Bakery	
Beckworth Electrical Services	Remny Desert	
Bendigo Bank	Repco	
Bent Stems	Rinaldi's	
Big Cat Print	Showtime Entertainment	
Bi-Rite	SportsPower Maryborough	
Brides & Blokes	Sue's Kitchen	
	The Centre of Excellence	

**Thank you for your association with us and for your support and input to our Community House, which keeps us alive and active due to all your efforts, with apologies if we have left you off our very important list.**

## Maryborough Community House

### Annual General Meeting 2013

#### Agenda

1. Welcome
2. Apologies
3. Minutes of previous AGM - attached
4. Business arising from the minutes
5. Annual Reports – attached
  - Chairperson
  - Co-ordinator
  - Auditor
6. Motions of which due notice was given
  - Motion – that the Association accept the Model Rules as our Rules (Constitution) and a set of By-Laws be created for the conduct and management of the Association and that no By-law shall be inconsistent with or affect or repeal the efficient operation of the Association.  
Moved J Murphy, Seconded J Fraser  
Reason...
  - Motion – that the amount of the annual subscription for the following financial year 2014-2015 be set at \$5.  
Moved F Fraser, Seconded L Cain  
Reason ...
  - Motion – that a pro-rata fee of the annual subscription for the following financial year 2014-2014 be set at \$3 for a six month fee, that is January to June.  
Moved F Fraser, Seconded J Fraser  
Reason ...
7. Election of Committee of Management and Committee Members
  - President
  - Vice-President
  - Secretary
  - Treasurer
  - Committee Members – Members present to decide by resolution the number of ordinary members of the Committee to hold office for the next year. (Clause 53 of the Rules.)
8. General business
9. Close of meeting.

**Minutes of the Annual General Meeting  
of the Maryborough Community House  
Held at the House on 15<sup>th</sup> October 2012 at 5:05pm**

**Present:**

Gus Hogg, Margaret McCullagh, Jenny Melton, Nancey McQuienn, Ruth Bumpstead, Nicole Fornal, Deanne Bontoft, Craig Wilson, Gwen Longmuir, Judy Harris, Wendy Vidler, Elaine Chandler, Denise Bardley, Sandi Bamford, Sue Anthony

**Guests:** Mayor Paula Nixon, Terry White, Fay White

**Apologies:** Neale Chandler (DHS), Jeff Fraser, Frances Fraser, Sharon Fraser, Richard Hall, Lyn Layfield-Caine

**Moved by:** Nancey McQuienn                      **Seconded By:** Nicole Fornal                      **Carried.**

**Minutes of the Previous Annual General Meeting were tabled:**

**Moved by:** Gus Hogg                      **Seconded By:** Wendy Vidler                      **Carried.**

**Business Arising From the Minutes - nil**

**Chairperson Report:** Read by Sue Anthony

**Moved by:** Gus Hogg                      **Seconded By:** Wendy Vidler                      **Carried.**

**Audit's Report as tabled**

**Moved by:** Wendy Vidler                      **Seconded By:** Nicole Fornal                      **Carried.**

**Coordinators Report:** as read by Ruth Bumpstead

**Moved by:** Gus Hogg                      **Seconded By:** Nancey McQuienn                      **Carried.**

Sue Anthony left the chair and asked Paula Nixon to chair the meeting for the election of Office Bears for the coming year.

**Election of office bears for the 2013**

**Chairperson:**

Nicole Fornal Nominated by Nancy McQuienn

Seconded by Lyn Layfield-Cain

Lyn Layfield-Cain: Nominated by Jenny Melton

Seconded by Nancy McQuienn

After a vote was held Nicole Fornal was elected Chairperson

**Vice Chairperson:**

Lyn Layfield-Cain: Nominated by Nicole Fornal

Seconded by Margaret McCullagh

No other Nomination Lyn Layfield-Cain was elected as our new Vice Chairperson

**Secretary:**

Richard Hall: Nominated by Gus Hogg

Seconded by Nancey McQuienn

Frances Fraser: Nominated by Margaret McCullagh

Seconded by Jeff Fraser

After a vote was held Richard hall was elected Secretary

**Treasurer:**

Frances Fraser: Nominated by Margaret McCullagh  
Seconded by Jeff Fraser

No other Nomination France Fraser was elected as our new Treasurer

**Ordinary Committee Members (up to 5 positions)**

Jeff Fraser: Nominated by Margaret McCullagh  
Seconded by Frances Fraser

Sharon Fraser: Nominated by Jenny Melton  
Seconded by Gus Hogg

Sophia Wight: Nominated by Sharon Fraser  
Seconded by Margaret McCullagh

Michelle Rafferty: Nominated by Nicole Fornal  
Seconded by Gus Hogg

Deanne Bontoft: Nominated by Nicole Fornal  
Seconded by Gus Hogg

Jenny Melton: Nominated by Lyn Layfield-Cain  
Seconded by Gus Hogg

Margaret McCullagh: Nominated by Gus Hogg  
Seconded by Nancey McQuienn

Sue Anthony: Nominated by Margaret McCullagh  
Seconded by Wendy Vidler

Sandi Bamford: Nominated by Gus Hogg  
Seconded by Nancey McQuienn

After voting was held the 5 Ordinary Committee Members for 2013 are

Sandi Bamford, Sue Anthony, Margaret McCullagh, Jenny Melton, Deanne Bontoft

Nicole Fornal then took the Chair for the remainder for the meeting.

**General Business:**

**Association Fees** - Sue Anthony moved that the fees go up to \$5, Seconded by Sandi Bamford  
Gus Hogg Moved that the fees remain at \$3. A vote was held 4 votes for \$5, 8 votes for \$3. The fees will remain at \$3.

Nicole then introduced Terry White our guest speaker for the night.

Terry told us a little on how the Community House was built and how volunteers run the programs. The volunteers run these programs with little or no money. Terry and his wife Fay then sung us a song about the life of a volunteer.

**Meeting: Closed: 6:10pm**

**Supper was serviced**

## **Chairperson Report - Nicole Fornal**

This last 12 months have been quite an exciting venture. I have been able to work alongside some very talented and committed individuals, all with various strengths; together we made up quite a strong focused committee. Our membership numbered 34 as at end of June 2013.

Having Ruth Bumpstead on board for over 12 months now has been very refreshing for the Maryborough Community House, Ruth having some fantastic ideas, having a 'can do' attitude and leading our Community House through the last financial year. I would like to thank Ruth for her determination and 'thinking outside the box'.

We are blessed with so many volunteers and staff at the community house - without all of you, we would be unable to run such a successful Community House. I would like to thank you also. The house has a very warm welcoming atmosphere.

This year, the Community House, working with Neighbourhood Renewal and the Central Goldfields Shire started the process of seeking a new fresh design for the Community House. Moloney Architects contributing a large amount of their time and expertise, through community consultation, have designed a fabulous floor plan (renovations and expansion) for our Community House. We understand this will be a process completed over a longer period of time (applying for funding, grants etc) but, ultimately the residents of the Central Goldfields Shire will benefit.

We had the opening of our new gardens, where the Hon Wendy Lovell, Minister for Housing came to officially open them, joined with various members of council, community house members and members of our community.

I look forward to continuing to 'enjoy' our Community House, with the friendships, professional relationships and sense of community we currently have and will continue to build.

Thank you for allowing me to Chair the Committee over the last 12 months. I've had fun and learnt so very much.

## COORDINATOR REPORT



**Coordinator  
Ruth Bumpstead**

As coordinator of the Maryborough Community House I feel a great sense of achievement for everyone involved in the house over the past twelve months.

Throughout the year we have had loads of things happening including a visit from the Minister for housing the Honourable Wendy Lovell to officially open the garden upgrades. We've held one off community or fundraising events, continued with regular programs, tested new ideas for programs, sort feedback from participants or submitted funding applications for our long wish list.

It appears to have been one long year of endless learning exercises for staff, committee of management and our many hard working and dedicated volunteers. I'm sure all will agree when I say, the community house team has accomplished a great deal.

The commitment by all to contribute on either a daily basis within the house or at monthly meetings, in training sessions, information forums or one on one guidance from mentors has assisted in meeting the needs of the house, contributed to the higher professional image and successful year we have had.

I would like to thank volunteers, committee of management and everyone else involved for their time, effort, input and support they have given to the Community House and myself this year. You are all truly amazing, fun, dedicated and gifted people with a true spirit of community.

Requests for donations to the Community House, together with a number of funding applications were submitted and as a result we had more money to utilise towards our program costs or the purchase of new furniture and equipment. Many of these long awaited purchases included a fridge, kitchen ware, cupboard and reception desk.

Funding applications were also submitted in April for the FaHCSIA (Volunteers Grant) and in June for the Australia Post (Our Neighbourhood Community Grants). Notification of our success and the funds came in after the financial year however I feel it needed to be mentioned in this report as we are all so excited. Did you hear us all yelling and yahooing?. Both these grants will further boost the Community House bank account until lockers, laptop computers and more cupboards are purchased for program use.

Feedback we are receiving from participants, businesses, user groups and other organisations is very positive and requests for varying programs is now becoming possible due to funding and the diverse skills of our invaluable volunteers.

Lastly I would like to thank the many local organisations, businesses and residents who continually support our programs, special events, raffles and other fundraising opportunities we hold throughout the year. Without support such as this we would not be able to achieve these positive results.

Thank you,  
Ruth Bumpstead



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Ph: (03) 5449 3161

## M Telford CPA

### *Maryborough Community House Inc.*

#### MANAGEMENT LETTER FOR THE PERIOD ENDED 30 June 2013

Having reviewed and examined the financial statements and other relevant documents I note the following:

#### ACCRUAL vs CASH BASIS

Whilst GST BAS reporting is on a cash basis, reports to the Committee need to be prepared using Quick Books' accrual basis

This ensures that any accrued income/debtors and accrued expenses/creditors are included in the financial reports to ensure accuracy of financial information.

#### OTHER MATTERS

I thank the Maryborough Community House for the opportunity to conduct the audit and commend Margaret McCullagh on her fine bookkeeping work.

If you require any Quickbooks support please contact Anne on the above phone number.



Mal Telford CPA  
03/09/2013

# Maryborough Community House Inc

23 Primrose St  
Maryborough Vic 3465

## Comparative Report Profit & Loss Statement

	For year ended	Jun-13	Jun-12
<b>Income</b>			
	<u>Note</u>		
Grants	1	\$66,655	\$60,367
Donations & Fundraising		\$6,492	\$4,616
MCH Projects		\$3,565	\$3,085
Interest		\$2,229	\$5,649
Hire Income		\$2,175	\$3,536
Membership		\$96	\$72
Other Income		\$664	\$1,326
<b>Total Income</b>		<b>\$81,876</b>	<b>\$78,651</b>
<b>Expenses</b>			
Administrative Expenses		\$1,521	\$2,990
Advertising & Promotion		\$2,806	\$3,199
Audit Fees		\$700	\$650
Computer & Software		\$992	\$1,416
Depreciation		\$2,860	\$4,841
Donations & Fundraising		\$780	\$551
Gas & Electricity		\$2,164	\$1,308
House Activities		\$2,098	\$65
Insurance		\$1,338	\$1,512
Payroll Expenses		\$52,602	\$56,629
Postage, Printing & Stationery		\$331	\$1,546
Professional Development		\$1,793	\$1,804
Programme Expenses		\$1,834	\$1,837
Rates		\$1,098	\$930
Repairs & Maintenance		\$1,714	\$3,107
Staff Amenities		\$709	\$1,660
Subscriptions & Memberships		\$815	\$1,092
Telephone & Communications		\$2,777	\$2,546
Travel		\$1,084	\$1,507
<b>Total Expenses</b>		<b>\$80,016</b>	<b>\$89,190</b>
<b>Net Surplus / (Deficit)</b>		<b>\$1,860</b>	<b>(\$10,539)</b>

### Note - Grants in Advance

1. At 30 June 2013 there was \$10,416 of Grant monies unspent. The Accounting Standards prescribe that unspent grant monies need to be brought to account as income in the year that it was derived. (In 2012 Grants in Advance remained in the Balance Sheet according to the previous auditor's treatment). As a result of this treatment the underlying surplus would be represented as follows:

	Jun-13	Jul-12
Net Surplus as above	\$1,860	(\$10,539)
LESS Grants in advance*	\$10,416	\$0
<b>Underlying NET SURPLUS/(DEFICIT)</b>	<b>(\$8,556)</b>	<b>(\$10,539)</b>

### \*Grants in advance

NILS Grant	\$10,416
	<b>\$10,416</b>

# Maryborough Community House Inc

23 Primrose St  
Maryborough Vic 3465

## Comparative Report Balance Sheet

	<u>Jun-13</u>	<u>Jun-12</u>
<b><u>Assets</u></b>		
<b>Current Assets</b>		
Cash On Hand	\$25,235	\$27,371
Trade Debtors	\$0	\$7,083
Investments	\$32,334	\$36,438
<b>Total Current Assets</b>	<b><u>\$57,569</u></b>	<b><u>\$70,892</u></b>
<b>Property &amp; Equipment</b>		
Computer Equipment	\$708	\$1,343
House & Office Equipment	\$3,720	\$5,945
<b>Total Property &amp; Equipment</b>	<b><u>\$4,428</u></b>	<b><u>\$7,288</u></b>
<b>Total Assets</b>	<b><u>\$61,997</u></b>	<b><u>\$78,180</u></b>
<b><u>Liabilities</u></b>		
<b>Current Liabilities</b>		
Grants in Advance	\$0	\$14,531
Payroll Liabilities	\$0	\$1,816
GST Liabilities	\$1,759	\$3,455
<b>Total Liabilities</b>	<b><u>\$1,759</u></b>	<b><u>\$19,802</u></b>
<b>NET ASSETS</b>	<b><u>\$60,238</u></b>	<b><u>\$58,378</u></b>
<b><u>Equity</u></b>		
Retained Earnings	\$58,378	\$68,917
Current Year Surplus/Deficit	\$1,860	(\$10,539)
<b>TOTAL EQUITY</b>	<b><u>\$60,238</u></b>	<b><u>\$58,378</u></b>