



# **U3A Mornington Inc.**

**27<sup>th</sup> Annual General Meeting**  
**2pm, Thursday 26<sup>th</sup> April 2018**

**Convenor: John Beaney**

**Currawong Community Centre**  
**5- 7 Currawong Street**  
**Mornington**  
**Victoria 3931**

**U3A MORNINGTON INC.**  
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AGM

2018

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## Notice of Meeting

Notice is hereby given that the 27<sup>th</sup> Annual General Meeting of U3A Mornington will be held on Thursday 26<sup>th</sup> April 2018, at the Currawong Community Hall, Mornington, commencing at 2pm.

CONVENOR: JOHN BEANEY

### Agenda

Opening of Meeting and Welcome

Acknowledgement of Country of the Kulin Nation

Apologies

**MINUTES OF THE 26<sup>TH</sup> ANNUAL GENERAL MEETING, 20<sup>TH</sup> APRIL 2017**

**Resolution 1.** *"That these Minutes be accepted as a true record of the 26<sup>th</sup> Annual General Meeting"*

Business Arising from the Minutes

**ANNUAL REPORT FOR 2017: President Jan Oliver**

**Resolution 2.** *"That the President's Annual Report be accepted"*

**TREASURER'S REPORT FOR 2017: Simon Avery**

**Resolution 3.** *"That the Treasurer's Report be accepted"*

**AUDITED FINANCIAL REPORT FOR THE 2017 CALENDAR YEAR: Treasurer Simon Avery**

**Resolution 4.** *"That the Audited Financial Report, as presented to this meeting, be adopted"*

**APPOINTMENT OF AN AUDITOR**

**Resolution 5.** *"That ROCG Blackford Davey Stevens be appointed as auditor of U3A Mornington for the year ending 31 December 2018"*

**CONFIRMATION OF 2019 ANNUAL FEES**

**Resolution 6.** *"That the annual subscription for the year commencing 1<sup>st</sup> January 2019 be reduced to Full Member Annual Fee, \$70; Associate Member, \$45; Part Year Member (after 1<sup>st</sup> September) \$30"*

**ELECTION OF COMMITTEE MEMBERS: Returning Officer, Joan Yalden**

*Election of Executive Committee*

*Election of Ordinary Committee Members*

*Acknowledgement of Retiring Committee Members and Presentations*

**GENERAL BUSINESS** (must be in writing and received two weeks prior to AGM)

**CLOSE OF MEETING**

After the Annual General Meeting there will be a performance by the U3A Mornington Choir and the Woodwind Group 2, followed by afternoon tea provided by the Catering group. All are most welcome to join us and take this opportunity to meet the new Committee.

## Minutes of the 26<sup>th</sup> Annual General Meeting, 20<sup>th</sup> April 2017

### **Convenor: Lindsay Coker**

President Tom Jeavons opened the meeting at 2pm with an acknowledgement of the Kulin and Boon Wurrung tribes' traditional relationship to the land on which we have our meeting; he then welcomed guests and members to the 26<sup>th</sup> Annual General Meeting of U3A Mornington.

### **Guests**

Sam Hearn (Guest Speaker)	<i>MP Shire Briars Ward Councillor</i>
Chris Crewther and Melissa Ritter	<i>MP for Dunkley and Assistant</i>
Jim Archibald	<i>President, U3A Dandenong</i>
Rikki Davies	<i>Vice President, U3A Dandenong</i>
Pam Garnham	<i>U3A Hastings Committee</i>
Rosalie Arnold	<i>U3A Southern Peninsula</i>
Dennis Mason	<i>President, U3A Frankston</i>

### **Guest apologies**

David Morris MP; Cr Bev Colomb (Mayor, MP Shire); Gary Millen, Manager Bendigo Bank, Mornington; Harry Dobson, Development & Support Officer, U3A Network Victoria

Tom then introduced the current Executive Committee: Jan Oliver, Vice President; Ronda Hosking, Secretary; Bruce Moffatt, Treasurer; with apology from Sue Kershaw, Course Coordinator.

### **The meeting was then handed over to the Convenor, Lindsay Coker.**

Lindsay welcomed members and guests, declared the 26<sup>th</sup> Annual General Meeting of U3A Mornington in session, and read out a list of apologies from members unable to attend.

### **Member apologies**

Joy Cheadle, Joy Cullen, Judy Cumming, Sue Dixon, Carolyn Harman, Lyn Harvey, Patti Hennessy, Peter Hennessy, Libby Hutcheson, Gillian Jolley, Margaret Johnson, Sue Kershaw, Janet Kerby, Cath Lyons, Jocelyn Maine, Carol Morse, Peter Norton, Val Norton, Sue Richards, Helen Sedick, Betty Simms, Sabine Smith, Carmel Speakman, Joan Spittle, Marilyn Swan, Will van Beveren, Elaine Watts, Sue Weber, Kaye Wharington, Lynette Wilks.

### **MINUTES OF 25<sup>TH</sup> ANNUAL GENERAL MEETING 13 APRIL 2016**

**Resolution 1:** That these Minutes be accepted as a true record of the 25<sup>th</sup> Annual General meeting:  
**moved:** *Ann Brown*; **seconded:** *Joan Yalden*; **motion carried unanimously.**

### **PRESIDENT'S ANNUAL REPORT FOR THE YEAR ENDING 31 DECEMBER 2017**

In his report, President Tom Jeavons reflected on a year which contained highlights such as our 25<sup>th</sup> Jubilee celebrated in April at the Annual General Meeting, reconstruction of the Currawong Community carpark and the Tutors' Lunch in September at the Mornington Golf Club, with David Astle as Guest Speaker.

Other aspects of his Report included the refining of U3A Mornington's Strategic Plan; the successful Summer School; the number and variety of our courses; our licence agreement with the Mornington Peninsula Shire (under review) and the need to monitor our ongoing accommodation needs; community events such as the U3A Mornington/Monash University dialogues; communication with members via our Newsletter, "What's On", SMS system (recently introduced), Website and Facebook; Intergenerational activities; the introduction of a Volunteering Coordinator.

The President thanked members of the 2016/2017 committee for their work and acknowledged those who are retiring this year: Bruce Moffatt (Treasurer), Joan Yalden (Marketing and Publicity); Ronda

*(Minutes of 2016-17 AGM, continued)*

Hosking (Secretary); Jude Burrows (Assistant Secretary); Caroline Leslie (who retired in December 2016 and was replaced by Jill Condie as Database Coordinator). He also thanked Sue Kershaw for her work as Course Coordinator, assisted by Dianne Lewis and Terry Moar; Graham Cooper for his many hours of work installing and looking after equipment; Dianne Lewis for her management of our Website; Joanne Blake (Office Manager) and her team of volunteers; Anne Riddell for her editing of the newsletter and What's On, Libby Wilson for her ongoing commitment to our intergenerational activities, and those committee members who are continuing in 2017/2018

In concluding, Tom Jeavons said it had been a privilege to serve as President for two years and acknowledged the support of Vice President Jan Oliver during that time.

**Resolution 2:** That the President's Report be accepted: **moved**, *Kay Barrow*; **seconded**, *Bryan Baker*; **motion carried unanimously**.

### **TREASURER'S REPORT FOR THE YEAR ENDED 31 DECEMBER 2016**

Bruce Moffatt presented the audited Financial Reports for the year ending 31 December 2016, and commented that four years ago U3A Mornington was in some financial strife with losses incurring over the years. As a result of the committee taking action, we are now in a strong financial position with an operating surplus of \$27,970 in the 2016 financial year (much of which is gathered from incoming enrolment fees in December, generating 90% of our income). Our good financial position has enabled us to invest in new equipment and facilities, thus

**Resolution 3:** That the audited Financial Reports as presented to the meeting be adopted: **Moved** - *Bruce Moffatt*; **seconded** - *Libby Wilson*; **motion carried unanimously**.

**Resolution 4:** That ROCG Blackford Davey Stevens be appointed as Auditor of U3A Mornington Inc for the year ending 31 December 2017: **moved:** *Bruce Moffatt*; **seconded:** *Jill Condie*; **motion carried unanimously**.

**Resolution 5:** That the annual subscription fees for the year commencing 1<sup>st</sup> January 2018 remain unchanged from the 2017 fees: Full Member Fee \$80; Associate Member Fee \$50; Part Year Member Fee (on or after 1<sup>st</sup> September) \$35: **moved:** *Bruce Moffatt*; **seconded:** *Libby Wilson*; **motion carried unanimously**.

### **ELECTION OF COMMITTEE OF MANAGEMENT FOR 2017/2018**

Joan Yalden acted as Returning Officer for the election of the Committee for 2017/2018.

#### **Executive Committee**

Nominations were received for the following positions on the Executive Committee:

President:	<b><i>Jan Oliver</i></b>
Vice President:	<b><i>Lindsay Coker</i></b>
Secretary:	<b><i>Margaret Johnson</i></b>
Treasurer:	<b><i>Victoria Cronin</i></b>
Course Coordinator:	<b><i>Sue Kershaw</i></b>

There being only one nomination for each of these positions, Joan Yalden declared those nominees elected to their nominated positions.

#### **Ordinary Committee**

The following members nominated for Ordinary Committee positions:

***Bryan Baker, Joanne Blake, Jill Condie, Graham Cooper, Bruce Pascoe, Anne Riddell, Sue Weber, Libby Wilson.***

All of these were duly elected.

*(Minutes of 2016-17 AGM, continued)*

**ACKNOWLEDGMENTS**

The 2017-18 Committee of Management were then asked to come forward. Jan Oliver, incoming President, then took over as Chair for the remainder of the Meeting.

Jan Oliver thanked:

- Lindsay Coker and Joan Yalden for their contributions to the meeting.
- All volunteers who give their time to U3A Mornington.
- The ex-officio committee members:
  - Peter Norton (UMAS Overseer)
  - Di Lewis (Webmaster and Assistant Course Coordinator)
  - Diana Goetz (former Catering Coordinator),
  - Jude Burrows (Catering Coordinator and former Minute Secretary)
  - Will van Beveren (IT Coordinator)

Gifts were then presented to retiring Committee Members Tom Jeavons, Bruce Moffatt, Joan Yalden, Ronda Hosking and Jude Burrows, and to Graham Cooper in acknowledgement of his dual role as Maintenance and Equipment Coordinator for the past four years.

**GUEST SPEAKERS**

**Sam Hearn (Mornington Peninsula Briars Ward Councillor)**

Cr Hearn gave a most entertaining and informative speech covering his new election to the Mornington Shire, his background, his enthusiasm for addressing the needs of vulnerable people in the Briars Ward, and his role as a mentor to young people at local schools. He is also part of the Tanti Neighbourhood Garden Working Group and a Friend of Fusion Housing Refuge in Mt Martha. He also spoke of his admiration for our U3A and assured us of his continued support.

**Chris Crewther (Member for Dunkley)** spoke briefly about his passion to make a difference to the local economic and community environment, and labelled U3A as a "wonderful community organisation".

**MEETING CLOSED AT 3.10 PM**

Jan Oliver invited all present to remain and hear the U3A Mornington Choir sing, and to enjoy the afternoon tea provided, thanking both the Choir and the U3AM Catering Team in advance for each of these offerings.

## President's 2017-18 Annual Report

**I have pleasure in presenting the report on U3A Mornington's activities for the twelve months 21 April 2017 to 26 April 2018.**

Following our birthday celebrations in 2016, we expected 2017 to be quieter. You may recall that I started my presidential role this time last year with a quote from St Francis of Assisi: *'Start by doing what's necessary; then do what's possible; and suddenly you are doing the impossible.'* There have been times when I have to remind myself of this!

We are a people organisation so I am starting with us – so many people help U3A to be effective. Without Tutors, members, the office and committee, we wouldn't operate. Membership by end of 2017 was 1102 including 52 associate members, and with 226 new members since 5 December 2016. Currently, in April 2018, we have about 1100 Members, 108 Tutors, and just over 200 Courses.

Most of our members live somewhere between Frankston and Safety Beach, with others from Somerville and surrounds. Along with U3A Southern Peninsula, we have reviewed the idea of another U3A based, say, at Mount Martha, to lessen the load here – but there would be complications.

### Committee roles and retirements

I am breaking with tradition by starting this report with the retirement of a very important person – Joanne Blake, who has been Office Manager here for 13 years and also Secretary for eight of those. Joanne has been the first person most of us met when we first approached U3A Mornington. She has organised and trained volunteers, managed stores, helped plan the updating of the Office layout and fittings, and coped superbly with our massive expansion and the increasing demands on all volunteers. Now she thinks she should pull back a bit – and I think we can appreciate why!

Joanne, we will miss you greatly. Now we present you with Honorary Life Membership of U3A (the first since 2004), these flowers (which *you* usually have to organise), and a voucher for any Beleura recital and high tea for two.

Most of the courses and tutors are organised through the hard work of Susan Kershaw, our Course Coordinator, who is retiring after two years but unfortunately can't be with us today. Sue has developed various training techniques, revamped the time table, visited many classes, and attended get-togethers of class groups, as well as formalising many procedures with Dianne Lewis (who has assisted with course coordination throughout both years, as well as performing her Webmaster role and assisting with the database). Sue did several small things which resulted in a great reduction in work for others in the Office. For example, she altered our name badges to a permanent label, cutting out the need for new badges every year. She moved the start times for some classes, enabling us to fit more than two classes into one day.

Also retiring today are Lindsay Coker, who has ably supported me as Vice President over the past year, and Graham Cooper who has been IT coordinator and maintenance coordinator for years here on campus. Graham will still, thank goodness, be coping with all the technical issues at U3A but wishes to be ex-officio on the committee.

The Committee of Management, which meets monthly, has seen other changes over the year—Bryan Baker, Jill Condie, Victoria Cronin, Jil Swinnerton and Sue Weber all retired during the year; but many current members are re-nominating for 2018-19. Thank you to all, especially those coping with poor health and family demands.

Our volunteers on the committee deserve special mention. Thank you to Secretary Margaret Johnson, who has done much of the organising for this AGM, and new Treasurer Simon Avery who has introduced a new simpler accounting system and is working with Geoff Thacker. Our database team of Lesley Beasley, Russ Incoll and Pam Grimmond have all learned the ways and wherefores of our system, with Bruce Pascoe responsible for maintenance. We could not have done without Anne Riddell for all our editing and e-news, and Libby Wilson has continued her intergenerational work. Our ex-officio members Jude Burrows, Dianne Lewis, Terry Moar, and Peter Norton have given much service behind the scenes. Peter and Val Norton deserve special mention as they have both given hours of training to the database team. Val also managed the database from time to time during the year. And we thank Kay Barrow, for allowing her 'Bert's Shed' to be used for classes and special events.

It was good to meet spouses and friends of our committee at the President's cocktail party in December 2017, as without such support from family, many of us could not continue.

Tutors have also retired during the year - they are the providers of so much knowledge, techniques and happiness to all our students. By the end of 2017 we had 127 and lost 13 but gained 11. So much enterprise and commitment! I thank you all.

Computer-based classes are coordinated separately by Terry Moar. Last year's program offered 31 courses delivered by 11 Tutors.

### **What we have done this year**

We have continued to grow and expand our class offerings and opportunities for members to socialise and learn.

Following member approaches, we have acted to preserve privacy rights, including removal of birthday information from our database; and decided that non-members should not be admitted to our classes without specific approval from the committee. We agreed that our U3A would not accept referrals for members from health care professionals.

A recent workshop of members conducted a revision of the 2016-18 Strategic Plan and their recommendations on planning, organisation and financial matters will be reviewed by the next committee and our priorities for 2018-19 set.

In October 2017 a new enrolment system was planned, and then implemented in November. The 2018 timetable and course booklet were released in November as usual, but Enrolment Day was moved to January 2018 and offline enrolment was timetabled to avoid long waits on campus. Anne Riddell coordinated the process and, along with various key organisers, has drawn up recommendations to assist the new committee in planning the 2019 enrolments. Pleasingly, the number of new and existing members enrolling online continues to rise.

Increasingly, as you know, we are communicating with members and Tutors using the internet and our databased Member Administrative System (known as UMAS), which is ably

administered by Terry Moar and maintained by a small team of operators led by Lesley Beasley. Since its advent, UMAS has empowered our members with the ability to view our courses and manage their own enrolments from their home computers. It is worth noting that UMAS, which was initiated and developed by Peter Norton here at U3A Mornington, continues to expand. Within Victoria, currently some thirty U3As have installed the system, and a couple of U3As in Western Australia & Queensland are also taking it up.

**Valued volunteering**

Libby Wilson continued her intergenerational work (partly funded by Victoria's U3A Network) in engaging and training volunteers to help with reading at Mornington Park Primary and Kindergarten. Others assisted Mornington College with conducting practice interviews for final year students. We may again be involved with Monash University training programs later in the 2018 year.

Led by Joanne Blake and her assistant, Jill Storey, our cheerful office volunteers continued to enable the work of the Office. They, along with tutors, committee members, database operators and all other volunteers, were thanked with invitations to a catered buffet lunch held at the Mornington's Civic Bowls club in early December. Organised by Anne Riddell and Jude Burrows, assisted by catering team members, this new event stemmed from our commitment to show all volunteers how much they are valued.

**Interaction with other U3As and organisations**

We continue to attend regional U3A meetings and to meet with course co-ordinators and presidents; Sue Kershaw and Sue Renner (Tutor), recently attended a Southern Peninsula workshop to review tutor exchange. We continue to liaise with U3A Network Victoria (the coordinating body for U3As in this state) as well as with other U3As – several regional ones do not have access to a large campus or the range of tutors we provide.

**The campus at Currawong**

As our campus is Shire-owned, we have worked all year with Mornington Peninsula officers and councillors. The Shire has provided general maintenance, installed garden seats and new floors in the Stable Block. With a federal grant, solar panels were installed on the Hall and Stable block over summer, with local federal MP Chris Crewther and Councillors visiting our site in August. We have supplied kiln shed storage upgrade, lighter tables in hall, new chairs in music room, a key safe, first aid kits for different groups (including the Office, off-campus Art, Cycling, Bushwalking, and Petanque). Also, our computers and TVs have been upgraded, and considerable effort went into a major upgrade of the Office, increasing the size, appearance and efficiency of the workspace. Special thanks to Graham Cooper and Bruce Pascoe for all their work.

We have occasionally had to deal with security issues such as an August 2017 break-in at the Stable Block by four local 12-year-olds, resulting in a damage bill of more than \$17,000. Also, periodic assaults by younger children on members and premises have caused stress and damage. Police appear powerless to act due to the young age of the offenders. The Shire Youth Coordinator met with some of our Executive in December 2017 but had no quick-fix suggestions – although the community garden is up and running again.

We are currently discussing the long-term lease arrangement with the Shire to replace the monthly lease, and, at a recent meeting with Council officers, have been assured that we are most unlikely to be moved out of Currawong!

### **Community engagement**

Members and the committee including myself have attended the Positive Ageing Summit; the Strengthening Seniors' Inclusion and Participation in Local Communities Project, Briars Ward Community meetings and spoken at various community groups such as Probus and Rotary.

Our Tai Chi classes performed in mid-2017; and Singing for Fun groups visited several hospitals with informal programs. One of our Recorder groups played in the Centro shopping centre during summer, and several members exhibited at various art shows. Unfortunately, we were unable to muster the resources to put on an intended musical extravaganza for Seniors Week.

### **Member engagement**

In March we held our annual 'Welcome to New Members' (this year attended by more than 80 newcomers) for which Jude Burrows and helpers transformed the Hall into a café-like setting with spectacular refreshments. Throughout the year Sue Weber and Jill Storey organised monthly 'Pub Lunches', and the Solos group, led by Kay Barrow, continued to offer events.

I am pleased to see more class members are getting together socially outside U3A – though we still are working on getting a coffee room on campus! We are encouraging members to patronise the community-based Homeground café at Robertson Road shops, as well as the coffee van when it visits our site.

Edited by Anne Riddell, our quarterly newsletter/magazine *Four Seasons* aims at cultivating the feeling of community within our U3A, and member contributions and interest appear to be rising. A monthly illustrated *What's On* ebulletin keeps members well-informed, and the same online technology is used for advertising special events and position vacancies.

And of course, our website plays a vital role for members as the portal to UMAS, showing our courses and enabling online enrolment, along with other information. Webmaster Dianne Lewis also manages a U3A Mornington Facebook page advertising important news and events.

### **Summer School**

Again, a program of classes was conducted in the December-January holiday period, most efficiently organised by Robert Chard and John Beaney with 23 topics offered, many unusual, and mostly run by existing tutors. No fewer than 220 members enrolled, with one member doing **seven** courses! Overall, everyone involved enjoyed the networking and the learning. However, issues such as database use and potential clashes with enrolment procedures need to be addressed if the program is repeated.

**In conclusion, I thank you all for your patience and support. I'm sure you will join with me in wishing the new 2018 committee well for next 12 months.**

*Jan Oliver, President 26 April 2018*

## Treasurer's Report for Year Ended 31st December 2017

Your Committee of Management is responsible for the running U3AM. Our organisation operates under the guidelines set by the Australian Charities and Not-for-profits Commission (ACNC), together with the legal requirements of Consumer Affairs Victoria (CSV) & Australian Securities & Investment Commission (ASIC).

Specifically, one of our major responsibilities is to ensure the on-going financial viability of U3AM, which includes ensuring that we do not operate whilst insolvent. Failure to ensure this can result in fines and/or jail for the office bearers, so it is something we take very seriously.

We also have an obligation to future generations to safeguard the on-going sustainability of the organisation. It is therefore prudent, and indeed deemed best practice, for organisations such as ours to deliver a surplus which ultimately can be used to benefit all members.

A surplus enables reserves to be built up to meet unexpected expenses that arise, plan for an expansion of services, invest in new equipment or facilities, and tide us over periods of deficits that can occur from time to time.

I am therefore pleased to report that we have made an operating surplus of \$ 32,242 for the 2017 financial year.

Over the past five years, we have managed to grow and sustain our membership numbers, implement new processes and procedures and negotiate a reduced rental with Morning Peninsula Shire.

These have resulted in us stabilising and securing our membership income and maintaining control over our costs.

The following summary of our audited financial results shows how we have turned our performance around over this period and that we can continue to look forward with some confidence:

Year ended 31 December 2013	(\$15,848 deficit)
Year ended 31 December 2014	(\$10,643 deficit)
Year ended 31 December 2015	\$5,124
Year ended 31 December 2016	\$27,970
Year ended 31 December 2017	\$32,242

The net result of these 5 years combined is a surplus of \$38,845, which represents an average of a modest \$7,769 per year.

Having now completed three consecutive years of surpluses, I am proposing we now reduce our membership fees to \$70 and \$45 for full and associate memberships respectively, for the next financial year.

At \$70pa for a full member (approximately \$1.35 per week), this represents great value for money.

In conclusion, I would also like to acknowledge the significant contribution made to U3AM by all committee members and volunteers that I have had the pleasure to work with over the past 6 months in my role.

As a 100 per cent volunteer-run organisation, we are very fortunate to have such a diligent and dedicated group of individuals readily giving their time and expertise to U3AM.

*Simon Avery, Treasurer*  
26th April 2018

## Committee of Management 2017-18

### Executive Committee Members

President	Jan Oliver	<i>Continuing if re-elected</i>
Vice President	Lindsay Coker	<i>Retiring - Position vacant</i>
Secretary	Margaret Johnson	<i>Retiring - Position vacant</i>
Treasurer	Victoria Cronin	<i>Retired September 2017</i>
	Simon Avery, appointed October 2017	<i>Continuing if re-elected</i>
Course Coordinator	Sue Kershaw	<i>Retiring - Position vacant</i>

### Ordinary Committee Members

Office Manager	Joanne Blake	<i>Retiring - Position vacant</i>
Equipment/IT	Graham Cooper	<i>Continuing ex-officio</i>
Database Coordinator	Jill Condie	<i>Retired August 2017</i>
	Jil Swinnerton	<i>Retired December 2017</i>
	Lesley Beasley, appointed March 2018	<i>Retiring – Position vacant</i>
Member Communications	Anne Riddell	<i>Continuing if re-elected</i>
Volunteering Coordinator	Anne Riddell	<i>Continuing if re-elected</i>
Intergenerational Programs	Libby Wilson	<i>Continuing if re-elected</i>
Social Activities Coordinator	Sue Weber	<i>Retired February 2018</i>
Maintenance	Bruce Pascoe	<i>Continuing if re-elected</i>
Assistant Treasurer	Bryan Baker	<i>Retired July 2017</i>

### Ex Officio Members (appointments to be ratified by the newly elected committee)

UMAS Local Coordinator	Terry Moar	<i>Continuing</i>
UMAS Regional Coordinator	Peter Norton	<i>Continuing</i>
Webmaster and Facebook	Di Lewis	<i>Continuing</i>
Catering Coordinator	Jude Burrows	<i>Continuing</i>
Assistant Treasurer	Geoff Thacker	<i>Continuing</i>



# Association Report

U3A Mornington

For the year ended 31 December 2017

Prepared by ROCG Mornington

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# Income and Expenditure Statement

U3A Mornington

For the year ended 31 December 2017

	2017	2016
<b>Income</b>		
Membership Fees	86,060	84,435
Grants	2,600	7,630
<b>Other Income</b>		
Donations Received	35	816
Expo Revenue	-	1,073
Miscellaneous Revenue	740	-
Photocopying	76	13
Saleable Items	-	730
<b>Total Other Income</b>	<b>851</b>	<b>2,632</b>
Interest Income	2,053	1,007
<b>Total Income</b>	<b>91,564</b>	<b>95,704</b>
<b>Expenditure</b>		
Depreciation	10,742	9,122
Advertising	(28)	850
Affiliation & Registration Fees	2,060	2,230
Audit Fees	880	770
Bank Fees	555	1,460
Catering	3,463	1,609
Class Expenses	3,114	1,414
Cleaning & Laundry	710	1,266
Computer Expenses	2,879	1,514
Consulting Fees	193	257
Database Expenses	-	2,052
Domestic Supplies	1,528	2,195
Expo Expenses	-	1,893
Gifts	50	785
Insurance	798	693
Internet	600	1,107
Legal expenses	56	54
Merchant Fees	130	-
Office Supplies & Stationery	8,326	7,087
Petty Cash	158	-
Postage	742	974
Rent	9,731	18,573
Repairs and Maintenance	1,245	1,754
Replacement of Equipment - Small Items	3,375	1,855
Telephone	4,058	4,089
Training	3,905	1,591
Volunteer Expenses	52	1,962

The accompanying notes form part of these financial statements. These statements should be read in conjunction with the attached audit report.



	2017	2016
Web Site	-	578
Total Expenditure	59,322	67,734
Net Current Year Surplus	32,242	27,970

The accompanying notes form part of these financial statements. These statements should be read in conjunction with the attached audit report.

# Assets and Liabilities Statement

U3A Mornington

As at 31 December 2017

	NOTES	31 DEC 2017	31 DEC 2016
<b>Assets</b>			
<b>Current Assets</b>			
<b>Cash &amp; Cash Equivalents</b>			
Bendigo Bank - Money Extra Account	1	-	79
Bendigo Bank Cheque Account	1	4,320	94,145
Bendigo Bank Term Deposits	1	94,707	38,529
Cash on Hand	1	400	500
<b>Total Cash &amp; Cash Equivalents</b>		<b>99,427</b>	<b>133,253</b>
Trade and Other Receivables	2	-	3,248
<b>Total Current Assets</b>		<b>99,427</b>	<b>136,501</b>
<b>Non-Current Assets</b>			
Plant and Equipment, Vehicles	3	24,201	25,874
Land & Buildings	4	2,003	4,005
<b>Total Non-Current Assets</b>		<b>26,204</b>	<b>29,879</b>
<b>Total Assets</b>		<b>125,632</b>	<b>166,380</b>
<b>Liabilities</b>			
<b>Current Liabilities</b>			
Trade and Other Payables	2	6,485	1,266
<b>Other Current Liabilities</b>			
Accrued Expenses		1,381	14,350
Prepaid Membership Fees		-	65,520
Clearing Account - Excursions		280	-
<b>Total Other Current Liabilities</b>		<b>1,661</b>	<b>79,870</b>
<b>Total Current Liabilities</b>		<b>8,146</b>	<b>81,136</b>
<b>Total Liabilities</b>		<b>8,146</b>	<b>81,136</b>
<b>Net Assets</b>		<b>117,486</b>	<b>85,244</b>
<b>Member's Funds</b>			
<b>Accumulated Funds</b>			
Retained Earnings		84,637	56,666
Current Year Earnings		32,242	27,970
<b>Total Accumulated Funds</b>		<b>116,879</b>	<b>84,637</b>
<b>Reserves</b>			
Art Show Reserve		607	607
<b>Total Reserves</b>		<b>607</b>	<b>607</b>
<b>Total Member's Funds</b>		<b>117,486</b>	<b>85,244</b>

The accompanying notes form part of these financial statements. These statements should be read in conjunction with the attached audit report.

# Notes of the Financial Statements

## U3A Mornington

For the year ended 31 December 2017

### Summary of Significant Accounting Policies

The financial statements are special purpose financial statements prepared in order to satisfy the financial reporting requirements of the Associations Incorporation Act Victoria. The committee has determined that the association is not a reporting entity.

The financial statements have been prepared on an accruals basis and are based on historic costs and do not take into account changing money values or, except where stated specifically, current valuations of non-current assets.

The following significant accounting policies, which are consistent with the previous period unless stated otherwise, have been adopted in the preparation of these financial statements.

### Property, Plant and Equipment (PPE)

Leasehold improvements and office equipment are carried at cost less, where applicable, any accumulated depreciation.

The depreciable amount of all PPE is depreciated over the useful lives of the assets to the association commencing from the time the asset is held ready for use.

Leasehold improvements are amortised over the shorter of either the unexpired period of the lease or the estimated useful lives of the improvements.

### Cash on Hand

Cash on hand includes cash on hand, deposits held at call with banks, and other short-term highly liquid investments with original maturities of three months or less.

### Accounts Receivable and Other Debtors

Accounts receivable and other debtors include amounts due from members as well as amounts receivable from donors. Receivables expected to be collected within 12 months of the end of the reporting period are classified as current assets. All other receivables are classified as non-current assets.

### Revenue and Other Income

Revenue is measured at the fair value of the consideration received.

Interest revenue is recognised using the effective interest method, which for floating rate financial assets is the rate inherent in the instrument.

Grant and donation income is recognised when the entity obtains control over the funds, which is generally at the time of receipt.

If conditions are attached to the grant that must be satisfied before the association is eligible to receive the contribution, recognition of the grant as revenue will be deferred until those conditions are satisfied.

## Accounts Payable and Other Payables

Accounts payable and other payables represent the liability outstanding at the end of the reporting period for goods and services received by the association during the reporting period that remain unpaid. The balance is recognised as a current liability with the amounts normally paid within 30 days of recognition of the liability.

	2017	2016
<b>1. Cash on Hand</b>		
Bank accounts/(overdraft)	99,027	132,753
Cash floats	400	500
<b>Total Cash on Hand</b>	<b>99,427</b>	<b>133,253</b>

	2017	2016
<b>2. Trade and Other Receivables</b>		
<b>Trade Receivables</b>		
Trade Debtors	-	3,248
<b>Total Trade Receivables</b>	<b>-</b>	<b>3,248</b>
<b>Total Trade and Other Receivables</b>	<b>-</b>	<b>3,248</b>

	2017	2016
<b>3. Plant &amp; Equipment, Vehicles</b>		
<b>Plant &amp; Equipment</b>		
Plant and equipment at cost	165,919	158,851
Accumulated depreciation of plant and equipment	(141,717)	(132,977)
<b>Total Plant &amp; Equipment</b>	<b>24,201</b>	<b>25,874</b>
<b>Total Plant &amp; Equipment, Vehicles</b>	<b>24,201</b>	<b>25,874</b>

	2017	2016
<b>4. Land &amp; Buildings</b>		
<b>Buildings</b>		
Buildings at cost	22,022	22,022
Accumulated depreciation of buildings	(20,019)	(18,017)
<b>Total Buildings</b>	<b>2,003</b>	<b>4,005</b>
<b>Total Land &amp; Buildings</b>	<b>2,003</b>	<b>4,005</b>

These notes should be read in conjunction with the attached compilation report.



	2017	2016
<b>5. Trade &amp; Other Payables</b>		
<b>Trade Payables</b>		
Trade Creditors	6,485	1,266
<b>Total Trade Payables</b>	<b>6,485</b>	<b>1,266</b>
<b>Total Trade &amp; Other Payables</b>	<b>6,485</b>	<b>1,266</b>

These notes should be read in conjunction with the attached compilation report.

## Movements in Equity

U3A Mornington

For the year ended 31 December 2017

	2017	2016
<b>Equity</b>		
Opening Balance	85,244	57,274
<b>Increases</b>		
Surplus for the Period	32,242	27,970
<b>Total Increases</b>	<b>32,242</b>	<b>27,970</b>
<b>Total Equity</b>	<b>117,486</b>	<b>85,244</b>

The accompanying notes form part of these financial statements. These statements should be read in conjunction with the attached audit report.

# Statement of Cash Flows

U3A Mornington

For the year ended 31 December 2017

	2017	2016
<b>Operating Activities</b>		
Receipts from customers	-	730
Finance costs	(130)	-
Cash receipts from other operating activities	91,564	94,974
Cash payments from other operating activities	(48,450)	(58,611)
<b>Net Cash Flows from Operating Activities</b>	<b>42,984</b>	<b>37,093</b>
<b>Investing Activities</b>		
Proceeds from sales of property, plant and equipment	-	1,855
Payment for property, plant and equipment	(7,068)	(13,289)
Other cash items from investing activities	3,248	(3,248)
<b>Net Cash Flows from Investing Activities</b>	<b>(3,820)</b>	<b>(14,683)</b>
<b>Other Activities</b>		
Other activities	(72,990)	7,694
<b>Net Cash Flows from Other Activities</b>	<b>(72,990)</b>	<b>7,694</b>
<b>Net Cash Flows</b>	<b>(33,825)</b>	<b>30,104</b>
<b>Cash and Cash Equivalents</b>		
Cash and cash equivalents at beginning of period	133,253	103,149
Cash and cash equivalents at end of period	99,427	133,253
<b>Net change in cash for period</b>	<b>(33,825)</b>	<b>30,104</b>

## True and Fair Position

**U3A Mornington**

**For the year ended 31 December 2017**

**Annual Statements Give True and Fair View of Financial Position and Performance of the Association**

We, **Jan Oliver**, and **Simon Avery**, being members of the committee of U3A Mornington, certify that –

The statements attached to this certificate give a true and fair view of the financial position and performance of U3A Mornington during and at the end of the financial year of the association ending on 31 December 2017.

**Signed:**



**Dated:** 7 / 2 / 2018

**Signed:**



**Dated:** 7 / 2 / 2018

# Auditor's report

## U3A Mornington

### For the year ended 31 December 2017

#### Independent Auditors Report to the members of the Association

We have audited the accompanying financial report, being a special purpose financial report, of U3A Mornington (the association), which comprises the committee's report, the assets and liabilities statement as at 31 December 2017, the income and expenditure statement for the year then ended, cash flow statement, notes comprising a summary of significant accounting policies and other explanatory information, and the certification by members of the committee on the annual statements giving a true and fair view of the financial position and performance of the association.

#### Committee's Responsibility for the Financial Report

The committee of U3A Mornington is responsible for the preparation and fair presentation of the financial report, and has determined that the basis of preparation described in Note 1 is appropriate to meet the requirements of the Associations Incorporation Reform Act 2012 and is appropriate to meet the needs of the members. The committee's responsibility also includes such internal control as the committee determines is necessary to enable the preparation and fair presentation of a financial report that is free from material misstatement, whether due to fraud or error.

#### Auditor's Responsibility

Our responsibility is to express an opinion on the financial report based on our audit. We have conducted our audit in accordance with Australian Auditing Standards. Those standards require that we comply with relevant ethical requirements relating to audit engagements and plan and perform the audit to obtain reasonable assurance whether the financial report is free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial report. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial report, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the association's preparation and fair presentation of the financial report, in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the association's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by the committee, as well as evaluating the overall presentation of the financial report.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

#### Opinion

In our opinion, the financial report presents fairly, in all material respects (or gives a true and fair view –refer to the applicable state/territory Act), the financial position of U3A Mornington as at 31 December 2017 and (of) its financial performance for the year then ended in accordance with the accounting policies described in Note 1 to the financial statements, and the requirements of the Associations Incorporation Reform Act 2012.

#### Basis of Accounting and Restriction on Distribution

Without modifying our opinion, we draw attention to Note 1 to the financial statements, which describes the basis of accounting. The financial report has been prepared to assist U3A Mornington to meet the requirements of the Associations Incorporation Reform Act 2012. As a result, the financial report may not be suitable for another purpose.



**ROCG MORNINGTON**

**Principal: Ian E Davey FCA**

**Office 2, 26-28 Carbine Way, Mornington Vic 3931**

**Dated: 7 / 2 / 2018**

