



# NUNAWADING

UNIVERSITY OF THE THIRD AGE

Arabic Art Appreciation Astronomy Badminton Ballroom Dancing Belly Dancing  
Bonsai & Cacti Bowls Bushwalking Card Games Card-making Chess Chinese Choir  
Climate Change Contract Bridge Crocheting Current Affairs Drawing & Painting  
Empowerment English as a Second Language Exercise Feldenkrais Fitball Felt-making  
French Genealogy Geology German Golf Greek Guitar History Indonesian Intuition  
Italian Japanese Jazz Band Knitting Latin Line Dancing Literature Appreciation  
Mah Jong Mathematics Meditation Music Needlework Nordic Walking Nutrition  
Origami Patchwork Philosophy Photography Poetry Positive Thinking Psychology  
Public Speaking Recorder Russian Share Trading Spanish Swing Table Tennis  
Tai Chi Tatting Walking Watercolour Writing Skills Yoga Zumba

**26th ANNUAL REPORT 2015 – 2016**  
**AGM 24th August 2016**

**U3A Nunawading Incorporated**  
**ABN 13 738 482 624**  
**Registered No. A0021951Z**

[www.u3anunawading.com.au](http://www.u3anunawading.com.au)

**16 – 20 Silver Grove**  
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# U3A Nunawading Inc. 2015 – 2016 Committee of Management



**Back Row:** Lindsay Glen, Barbara Gardiner, Andrew Lockwood, Elaine Forde, David Cullen, Colleen Skinner (Vice President), Leo Sargent, Paulina Chong  
**Front Row:** Brian Nicholson, Elsie Mutton (Vice President), Barbara Worcester (Treasurer), Valerie Donlon (President), Noela Winter (Secretary), Lorraine Sterling

**U3A Nunawading acknowledges the traditional owners of the land on which we meet - the Wurrundjeri people - and pay our respects to their Elders, past and present.**



U3A Nunawading Inc. acknowledges the ongoing support provided by the City of Whitehorse; the Adult, Community and Further Education Board; and the Department of Health and Human Services Victoria.

# **Annual General Meeting**

**Wednesday, August 24<sup>th</sup>, 2016**

## **Order of Business**

- 1. Welcome**
- 2. Apologies**
- 3. Confirm the minutes of the 2015 Annual General Meeting**
- 4. Business arising**
- 5. Receive, consider and adopt the Annual Report**
- 6. Receive the Statement of Accounts and Auditor's Report  
for the period 1<sup>st</sup> July, 2015 to 30<sup>th</sup> June, 2016**
- 7. Notification of Membership Fee for year 2017**
- 8. Appointment of the Auditor for year 2017**
- 9. Elect Office Bearers and Committee Members for year 2016/2017**
- 10. Any other business of which notice has been received in  
accordance with the Constitution**

## MINUTES OF THE 25TH ANNUAL GENERAL MEETING

**Held at the Seniors Hall Silver Grove on 19<sup>th</sup> August 2015**

Elsie Mutton invited Ms Noelene Duff the Chief Executive of the City of Whitehorse, to acknowledge the Indigenous Heritage of the Land and its people.

Elsie Mutton declared the meeting open and as Chairperson, expressed a warm welcome to all present.

The following guests were acknowledged:

Ms Noelene Duff, CEO City of Whitehorse; Ms Julie Lyons, Social Planning Officer City of Whitehorse; Cr Phillip Daw, Springfield Ward City of Whitehorse; Ms Lou Gaetani, representing Hon. Bruce Atkinson, MP, State Member for South-East Province; Ms Julia McIntyre, representing Mr Neil Angus, State Member for Forest Hill; Mr David Jenz, Vice President U3A Network Victoria; Mr Tony Clark representing Ms Anna Burke, Federal Member for Chisholm.

Attendance of members present was recorded as per the attached list.

Apologies were received as per the attached list.

The following guest invitees also tendered their apologies;

Mayor Cr. Andrew Munroe, City of Whitehorse; Ms Debbie Seddon, City of Whitehorse; Mr Jeff Chambers, Team Leader Leisure Facilities, City of Whitehorse; Ms Melinda Brown, Community Centre Co-ordinator, City of Whitehorse; Mr Neil Angus, State Member for Forest Hill; Hon. Bruce Atkinson, MP, State Member for South-East Province; Ms Anna Burke MP, Federal Member for Chisholm; Ms Susan Webster, Secretary U3A Network Victoria

Elsie Mutton asked for confirmation that the minutes of the 24<sup>th</sup> Annual General Meeting had been circulated to all attendees and be taken as read and accepted.

**That the minutes be accepted, Proposed Maureen O'Sullivan, Seconded Bev Pringle,**

**Carried unanimously.**

**THERE WAS NO BUSINESS ARISING FROM THE MINUTES**

**PRESENTATION OF ANNUAL REPORT** (see attached)

On presenting the Annual Report, President Annette Mason spoke of some of the achievements she witnessed over the last three years and thanked the Whitehorse City Council for their support throughout the year.

The President also expressed her personal thanks to members of the Executive, the Committee of Management and members of U3A Nunawading for their support and involvement throughout the years.

**That the report be accepted, Proposed Annette Mason, Seconded Barbara Ryder,  
Carried unanimously.**

**PRESENTATION OF ACCOUNTS AND AUDITORS REPORT.** (See attached)

The Treasurer Barbara Worcester thanked Tom Wong for his invaluable and expert assistance in transitioning her into the Treasurer’s role. She also thanked her accounting assistants.

**Notification of Subscriptions for 2016**

The Treasurer Barbara Worcester advised the meeting that Membership fees for 2016 will be increased to \$70.00, Summer School \$10.00 and Computer Courses \$30.00.

**That the report be accepted, Proposed Barbara Worcester, Seconded John Catchpole,  
Carried unanimously.**

**Appointment of Auditor for 2015/2016**

Treasurer Barbara Worcester recommended the re-appointment of the current Auditor Tregear Bain Taplin Pty Ltd

**Moved Barbara Worcester, Seconded Lorraine Sterling, Carried unanimously.**

**ELECTION OF COMMITTEE OF MANAGEMENT**

Elsie Mutton declared all positions vacant and advised the meeting of the nominees for election to the 2015-2016 Committee of Management.

**OFFICE-BEARERS:**

President	Valerie Donlon
Vice President	Colleen Skinner
Vice President	Elsie Mutton
Secretary	Noela Winter
Treasurer	Barbara Worcester

**ORDINARY MEMBERS:**

Elaine Forde	Lindsay Glen
Barbara Gardiner	Brian Nicholson
Leo Sargent	Paulina Chong
Lorraine Sterling	David Cullen
Lyn Weston	Andrew Lockwood

As nominations received for Office Bearers and Ordinary Members were equal to vacancies, all nominees duly elected.

Elsie Mutton invited newly elected President Valerie Donlon to take the Chair.

The President advised the meeting the 2014/2015 Committee had decided that previous Presidents, Secretaries and Treasurers who had served a minimum of two years be awarded U3A Nunawading Life Membership in recognition of their years of service given to the organisation.

The following awards were presented:

Annette Mason	President 2012, 2013, 2014
Barbara Gardiner	Secretary 2007, 2008, 2009, 2010
Dallas McBride	Secretary 1992, 1993
Dierdre Dyer	Treasurer 2003, 2004
Elsie Mutton	President 2000, 2001, 2002, 2003
Howard Haynes	President 1992, 1993
Judy Hall	President 1997, 1998, 1999
Leo Sargent	President 2008, 2009, 2010, 2011 Secretary 2003, 2004, 2005, 2006
Lindsay Glen	President 2004, 2005, 2006, 2007 Secretary 2002; Treasurer 2010
Mike Lewis	Secretary 1999, 2000, 2001
Tom Wong	Treasurer 2011, 2012, 2013, 2014
As the following recipients of Life Membership were not present at the meeting, their awards were to be presented at a later date	
Sheila Moore	President 1994 (part), 1995 Secretary 1991, 1996, 1997, 1998
Margaret Bardos	Treasurer 2001, 2002
Marjorie Smith	Secretary 1994, 1995
David Gannon	Treasurer 1999, 2000

The meeting closed at 12.00pm

**Guest Speakers:**

Ms Noelene Duff congratulated the Mayor Andrew Munroe, Cr Philip Daw and Cr Ben Stennett for the work they had done to ensure a new home for U3A Nunawading at the Nunawading Primary School. The Council has made a commitment to retain the Heritage Building. She told the meeting that there would be a lot of planning and consulting regarding space and services for the new community centre.

David Jansz, Vice-President, U3A Network Victoria complimented U3A Nunawading on its vibrant membership and Elsie Mutton’s contribution to the Victorian Network. He also thanked U3A Nunawading for the assistance given for the Network 2 day Conference.

Cr Phillip Daw spoke about the importance of U3A Nunawading’s contribution to the community and the City of Whitehorse and the new home which would be provided at the Nunawading Primary School site. There were several questions from the floor in regard to how the existing Silver Grove site would be used and whether other organisations would have access to the new facilities.

Signed.....

Date.....

# PRESIDENT'S REPORT 2015 – 2016

## Overview

U3A Nunawading had another busy year with 1950 members attending, on average, two to three classes per week. Membership remained stable over the past 12 months due, in the main, to our having a finite number of classrooms available.

The majority of our members are in the 66 – 75 age range, with three-quarters being women. Approximately half our members originate from 70 different countries.

## Course Administration

Our volunteer Class Leaders offered 186 year-long courses, almost half of which were full within the first few weeks of Term 1. Waiting lists were established so that if a member leaves a class during the year that place can be filled if an existing level of competence can be met. A range of new classes is introduced each year to supplement the program, keeping U3A an interesting place to attend.

The 2016 program included the following classes which ran for the whole year: 12 art, 12 craft, 10 dance, 31 exercise, 5 games, 9 history, 19 humanities, 57 language, 8 music classes and 6 science. Each term we offer approximately 20 computer classes ranging from single sessions to six-week courses.

Having a web-based online system allows members to see at any time if there are vacancies in a class or how long the waiting list is.

With many of our members having come to Australia in recent years, our English as a Second Language classes are in high demand. Forty members are currently participating in ESL classes, which are being run by 16 Class Leaders. This program is working very effectively and both students and leaders are very enthusiastic.

U3A Nunawading is very lucky to have so many dedicated Class Leaders who are prepared to make a yearlong commitment to share their skills with class members who benefit from this stable learning and social environment.

## Computer Centre

U3A Nunawading has a dedicated computer-learning centre at Forest Hill where so far this year almost 700 members have participated in 81 computer courses. Demand varies as technology changes and more members are trained. The most popular training in recent years has been on iPads and iPhones with approximately 450 students having attended these courses over the past three years. The demand for Windows training has also expanded with the arrival of Windows 10.

Free two-hour demonstration sessions are proving to be extremely popular and include Digital Entertainment, Cloud Computing and Choosing a new Device. Fortnightly one-hour Q&A sessions assist members with issues they are having with their PCs, iPhones and iPads.

## Accommodation

U3A Nunawading activities are held in a range of facilities owned by the City of Whitehorse and fellow community organisations. These are managed through a blend of formal leases and casual hiring arrangements and include Silver Grove Community Centre (office area and stadium plus 7 rooms), Seniors Centre (hall & room), 14 Silver Grove, Forest Hill Community Resource Centre (computer room, conference room), Laburnum Anglers Clubrooms, Jaycees Hall, Eley Park Community Centre (hall), AventCare Retirement Village (Coronella Activity Centre) and Kilsyth Leisure Centre (Table Tennis).

Our U3A is very fortunate to receive financial support from Council for our use of their facilities, the absence of which would mean our organisation would be restricted to fewer classes and a smaller membership. Other venue arrangements result from direct negotiations with the individual organisations.

U3A Nunawading's current accommodation and facility arrangements constitute approximately 40% of our costs, the largest single expenditure for this organisation.



Our move to the new City of Whitehorse Nunawading Community Hub on the site of the former Nunawading Primary School site in Springvale Road is scheduled for late 2019. As reported previously, we will be able to remain in our current premises until the new facilities have been completed. We have had preliminary discussions with Council on our accommodation needs and once the architect has been appointed, we will have further opportunities to discuss the design of the new facilities.

## **Finance**

I am pleased to report that our financial position is sound and we ended the financial year strongly due to the increase in membership fees this year and a tight financial policy. Please refer to the Treasurer's Report for our financial highlights and details of our income and expenditure for the year.

U3A Nunawading is grateful for the support it has received from local and state government and charitable organisations over the years. During the past year we received grants from the state government via U3A Network Victoria (ACFE & PGS), Whitehorse Council (accommodation subsidy and support for newsletter production) and the Whitehorse Community Chest (textbooks for ESL classes).

## **UMAS (U3A Member Administration System)**

We have now had a full year operating with our online membership administration system, formerly known as SMMS and now UMAS. This system has been a boon to both our administration team and members alike. It allows existing and new members to enrol and pay online and shows in real time whether a class has vacancies or not.

The UMAS system is the official U3A Network Victoria system. They have a team of volunteer technical experts constantly reviewing and improving the system to give member U3As such as Nunawading an easy and efficient way of managing its courses, membership and payments.

Being a wholly volunteer run organisation, the introduction of any system or technology, which reduces the workload of our members who support the administration of the organisation, is most welcome.

## **Computer Network**

The administration network at Silver Grove consists of 11 computers used in a range of functions necessary for the running of U3A Nunawading. We also have three laptops which are used for classroom presentations. In addition, we have 11 units installed at our Forest Hill centre for our computer-learning program.

We maintain this equipment on a day-to-day basis internally by volunteers supported, when necessary, by an IT contractor. As with all technology, this equipment constitutes an ageing resource from the moment of purchase and requires regular updating or replacement to remain serviceable for administration and teaching.

## **Summer School**

Over the six days of Summer School last January, we offered 53 one-off workshops, lectures and classes, which were conducted by 10 external presenters and 23 of our own Class Leaders. The program also included excursions to Government House and La Trobe's Cottage, the Arts Centre, the Islamic Museum and a Melbourne Heritage Walk.

We recorded 934 attendances, about 24% fewer than the actual number enrolled. Some of the non-attendance was because of hot weather; some because members selected classes in November and then were not available in January and some simply selected too many classes, such was the attractiveness of the classes on offer.

## **Office Volunteers**

We currently have 67 members working as volunteers on the Front Desk, with two rostered on each morning and each afternoon, meaning that we have 20 members giving their time to this role each week. A number of the Office Volunteers, who were specifically UMAS-trained, put in extra hours during the enrolment period last November and December to assist members who came to the office to enrol. There are 10 Team Leaders, one for each shift, who are responsible for relaying information between volunteers and the Committee of Management. They meet each term with the Office Volunteer Co-ordinator to discuss any issues which may have arisen and receive feedback from the Committee.

All members who offer their services are included in the roster after a training session and are initially paired with a more experienced volunteer. Our Front Desk volunteers are very enthusiastic and take responsibility for arranging their own replacements if they are unable to work a rostered shift.

### **Social Events**

U3A Nunawading marked its 25<sup>th</sup> birthday with a fun-filled Silver Jubilee Celebration from 6<sup>th</sup> – 8<sup>th</sup> October 2015. Members enjoyed a broad range of demonstrations and exhibitions including art and craft in the Community Centre over the three days. The Seniors Hall was the venue for demonstrations of dancing and exercise and audience members were encouraged to join in. Musical performances also took place in the Seniors Hall and there were any number of lectures and performances by our humanities classes. Each day had a theme, which was reflected in the styles of food on offer. Congratulations to Paulina Chong on her excellent co-ordination of our special birthday celebrations.

Our annual Melbourne Cup Luncheon was another social highlight of the year with everyone in attendance agreeing it is a great way to enjoy Australia's biggest horse race. Many thanks to Ross Peacock, Elsie Mutton and the Social Committee and other helpers for making this such a successful social event.

Congratulation to Graham Haynes and the Social Committee on the staging two film afternoons, both of which were most successful and thoroughly enjoyed by all who attended.

The Silver Grove Swing Band led by Geoff Moore, with vocals by Mary Moore, and the Silver Bell Jazz Band led by Brian Ruck hosted another successful Supper Dance at the Box Hill Town Hall in mid-winter. This annual event is proving to be very popular with members of U3A and wider community.

### **Communications & Publicity**

The U3A Nunawading Newsletter is now published as an online magazine with members receiving an email link to the document as soon as it is published. Moving to digital publishing is saving the organisation a significant cost each edition, but members without email will not miss out, as they are able to pick up a black and white printed copy from the office. However, the newsletter looks very much more attractive in colour as it appears on the website.

Our website continues to be our main 'go to' resource for information and acts as a portal to our UMAS course guide and enrolment system. The Bulletin Board on the Homepage is updated regularly and a good place to go for the latest information.

U3A Nunawading participated in a number of community events over the year, including the City of Whitehorse Spring Festival at Nunawading and the Global Fiesta at Box Hill. We also participated in the Festival of Learning at Federation Square to launch Seniors Week. Thanks to Jan Felstead for co-ordinating our involvement in these events, which are an opportunity to showcase U3A to the broader community.

### **U3A Network Victoria**

U3A Nunawading plays an active role in the operation and activities of our state body. Our Course Administrator Elsie Mutton steps down in March next year from the role of President, a position she has held for six years. Our former Treasurer Tom Wong has this year taken on the role of Network Treasurer and Lindsay Glen and Barbara Gardiner have been heavily involved in the administration of Network's biennial conference. Thanks to U3A Network Victoria for their support through the distribution of state government funding, timely information and useful resources.

### **Eastern Metropolitan Region**

The EMR is our local network of U3As. This group meets each quarter to share ideas and experiences that benefit its members. The EMR generally meets at Nunawading during the holidays and we endeavour to be an active member, contributing where we can to the advancement of all U3As.

### **Looking forward**

The coming year looks like being one of consolidation, as we appear to have reached our optimum size based on the number and size of classrooms available. Our focus will be on maximising the facilities we have available and, where possibly, extending our hours to make the most of our facilities. We are already seeing a number of classes finishing later and the success of one-off lectures such as the recent talk on

Mindfulness in the Seniors Hall, which did not commence until 4.30pm indicates that we can attract members to attend some events outside our normal operating hours of 9.00am – 4.00pm.

### **Thanks to our members who help run U3A**

Without our wonderful Class Leaders who are so generous with their time, we would, of course, not have a U3A. These dedicated 169 members who volunteer to lead between one and three classes every week are the heroes of our organisation.

Another front-line group who consistently contribute to the smooth operation of U3A are our Office Volunteers. They staff the Front Desk every day assisting members with enrolments, payments, taking apologies and handling general inquiries.

There are three sub-committees who manage various aspects of our operations and add to the fabric of our organisation: the Social Committee, the Communications & Publicity Committee and the Summer School Committee. All of these groups do a great job for the benefit and enjoyment of their fellow U3A Members and I extend sincere thanks to them on behalf of Committee of Management and the membership as a whole.

There is also another group of people who members may not be so familiar with who carry out a wide range of duties, often out of sight, but nevertheless, essential to the efficient operation of U3A Nunawading. Please refer to the list below of Individual Job Holders\* who hold specific roles that help to keep the wheels turning so smoothly within the organisation.

As the major tenant of the Nunawading Community Centre, we are most grateful for the support we receive from Facility Co-ordinator Melinda Brown on a daily basis.

And finally, my sincere thanks to all of my fellow members of the Committee of Management who have worked so hard over the past 12 months to ensure that we are an efficiently run organisation that has something to offer every member. My personal thanks for their support to Noela Winter, who has now completed her four years in the role of Secretary, and to Brian Nicholson and David Cullen who are not re-nominating for the Committee in the coming election.

**Valerie Donlon**  
*President*

**\*Individual Job Holders 2015 – 2016:** *Accommodation & Insurance Tom Wong, Catering Co-ordinator (Office) Colleen Paterson, Classroom AV Equipment Support Bert Lopes, Committee Convener C&P Valerie Donlon, Committee Convenor Social Jenny Balshaw, Computer Centre Admin Co-ordinator Barbara Gardiner, Computer Centre IT Co-ordinator Tony Widdows, Course Administrator Elsie Mutton, Course Administration Support Therese Glynn, Equipment & Maintenance Nick Pringle, ESL Co-ordinator Robyn Cox, Finance Assistant (Bookkeeper/Data Entry) Beryl Rath, Finance Assistant (Admin Banking) Beverley Pringle, Finance Assistant (Data Entry Quicken) Marianne Groh & Jan Reeves, Governance/Policy Barbara Worcester, Grants Co-ordinator Colleen Skinner, Facilities Support Lindsay Glen & Bert Lopes, Filing Dorothy Maher, Front Office Duty Committee Members Valerie Donlon, Lindsay Glen, Leo Sargent, Lorraine Sterling, Noela Winter & Barbara Worcester, IT Support Beng Lee, Librarian Liz Wilhelm, Member Liaison & Welfare Officer Barbara Gardiner, Newsletter Editor David Cullen, Newsletter Proof-reader Pauline Cullen, Office Supplies David Cullen, Office Volunteers Co-ordinator Lorraine Sterling, Office Volunteers Team Leaders Stella Mallick, Annette Samuels, Janine McAlpine, Stephen Jago, Patricia Corral, Helena Maynard, Jillian Gale, Peg Wong, Karen Postill & Elaine Forde, Opening and Locking up Duty Bill Lanigan, Valerie Donlon, Lindsay Glen, Brian Nicholson, Leo Sargent, Lorraine Sterling & Noela Winter, Privacy Officer Noela Winter, Rep. Arts Nunawading Inc. Jillian Gale & David Cullen, Rep. Eastern Metropolitan Region Lindsay Glen, Rep. U3A Network Council Barbara Gardiner, Rep. Whitehorse Volunteer Network Lorraine Sterling, Special Events Co-ordinator Paulina Chong, UMAS Systems Administrator Andrew Lockwood, UMAS Support Maureen Barclay, Summer School Convenor Lorraine Sterling, Webmaster Tom Wong.*

## TREASURER'S REPORT 2015/16

Our accounts are managed using Cash Accounting and we are registered for GST. As a not-for-profit voluntary member association, any surplus funds are retained for use within U3A Nunawading Inc. and not distributed to members.

A short snapshot of our financial performance of the past 12 months to 30<sup>th</sup> June 2016, as detailed in the attached Income and Expenses Report and Balance Sheet, indicate:

- a net surplus of \$29,868
- Cash and Bank Accounts (cash reserves) totalling \$92,677, increasing by \$29,861
- net comparison with 2014/15 (excluding State Govt Grant and IT Project spend):
  - Net Income increased from \$104,528 to \$149,047 (+ 42%)
  - Expenses increased from \$117,516 to \$119,178 (+1.4%)

### Comparison with previous years:

	2012/13	2013/14	2014/15	2015/16
INCOME	\$103,217	\$122,391	\$184,150*	<b>\$149,047</b>
EXPENSES	\$105,661	\$110,713	\$199,288*	<b>\$119,178</b>
Surplus/Deficit	\$2,444	\$11,678	\$15,138	<b>\$29,868</b>
	Deficit	Surplus	Deficit	<b>Surplus</b>
Cash & Bank Accounts	\$67,099	\$78,007	\$62,816	<b>\$92,677</b>

\* These figures include the \$85,000 State Government Grant income and IT Project spend.

### Major Factors contributing to operating results

- The Committee of Management 2015/16 Budget Meeting approved the following 2016 fees: (a) Membership fee increased from \$50 to \$70.00; (b) Computer Course fees remained at \$20.00; and (c) Summer School \$10.00 fee re-introduced. These fees totalled \$128,051 (86% of 2015/16 income).
- After fees, Grants provided the next largest income group (5.4%), sourced from:
 

State Government (Health & Human Services):	ACFE grant	\$3,636.36
	PGS grant	\$2,060.00
City of Whitehorse	Community Grant	\$1,545.00
City of Whitehorse Community Chest		<u>\$ 681.82</u>
		<u><u>\$7,923.18</u></u>
- Of equal value this year was \$7,932.58 raised by Social Events (5.4% and included in "Other Income"). At least half was generated by the 25<sup>th</sup> Birthday Celebrations raffle and special thanks to Elsie Mutton for organising a record ticket sell-out.
- Due to the volume of 2014/15 new equipment purchases funded by that year's one-off State Government Grant, the only new equipment purchased this year was for the Migrant History project. This was funded by this year's State Government PGS grant.
- A low-level increase in expenses (1.4%).

## Major Accounting Highlights – July 2015-June 2016

The 2016 fee structure was developed to:

- (a) ensure income funded expenses, without needing to draw on cash reserves;
- (b) build the level of cash reserves, including making provision for:
  - (i) 3-5 year cost-replacement cycle for IT and other equipment: and
  - (ii) the future move to a new City of Whitehorse Community Centre
- (c) redress the 2014/15 cash reserves draw-down due to that year's \$15,138 Deficit.

All the above have been achieved for the 2015/16 financial year.

- With revenue from social events (5.4%) added to member fees (86%), overall members' contribution to revenue was 91.4%. As well as the 25<sup>th</sup> Birthday Celebrations, thanks to the Social Committee, headed by Jenny Balshaw and her enthusiastic helpers, for their ongoing dedication in arranging such enjoyable social events throughout the year. Equally enjoyable was the Melbourne Cup event organised by Ross Peacock, Elsie Mutton and the Social Committee. All events were welcome revenue boosts.
- November/December 2015, enrolments for 2016 – although members can opt to pay online using PayPal, of the 1,600 who enrolled in that three-week enrolment period, 1,100 elected to pay at the Front Office by cash, cheque or Eftpos. This was a very busy period, particularly the first week. Office Volunteers capably handled the many enrolment payments and are to be congratulated on their 99% accuracy rate.
- UMAS, our online enrolment system, includes a facility to email our members. This, combined with Australia Post's increased postage rates, resulted in a Committee of Management decision to email the June, and all subsequent Newsletter editions, to members with email addresses. Members without email addresses pick up their printed copy at the Front Office.
- May/June - 2016/17 Budget meetings, including the setting of 2017 member fees.

### Auditor's Report

Tregear, Bain and Taplin have again audited our accounts and financial statements and their Report is attached. Thanks to Tregear, Bain and Taplin, for once again providing their timely signoff of our 2015/16 accounts.

### Looking Ahead

The Committee of Management aims to ensure income continues to fund expenses and that any surplus bolsters cash reserves, to include funding for:

- (a) 3-5 year cost-replacement cycle for IT and other equipment; and
- (b) the future move costs to the new City of Whitehorse Community Centre.

In closing, I also would like to thank the City of Whitehorse for their continuing support, particularly the Community Grants Discount Rental associated with our occupancy of the Silver Grove Community Centre and other Council facilities. In addition, thanks for their Community Grant which assists with our Newsletter costs.

Thanks to our accounting volunteers for their excellent and invaluable assistance: Bev Pringle (banking) – and Leo Sargent, too; Marianne Groh and Jan Reeves (data entry); and Beryl Rath (bookkeeper). Thanks, too, to our Office Volunteers, an integral part of the accounting function, being responsible for receipting all money (cash, cheques and Eftpos) and member Tax Invoices paid through the Front Office. I am very grateful for all the assistance, feedback and support from those who assist me, including other Committee members. This makes my task so much easier and more enjoyable.

**Barbara Worcester**  
Treasurer

**Income and Expense Report for Year ended 30th June 2016**

	01-Jul-14- 30-Jun-15 (Comparison)	01-Jul-15- 30-Jun-16
<b>INCOME</b>		
Computer Class Fees	\$ 4,543.81	\$ 6,845.31
Grants	\$ 81,226.36	\$ 7,923.18
Interest Received	\$ 1,350.81	\$ 1,040.54
Membership Fees	\$ 86,915.39	\$ 116,860.10
Other Income	\$ 7,540.44	\$ 14,890.44
Reimbursements	\$ 2,573.26	\$ 1,487.70
<b>TOTAL INCOME</b>	<u>\$ 184,150.07</u>	<u>\$ 149,047.27</u>
<b>LESS EXPENSES</b>		
Class Materials	\$ 5,115.31	\$ 2,526.85
Classroom Equipment	\$ 126.24	\$ 1,926.32
Course Description Booklets	\$ 2,179.00	\$ 2,084.00
Fees & Charges	\$ 1,424.16	\$ 5,216.65
Forest Hill Computer Classes	\$ 2,387.58	\$ 2,378.46
IT Project	\$ 81,772.31	\$ -
Office Equipment, Furniture & Fittings	\$ 388.53	\$ 36.32
Operating Expenses	\$ 41,015.07	\$ 34,469.94
Property Rents	\$ 40,317.65	\$ 46,365.63
Property Services	\$ 5,306.20	\$ 5,916.29
Member Refunds	\$ 1,119.00	\$ 1,822.55
Seminars & Training	\$ 681.81	\$ 1,512.73
Subscriptions	\$ 4,139.04	\$ 734.50
Summer School Project	\$ 203.44	\$ 1,256.94
Sundry Expenses	\$ 13,112.92	\$ 12,931.27
<b>TOTAL EXPENSES</b>	<u>\$ 199,288.26</u>	<u>\$ 119,178.45</u>
<b>DEFICIT 2014-15/SURPLUS 2015-16</b>	<u>\$ (15,138.19)</u>	<u>\$ 29,868.82</u>
	DEFICIT	SURPLUS

# U3A Nunawading Inc.

Reg No A0021951Z

## Balance Sheet as at 30th June 2016

	30-Jun-15 (Comparison)	30-Jun-16
<b>ASSETS</b>		
<b><u>Cash and Bank Accounts</u></b>		
ANZ Chq Account	\$ 1,289.25	\$ 1,069.93
Load & Go Visa	\$ -	\$ 183.84
ANZ Online Saver	\$ 60,724.13	\$ 90,434.06
EFT Merchant Txns	\$ 502.63	\$ 689.79
Petty Cash	\$ 300.00	\$ 300.00
<b>TOTAL Cash and Bank Accounts</b>	<b>\$ 62,816.01</b>	<b>\$ 92,677.62</b>
<b><u>Other Assets</u></b>		
Bond for Rental Property	\$ 605.10	\$ 605.10
<b>TOTAL Other Assets</b>	<b>\$ 605.10</b>	<b>\$ 605.10</b>
<b>TOTAL ASSETS</b>	<b>\$ 63,421.11</b>	<b>\$ 93,282.72</b>
<b>LIABILITIES &amp; EQUITY</b>		
<b>LIABILITIES</b>		
<b><u>Credit Cards</u></b>		
Visa Load & Go	\$ (300.00)	\$ -
<b>TOTAL Credit Cards</b>	<b>\$ (300.00)</b>	<b>\$ -</b>
<b><u>Other Liabilities</u></b>		
Tax Control	\$ (1,560.92)	\$ (1,868.13)
<b>TOTAL Other Liabilities</b>	<b>\$ (1,560.92)</b>	<b>\$ (1,868.13)</b>
<b>TOTAL LIABILITIES</b>	<b>\$ (1,860.92)</b>	<b>\$ (1,868.13)</b>
<b>EQUITY</b>	<b>\$ 65,282.03</b>	<b>\$ 95,150.85</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>\$ 63,421.11</b>	<b>\$ 93,282.72</b>

**INDEPENDENT AUDIT REPORT TO THE MEMBERS OF THE  
UNIVERSITY OF THE THIRD AGE NUNAWADING INC  
REG. NUMBER A0021951Z**

**Scope**

I have audited the financial statements of The University of the Third Age Nunawading Inc for the financial year ended 30 June 2016 being the Profit and Loss Statement and Balance Sheet. The members and the board are responsible for the preparation and presentation of the financial statements and the information they contain. I have conducted an independent audit of these financial statements in order to express an opinion on them to the members of the company.

My audit has been conducted in accordance with Australian Auditing Standards to provide reasonable assurance as to whether the financial statements are free of material misstatement. My procedures included examination, on a test basis, of evidence supporting the amounts and other disclosures in the financial statements, and the evaluation of accounting policies and significant accounting estimates. These procedures have been undertaken to form an opinion as to whether, in all material respects, the financial statements were presented fairly and in accordance with Australian Accounting Standards and statutory requirements so as to present a view which is consistent with my understanding of the company's financial position, and the result of its operations.

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

**Audit Opinion**

In my opinion, the financial statements present fairly in accordance with Australian Accounting Standards and other mandatory professional reporting requirements the financial position of the University of the Third Age Nunawading Inc as at 30 June 2016 and the results of its operations for the year then ended.



David Taplin CA  
Partner  
Tregear Bain Taplin Pty Ltd  
19<sup>th</sup> July 2016