



U3A RINGWOOD INCORPORATED

35 – 39 Tortice Drive, Ringwood North,

Victoria, 3134, Australia

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Reg. No A0008300C A.B.N. 4419221576

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Notice of Annual General Meeting U3A Ringwood Inc.

**The Annual General Meeting of U3A Ringwood Inc,
will be conducted at the Kevin Pratt Pavilion**

[Norwood Sporting Club - Mullum Reserve, 58 – 60 Mullum Mullum Rd, Ringwood North VIC 3134]

1.30pm

on

Tuesday 23 May 2023

The Agenda will be –

- Opening
- Attendees
- Confirmation of Minutes of AGM held on 17 May 2022
- Acceptance of President's Report on Behalf of the Committee
- Acceptance of Financial Statements of the Association for 2022 Financial Year
- Election of Committee
- Close of meeting

Following the AGM you are invited to hear our guest speaker, Cr Linda Hancock, City of Maroondah Councillor for Wonga Ward, who has a 40-year career in policing, who will speak on "How the role of women in policing has changed"

You are then invited to join your Committee for afternoon tea.

Minutes of U3A Ringwood AGM Held on Tuesday 17 May 2022 at 1.30 pm

Welcome

The President, Daryl James welcomed all members to the AGM

Attendance

There were 53 members present and 20 apologies.

Minutes of 2021 AGM

The Minutes of the 2021 AGM of 18 May 2021 as circulated with the Notice of the AGM was moved as accepted by Robert Jackson and seconded by Alastair McCracken. Carried.

President's Report

As distributed with the Notice of AGM the President's Report was moved as accepted by Daryl James and seconded by Alex Robertson.

Daryl also thanked all our Tutors for doing the work they do in conducting their classes.

Treasurer's Report

As distributed with the Notice of AGM the Treasurer's Report was moved as accepted by Ruth Wilson and seconded by Lynn Blackbell. Carried.

Election of Committee

As there was only one nomination received for the following positions Daryl declared all those members duly elected for 2022-23.

President – Daryl James
Vice President – Alastair McCracken
Secretary – Jeanette Cain
Treasurer – Alex Robertson
Committee Members – Diane Batchelor
Lynn Blackbell
Heather McCracken
Richard Prior
Peter Wakeham

It was proposed by Daryl James seconded by Jill Cowie that the general committee members consist of 5 people for 2022-2023.

Antje Bauer thanked for the Committee for their work throughout the year.

Daryl James also referred to our vaccination policy.

There being no further business the meeting closed at 1.50 pm.

President's Report on behalf of the Committee of U3A Ringwood Inc.

On behalf of the Committee of U3A Ringwood Inc., it is my pleasure to report on our 2022 activities.

As you will all appreciate 2022 was once again a very successful year for U3A Ringwood Inc.

We were very pleased to hold a number of very popular presentations featuring special guest speakers. John Gitus, spoke about his life as a police officer initially in England and later in Victoria where he was an unarmed combat instructor, Pam Abbot who was one of 7000 children sent from English orphanages to Australia following the Second World War for an alleged 'better life in Australia', and Viron Koukoravas from the Office of the Public Advocate who spoke about the importance of making a valid Enduring Power of Attorney and appointing a medical treatment decision-maker.

We were successful in gaining a grant under the Maroondah City Council's Community Grants Funding Program to fund a significant portion of our ongoing printer maintenance contract and our internet.

We were also very pleased to be awarded a 2021 Federal Government Volunteer Grant (which was supported by Michael Sukkar MP, Federal Member for Deakin) which not only enabled us to hold a very successful Class Leaders Workshop in January 2022 to assist our Class Leaders prepare to recommence face to face classes in the living with Covid19 environment, but also enabled us to buy secure storage to better meet our legal obligations for record keeping and privacy as well as an EFT terminal to facilitate the receipt of membership monies etc. and to reduce the need to handle cash.

Our Treasurer, Alex Robertson once again did an outstanding job in obtaining grants in a very competitive market.

Over 70 members attended our very enjoyable Christmas lunch at the Dorset Gardens Hotel on 1 December 2022 (our first celebratory event since Covid restriction were introduced). We are pleased to report that that 'Door Prizes' were donated by Bunnings Warehouse – Ringwood; Michael Sukkar, MP, Federal Member for Deakin, The Dorset Gardens Hotel, Linda Robertson and members of the Committee.

We continued to maintain a very conservative Covid19 policy mandating proof of vaccination against Covid19 before members were able to attend our face to face classes. This policy recognised that the vast majority of our members are 65 years of age or over, which is considered to be a demographic that has a high risk of serious illness should they contract Covid19.

A big thankyou must be given to our dedicated band of fantastic Class Leaders who volunteer their time, week after week, to prepare and provide our 38 very stimulating classes. Without their support we would have nothing.

I wish to personally thank all members of our very hard working 2022/2023 Committee - Alastair McCracken as Vice President, Jeanette Cain as Secretary, Alex Robertson as Treasurer and UMAS expert, Diane Batchelor and Richard Prior (our 2 Course Co-ordinators), Lynn Blackbell and Heather McCracken (our Publicity Team), and Peter Wakeham (Membership Secretary, UMAS Back Up and who filled in for Diane Batchelor as Course Coordinator after she found that she could no longer perform that role). Their enthusiasm, creativity and preparedness to go the extra yard can be seen in the number and quality of our courses and events that we have provided as well as the ongoing improvement in equipment available to Class Leaders and the ongoing trickle of new members.

The Committee also acknowledges the valued contribution made by Graham De Haan, who has once again audited our financial records, Linda Robertson and Jan Hanos who performed the role of catering managers at the Kevin Pratt Pavilion and Parkwood respectively, Harry Bedwell who regularly tidied up the surrounds of the Kevin Pratt Pavilion and the Norwood Sporting Club with which we have developed a very cooperative working relationship.

Lastly but certainly not least, we acknowledge the Councillors and officers of the Maroondah Council, who support us and recognise the important role that U3A Ringwood plays contributing to healthy aging in the City of Maroondah and its surrounds.

Daryl James
President

2022 TREASURER'S REPORT




- Property Lease Expense
- Christmas Lunch expenses
- Fixed Assets Purchased
- Utilities - Water & Electricity
- Class Leader Conferences/Lunch
- Others

2022 Explanatory Notes

- We received \$750 Maroonah Council grant to assist with our operating expenses
- The 2022 books:
 - Do NOT include 2022 membership fees that we received in Q421.
 - Do include \$3,400 from the 2021 Federal Government's Volunteer Small Equipment grants which was spent on the 2022 class leader conference and improved, secure storage at PCH.
- We have cancelled our \$55.00 pm printer maintenance contract
- Our Banking arrangements for 2023 have changed to improve rate of return and risk exposure. Rather than just a mortgage back investment account and a non-interest-bearing cheque account we now have:
 - The existing cheque account for cheque and cash deposits. The balance in this account will remain low. Excess funds will be paid to the new business online savings account.
 - The existing mortgage-backed investment account but with only ~25% of its historical balance in it.
 - An online interest-bearing business savings account that holds funds that are expected to be spent in the short term
 - A four months term deposit for funds expected to be spent in 2H23.
 - A one-year, automatically renewing term deposit for funds that are unlikely to be spent in the financial year.
- Fixed asset purchase expenses are generally fully covered by grants received.
- Property lease expenses covers all three premises we lease
- We cancelled insurance on our contents/assets, and now self-insure, due to very high premiums and low replacement costs.
- Fixed assets are no longer listed on the balance sheet. They are recorded in a separate Asset system.
 - Replacement Value is based on original cost, years owned and indicative inflation rate. It was used for "new for old" insurance policies. However, we are unlikely to buy new if we suffer a partial or full asset loss. Many of our assets were not new when purchased by us.
 - Depreciated Value is based on original cost, years owned and average depreciation rate for items classification. It is used for risk management purposes

related to partial or full asset loss. It is an estimate of how much our assets are worth if we were to sell them or recover from a full or partial loss.

- U3A Ringwood has no liabilities and is a not-for-profit Incorporated entity.
- We fundraised a one-off \$500 payment to us from attending an Aveo Cherry Tree Retirement Village event in November 2022.
- The grants we receive are not ongoing and are competitive. There is no expectation that U3A Ringwood Inc will be successful every year.
- A summary of our financial books is published yearly on the ACNC web site.
- The 2022 Christmas lunch expenditure was fully offset by ticket sales to members



Audit Statement

To the Committee and members of U3A Ringwood Inc

I have examined the books and records for U3A Ringwood Inc and find as follows:

In my opinion, the books and records give a true and fair representation of the financial performance of U3A Ringwood Inc for the year ended **31st December 2022**; and the financial position of U3A Ringwood Inc as at **31st December 2022**.

Signed:

G.J. De Haan

Name

G. RATHMUND DE HAAN

Dated:

20, 3, 2023

Accommodation

U3A Ringwood has a Community Facility License with the Maroondah Council for its use of its rooms at the Parkwood Community Hub which commenced on 1 July 2022 and is for a 5 year duration.

However, U3A Ringwood has the option to extend the License for a further 5 years by giving Maroondah Council written notice that it wishes to exercise that option, not earlier than 1 January 2027 and not later than 1 April 2027.

A Facility Hire Agreement is in place with the Norwood Sporting Club for our use of the Kevin Pratt Pavilion and with the 4th Ringwood Scout Group for our use of the 4th Ringwood Scout Hall, which are both renewed on an annual basis.

U3A Ringwood Inc

Balance Sheet

Basis: Accrual

As of 31/12/2022

Account	Total
Assets	
Current Assets	
Cash	
Petty Cash	202.65
Total for Cash	202.65
Bank	
Bendigo Bank Ringwood (legacy)	15,590.76
Sandhurst Select 90 Fund	13,990.97
Total for Bank	29,581.73
Other current assets	
Bonds Paid - Refundable	200.00
Total for Other current assets	200.00
Total for Current Assets	29,984.38
Total for Assets	29,984.38
Liabilities & Equities	
Equities	
Owner's Equity	31,678.23
Current Year Earnings	3,046.04
Retained Earnings	-4,739.89
Total for Equities	29,984.38
Total for Liabilities & Equities	29,984.38

Amount is displayed in your base currency **AUD

U3A Ringwood Inc

Profit and Loss

Basis: Cash

From 01/01/2022 To 31/12/2022

Account	Total
Operating Income	
Asset Sales	194.55
Christmas Lunch Ticket Sales	2,485.00
Fund Raising	840.39
Grants - Federal	3,400.00
Grants - Local Government	750.00
Interest Income	102.96
Membership Fees	13,480.08
Tea Money Income	14.85
Total for Operating Income	21,267.83
Cost of Goods Sold	
Total for Cost of Goods Sold	0.00
Gross Profit	21,267.83
Operating Expense	
Christmas Lunch expenses	2,481.20
Class Expenses	271.55
Class Leader Conferences/Lunch	1,270.00
Cleaning Expense	4.80
Fixed Assets Purchased	1,825.43
Meals and Entertainment	291.95
Office Supplies	30.37
PayPal, Zeller and Bank Fees	167.31
Printing and copying	612.68
Property Lease Expense	7,481.80
Refunds Paid	70.00
Sundry Expenses	576.73
Tea Money Expenses	68.30

Account	Total
Telephone and Internet	990.15
U3A Network Fees	364.00
Utilities - Water & Electricity	1,715.52
Total for Operating Expense	18,221.79
Operating Profit	3,046.04
Non Operating Income	
Total for Non Operating Income	0.00
Non Operating Expense	
Total for Non Operating Expense	0.00
Net Profit/Loss	3,046.04

Amount is displayed in your base currency **AUD

U3A Ringwood

Assets Summary by Book Classification

Book Category	Cost	Replacement Value	Depreciated Value
Computer	\$15,357.90	\$17,168.90	\$4,381.00
Electronic Equipment	\$15,967.05	\$18,207.05	\$4,596.76
Furniture	\$17,165.92	\$19,245.92	\$12,803.08
Other Assets	\$11,656.30	\$13,712.30	\$4,789.05
Grand Total	\$60,147.17	\$68,334.17	\$26,569.89

Original Cost is the asset's purchase price regardless if brand new or pre-owned.

Insured Value/ Replacement value is estimated cost to replace assets based on estimated current prices. It is calculated using original cost, an average inflation rate and years held.

Estimated Current Value is calculated value of assets if sold now. It is based on original cost, an estimated depreciation rate (per asset type) and numbers of years held.

Most assets have a minimum asset value where further depreciation stops. Estimated current values are NOT used for tax or insurance purposes.

SCHEDULE 1

Regulation 15

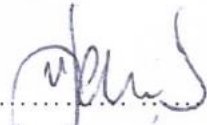
FORM I


Associations Incorporation Reform Act 2012 Sections 94(2)(b), 97(2)(b) and 100(2)(b)

ANNUAL STATEMENTS GIVE TRUE AND FAIR VIEW OF FINANCIAL POSITION OF INCORPORATED ASSOCIATION

We, Daryl James and Jeanette Cain, being members of the Committee of the U3A Ringwood Incorporated certify that-

The statements attached to this certificate give a true and fair view of the financial position of U3A Ringwood Incorporated during and at the end of the financial year of the association ending on 31 December 2022.

Signed: 
Date: 2/4/2023

Signed 
Date: 2/4/2023

A Member may appoint another member as a proxy for the Annual General Meeting

FORM OF APPOINTMENT OF PROXY

I Membership Number
(name)

Contact details.....
(email address and/or telephone number)

being a member of U3A Ringwood Inc. - Registered No. A0008300C

appoint: Membership No
(name of proxy holder)

Proxy contact details:
(email address and/or telephone number of proxy holder)

being a member of that Incorporated Association, as my proxy to vote for me on my behalf at the annual general meeting of the Association

to be held on

23 May 2023

and at any adjournment of that meeting.

My proxy holder is authorised to vote (please delete what is not applicable):
in favour / against / or as my proxy sees fit* as follows:

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.....

Signed:

Date:

Note: To assist with the logistics of holding our AGM, members are asked to forward their completed and signed proxy form to the Secretary either by post to U3A Ringwood Inc., 35 - 39 Tortice Drive, Ringwood North 3134 or by email to: admin@u3aringwood.org.au to reach the Secretary, no later than 7 days prior to the date of the AGM.

*Delete if not applicable

Nomination for U3A Ringwood Inc. Committee 2023-2024

Position(s) for which nomination is made (tick as appropriate)

President	.	<input type="checkbox"/>
Vice President	.	<input type="checkbox"/>
Secretary	.	<input type="checkbox"/>
Treasurer	.	<input type="checkbox"/>
Committee Member	.	<input type="checkbox"/>

Candidate:

Name Membership No

Contact Details:
(email and/or telephone number)

Signature:

Proposer:

Name: Membership No:

Signature: Contact Details:
(email and/or telephone)

Date:

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