



# **U3A CAMPBELLTOWN SOUTH AUSTRALIA Inc ANNUAL REPORT 2021**



## **2022 ANNUAL GENERAL MEETING**

### **U3A CAMPBELLTOWN SOUTH AUSTRALIA Inc.**

To be held at the Marchant Community Centre

338 Gorge Road, Athelstone SA

**2:00 pm on Friday 11 March 2022**

### **AGENDA**

**Welcome and Declaration of Quorum:** President Glenda Sherwin-Lane  
(*Art VII g: the lesser of '25 members or two thirds of the membership'*)

**Apologies:** Secretary Graziella Rosmini

**Adoption of Minutes of last AGM - 12 March 2021**

Moved Secretary Graziella Rosmini / Seconded:

**President's Report:** Glenda Sherwin-Lane

Moved Glenda Sherwin-Lane / Seconded:

Discussion and Adoption

**Acknowledgements in Appreciation:** President Glenda Sherwin-Lane

**Treasurer's Report:** Paddy McKay

Moved: Paddy McKay / Seconded:

Discussion and Adoption

#### **Election of Board of Management**

Conducted by Honorary Returning Officer: Mayor of Campbelltown, Hon Jill Whittaker

(President, Vice President, Secretary, Treasurer, Committee Members, Auditor)

**Accession of the President – 2022**

**Any Other Business:**

**Vote of Appreciation: President 2022**

Honorary Returning Officer – Mayor of Campbelltown Council, the Hon. Jill Whittaker

**Close**

**General Meeting** of members for discussion of any issues relating to 2022

**Guest Speakers: Martin Walker and Gordon Oates, South Australian Philatelic Society**

**Afternoon Tea will be provided**



**U3A CAMPBELLTOWN INC.  
MINUTES OF ANNUAL GENERAL MEETING  
held at the Marchant Community Centre  
on 12 March 2021 at 2:00 pm**

**Welcome**

President Glenda Sherwin-Lane opened the meeting and welcomed the 36 members who attended. Glenda declared a quorum was reached in accordance with the requirements of the Constitution [Article VII g: the lesser of 25 members or two thirds of the membership].

**Apologies**

There were 52 registered apologies received from members.

**Adoption of Minutes of last AGM 6 March 2020**

Minutes of the last AGM were published in the AGM Report Booklet 2021. These booklets were given to all members who attended the meeting.

**Motion:** The Minutes of the last AGM held on 6th March 2020 be accepted as a true and accurate record.

**Moved:** Graziella Rosmini / **Seconded:** Paddy McKay / **Carried**

**President's Report**

Glenda Sherwin-Lane read her report at the meeting highlighting U3A Campbelltown's curriculum and social achievements throughout 2020, while dealing with the changing imposed government restrictions on the South Australian community due to COVID-19. The report was published in the AGM Report Booklet 2021.

**Motion:** The President's report be accepted.

**Moved:** Glenda Sherwin-Lane / **Seconded:** Helen Ward / **Carried**

**Acknowledgements in Appreciation**

The President thanked Helen Ward for her many years of service she gave to the U3A Campbelltown Management Board as well as organising guest speakers for U3A Campbelltown's General Meetings. Helen was presented with a thank you gift of an ornamental shrub.

**Treasurer's Report**

Paddy McKay presented the Treasurer's Financial Report 2020 and the Audit Report for twelve months ending 31 December 2020. Both reports were published in the AGM Report Booklet 2021.

Paddy stated that Alan N. Clark has been engaged as the Auditor for the coming year.

**Motion:** The Treasurer's Report 2020 and The Audit Report 2020 be accepted.

**Moved:** Paddy McKay **Seconded:** Vicky Sanderson **Carried**

### **Election of Board of Management - 2021**

Glenda Sherwin-Lane vacated the Chair for the Honorary Returning Officer, Campbelltown Mayor, The Hon. Jill Whittaker to conduct the election.

Before the election process began, The Hon. Jill Whittaker spoke generally about several projects in the Campbelltown City Council area. Jill thanked Helen Ward for her years of service to U3A Campbelltown and acknowledged Kerrie Smith who was honoured as part of the Women of Campbelltown Project.

The Hon. Jill Whittaker declared all positions vacant and invited nominations from the floor. There were no more nominations received from the floor. The following members were elected unopposed.

Position	Name	Nominated by
President	Glenda Sherwin-Lane	Kerrie Smith / Imme Penttila
Secretary	Graziella Rosmini	Paddy McKay / Glenda Sherwin-Lane
Treasurer	Paddy McKay	Graziella Rosmini / Glenda Sherwin-Lane
Curriculum Manager	Kerrie Smith	Glenda Sherwin-Lane / Graziella Rosmini
Office Manager	Lynette Geracitano	Glenda Sherwin-Lane / Graziella Rosmini
Public Officer / Board Member	Imme Penttila	Marie-Antoinette Galletta/Ann Richardson
Board Member	Ann Richardson	Ann Richardson / Imme Penttila
Board Member	Ros Reddaway	Ann Richardson/Marie-Antoinette Galletta
Board Member	Marie-Antoinette Galletta	Imme Penttila / Ann Richardson
Board Member	Jan Ness	Imme Penttila / Glenda Sherwin-Lane
Board Member	Robert Smith	Graziella Rosmini / Ann Richardson

### **Accession of the President - 2021**

Glenda Sherwin-Lane resumed her role as President and thanked The Hon. Jill Whittaker for conducting the election. Jill was presented with a thank you gift of an ornamental shrub.

### **Any Other Business**

#### **1. Name Change for the Organisation**

Members were given information re the need to change the current registered name of U3A Campbelltown Inc. e.g. mistaken identity has occurred several times in the recent past with people contacting the office wanting Campbelltown NSW. Changing the registered name to U3A Campbelltown South Australia Inc. or U3A Campbelltown SA Inc. will assist the organisation to be clearly recognised as a South Australian organisation. After a lengthy discussion, the members voted unanimously to change the registered name to U3A Campbelltown South Australia Inc. The tasks to be carried out in registering the new name will be referred to the next Board Meeting to be held on 26 March 2021.

**AGM Closed at 2:50 pm**

## **General Meeting**

A General Meeting followed the AGM. Members were asked if they had any matters they wanted to raise. There were no matters raised from the floor.

## **Guest Speaker**

David Kilner was booked to give a presentation on Agatha Christie the Writer but had cancel the day before due to having an accident.

Gerry Butler from Butterfly Conservation SA Inc. and The Gums Landcare Group Inc. stepped in at the last minute. Gerry spoke about the Chequered Copper Butterfly Project, Campbelltown Landcare and Environment Action Network [CLEAN] and Community Landcare Nursery in the Campbelltown Council area. After the presentation, Glenda thanked Gerry for his interesting and inspiring talk and gave him a thank you gift of an ornamental shrub.

## **Meeting closed at 3:30 pm**

## **Afternoon Tea**

Following the meeting members were invited to have afternoon tea with cakes and savouries supplied.



**U3A CAMPBELLTOWN SOUTH AUSTRALIA Inc**  
**ANNUAL GENERAL MEETING 11 MARCH 2022**  
**President's Report**

With twelve months of COVID-19 and lockdowns behind us, we started our 2021 year with a degree of uncertainty along with optimism. It became a year of QR coding, mandatory mask-wearing, vaccinations, and borders still closed.

Towards the end of 2021, in South Australia we were looking forward to a relatively normal Christmas. With the borders opening in November, Omicron came marching in and there was a rush to get that third shot to be fully vaccinated and people were clamouring for Rapid Antigen Test Kits. RATS indeed as Christmas plans were often overset.

Today, we are aware that some members of U3A Campbelltown South Australia have been affected by the Omicron strain and beyond that, we probably all have family and friends who have succumbed to it.

Despite this, I believe we can judge 2021 as being successful. A couple of groups and classes were unable to go ahead because of restrictions, particularly Circle Dancing. With other classes and groups continuing to meet in local parks or online when the need arose; with members keeping a respectful and safe distance from each other; mask wearing; and sanitizing, sanitizing, sanitizing, most of our classes remained reasonably well subscribed.

Our numbers were curtailed for our General Meetings to accommodate the COVID-Safe restrictions at the time, but we didn't need to cancel any. The biggest victim was the Rendezvous at Tea Tree Gully U3A. Scheduled for October 2021, it was cancelled through lack of support. Members of U3A Campbelltown South Australia were set to support it. Perhaps those from the wider U3A community were not quite ready to travel to the city from country areas, nor to gather in larger numbers. A couple of Outings were cancelled and then held later in the year.

At the start of Term 2, the Ladies' Friendship Group (Kotara) joined us and became members of U3A Campbelltown South Australia, boosting our numbers and offering something new for existing members to consider. They are actively contributing to the life of U3A and we are delighted they chose to join us.

International Women's Day was celebrated by Campbelltown City Council in March, with an event at which ten special women were honoured as part of the Women of Campbelltown project. Among these was Kerrie Smith. Our special congratulations go to Kerrie, who was recognised for her contribution to education in the Campbelltown City area.

In October we celebrated **Get Online Week** with students from the Computing class taking to the Athelstone Shopping Centre to promote the Be Connected eSafety online program, which is part of our Basic Computing course. Thanks go to the Good Things Foundation for the \$1,000 grant to purchase two Android Tablets which

were used on the day. We retired to the Indigo café afterwards and thank them for their assistance with electricity and internet.

In November we participated in Campbelltown City Council's **Ageing Well in Campbelltown – Expo and Celebration**. It provided an opportunity to showcase local groups and facilities available to older people in the Campbelltown area and help them connect with others. It was a very happy event, and we gained some new members.

You will find more details of these events in our past newsletters – hard copy from the office or online through our website.

Keeping the website up to date and mastering MailChimp have been personal challenges. MailChimp has given us greater efficiency in sending out bulk emails to members and to managing the database to identify various groups – Board Members, Leaders & Tutors, Key Holders – enabling a quick email to a specific group.

At the start of 2021 our membership numbered 226, with numbers gradually increasing throughout the year as members felt confident to return to their class or group.

Going into 2022:

- we have 242 enrolled, representing a seven percent increase from 2021
- nearly a twenty percent increase in overall enrolments – and it is pleasing to note this includes more men, which encourages us to offer a wider range of classes / groups.
- a twenty-five percent increase in the number of classes and groups being offered – including a foray into online courses reaching out to U3A members beyond our own cohort.
- all this with fewer leaders.

Some of us are very busy.

### **People to acknowledge:**

As with any volunteer organisation, the army of volunteers needs to be large to ensure its efficient operation and long-term health.

Some we have farewelled throughout the year, either permanently or for a short time – Yoga leader Mahima Light, Anne and Robert Fletcher, and Cindy Sun have moved interstate or to the other side of town, Tai Chi Leader Peter Mole, and Office Manager Lynette Geracitano are taking a sabbatical. We thank them all most sincerely for their contribution to the life of U3A Campbelltown South Australia, and wish them well – hopefully, to welcome them back if circumstances allow.

Again, thank you and congratulations to all Board Members, Leaders, Tutors and members. We have remained the glue to ensure the continuing success of U3A Campbelltown South Australia through a continuing challenging time.

Stand out contributors of course are Kerrie Smith for all her work as Curriculum Manager alongside her role as President of U3A South Australia, Paddy McKay as Treasurer, Ros Reddaway for manning the office every Thursday and organizing our spectacular Outings, Jan Ness for organizing our Guest Speakers at General Meetings and Anne Bovington for manning the office on Wednesdays, along with Kerrie.

And finally, to Graziella Rosmini, Segretaria Straordinaria, for keeping us all, and especially me, on track. Your support and friendship is greatly appreciated, Graziella.

As I said earlier in this report, I believe we can judge 2021 as being successful – fiscally and socially responsible and ***staying active mentally, physically, and socially.***

I commend this report to members of U3A Campbelltown South Australia.

A handwritten signature in cursive script that reads "Glenda Sherwin-Lane". The signature is written in black ink and includes a horizontal flourish at the end.

Glenda Sherwin-Lane  
President / Tutor  
U3A Campbelltown South Australia Inc  
6 March 2022



**U3A CAMPBELLTOWN SOUTH AUSTRALIA Inc  
ANNUAL GENERAL MEETING 11 MARCH 2022  
Treasurer's Report**

**BANK SA - ACCOUNT BALANCES as of 5 February 2022**

ACCOUNT TYPE	ACCOUNT NO.	2020 BALANCE	2021 Balance
U3A Term Deposit	152 4038 034 036	\$9,648.60	\$9730.61
U3A Express Saver	152 0042 085 740	\$4,982.62	\$4983.05
U3A Society Cheque	152 0035 595 440	\$24,957.28	\$29984.03
Float		\$30.00	\$30.00
<b>TOTAL</b>		<b>39618.50</b>	<b>\$44727.69</b>

**Notes to the above**

- The bank balances above include the enrolments for the 2022 U3A year, an amount of \$10925.
- The number of members as of February 2022 are 242 and fees were raised to \$55 per person and \$100 per couple
- The Balance total for the same period last year was \$39618.50.
- Due to the decreased activities in response to COVID-19 expenses such as venue hire were overall less although venues have increased their fees, with the exception of the Campbelltown City Council.
- A Grant of \$1100 was received for communication / staying connected equipment
- An added cost not previously of continued concern was the addition to office expenses of sanitising and cleaning. I expect this now to be a permanent addition to our running costs.

**Insurance**

We are currently insured for \$38,825.23 and I do not believe there is a need to increase the insurance by any significant amount. Some old computing items have been removed from the Asset Register and new laptops purchased as part of the Grant will be added before the next bill.

Annual Reports have been sent to Alan Clark for reviewing and his report is attached.

Paddy Mckay  
Treasurer

# U3A CAMPBELLTOWN SOUTH AUSTRALIA INC

ABN: 47 874 424 693

## Profit and Loss (Cash)

Report Period: 1/01/2021 - 31/12/2021

Account(s) in this report: Society Cheque A/c

<b>Income</b>	<b>\$</b>	<b>\$</b>
Grant (GST)	1000.00	
Misc.	1684.00	
Miscell/Donations	533.60	
Outings 1	691.00	
Outings 2	100.00	
Registration Affiliates	40.00	
Registration Members	14965.00	
<b>Total Income</b>		<b><u>19013.60</u></b>
<b>Expenses</b>	<b>\$</b>	<b>\$</b>
Accounting Costs	289.09	
Accounting non GST	200.30	
Advertising & Promotion	2501.87	
Computing Costs	578.36	
COTA	54.55	
Equipment & Furniture	139.06	
Equipment & Furniture (Capital)	54.55	
Grants Expenditure	19.55	
Group/Activity Costs	50.91	
Insurance	1342.00	
Insurance Stamp Duty	135.00	
Misc. (No GST)	322.20	
Outings 1	329.05	
Outings Non-GST Components	178.44	
Postage & Post Box	123.64	
Printing & Office Supplies	601.16	
Refreshments	340.67	
Service Recognition	71.73	
Telephone & Internet	1337.39	
U3A Alliance	435.50	
Venue Hire	5473.00	
Venue Hire (Donation)	1405.00	
<b>Total Expenses</b>		<b><u>16066.87</u></b>
<b>Net Profit (Loss)</b>		<b><u>2946.73</u></b>

Please Note: This report may require adjustment for depreciation or 'accrual' items depending on your tax or accounting requirements.

Profit and Loss (Cash) Printed on – 6/03/2022

Attention-Mrs Paddy McKay  
U3A CAMPBELLTOWN INC.  
P.O. BOX 359  
Campbelltown, S.A. 5074  
3 March 2022

**U3A CAMPBELLTOWN SOUTH AUSTRALIA Inc.**  
**ABN 47 874 424 693**

**AUDIT REPORT for twelve months ending 31 December 2021**

**Introduction**

I have recently been re-appointed the auditor of the above organization for the Financial Year ending 31 December 2021.

**Comments**

1. I highlight that Accounts are for the twelve months ending 31 December 2021.  
The Fees collected do include some for the Financial Year ending 31 December 2022.
2. A suggestion for next year would be to highlight the number of members as at 1 January 2022 for each category and calculate the Total Fees to be received. This could be useful and used to estimate the amount required to cover the Costs for the year.
3. My estimate that the fees relating to the 2021 year is estimated to be approximately \$12,000.00.
4. The organization does operate three Bank Accounts
5. Does not reflect the fees that were paid late and received in the year 2022.
6. **Rent Payments – Marchant Centre**

- A. Rent in the first six months (\$1,852.40) (Period was paid twice. (26/02/21 and 5/03/21). This was returned by the Campbelltown City Council on 01/04/2021. **The voucher on the 05/03/2021 should be clearly noted that the Marchant Community Centre marked this payment was returned on 01/04/2021.**

I am uncertain if the same persons actually authorised both payments.

**The return of the Funds should be posted to the Rent Account.**

**This was posted incorrectly to Account Miscellaneous for \$1684.00**

**(\$1,684.00+\$168 40 =\$1,852.40 )**

- B. Rent for the second six months of the year was for \$2,315.50 the notation stated Half Yearly but the period shown was 01/07/2021 to 31/08/2021. (Only 2 months.)

**The RENT INCREASED BY 25.00 % (\$463.10)**

**I suggest a reconciliation of the Rent Account be under-taken.**

**(THE MISCELLANOUS ACCOUNT Should be deleted**

## **7. PAYMENTS**

- A. All invoices should reflect that they are authorised for payment.
- B. I do not understand the need to reflect Stamp duty separately.
- C. Payment to DIGITAL Pacific was for two years' service. From 01/05/2021 to 30/04/2023. The amount paid was \$406.70.
- D. Reimbursement of Payment to Zoom was \$230.89. It is highlighted that this payment was for a subscription for 30/10/2021 to 29/10/2022.

## **Conclusion Statement**

The following should be reviewed -:

1. I have prepared a summary of the Operating Account, reflecting the years 2020 and 2021.
2. No budget was available for the 2022 year so no comparisons could be reviewed.
3. For each year, a Budget be prepared to reflect the projected Operating Expenses and the Number of members expected to project the value of fees to be received.
4. Whilst no Balance Sheet is provided the Accounts should reflect the total amount held by U3A. My calculations suggest it is around \$46,290.00, an increase in Assets of \$4,514.99
5. Suggest that the need for three Accounts be reviewed. The three Accounts should be checked to ensure the Interest earned is maximised.
6. As all the costs incurred have been recorded as expense, the Asset Register should be reviewed to ensure all of the Assets are being utilised. In particular, Computer Software and computer Accessories. (e.g. Printers).

In my view the Accounts have been kept in an excellent manner and do reflect the true financial position of U3A Campbelltown South Australia Inc. (ABN 47 874 424) as at 31 December 2021.

If you need clarification or additional information, please do not hesitate to contact me.

Signed by Alan N CLARK

.....  
4 March 2022

Prepared by Alan N CLARK, -AUDITOR  
Fellow of the Institute of Public Accountants (F.I.P.A.).  
P.O.BOX 49  
Athelstone,S.A. 5076