



U3A CAMPBELLTOWN SOUTH AUSTRALIA Inc ANNUAL REPORT 2023



CAMPBELLTOWN
SOUTH AUSTRALIA



We acknowledge the traditional owners throughout South Australia and we pay respect to the custodians of the land on which we live and learn. We respect their spiritual relationship with Country and acknowledge that their cultural and heritage beliefs are still as important to those living today.

We pay our respects to Elders past, present and emerging and we acknowledge the cultural authority of Aboriginal people visiting from other areas of South Australia and Australia.

We acknowledge and thank Hon. John Gardner MP and his staff for the printing of this Annual Report.

We acknowledge and thank the Campbelltown City Council for their support throughout the last twelve months.





U3A CAMPBELLTOWN SOUTH AUSTRALIA Inc.

ABN 47 874 424 693

Supported by the Campbelltown City Council

Office: Marchant Community Centre, 338 Gorge Road, Athelstone SA 5076

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Office Hours: Wednesday and Thursday 9:15 to 11:15 am [not during school vacation]

2024 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 5 April 2024

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 – 10 March 2023

Moved Secretary Graziella Rosmini / Seconded:

President's Report: Glenda Sherwin-Lane

Moved Glenda Sherwin-Lane / Seconded:

Discussion and Adoption

Treasurer's Report: Paddy McKay

Moved: Paddy McKay / Seconded:

Discussion and Adoption

Election of Board of Management

Conducted by Returning Officer: Mayor of Campbelltown, Hon. Jill Whittaker
(President, Vice President, Secretary, Treasurer, Committee Members, Auditor)

Accession of the President – 2024

Any Other Business:

Vote of Appreciation: President 2024

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

Close

General Meeting of members for discussion of any issues.

The 20 Year History of U3A Campbelltown South Australia Inc in Pictures

Please join us for Afternoon Tea



U3A Campbelltown South Australia Inc. [U3ACSA]

Minutes of Annual General Meeting held at the Marchant Community Centre on 10 March 2023 at 2:00 pm

Welcome

President Glenda Sherwin-Lane opened the meeting and welcomed the 43 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].

There were 47 registered apologies received from members.

Adoption of Minutes of last AGM 11 March 2022

Minutes of the last AGM were published in the AGM Report Booklet 2022. These booklets were given to all members who attended the meeting.

Motion 1: The Minutes of the last AGM held on 11 March 2022 be accepted as a true and accurate record.

Moved: Graziella Rosmini | **Seconded:** Jan Robin | **Carried**

President's Report:

Glenda Sherwin-Lane read her report at the meeting highlighting U3A Campbelltown South Australia's curriculum and social achievements throughout 2022. The year was very successful with high participation from our 274 members. The report was published in the AGM Report Booklet 2022.

Motion 2: The President's report be accepted.

Moved: Glenda Sherwin-Lane | **Seconded:** Ann Richardson | **Carried**

Acknowledgements in Appreciation

The President thanked The Hon. Jill Whittaker, Campbelltown Mayor for agreeing to be the Returning Officer for the AGM.

Treasurer's Report:

Paddy McKay presented the Treasurer's Financial Report including bank balances as at 10th February 2023, Profit and Loss statement for reporting period 1st January 2022 to 31st December 2022 and the Auditor's Report for twelve months ending 31st December 2022. These reports were published in the AGM Annual Report Booklet 2022.

Motion 3: The Treasurer's Report 2022 and The Audit Report 2022 be accepted.

Moved: Paddy McKay | **Seconded:** Jan Ness | **Carried**

Motion 4: To engage Alan N. Clark as the Auditor for the coming year.

Moved: Paddy McKay | **Seconded:** Glenda Sherwin-Lane | **Carried**

Motion 5: Appoint Paddy McKay as the new Public Officer.

Moved: Glenda Sherwin-Lane | **Seconded:** Bob Smith | **Carried**

Election of Board of Management 2023

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

Before the election process began, Jill Whittaker acknowledged the good work carried out by U3A Campbelltown South Australia and for supporting their members. She spoke about the Ageing Well Advisory Committee who put out the Ageing Well Newsletter that is targeted to all ages. This Committee also advises Campbelltown City Council on changes needing to be made to Council buildings.

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

Position	Name	Nominated by
President	Glenda Sherwin-Lane	Graziella Rosmini / Diane Eichmann
Secretary	Graziella Rosmini	Paddy McKay / Ros Reddaway
Treasurer/Public Officer	Paddy McKay	Graziella Rosmini / Glenda S-L
Curriculum Manager	Kerrie Smith	Paddy McKay / Ros Reddaway
Board Member	Ann Richardson	Jan Ness / Kerrie Smith
Board Member	Ros Reddaway	Jan Ness / Graziella Rosmini
Board Member	Marie-Antoinette Galletta	Graziella Rosmini / Kerrie Smith
Board Member	Jan Ness	Ann Richardson / Ros Reddaway
Board Member	Diane Eichmann	Graziella Rosmini / Kerrie Smith
Board Member	Katrina Spencer	Kerrie Smith / Graziella Rosmini

Accession of the President for 2023

Glenda Sherwin-Lane resumed her role as President and thanked Jill Whittaker for conducting the election. Jill was presented with a thank you gift of a bottle of wine and a large flower.

Any Other Business

No Items

AGM Closed at 2:45 pm

General Meeting

A General Meeting followed the AGM. Members were asked if they had any matters they wanted to raise.

Two matters were raised:

- Increase numbers of parking bays for disabled drivers in the parking area closest to the Marchant Community Centre.
- Plan special celebration for U3A Campbelltown South Australia's 20th Birthday.

Glenda Sherwin-Lane stated she would take these matters to the next Board Meeting on 24th March 2023 for discussion.

Guest Speakers

Alan Starks gave a presentation on **The History of Chocolate** and samples were given out to all members at the meeting. The presentation was entertaining and informative.

The President thanked Alan and gave him a thank you gift of a speciality beer made from chocolate.

A donation of \$100 was also given for the Tea Tree Gully Historical Society.

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 2023
President's Report**

Three major achievements stand out in a very successful twelve months since our Annual General Meeting in March 2023.

A timely reminder by Vale Pederson at that time set the scene. Many thanks to Paddy McKay, Vale Pederson, Ros Reddaway, Ann Richardson, Graziella Rosmini, and Katrina Spencer, who accepted my invitation to join me as a Working Party to organize what proved to be a very enjoyable 20th Anniversary Celebration Afternoon Tea on 15 March 2024.

Thanks must go to Vale Pederson and Kerrie Smith who compiled a slide show of photos from throughout the years plus the screening of three videos showing life at U3A Campbelltown South Australia – the third being filmed only a couple of weeks beforehand by Miguel Gongora, the Campbelltown Council videographer. It was interesting to note that students from early days are still part of our membership today.

It was an opportunity to recognize Kerrie Smith as a Life Member for her major contributions to, and Hon. John Gardner MP for his long-time interest and support of, the life of U3A Campbelltown South Australia. We were all very excited to see the video of John's address to Parliament about U3A Campbelltown South Australia celebrating twenty years of staying active – mentally, physically, and socially. It was rewarding to see our positive contribution to our local community being acknowledged.

Mayor of Campbelltown City Council Hon. Jill Whittaker OAM, Campbelltown City Council and Council staff were also acknowledged for their close relationship with us and the Marchant Community Centre as our home base.

The full report with photos taken on the day can be found in our March 2024 newsletter on our website and in hard copy.

Over the years we have investigated ways in which the task of enrolments could be streamlined, freeing up the many hours required, particularly when progressing into the following year. Kerrie Smith undertook to explore alternatives and spent a major part of 2023 learning and introducing an electronic enrolment system – **Member Wizard**.

Member Wizard is designed, developed, and supported in Australia as a social enterprise application to assist committees of Not-for-Profit groups to manage their organization. It is a valuable, cost-effective management tool with easy communication and financial applications. Members can also install a handy Member Portal on their phone or other device so they can update their personal details, renew their membership, view any activities they are attending or pay any outstanding invoices all through their phone or home computer.

Its introduction at the start of December 2023 proved to be a relatively smooth transition for enrolments for the 2024 curriculum, with very few problems apart from members learning the program. Many members undertook the enrolment process for themselves, greatly reducing administrative workload. We continue to explore all possibilities to save time and effort through this application.

Other Member Organizations of U3A South Australia have expressed interest in the application and we have shared information and provided the contact details of Member Wizard developers in Queensland.

Thank you, Kerrie for the many, many hours you spent on this important adjunct to our management systems.

Towards the end of 2023 we moved our website to a new host – Blue Mouse Technologies. We have enjoyed a good relationship with Kirt Hignett over the years, most recently the purchase of our office computers in 2022. This gave us the impetus to host our email address through our website and move away from Bigpond. The switch was undertaken before the 2024 Prospectus and the November 2023 Newsletter were printed and published. The essential organizations were advised, and our website updated. As webmaster, I was reminded of just how many places our email address is noted. New business cards were designed and printed and distributed to members when they attended Enrolment Day in January. I am very happy to report that very little email arrives through our old Bigpond address and the transition has proven to be very smooth – at no cost.

At the 2023 Annual General Meeting, Treasurer Paddy McKay was elected as Public Officer. Because of her period of ill health, it was decided at a later Board Meeting that, as President, I should be elected to that position. After many unsuccessful telephone calls to the Australian Taxation Office to change our bank account details for the payment of GST refunds, we finally had success through a BAS agent. It turned out the ATO had no previous record of any Primary Contact for us. They do now – Paddy McKay.

We continue to enjoy growth in our membership – 310 in March 2024 compared to 274 in March 2023 – enjoying some 50 classes, groups, and activities each week, led by 41 Leaders/Tutors. Having so many varied and interesting opportunities means that sometimes the biggest challenge is “Which activity can I fit into my schedule without clashing with another favourite?”

The Marchant Centre remained the focus of most of our classes, with Circle Dancing, Tai Chi and Yoga classes being held at the Athelstone Community Hall. Lutheran Homes cancelled our contract for Tai Chi and Yoga with very short notice mid-year and we must acknowledge the assistance of Campbelltown Council staff to find the alternative venue. Chair Yoga at the Marchant Centre moved into that previously “untouchable” luncheon period from 12:00noon – 1:00pm and more classes are being considered for Fridays.

One of the benefits of Member Wizard is that it creates a ‘waiting list’ once enrolments have reached a cut-off point. This means that we can more closely monitor attendance and remind members to communicate with tutors/leaders if something occurs which will affect their attendance at a class. It’s a consequence of the popularity of some classes, groups, and activities.

As an organization operated completely by volunteers, as usual, there is a long list of people to be acknowledged and thanked for their time and energy expended on behalf of U3A Campbelltown South Australia.

- All General Members who participated in classes, groups and activities in good spirit and friendship.
- All our Leaders and Tutors who provide us with all the classes, groups and activities we enjoy.
- Our Board members, who play a critical role in ensuring our correct governance – Graziella Rosmini as Secretary; Paddy McKay as Treasurer; Kerrie Smith – Curriculum Manager, Ros Reddaway for outstanding Outings, Diane Eichmann for unearthing interesting Speakers for our General Meetings; Marie Galletta for always providing great photos of our meetings, outings and events; Jan Ness, Ann Richardson and Katrina Spencer whose foresight, contribution to discussion, and ‘being there’ is greatly valued.
- Diane Campbell for her editorial skills for our newsletters and Diane with Kerrie Smith for a truly outstanding 2024 Prospectus.
- Helen Ward for her eye for detail as our proofreader for newsletters and 2024 Prospectus.
- Kerrie, Anne Bovington and Ros for ‘personning’ the office every week.
- Thank you to Hon. John Gardner MP and his office staff for the printing of many copies of our newsletters and our Annual Report.

Thank you to Hon. Jill Whittaker for acting as our Returning Officer today.

And finally, as always, I add my personal thanks to Graziella Rosmini as Secretary, whose professionalism and commitment to U3A Campbelltown South Australia is outstanding and who ensures your President does her job well.

It is safe to say that 2023 was a year of high achievement, finishing in a sound financial state, a growth in membership and culminating in celebrating twenty years of **Staying Active – mentally, physically, and socially.**

I have pleasure in tabling the President’s report. ■



Glenda Sheuriv-Lane



**U3A Campbelltown South Australia Inc
Annual General Meeting 2024
Treasurer's Report 2023**

ACCOUNT BALANCES as of 1/4/2024		
ACCOUNT TYPE	ACCOUNT NO.	BALANCE
Float		\$30.00
BENDIGO BANK ACCOUNTS		
U3A Society Cheque Account	192 140 481	\$27720.95
U3A Petty Cash	192 140 507	306.92
U3A Fixed Term Deposit	194 858 445	\$10249.32
TOTAL		\$38277.19
GRAND TOTAL		\$38307.19

Notes to the above

- The bank balances above include the enrolments for the 2024 U3A year.
- The Society Cheque Account at the BankSA was able to be closed because issues with the ATO were resolved.
- The limitations of our accounting software do not allow for double entry accounting. I have therefore had to manually combine accounts so that asset transfers were not included in Profit and Loss reports. This new list of account items was used in 2023. In 2024 we will be using the **Member Wizard** financial package.
- The Fees were raised to \$55 per person and \$100 per couple in 2022 and remained the same for 2023. It is my recommendation that the fee prices remain the same.
- The Balance total for the same period last year was \$38308.91.
- Expenses such as venue hire were overall greater as venues have increased their fees.
- A Grant of \$1000 was received in 2022 for an upgrade in seating. The board decided to spend \$3061.10 over and above the grant. Differences and issues with the invoicing resulted in the underpayment of \$114 This has now been rectified.
- The bank balance for 01/04/2024 does not include expenditure for 20th Birthday Celebration.

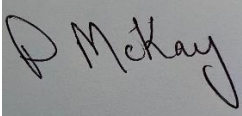
Insurance

We are currently insured for \$38825.23 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.

Appointment of Auditor 2024

I propose that Alan be appointed as Auditor of U3A Campbelltown South Australia for 2024.

A handwritten signature in black ink on a grey rectangular background. The signature reads "P McKay" in a cursive, slightly slanted script.

Paddy McKay
Treasurer

PROFIT & LOSS / BANK BALANCES AS AT 31ST DECEMBER 2023

U3A Campbelltown Inc

ABN: 47 874 424 693

2022	1st January to 31st December	2023
<u>INCOME</u>		
	Grants -Good Things \$1,000.00	\$1,000.00
\$2,000.00	Grants- Campbelltown Council	\$200.00
	Miscellaneous	\$0.23
\$2.32	Interest Received	\$2.49
\$12,929.50	Membership	\$16,379.00
\$868.50	Outings No.1	\$450.00
\$85.45	Outings No.2	\$314.55
\$271.82	Sundry GST Receipts	\$194.95
\$1,198.00	GST Refund	\$1,076.00
	Transfer from Other Accounts	\$1,528.80
\$17,355.59	TOTAL INCOME	\$21,146.02
<u>EXPENSES</u>		
\$19.39	Accounting - SQUARE Fees	\$240.00
\$0.00	Accounting Costs	\$0.00
\$250.00	Accounting Fees Audit	\$250.00
\$1,470.00	Advertising and Promotion	\$1,847.59
\$0.00	Bank charges	\$119.46
\$326.32	Office supplies	\$761.30
\$2,557.27	Computer Equipment	\$173.38
\$354.06	Computing Costs Square(2022 Only)	\$0.00
\$240.00	Computer Software	\$0.00
	Course Materials #	\$280.64
\$54.55	COTA	\$63.00
\$4,612.41	Equipment and Furniture #	\$174.00
\$1,349.05	Equipment and Furniture- Capital	\$0.00
\$232.23	Grants Expenditure	\$0.00
\$944.07	Insurance	\$1,409.00
117.27	Insurance GST Free	\$137.60
55.00	Internet and Phone	\$1,426.52
335.28	Licence Fees	\$1,177.72
230.23	Membership Refund	\$0.00
638.18	Meeting Refreshments	\$0.00
25.00	Office Refreshments	\$387.22
	Outings	\$150.00
130.91	Printing and Stationery	\$29.95
	Refund Outings	\$210.00
	Maintenance	\$296.04
\$4,241.00	Subscriptions	\$624.55
\$2,055.00	U3A Alliance	
	Venue Hire with GST.	\$4,272.43
	Venue Hire with No GST.	\$1,725.00
\$30.00	Postage and Post Box Hire	\$156.00
\$552.00	Service Recognition	\$139.98
	Sundry GST-FREE Payments	650.71
	Sundry Non GST-FREE Payments	\$80.00
	Telephone	\$6.36
	Transfer to other Accounts	\$927.84
\$20,819.22	EXPENSES	\$17,716.29
	<u>SURPLUS</u> Year ending 31/12/2023	<u>\$3,429.73</u>
\$3,463.63	LOSS Year ending 31/12/2022	

U3A Campbelltown Inc.

ABN 47 874 424 693

BANK BALANCES AS AT 31ST DECEMBER 2023

BENDIGO BANK	\$ 28,537.62
PETTY CASH	\$535.60
BANK SA	\$1,338.71
BANK SA	\$0.40
GRAND TOTAL	<u>\$30,412.33</u>

PLEASE NOTE

The Bank Accounts with BANK SA were closed in early January,2024
No other Assets are recorded as all costs are considered
as OPERATING Expenses.

Please Note

The change in Financial position was a Surplus of \$3,429.73
Shown in 2023 Capital Expenditure of Approximately \$114.00
that was actual expenditure from the previous year .(2022)
Recorded in the Cash Book March 2023.

U3A CAMPBELLTOWN INC.
(ABN 47 874 424 693)
C/- 11 Torrensville Road
ATHELSTONE, S.A. 5076
27TH March 2024

AUDIT REPORT

Financial Year ending 31/12/2023

I, Alan N CLARK have reviewed the Financial records of U3A Campbelltown Inc. for the Financial Year ending December 31st 2023 and in my view the Accounts reflect a true and fair view of the Financial position of U3A Campbelltown Inc. (ABN 47 874 424 693).

The Accounts are prepared on a cash basis.

For 2023 Financial Year we have received an amount of \$12,150.00 in ADVANCE for the 2024 Financial Year and spent approximately \$1,000.00 in Expenditure for 2024.

OBSERVATIONS

Overall, the Financial position of U3A Campbelltown Inc. has improved by about \$6,900.00 compared to the year 2022. (In 2022 there was a large amount spent on Furniture and Equipment (\$4,612.41).

Received on March 13th 2024 was the GST Refund for the December 2023 Quarter an amount of \$318.00.

To be Addressed:

1. The Fees value for each study year is not readily available, but as an estimate the values for 2022 were \$11,860.00, 2023 - \$12,825.00 and 2024 an estimate of \$15,400.00.

In the future, each year of Fees will be reflected in a separate Account – this will reflect the year the Fees actually relate to. The correct values for each year of study will be readily identified.

From the 2023 Fees it is estimated there was an increase of 20 percent and in Year 2022 was an increase of 8 percent.

2. All suppliers should be encouraged to reflect on a Tax Invoice the correct registered name which is U3A Campbelltown Inc. (ABN 47 874 424 693). An example is the Telstra Account.
3. It is acknowledged that a U3A Campbelltown does operate in New South Wales utilising the same name. In my view the words South Australia should not be utilised until the Business Name has been adjusted. If you want to continue, it is suggested that a new trading name be added to the Business Register.
4. For the 2022 and 2023 Financial Year I think this should be reflected on the Accounts the amount of each Grant and the amount spent.

5. As a suggestion the Petty Cash should be returned to the Value of the Petty Cash Float. This could be the last entry before the books are closed for the Financial Year. (As at 31/12/2023 The Float is \$500.00).
6. An Asset Register should be established or continue to be updated so U3A Campbelltown can manage the Assets.

Alan N. Clark

Alan N. CLARK F.I.P.A

31/03/24