

## ANNUAL REPORT 2023 FOR THE FINANCIAL YEAR 2022-2023



### **PURPOSE OF THE ASSOCIATION**

The purpose of the Association is to serve the interests of its Membership, the Residents of Bellarine Springs. It will:

1. Encourage, support and promote the wellbeing of Members, welcome them to Village life and support them in times of difficulty.
2. Represent and advocate for Members in matters which the Association deems appropriate; including negotiations with Village Management and Village Owners on matters of interest to the general Membership.
3. Establish and support an organisational structure that facilitates the development of activities and events which enhance the enjoyment of Village life and to
4. Review and where necessary modify the role and functions of the Association and its organisational structures to meet changing circumstances.

# Contents

Structure and Management of the BSRA	2
2022-2023 Committee	2
President's Report	3
Treasurer's Report	4-5
Secretary's Report	6
Social Report	7
IT/Communications Report	8
Welcome Report	9
Bar Report	9-10
Auditors Report and Certification	11
Appointment of Returning Officer	12

## **STRUCTURE AND MANAGEMENT of the BSRA**

The Bellarine Springs Residents Association is an unincorporated not-for-profit organisation. It is managed by a Committee whose members are elected annually by the Association membership.

Operating funds are raised solely from its members, with the majority of the funds raised through sales across the bar. Funds are distributed to groups of members for the purposes of the members only.

Each year, the Association must assess its income tax status. The self-assessment for FY 2022-23 is that the Association is not liable to pay income tax for that financial year, principally on the basis that all funds are raised from members, and distributed for the benefit of members only, according to the Rules of the Association Section 7.

### **2022 - 2023 Current Committee**

President	Steve Merriman
Vice-President	Peter Guerin
Secretary	Glynis Jones
Treasurer	Rick Goss
Committee Members	David Gilbert, Jayne Huson, Sue Kuter, Judy Benbow, Delia Jenkins



# REPORTS

## 1. PRESIDENT'S REPORT: Steve Merriman

Having the word President put in front of your name makes for a lot of changes in your life, some good and some not so good. Anyhow, we take the good with the not so good and get on with it.

Having been President for 12 months I would like to acknowledge the wonderful contribution all the Committee members have made in making my time as President an enjoyable and pleasurable one. Although every Committee member has done an outstanding job with their individual portfolios, there is one member I would like to give a special thankyou to and that's Delia Jenkins. She has provided many innovative ideas which have been implemented over the year. Ideas such as surveys and bar credits to mention just a few. As well as the input she has made to Committee matters and ideas, we all know the incredible amount of time she devotes to assisting many residents in the village with mainly their IT issues.

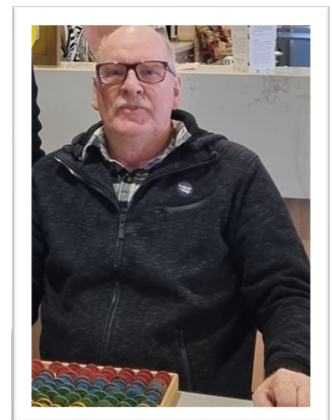
I believe as a Committee we have achieved a lot over the last 12 months, especially in bringing the community together, which is the aim of the BSRA.

I would also like to thank management for their cooperation in the various tasks we have undertaken over the past 12 months and their inclusion of residents in the management meetings each month. This helps to keep residents informed of management activities and gives us the opportunity to voice residents' concerns and opinions.

Thanks must also go to the many residents that have helped out with the many events throughout the year. I will not list everyone as there are so many and I will surely miss someone. You know who you are and I thank you for your contributions.

The following is a list of the many activities the BSRA have run or supported throughout the year:

- Birthday and Welcome Morning teas.
- Happy hour special nights - St Patrick Day, Soup and Roll night, Pie night and monthly Dim Sim nights.
- Christmas dinner and gift, from the workshop.
- Melbourne Cup Event.
- Jeans Fashion parade
- Jill's comfort shoes
- Games day
- Australia Day
- Kevin Mahoney
- Easter Sunday BBQ
- Paella Evening
- Fifth Avenue Jewellery
- Supporting cancer fundraising and the biggest Morning Tea
- Winter Solstice Pizza and Beanie night
- Christians bus tour information
- Ambulance presentation
- Cabella Mia Fashions
- Spring Gardens open day



Finally, many thanks to the bar committee. They have worked tirelessly throughout the year to support the many BSRA events and other functions and provided an important service to the village. In particular I would like to thank David Gilbert and Peter Guerin for maintaining such a high professional standard with the bar, which we acknowledge takes quite a few hours of their own time each week. The innovative ideas of creating the loyalty card and bar credit card have been well received.

## **2. TREASURER'S REPORT: Rick Goss**

### **FINANCIAL REPORT FOR YEAR ENDING 30<sup>th</sup> JUNE 2023 (Part 1)**

The past year has been most successful from a financial aspect with a surplus of **\$3,093.11** reported.

At first glance, it appears that income and expenditure are almost double last year. It should be noted that these figures are inflated due to inter-account transfers and external fundraising which together accounted for almost \$27,000 of income and expenditure. Inter-account transfers are simply money transferred between our two bank A/C's. External fundraising is where we collected and banked moneys raised during events on behalf of external charities (e.g. Foodbank), which was subsequently paid out to that charity. In both cases, the income and expenditure cancelled each other out, so had no impact on the overall result. With those two items excluded, our income was **\$33,861.71** and our expenditure **\$30,768.60**.

The bar provides approx. 86% of BSRA's income, \$25,538.55 out of total income of \$33,861.71. Another major income source was from social events. \$5,495.74 which only partially covered expenditure in the same category. Jean Koning's fashion show in Sept. 2022 and subsequent fashion sales though the rest of the 2022/23 year contributed \$971.

The BSRA provided funding to multiple activity groups for equipment or materials. In the last year \$1,242.31 was allocated for this purpose. We also either partially or wholly funded a range of events and activities organised either by the BSRA or by residents. In the last year \$8,333.92 was allocated. The other major expense category was equipment purchases which amounted to \$2,021.32.

Looking forward to the next year, I am anticipating income to be roughly the same, though bar profitability may be less due to increasing costs of purchasing drinks. We shall continue to fund events, activities and activity groups needs as finances allow.

Unfortunately, I shall not be present for the AGM due to a long booked overseas trip. If anyone has any questions regarding BSRA financials, please email them to [bsracommittee@gmail.com](mailto:bsracommittee@gmail.com) and I will respond upon my return in late Sept.

## FINANCIAL REPORT - PART 2

### STATEMENT of INCOME & EXPENDITURE

FOR YEAR ENDING 30<sup>th</sup> JUNE 2023

	2022/23	2021/22
<b>INCOME</b>		
Bar Sales	25,538.55	18,199.40
Inter Account Transfers - In	22,444.18	0.00
Social Events	5,495.74	3,020.00
Donations/Contributions from Members	0.00	260.00
Fundraising Raffles - Internal	0.00	773.00
Fundraising - External	4472.50	0.00
Morning Teas & Catering	867.70	0.00
Fashion Sales	971.00	0.00
Interest	58.72	1.80
Misc. Income	930.00	6,164.01
<b>Total</b>	<b>60,778.39</b>	<b>28,418.21</b>
<b>EXPENDITURE</b>		
Bar Stock Purchases	15,526.70	12,483.68
Bar & Kitchen Expenses	0.00	176.23
Social Event Expenses	8,333.92	6,646.15
Inter Account Transfers - Out	22,444.18	0.00
Morning Teas & Catering	2,127.95	909.49
Fundraising Raffles - Internal	0.00	128.25
Fundraising - External	4,472.50	0.00
Activity Group Funding	1,242.31	3,102.00
Stationery & Admin.	250.69	379.70
Equipment Purchased	2,021.32	0.00
Misc. Expenses	1,265.71	6,136.01
Petty Cash	0.00	18.40
<b>Total</b>	<b>57,685.28</b>	<b>29,979.91</b>
<b>SURPLUS/(DEFICIT)</b>	<b>3,093.11</b>	<b>-1,561.70</b>

### **3. SECRETARY'S REPORT - Glynis Jones**

The BSRA is managed by a Committee, the members of which are elected annually by the association membership to facilitate the purpose of the Association. Although the Association is not incorporated, the Committee of the Association conducted its affairs in a manner consistent with the requirements of the management board of an incorporated association, and in accordance with the Rules of the Bellarine Springs Residents Association.

As a not-for-profit organisation, the BSRA committee facilitates the organising of activities and events that are designed to enhance the enjoyment of village life and contribute to amenities. The Membership at June 30, 2023 stood at 245, an increase of 34 members over the 12 months. Currently there are 255 members and it is so pleasing to see many of these new members at Happy Hours, Morning teas and generally being involved in village life.

During 2022 -2023, in line with the rules of the Association requiring a minimum of 4 monthly meetings, we held 11 ordinary Committee meetings and one Special Committee Meeting. At each meeting we have had between 6 and 9 Committee members present, thus meeting the required quorum.

The Village Manager Kent, initially attended each monthly Committee meeting to present a Management report. However, the Committee changed this as once the report was submitted we could then take any questions arising from it to the monthly Advisory meeting, thus saving time for both the meeting time and Kent's valuable work time. As required by the Retirement Villages Act (1986) and the Rules of Association, monthly Advisory Management Meetings are held with a minimum of two Committee members and any number (we suggest 2) of village residents attending. After surveying residents to ascertain if anyone would like to go to these meetings we have had several people already attend.

Within the Committee there are a number of sub committees or portfolios – consisting of people with interest, skill or experience in particular areas. You will find a report from each of these portfolios in this report.

Operating funds are raised solely from the members, with the majority of the funds raised from sales across the bar. During the past year, the Committee financed the purchase of several items for general use such as kitchen equipment, a portable microphone set for various presentations and many more purchases in conjunction with Management. We encourage residents to apply for funding and again have approved funding to many groups and events throughout the year. It has been a highlight this year to provide many free food nights at Happy Hours which have been a great success.

Naturally, as more homes are completed and we welcome more residents into the community, there has been an increase in the membership of the Residents Association.

The Committee has continued to use and develop the cloud-based communication and record keeping system being a Google Drive Workspace facility used for communications within the Committee, where all committee members have access to all BSRA documents. This has enhanced the planning and communication between committee members and members of the BSRA.

The Association's introduction of the cashless payment system, primarily for Bar sales, has been a great success and has been supplemented by the purchase of a second square to use for functions and events. The bar loyalty card has also been a welcome addition for residents.

#### **4. SOCIAL REPORT - Sue Kuter**

You only need to look at the monthly minutes where the social activities for each month had been documented to see the BSRA had a busy year planning and holding many various events.

A special note of thanks goes out to Jayne Huson not only for her catering abilities but always going that extra distance to help and assist residents. She is a gem!

Some of these events included fashion parades, specialty meals such as the monthly welcome and birthday morning teas (these of course are open not just to new residents but everyone), paella, dim sims, pie and pizza nights. Winter solstice with the fire pit to warm our souls, "Shedding the Blues" and "Jazz On C" entertained



us, Jill's comfort shoes visit twice a year, Ambulance Victoria gave a demonstration on the use of our AED and other helpful suggestions on how to keep us all safe and healthy.

As our village grows it will be more of a challenge to come up with ideas to entertain residents, however if you look at the monthly newsletter you can see there is a hive of activities already established and it is up to individuals to take up the challenge and join in these activities.

Please keep in mind your BSRA are always open to new ideas so please don't hesitate to contact them if you would like assistance planning a function/event.



## **5. IT/COMMUNICATIONS REPORT - Delia Jenkins**

It was a bit of a hectic start for the new Committee ensuring everyone was able to access and successfully navigate their way around the BSRA Shared Google Drive. While there were a few little hiccups along the way, for the most part everyone has done a fantastic job ensuring they have responded to emails, written their monthly reports and pre-read the agenda for each meeting.

The main aim of this portfolio is to ensure that all resident information is recorded from the BSRA application form, including email and phone numbers and that permissions for sharing this information are acknowledged and accurate. Most residents completed the new registration form and the information that can be shared has been emailed to all BSRA members and a hard copy printed and placed at the Community Centre on the Activity Station. We currently have 255 registered members.

Members who indicated so, will receive a copy of the minutes via email each month and all members receive promotional/information emails relevant to BSRA activities. Most BSRA activities and some resident run activities are also advertised through the Residents Facebook page. We have 125 members in the Bellarine Springs Residents Facebook group.

Another role of IT/Communications is to produce flyers and sign up sheets for all BSRA activities and to support residents for the same is required.

A new portable speaker system was organised to be made available to all groups/guest speakers. It has a lapel microphone and a headset microphone. It is great as it is hands free and can be used indoors or outside.

The BSRA Survey was sent out to all members electronically and with a few paper copies also completed. We had 103 responses and the results were compiled and discussed. All results were published and shared with all residents. The survey has informed some actions going forward.

We also held a "Meet and Greet" with the Committee. All committee members described their position and the tasks/roles they cover. Thank you to all residents who attended and asked their pressing questions.

## 6. WELCOME COMMITTEE - Judy Benbow

This year has successfully welcomed 58 new residents who have moved into 35 homes:

- Stage 7 comprised 25 homes towards the wetlands.
- Stage 8 comprised 13 homes of which only a few remain unoccupied.
- Stage 9 comprises 12 homes in Harrogate Land of which several are already occupied.

There have also been 4 resales bringing 6 new residents into the village.

Morning tea is held every month on the 2nd Tuesday to welcome new residents (and to celebrate significant birthdays) and is the perfect time to meet new friends and catch up with old ones. The food supplied is outstanding and thanks to Jayne Huson



for organising these and the wonderful cooks who provide such a variety of foods. It has been a great pleasure to meet all our lovely residents who have settled in very well and are enjoying our beautiful village, as we all do.

## 7. BAR REPORT - David Gilbert

Towards the end of 2022 we conducted a survey with residents on possible alternative wines that would sell for \$4 instead of the current \$3. These wines were supplied at no charge by GL Wines, but the results were that, apart from one style, they didn't score well and were not worth paying an additional dollar for. I relayed the results to the owner Gavin and he will contact us again with other varieties that may be more suitable.

In January we introduced a loyalty programme based on similar schemes run by various cafes etc., where you buy nine drinks and the tenth is free. It proved very popular with the ladies, but the beer drinkers took a little longer to participate. My thanks to Delia for her assistance in getting the scheme up and running and to those residents who have happily supported the initiative.



In February we trialed 'bubbles in a can' from Leura Park Estate for \$1 each, agreeing to sell them for \$2. They were good value as they contained about 20% more than a normal glass and were all gone inside 3 weeks! Hopefully the winery will repeat the offer next year and we will purchase a greater quantity.

Our thanks to Bendigo Bank for the donation of 50 stubby holders to replace the mixed collection we had been using.

To make it clear to bar patrons we placed a notice on the bar reminding residents of the "liquor licensing requirements" for Retirement Villages. The limit of no more than two standard drinks per day applies.

To avert the questions concerning the amount of wine in a glass, Pat Goss engraved all the wine glasses with a 150ml measurement line and the letters BSRA, which immediately ended all questions. A big thank you to Pat, for a job well done.

As more and more residents use credit cards rather than cash, we introduced a new 'Bar Credit Card' valued at \$30. Instead of swiping their credit card for every purchase, residents could now swipe it once in exchange for a bar card which would be punched each time a drink was purchased. This had an immediate uptake. Once again my thanks to Delia for her innovative input.

To help save costs we started using the 'village bus' for the twice monthly alcohol run. It was decided to increase the amount of beer purchased in a single shop, to limit the number of times we drove to Dan Murphy's.

Coca Cola 'Zero Sugar' and standard Coca Cola were added to the soft drinks offering, whilst Moscato was also added after requests from residents.

Light beer is becoming an issue as the cost is marginally below the sale price of \$3. Total sales for every month in the financial year to June 2023 topped \$2,000, except April, which only recorded \$1976.75!! Card sales are around 35% of total sales.



Volunteering remains steady with some new faces, which is encouraging, although we are always ready to accept others. Remember, you get a free drink!! My thanks to all the bar staff for their support and to those that work behind the scenes to help keep the area neat and tidy.

Finally, to all our customers our thanks for your support, kind comments and advice. I hope the changes and upgrades we have installed add to your overall enjoyment whenever you visit the bar.

#### **Basic Financial Figures (Drinks Only) for the period July 22 – June 23**

Sales	\$25,742.90
Purchases	\$15,625.99



## Auditors Report and Certification

The Committee,  
Bellarine Springs Residents Association,  
101, Central Road,  
Drysdale, 3222

Dear Sirs,

I have reviewed the financial records and associated documents of the Bellarine Springs Residents Association. In my opinion they give a true and fair view of the results of its operations and its cash flows for the year as of 30<sup>th</sup> June 2023.

Garry Harbert  
14, Tenbury Wells Av,  
Drysdale, 3222

Signature: .....

A handwritten signature in blue ink, appearing to be "Garry Harbert", is written over a dotted line.

Date: .....

21. 08. 2023



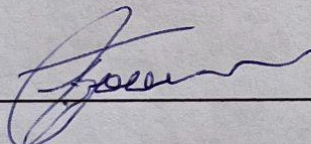
Bellarine Springs Residents Association  
101 Central Road

DRYSDALE, VIC. 3222

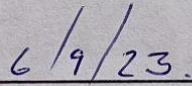
[bsracommittee@gmail.com](mailto:bsracommittee@gmail.com)

**Appointment of Returning Officer:**

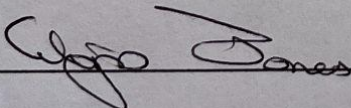
The Bellarine Springs Residents Association appoints Mr. Graeme Goonan as the official Returning Officer for the 2023 AGM.

  
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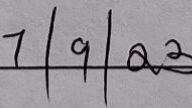
Signed: Graeme Goonan

  
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Date:

  
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Signed: Glynis Jones (Secretary)

  
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Date: