



**UNIVERSITY of the THIRD AGE**

**MORELAND**



## **6th ANNUAL REPORT**

**(1 January 2020 – 31 December 2020)**

**U3A Moreland Inc.**

**Live, Learn, Enjoy**

## Contents

<b>Subject</b>	<b>Page No.</b>
Overview: U3A Moreland in 2020	3
President's report	4
Our governance structures	7
The 2020 Committee of Management	7
The backroom teams	8
Council liaison	8
Enrolments: Simon Ransome, assisted by Fran Mackieson	8
Facilitators & their backups	9
Membership officer & Email officer: Rita Thorpe	9
Networking representative: Gwen Rosengren	10
Newsletter Team: Gwen Rosengren & Christine Filimundi	10
Program Team: Melinda Venticich	11
Privacy & Security	12
Publicity & Public Relations	12
Social Events & Catering	13
U3A Membership Administration System (UMAS) administrator: Simon Ransome	13
Website administrator: John Lopatecki	14
ZoomSupport: Simon Ransome & Pauline Charleston	14
How U3A Moreland came through COVID-19	15
Thank you	16
Vale 2020	16
Financial reports	17
Appendix 1: Statistics	25
Front cover: the brain tree	27

## Overview: U3A Moreland in 2020

This report is somewhat different from previous Annual Reports.

There will be no evaluation of whether we achieved the objectives for 2020 set out in the 5th Annual Report: we didn't.

For the first time since U3A Moreland was re-established in 2015, there is no report on membership growth; it didn't.

However, not only did we, the members of U3A Moreland, meet the unique COVID-19 challenges of 2020, we overcame them.

Moreover, while we were all busy learning new skills and supporting one another we achieved something else. On 12 November 2020, U3A Moreland became a registered charity with the Australian Charities and Not-for-Profits Commission (ACNC).

The key benefits of being a charity are:

- eligibility for special (reduced) rates from suppliers such as PayPal, Zoom and Microsoft,
- entitlement for funding only available to registered charities, and
- ability to apply for charitable tax concessions status (if gained, donations to U3A Moreland become tax deductible).

Being a registered charity has little impact on our day-to-day operations. There will be a few financial benefits. Most importantly, though, the Committee now has more options regarding funding.

What a fine way to wind up a challenging year. So, despite the bad times, we remain optimistic about our future.

**Pauline O'Brien**

**Acting President**

## President's report

*(Karen Greening was elected President at the 5th Annual Meeting on 13th July 2020 and undertook the role until she retired for personal reasons in January 2021. Karen is a facilitator and active member of U3A Moreland.)*

Well, what can I say about the 2020 calendar year except 'what a year' and note that 2021 may be much the same. A global pandemic was not what we were expecting!

The ability of U3A Moreland to continue to deliver as many of its programs as possible during 2020 and lockdowns is a credit to the resilience, agility and flexibility of its Management Committee, Programs Team, Program facilitators, IT and Zoom Support teams, plus you, our wonderful members. In particular, I recognise the incredible work of Melinda Venticich, Gwen Rosengren, Margaret Robertson, Trish Jannu, Simon Ransome, John Lopatecki, Rita Thorpe, and Fran Mackieson, as well as our wonderful facilitators.

As you know, due to the lockdowns and inability to meet in person, a number of programs were put into recess while others were delivered online using Zoom technology. In other words, Zoom came to the rescue!

Converting to online delivery was easier for some activities than others. Art and Games both had to completely rethink how they would operate, whereas for discussion groups it was more straightforward. However, even for a discussion group, Zoom is not the same as face-to-face. The skills needed to operate successfully on Zoom are social as well as technical, people do not pick up on non-verbal cues as easily as when they are in the room with one another, which is challenging for all members as well as the facilitator. By the second half of 2020, people were conversing in French and English, painting and playing games, dining with friends, talking movies, participating in trivia afternoons and attending Monday Matters, all from the safety of their own homes.

To assist with the transition a Zoom support team was established to work with facilitators and members to ensure the smooth running of programs and to assist members with the installation and operation of Zoom technology (see page 14).

The main benefit of Zoom is that it allows programs to continue while maintaining the personal safety of facilitators and participants. However, another benefit is that we can share programs across the state, the country or even overseas. While this was an unforeseen benefit at the start of the pandemic, and requires further exploration, it could lead to some future membership growth of U3A Moreland and sharing of programs with, and by, other U3As.

I note also that Zoom was instrumental in the day-to-day operations of U3A Moreland, used to hold the monthly Committee of Management meetings, the 5th Annual General Meeting, regular Program Team meetings and many, many other team meetings that enabled us to negotiate challenges as they arose.

During 2020, the Committee of Management monitored the take up of Zoom and noted that some members did not participate in our Zoom-based offerings. As a result, a team of four made contact with many of those members to explore why they were not participating. By contacting them we let them know that they were being missed and obtained their feedback about our Zoom offerings. A number of reasons were given, such as wanting in-person contact with other program participants, hating or not feeling comfortable with Zoom, not having appropriate technology, or the programs on offer via Zoom did not interest them. They also told us that once we could 'get back to normal' they will continue their membership of U3A Moreland. My thanks to the interview team for this body of work as it was time consuming but vitally important.

The U3A Moreland Committee of Management closely monitors membership numbers as they are an indicator of the viability of U3A Moreland. Under our Regulations, our fees are approved at the AGM in the preceding year. Towards the end of 2020, the Committee of Management discussed what fee it would recommend to this AGM for 2022. The fee for 2021 had already been approved at the 5th AGM, in July 2020. It decided to recommend that the annual membership fee for 2022 be retained at \$50 for full membership, and \$30 for associate membership as in 2021.

The 2022 fees were considered in the context of the COVID-19 pandemic and the fact that we had not been able to offer members the full range of programs in 2020 and may not be able to do so in 2021. Given that in December all other States were free of community transmission of COVID-19, Victoria's position had improved considerably compared to the dark days of July/August and some restrictions had already been reduced, the Committee of Management recommended retaining the existing fees. This decision was based on the need to ensure sufficient revenue to meet venue costs, noting that membership numbers are likely to have fallen due to the impact of COVID, if we are able to return to face to face by 2022.

The continued existence of U3A Moreland is, I believe, vitally important for the Moreland community. At the end of February 2020, U3A Moreland had 224 members. At the end of 2020, only 160 members were actively participating in our programs.

The benefit of being a member of U3A Moreland became very evident during the two significant lockdowns experienced by Melburnians. The ability to stay connected with U3A Moreland friends and acquaintances was facilitated by the use of Zoom technology and the U3A Moreland team is to be congratulated for its focus on ensuring that members not only had the opportunity to keep on learning but were given the opportunity to stay connected, to strengthen friendships, and to have activities to look forward to that also, for some, kept loneliness at bay. I know that I have benefited greatly from being a member of U3A Moreland, but more so during 2020.



Other benefits of U3A Moreland are inclusiveness and acceptance of diversity; opportunities to share knowledge and skills; and, where else can you have a terrific range of learning opportunities for only \$50 per year!

I encourage you to promote U3A Moreland to as many people as possible and fingers crossed, some of them will decide to become involved with our fabulous community.

In signing off, I would like to say a very grateful thanks to the following Committee of Management members who resigned their roles in the months following the Annual General Meeting – Vice President, John Lopatecki, Secretary, Gwen Rosengren, and Ordinary Member, Jo Porter.

John was Vice President of the U3A Moreland Committee of Management for three years and very ably steered the organisation through the changes required to continue operating during a pandemic.

Gwen was a conscientious Secretary for four years, and during that time, she represented our organisation on a number of bodies including: Members Council and the Northern Regional Group of U3A Network Victoria; Senior for Seniors, a group convened by Ethnic Community Council to promote co-operation between ethnically diverse Seniors groups; and in 2019, was a community representative on Moreland City Council's Healthy Ageing and Wellbeing Advisory Group. Gwen also held the U3A phone during most of those four years and thus, for many people, was the first point of contact with U3A Moreland.

Jo's contribution to the Committee of Management was that of an ordinary member, that is she did tasks that need to be done, in particular, co-ordinating with the Catering group to ensure the success of social events and the social aspects of the Annual General Meeting.

As you can see, 2020 was a big year for U3A Moreland. I hope you all continue to enjoy the wonderful offerings of U3A Moreland and have a fabulous 2021. Stay safe!

[Karen Greening](#)

[Ex 2020 President](#)

## Our governance structures

U3A Moreland Inc. is a not for profit, Incorporated Association, formed under the Associations Incorporation Reform Act 2012. We operate under a set of rules, drawn up in accordance with that Act. We report annually to Consumer Affairs Victoria (CAV) about our Association business.

## The 2020 Committee of Management

Our day-to-day affairs are managed by a volunteer Committee of Management. We meet regularly and receive reports from Team leaders to ensure accountability in all our activities.

A major achievement of the Committee this year, which is not obvious but will be of ongoing benefit to incoming Committees, is the streamlining of information handling processes and improved documents and records sorting and storage. In practical terms this means that Janet, as Secretary, not only set up clear guides for the handling of emails and documents but also ran training sessions for the Committee members. As a result, over a year, members have formed the habit of filing documents online as we go. This is particularly important as membership of the committee changes over time and if new committee members are to make informed decisions it is very useful for them to be able to access relevant past records.

Representatives elected at the 2020 Annual Members' Meeting:

Karen Greening	President
John Lopatecki	Deputy President
Ann Wookey	Treasurer
Janet MacRae	Association Secretary
Melinda Venticich	Committee Member
Pauline O'Brien	Committee Member
Jo Porter	Committee Member

Resignations before 31 December: Jo Porter, John Lopatecki and Karen Greening.

## The backroom teams

While the AGM focus is on the election of the Committee, the Committee is just the front row. This organisation would not be the success it is without the backroom teams - the many members who undertake daily, weekly and annual tasks that keep the organisation running and growing. You may be one of them.

It is impossible to name all who contributed to the health and success of our U3A this year, and if one tries, we will be sure to miss some. Rather than put an incomplete list into a once-a-year report, the Committee would like to say: we know that we could not function without the backroom volunteers, we appreciate what you do, and we thank you. In this section, with a few exceptions, only the leaders of task groups have been named. This is in keeping with the thinking that underlies the University of the Third Age movement in Australia. The word “university” refers to the concept of sharing knowledge. The Australian model is that members maintain their mental, social and physical health, while minimising costs not only by sharing knowledge but also by sharing all tasks.

## Council liaison

Not really a background team but rather an ongoing activity of the Committee that goes on in the background. In January Gerri McDonald, then President, and two other Committee members met with the then Mayor, Councillor Lambros Tapinos. We presented accounts of U3A Moreland activities, our state of health, what support we received from the Council, and the challenges we face, particularly with regard to the availability and costs of venues for activities and our very small office. We had a good hearing and left hopeful that something would come of it. However, and not unreasonably, the requests that we made became irrelevant in the face of COVID-19. We remain confident that the ongoing contact with Council at both councillor and officer level raises awareness of U3A Moreland, what we contribute to the community, and our needs.

## Enrolments: Simon Ransome, assisted by Fran Mackieson

Enrolment Day in mid-December, the day on which enrolments open for the next year’s programs, is the peak day for enrolments. Most members promptly enrol themselves on-line via our U3A Membership Administration System (UMAS) database (see page 13), but many members with limited computer skills require assistance. While the greatest demand is in December and January, there is a steady need for assistance throughout the rest of the year as new members join and the program changes from term to term.

The Enrolments Group also handles waiting lists, maximum numbers, deletions, absences and problem-solving. Fran Mackieson provides on-going enrolments assistance, checking the Members email address several times each day and resolving issues via UMAS. Simon checks for Facilitators' queries, complex enrolment matters and trouble-shooting several times a week, plus dealing with issues referred from phone calls or emails.

In December 2020, when all enrolments for 2021 programs had to be online, Enrolment Day required an expanded temporary team (the Zoom Support Team plus Fran Mackieson, Rita Thorpe and Melinda Venticich) to manage the process, assist members with varying computer skills and ensure fair access to popular programs.

Simon also writes a monthly report for Committee of Management meetings.

## Facilitators & their backups

All facilitators have a base load of administrative tasks, maintaining the roll, taking the emergency contact list to activities, keeping in contact with group members as needed though emails generated in UMAS, but beyond the administrative tasks every facilitators tasks are different. It may be planning a bike ride or a walk, choosing poems to be discussed or organising an outing. All activities require preparation.

Some facilitators have an assistant who may help each session or fill in as needed. There are groups in which responsibility for leading the session rotates. It is the nature of U3A that within broad parameters, facilitators are autonomous and as adults who choose to be in a group, we co-operate to make activities successful.

The facilitators are listed in each term's program but assistants generally are not listed. Nobody knows all the people who assist in delivery of successful programs, but if you assist, you know who you are and the members of the group in which you help know who you are. Please note that your contribution is appreciated. Without the facilitators and those that assist them U3A Moreland would not function.

Thank you.

## Membership officer & Email officer: Rita Thorpe

Rita has been membership officer since our inception in 2015. She facilitates online and hard copy memberships, maintains the membership data, produces members' badges, handles members' queries about their website password and other log-in and enrolment issues. In this role she liaises with the UMAS Administrator (Simon Ransome) and Treasurer (Ann Wookey) in activating paid-up members and resolving problems with member payments. Rita reports monthly to the Committee of Management.

Since we started up in 2015, Rita has also had prime responsibility for distribution of emails that go to all members. Distribution of specific documents is the responsibility of the Secretary.

To undertake her work, Rita keeps up-to-date with changes by attending UMAS workshops organised by U3A Network Vic, and liaising with our Network UMAS Users group representative where necessary.

### Networking representative: Gwen Rosengren

Since we started in 2015, Gwen has networked widely on behalf of U3A Moreland, often as our nominated representative, and sometimes as a group member. Networking entails both exchanging information and ideas between people and organisations with a common interest, and promoting the role of U3A Moreland to those who might positively influence decisions that affect us.

With the restrictions during 2020, networking largely relied on digital communications.

Using Zoom, U3A Network Victoria facilitated regular meetings for U3As across Victoria, enabling them to share ideas and mutually support each other. U3A Network Victoria also produced a monthly COVID Bulletin which provided much needed information.

We maintained our connection with Moreland City Council and Merri Health. We distributed the *Be Kind Newsletter* produced by MCC to ensure our members were aware of current local information, and utilized speakers from Merri Health's Living Well Ageing Well programs as presenters on our Monday Matters Zoom program.

Much as Zoom was useful for maintaining relationships with other organisations, it will be good to be able to resume our usual connections and exchanges with other organisations in person.

### Newsletter Team: Gwen Rosengren & Christine Filimundi

The Newsletter is another way of keeping in contact with members, promoting our activities to interested people who are not members, and to relevant organisations. This year the newsletter was particularly important for maintaining contact with those members who were not able to participate in online activities. COVID-19 made producing the newsletter more challenging as there were no opportunity for photos of group activities and no chance of ideas for articles arising in casual conversation, but that did not stop Gwen and Christine doing excellent work. Thankyou.

## Program Team: Melinda Venticich

The beginning of a year is busy for the Program Team. By late January facilitators were ready and venues were booked. Term 1 got underway with 35 programs in operation.

Then suddenly, as we all know, things came to a halt with the impact of the COVID-19 pandemic. Our programs closed down on March 16, and by 21 March all non-essential services in Victoria were closed, including U3A Moreland.

While obviously not classified as essential, we knew that, with lockdown, our services became even more important than usual for our members, most of whom belong to the most vulnerable group. After thoughtful consideration and considerable organisation, a modified program was launched mid Term 2: eight activities delivered through Zoom. By Term 4 there were 20 activities being delivered. In early December restrictions were modified so, observing COVID-19 safe guidelines, we were able to safely offer some outdoor programs for the first time since March.

We started on Zoom using member owned licences but shortly thereafter the State Government via U3A Network Victoria funded a professional Zoom licence. U3A Network Victoria was supportive in keeping U3As up and running during 2020 and we are thankful. Support measures included grants for innovative programs, some of which accepted enrolments state-wide on Zoom. U3A Moreland was successful under this grant program with the program *Understanding Friendship in Older Age*.

All of this could not have happened without the commitment of our Facilitators to transition to online presentation and the willingness of many members to learn the new skills needed to participate online. And, of course there was the Zoom Support Team (see page 14), a wonderful innovation that underpinned growing the confidence of U3A Moreland members both with and in Zoom

Unfortunately, online courses did not suit all our membership but the use of Zoom proved to be a life saver for many!

The Program Team also worked extremely hard during this period monitoring the changes and communicating with all. The many zoom meetings with the team, Trish Jannu, Gwen Rosengren, Margaret Robertson and myself, allowed us to keep going strongly.

As Program team leader I warmly thank Facilitators, Zoom Support volunteers, all other volunteers, Members and the Program Team for making 2020 a year to remember and a year in which we can all be proud of how U3A came through.

## Privacy & security

During 2020 as part of a state-wide program facilitated by U3A Network Vic, a team convened to commence a review of U3A Moreland's privacy and security practices.

If you think about it, we hold identifying information on each member: name, address, year of birth, contact details, emergency contact and phone numbers.

It is obvious why we need your name, contact and emergency contact details. Year of birth and suburb of residence are aggregated to produce statistics used in grant applications, annual reports and by the Committee to make future plans based on how numbers are growing and where our members live. (See Appendix 1)

Individual information held in UMAS is not passed to any other organisations, with the exception of the contact details of individuals who hold positions such as President, Secretary, and UMAS Administrator. Those position contact details are updated annually with U3A Network and in some cases, Consumer Affairs Victoria. In future, similar information needs to be supplied to the Australian Charities and Not-for-Profit Commission.

The UMAS administrator and backup are the only people who have access to all the information (Level 1). What other people can see depends on their role in the organisation. The President, Secretary and Treasurer have Level 2 access which means they can access contact details for all members and are able to generate statistical reports but cannot change information.

Facilitators have access to a class list which shows the name, telephone number, email address and emergency contact details of class members. When emails to class members are generated through UMAS, the recipient does not see contact details of other recipients.

Most members can only access their own information. We encourage you to edit it when your address, phone number or other details change.

The review will not be completed until the end of April 2021.

## Publicity & public relations

Early in 2020, the Committee decided to update the U3A Moreland postcard, our main form of publicity, with the aim of being done in time for the 2020 Brunswick Festival at which we had booked a stand. Unsurprisingly, none of that happened. This "report" is to plant a seed in your mind: maybe publicity and public relations is the area in which you would like to help in 2021?

## Social events & catering

Like publicity & public relations, social events and catering went into abeyance in 2020. Again, they are mentioned to plant a seed in your mind. Should 2021 see the COVID restrictions removed, maybe social events & catering is the area in which you would like to shine in 2021? Or 2022?

## U3A Membership Administration System (UMAS) administrator: Simon Ransome

The online UMAS database, accessed via the U3A Moreland website, holds member contact details, fee payments, enrolment, facilitator, program and timetable records. U3A Network Victoria, with funding from the Seniors Branch of the Department of Human Services, developed and maintains UMAS for the use of independent U3As. Each U3A branch database stands alone.

As well as storing records, UMAS generates enrolment lists that enable facilitators to contact their enrolled members and a member to notify a facilitator if they will be absent from activities.

It also enables potential members to join U3A and enrol in programs online throughout the year.

As UMAS Administrator Simon enters programs for each term and for the next year into UMAS, edit programs as required, carries out software updates (provided by U3A Network), and processes the end-of-year rollover which refreshes membership for the following year.

Keeping abreast of developments with the UMAS software also requires his attendance at U3A Network's regular UMAS user group meetings.

In a normal year, the particularly busy times are program entry and rollover from mid-November to late December, and before each term. Under other, more normal circumstances, Simon uses UMAS several times each week throughout the year. However, it turned out that the whole of 2020 was particularly busy!

From the start, 2020 was going to be a busy year for UMAS. Members were still getting used to our new website, launched in late October 2019, and online absence management. Each significant change to UMAS or the website requires preparation and distribution of materials, retraining of members, and ongoing assistance. However, when COVID-19 led to the closing down of activities in March 2020, priorities changed.

U3A Moreland's move to program presentation via Zoom required the purchase of zoom licences, preparation and distribution of information sheets and assisting or training facilitators and members in use of Zoom (see Zoom Support Team report, page 15).

By the time the changes resulting from using Zoom had bedded down, it was time to address the introduction of another major change. *UMAS for Members* was implemented in late October 2020. That is the name of the redeveloped UMAS application for use on a smartphone or tablet. In computer speak, it is a new UMAS front-end designed to work more effectively on smartphones and tablets. As with UMAS itself, it was developed by U3A Network with funding from the State government.

Once *UMAS for Members* was introduced, we had to promptly train and assist all members to use it, since given the COVID-19 restrictions, enrolment day in December had to be totally online. We repeatedly sent out guides and encouraged members to practise. This proved successful as we had 221 enrolments from 95 members on enrolment day.

As UMAS is the site of our data storage, we have been involved in the data privacy and security review which is currently underway (see page 12).

### Website administrator: John Lopatecki

As website administrator, John Lopatecki manages and maintains our site. This includes updating content and testing functionality, appearance, and performance to ensure members can access it on all platforms and devices; that is computers, laptops, ipads, tablets and mobile phones. Following the successful redesign of our website in 2019, further tweaking of the design and adding new sections was required in 2020.

In practical terms for members, this meant that in December 2020 it was possible to enrol and pay 2021 membership dues using a mobile phone. Given face to face enrolment was not possible, the changes were greatly appreciated.

John also loads the newsletter and other relevant material onto the News page, edits other content, processes software updates, and liaises with the website provider.

### Zoom support: Simon Ransome & Pauline Charleston

Responding to the outbreak of COVID-19 in March 2020, the Committee and the Program Team quickly agreed that U3A Moreland use Zoom for presentation of a significantly different range of programs. While the Program Team worked with facilitators on how programs could be changed to suit online delivery, Simon Ransome created the role of Zoom Coordinator. Simon set up a Zoom Support Group based on the previous year's *Be Connected* training program, and prepared user guides on scheduling, facilitating and attending programs online.

As most members had little experience with online meetings, a mentorship structure was established to train and assist facilitators and members in the use of Zoom. Zoom mentors were briefed on how to provide support to facilitators and members, and a mentor was allocated to each program.

This was a huge effort on Simon's part, and by mid-May, eight programs were up and running online, and half of our members were able to use Zoom effectively. Over the remainder of the year, the number of programs delivered through zoom increased from 8 to 20, including active programs such as Yoga, Line Dance and Painting & Drawing.

The Trivia Quiz in August was another innovation that required Zoom support. It aimed to bring a large number of members together as a substitute for the social events that went missing from 2020. Attracting 40 members, it was deemed a success and was repeated before the end of the year.

Pauline Charleston took over as Zoom Coordinator in mid-August 2020 and the Zoom support group was expanded to include seven members. As well as assisting program facilitators, these mentors gave one-on-one support to members to help them become familiar with Zoom usage and to overcome technical difficulties. Pauline also books all zoom sessions ahead of term and prepares an email including a link to be used throughout the term for each facilitator to distribute to their participant.

The need for a Zoom Support Group could never have been foreseen in 2019, but when it was needed, U3A Moreland members came through. That is true to the vision of U3A. Thank you from all of us to Simon, Pauline and the other mentors. Your imagination, dedication and helpfulness underpinned the success of U3A Moreland in 2020.

## How U3A Moreland came through COVID-19

U3A Moreland got off to a wonderful start in 2020: at the end of 2019 our membership was 224, and by the end of February 2020 we again had 224 members. All set for a year of solid growth.

As we now know, that was not to be: 2020 was the year that Covid-19 pandemic peaked. Restrictions were placed on the whole population. Since people over 70 were the most susceptible and had the worst outcomes if they contracted the virus, those restrictions were particularly relevant to U3A Moreland members.

All activities ceased in mid-March. But the Committee quickly realised that with virtually all older people locked down 23 hours a day, we needed to help our members ward off a sense of isolation and loneliness.

People are amazing: by the beginning of Term 2, we were offering 20 activities via Zoom.



Our numbers did not grow but nor did they fall. Indeed, we finished the year with 224 people. Given that outdoor activities were not possible and, even with the offer of assistance, not everybody was comfortable with Zoom, it is pleasing that around 160 people remain actively involved on a regular basis.

As retired President, Karen Greening, says in her report:

2020 was a big year for U3A Moreland. I hope you continue to enjoy the wonderful offerings of U3A Moreland and have a fabulous year in 2021. Stay Safe!

## Vale 2020

Helen Edwards

## Thank you

U3A Moreland had a successful year, though not one done on our own. We wish to acknowledge and thank the following:

- Moreland City Council
- U3A Network Vic
- Merri Health
- Siteworks

## FINANCIAL REPORTS

### Schedule 1

### Regulation 15

### Form 1

*Associations Incorporation Reform Act 2012*

Sections 94 (2)(b), 97 (2)(b) and 100 (2)(b)

---

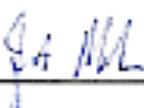
Annual statements give a true and fair view of financial performance and position  
of Incorporated association

We M. VENTICICH and J. MACRAE being members of the  
committee of the U3A MORELAND INC certify that –

“The statements attached to this certificate give a true and fair view of the financial  
performance and position of the above named association during and at the end of  
the financial year of the association ending 30TH DECEMBER 2020

Signed: 

Date: 12 April 2021

Signed: 

Date: 12 April 2021

**Profit and Loss Statement January 2020 to December 2020**
**U3A Moreland Inc [note 1]**

<b>income</b>	
membership dues	8,217.50
associate membership dues	490.00
bank interest [note 2]	1.12
COVID-19 remittances [note 3]	438.65
<b>gross income</b>	<b>9,147.27</b>
<b>other cash receipts</b>	
course activities monies [note 4]	-25.00
grants and remittances	
Moreland City Council	2,000.00
Go On Line	230.89
course development funding / Network	800.00
donations	50.00
other income	22.50
<b>total other cash receipts</b>	<b>3,078.39</b>
<b>total income / gross profit</b>	<b>12,225.66</b>
<b>expenses</b>	
<b>general expenses</b>	
advertising & promotions	0.00
bank & other financial fees	186.76
conference costs	0.00
Consumer Affairs Victoria	244.30
course activities [note 7]	561.69
course venue hire	
Moreland City Council [note 3]	106.65
Newlands East Coburg Community House	240.24
Siteworks [note 3]	1,766.00
event bookings & catering	414.05
internet delivered services [note 5]	709.11



network capitation fees	384.00
office expenses [notes 6 & 7]	1,731.00
printing, stationary, postage	634.31
<b>total general expenses</b>	<b>6,978.11</b>
<b>depreciation expenses</b>	
aids to learning equipment	903.09
office equipment	218.25
computer equipment	219.38
<b>total depreciation expenses</b>	<b>1,340.72</b>
<b>total expenses</b> [note 8]	<b>8,318.83</b>
operating profit	3,906.83
total other income	0.00
total other expenses	0.00
<b>net profit/(loss)</b>	<b>3,906.83</b>

**notes to and forming part of the above statement**

1. Cash accounting methodology underlies U3A Moreland financial records and reports for 2020.
2. The U3A Moreland Savings account with Bendigo Bank was opened this year, in addition to the trading account.
3. Indoor course venue bookings were cancelled when COVID-19 restrictions began in March. Appropriately, Moreland City Council and Siteworks each refunded booking fees.
4. Refunds to members of prepaid monies for a cancelled outing.
5. Internet-channelled service provider costs for goods delivered via the internet, ranging from website connectivity to mobile phones.
6. U3A Moreland office rental costs are significantly down from 2019 because Siteworks was closed for four months due to COVID-19.
7. Equipment purchases costing less than \$300 become course activity or office expenses rather than depreciable assets, and are listed at '**inventory**'.
8. A \$0.10 difference exists between this year's cash book expenses and the profit & loss statement expenses due to rounding.



**Balance Sheet as of 31 December 2020**  
**U3A Moreland Inc** [note 1]

**assets**

current assets				
bank accounts [note 2]				
U3A Moreland Inc.: #1	10,759.54			
U3A Moreland Inc.: #2	9,002.12			
total bank accounts		19,761.66		
other current assets				
debtors	25.00			
less: allowances for doubtful debts	-25.00			
prepaid expenses [note 3]	216.00			
total other current assets		216.00		
total current assets			19,977.66	
non-current assets				
bonds paid	250.00			
total bonds paid [note 4]		250.00		
office equipment				
office equipment at cost	363.76			
total office equipment		363.76		
computers				
computers at cost	365.63			
total computers		365.63		
aids to learning [note 6]				
aids to learning at cost	1,505.17			
total aids to learning		1,505.17		
total non-current assets			2,484.56	
<b>total assets</b>				<b>22,462.22</b>

**liabilities**

current liabilities				
suppliers not yet paid [note 5]	150.00			
total current liabilities		150.00		
non-current liabilities	0.00			
total non-current liabilities		0.00		
total liabilities			150.00	
<b>net assets</b>				<b>22,312.22</b>

**equity**

adjusted retained earnings [note 6]			18,522.86	
current year earnings			3,906.83	
<b>total equity</b>				<b>22,429.69</b>



**notes to and forming part of the above report**

1. Cash accounting methodology underlies U3A Moreland financial records and reports for 2020.
2. The U3A Moreland Savings account with Bendigo Bank was opened this year, in addition to the trading account.
3. Siteworks course bookings credit settlement in 2020 covers U3A Moreland's office for January 2021.
4. Moreland City Council hall hire bond, in place since 2015.
5. 2020 end of year event costs, paid in 2021.
6. Retained Earnings as per Balance Sheet for Period 1 January 2019 to 31 December 2019 which was presented at the fifth Annual General Meeting on 13 July 2020 \$20,807.57
  - \*Add back 2019 expense items paid 2020 \$660.29
  - \$21,467.86
  - \*Less revenue items Dec 2019 \$2,945
  - \$18,522.86



**Depreciation schedule from 1/1/2020 to 31/12/2020**  
**U3A Moreland Inc**

asset	id no	purchase date	opening WDV \$	depreciation DVM %	depreciation \$	closing WDV \$
Sony projector	2016-5	25-Aug-16	119.00	37.50	44.63	74.38
hearing device	2016-8	01-Dec-16	276.25	37.50	103.59	172.66
Nordic walking poles	2017-3	06-Sep-17	146.00	37.50	54.75	91.25
Asus laptop computer	2017-4	03-Oct-17	205.00	37.50	76.88	128.13
Huawei smart phone	2018-1	24-Jul-18	211.00	37.50	79.13	131.88
HP laptop computer	2018-2	26-Sep-18	380.00	37.50	142.50	237.50
Nordic walking poles X 4	2018-4	16-Oct-18	254.00	37.50	95.25	158.75
Helix audio PA system	2019-3	07-Aug-19	1,613.00	37.50	604.88	1,008.13
printer / scanner / copier	2019-4	21-Aug-19	371.00	37.50	139.13	231.88
total DVM					1,340.72	
asset						
total PVM [note 1]					0.00	
total depreciation 2020					1,340.72	2,234.53

**notes to and forming part of the above report**

1. Depreciation rates: 18.75% when year of purchase less than 12 months [Present Value Model (PVM) amounts].

**Inventory as at 31 December 2020  
U3A Moreland Inc**

date	id no	asset	\$
24-Jul-15	2015-1	mobile whiteboard	29
13-Aug-15	2015-2	laptop computer (HP)	519
15-Oct-15	2015-3	U3A banner	299
06-Nov-15	2015-4	mobile telephone	99
26-Feb-16	2016-1	accounting software (MYOB)	44
21-Apr-16	2016-2	2 mahjong racks	47
21-Apr-16	2016-3	2 mahjong tables	60
21-Apr-16	2016-4	2 mahjong sets	85
25-Aug-16	2016-5	slide projector (Sony)	74
25-Aug-16	2016-6	projector screen	84
25-Aug-16	2016-7	speaker & microphone	129
01-Dec-16	2016-8	hearing device	173
2017?	2017-1	kitchen china	100
Jun-17	2017-2	external hard drive	68
6 Sep-17	2017-3	Nordic walking poles	91
6 Oct-17	2017-4	laptop computer (ASUS)	128
18-Oct-17	2017-5	curtains (CSSS shared office)	40
24-Jul-18	2018-1	smart phone (Huawei 2i)	132
26-Sep-18	2018-2	laptop computer (HP 24-F0035A)	237
26-Sep-18	2018-3	mouse for desktop / laptops	19
16-Oct-18	2018-4	4 Nordic walking pole sets	159
13-Feb-19	2019-1	mahjong set and racks	120
25-Mar-19	2019-2	Kambrook 8 litre urn	90
7-Aug-19	2019-3	public address system with microphones (Helix)	1,008
21-Aug-19	2019-4	printer / scanner / copier (Brother MFC3750)	232
23-Mar-20	2020-1	stapler	3
07-Oct-20	2020-2	Headset USB Digital Wireless System (Samson XPD2)	212
26-Nov-20	2020-3	<i>Reconnected</i> (book)	33
26-Nov-20	2020-4	<i>The Friendship Cure</i> (book)	30
26-Nov-20	2020-5	<i>The Art of Belonging</i> (book)	22
28-Nov-20	2020-5	Zener battery charger	25
2020 office stocktake		filing cabinet	190
2020 office stocktake		office stationery	118
2020 office stocktake		guillotine	35



2020 office stocktake	4 x toner (Brother TN253BK / 253C / 253M / 253Y)	487
2020 office stocktake	50 lanyards & plastic badge holders	217
2020 office stocktake	DeLonghi HCM2030 convection heater	68
2020 office stocktake	catering basket and contents	103
2020 office stocktake	5 litre stainless steel kettle	112
2020 office stocktake	ACER tablet: Iconia One 7B1-730-B1-730H	discontinued
2020 office stocktake	ACER tablet: Iconia Tab A200	discontinued

**notes to and forming part of the above report**

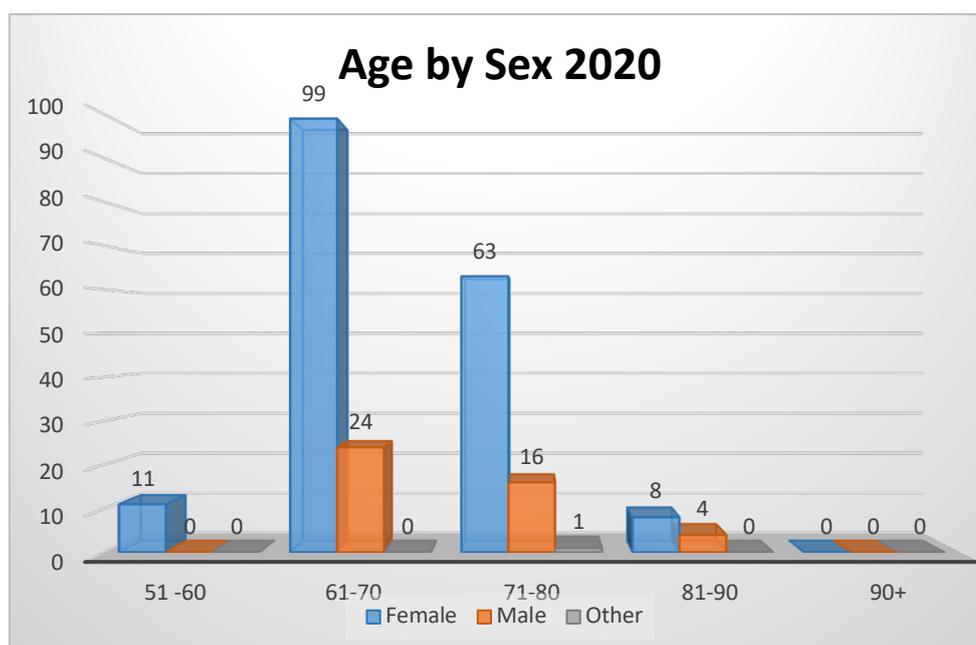
1. Office furniture provided by Siteworks: curtains, desk and chairs.
2. The 2020 office stocktake occurred in early 2021. Stationery, toner and badge making materials are the remnants of U3A Moreland purchases made over the past few years. The origins of other items are unknown, and sometimes gifts.

## Appendix 1: Statistics

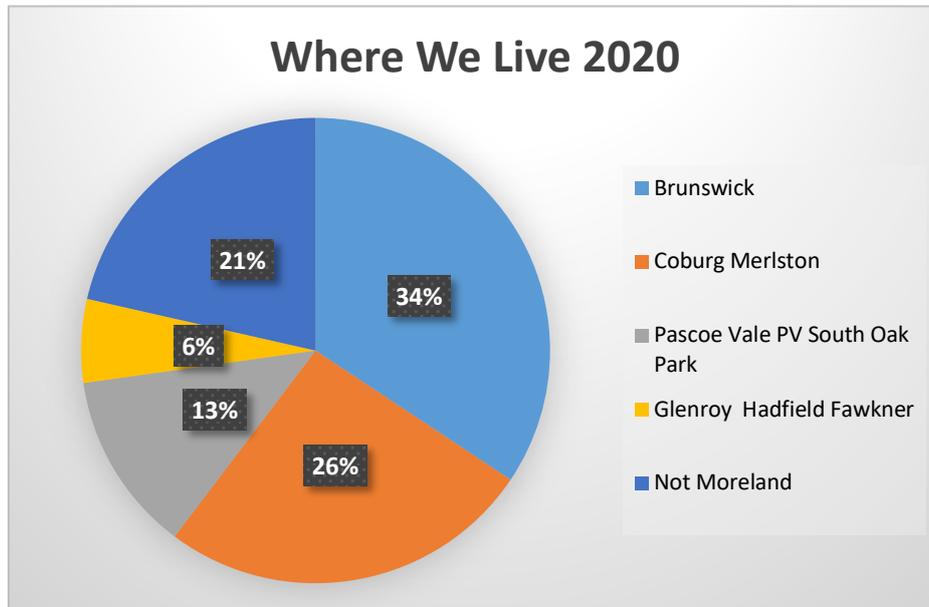
Membership statistics are usually included in the body of the report but, as COVID-19 limited our opportunities to grow this year, they have not been featured in the body of the report but are included to ensure a complete information series for future years.

Membership of U3A Moreland is open to anyone who is no longer in full-time employment and is 50 years of age or over. Although the target group is older people, the entry age is 50 so that older unemployed people, who may have trouble finding work, can maintain a sense of community inclusion by joining U3A and being socially, physically and mentally active. Over the past five years there have been several people in the 50 to 55 age group who have joined our organisation and retired from it upon finding work.

Age Gp	Female	Male	Other
50 - 59	10	0	0
60 - 69	98	24	0
70 - 79	61	16	1
80 - 89	8	4	0
90+	0	1	0
Totals	179	45	1



Where we live



Where we were born.

We have members born on every habitable continent. Of the 216 members who recorded a place of birth, 59 (27%) were born overseas with at least one person being born in Croatia, Cyprus, England, France, Germany, Greece, Hong Kong, India, Indonesia, Italy, Japan, Malta, Netherlands, New Zealand, Poland, Scotland, Singapore, South Korea, Spain, Sri Lanka, Tanzania, Uganda, United Kingdom and the USA.



## Front cover: the brain tree

Our Logo is a sturdy tree. The gnarled trunk represents the wisdom of age and experience. The multi-coloured leaves of the brain-shaped canopy suggests the stimulating and bright ideas that come with being involved with U3A.

The tree is set above three words that sum up U3A Moreland.

It was designed by Aurielle Lee, one of the 2015 Founding Committee members.