



**BELLARINE COMMUNITY
SUPPORT REGISTER INC.**

Feel safe. Feel secure. Have peace of mind.

www.bellarineregister.org.au

2022-2023



ANNUAL REPORT

01 JULY 2022 - 30 JUNE 2023

2022 - 2023 ANNUAL REPORT

CONTENTS

Chair's Report	2
Committee of Management	6
Treasurer's Report and Audited Financial Statements	8
Minutes of 16 th Annual General Meeting 2022	11



**BELLARINE COMMUNITY
SUPPORT REGISTER INC.**

ABN 45 848 490 650 | INCORPORATION A0049036P

Chair's Report

It gives me great pleasure to present the Bellarine Community Support Register Annual Report for 2022/2023 in what is now the organisation's seventeenth year of operation.

What an amazing achievement.

A cheery chat on a care call, a welcoming smile at our promotional events, completing tasks in the Office or serving as a committee member are just some of the roles our extraordinary volunteers have undertaken throughout the year to maintain and strengthen our service to residents on the Bellarine. Our volunteers are the lifeblood of our organization and we are enormously grateful for their contribution.

With this in mind, the operational report for the financial year 2022/2023 is as follows:

PILLAR ONE

Supporting our Community

Our focus for this financial year has been very much geared towards **Supporting our Community** as we continued to return operations to the Bellarine Police Station office in Ocean Grove. This was conducted under the supervision of BCSR Co-ordinator, Denise Hibbins in consultation with the Officer in Charge, Senior Sergeant Adrian Bickley.

Registrants who received calls experienced no disruption to their service, reporting that they continue to enjoy chatting to our volunteers, look forward to reading the quarterly newsletter and were especially pleased to have received a Christmas Card with a trial keytag as an additional safety measure offered by our service.

This keytag has the registrant's unique ID number on it, as does the wallet/phone card; should either item be handed into the police, the owner can be contacted and have their personal items returned in a timely manner as a result of being on the register.

As has been the pattern in more recent times, registrant numbers fluctuated during the year with some residents moving into aged care or in with family, some are sadly deceased with others continuing to move to warmer climates within Victoria or interstate. This has become more prevalent with 50% plus of our registrants being over the age of 80 years.

In response, volunteers have manned market stands and phones, visited shopping centres, art shows and businesses and conducted information sessions in order to keep our numbers consistent at the 1 400 mark.

Volunteers (28) have remained constant which has kept us in good stead during this time.

We reluctantly said goodbye to Helen Shedden to sunny Queensland after more than a decade with the organisation. Her great experience and operational knowledge were appropriately acknowledged at a farewell function.



As part of the succession planning process, all **Committee Members** were interviewed to determine their intended ongoing involvement with the organisation.

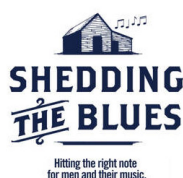
In acknowledgement, I am extremely grateful to have had the ongoing support of all Committee members for this financial year during a time of significant change within the organisation.

Donors and Sponsors play a big part in the ongoing sustainability of the organisation. The Treasurer's report notes these in detail but some highlights include King's Funerals who have been a financial supporter since inception and this year provided additional sponsorship to upgrade the office furniture in conjunction with Geelong Connected Communities, to meet health and safety standards.

Funds from the Geelong Community Foundation have contributed to our volunteer change management strategy related to the new software package, *Safeguard*. This has been supported by the pro bono assistance of UtilitiseIT.

Justice Connect has provided legal advice and referral during this time to work towards fully activating the new software package.

Bellarine Community Support Register is proudly supported by:



Rotary Club of Ocean Grove Inc.

IT MAKES SENSE TO PRE-PLAN

- Fix the cost of a funeral forever.
- Record exactly how to be remembered at the service, in your own unique way.
- A Funeral bond can help preserve your pension entitlements.

Call our team or visit our website for an obligation-free consultation on **03 5248 3444**

www.kingsfunerals.com.au



GREATER GEELONG THE BELLARINE PENINSULA THE SURF COAST 65+ YEARS

PILLAR TWO

Enhancing our Operations

Funding to support the operations of the organisation has become more complex over the years. The Treasurer's report outlines areas for cost reduction considerations and these will be considered by the Committee in the next financial year.

Efforts to increase income were bolstered by being able to assist Registrants and the general public to claim the Victorian State Government Power Saving Bonus on a fee for service basis. This only commenced in June and the income stream from this is yet to be determined and finalised.

It was a lovely to be able to help our Registrants access funding that they might not have had, had we not offered the service.

The task of transitioning from a paper-based operation (manilla folders, staples and written notes) to an internet service has progressed in this reporting period.

The new software package *Safeguard* has been developed and tested and is now in the final stages of becoming operational. Planning for changes in office policies and procedures by and for our volunteers is underway.

With domestic and international borders re-opening, some of our volunteers have enjoyed the freedom of being able to travel again whilst, at the same time, others have quietly and efficiently kept things ticking over at the office.

This year marked the first time our Committee Members were required to comply with the Australian Charities and Not-for-Profit Commission's regulations regarding a compulsory Director's Identification Number.

I am pleased to report that all have been received.

Committee Members now have to report to the Chair if any family members are in receipt of benefits as a result of being associated with their position as a Committee member.

Fascinating times.

BCSR's Governance Framework has been merged with its Risk Register and Committee members are provided with an update of both the activity required to be completed and also that which has been undertaken, prior to each Committee meeting.

The potential need for cyber security insurance has been a matter for discussion and information sharing. The Institute of Community Directors provided a number of different webinars for Committee Members to view and members were also addressed by Manager Director, Steven Gray from UtilitiseIT regarding the safety of Registrant information in the transition to a cloud-based service.

Steven provided insurance information for the organisation to consider as we move closer to the changeover time.



Attention Holiday Home Owners

Have you applied for your Power Saving Bonus for your holiday home yet?

Any Victorian household can claim this bonus and the Bellarine Community Support Register can help you do just that.

Bring your electricity account to the following venues during the school holidays and be eligible for the \$250 bonus.

BELLARINE COMMUNITY SUPPORT REGISTER INC.

WHERE & WHEN:

St Leonards IGA
Monday 03 July 2023
11.00 am - 2.00 pm

Indented Head General Store
Thursday 06 July 2023
11.00 am - 2.00 pm

“ 3 000! ”

PILLAR THREE

Strengthening our Partnerships

The Register continues to be an active member of *bSafe*, a community and crime prevention initiative of the Bellarine. We were invited to present to the Bellarine community agencies and Police members as part of an awareness campaign to attendees. One immediately joined up!

We said goodbye to a staunch supporter, Lisa Neville as our Local Member and welcomed Alison Marchant MP to her new political role. We thank the MP's Office for requested letters of support for funding applications and Alison's preparedness to actively champion the Register (and also for helping to pack up tables and chairs after an event recently).

We did expand our target audience this year to include people of all ages and all abilities and we look forward to welcoming new registrants from diverse backgrounds to the organisation.

In consultation with appropriate

organisations, our promotional brochure was re-written to reflect more inclusive language and photographs.

To evidence the collective impact of the organisation's volunteers, we were short listed as a finalist for the Geelong Business Excellence Awards 2022. Whilst we did not win in the traditional sense, we were pleased to have been acknowledged and, we did receive pro-bono assistance from local firm, *MatchUp* in the form of new Volunteer name tags and promotional labels as a result.

An additional outcome of the awards nomination was the link made to Deakin University's *Bachelor of Public Health and Health Promotion*.

Two students from the course are now volunteers with the organisation assisting with marketing and public relations in conjunction with Bellarine Community Health.

We thank the local print and social media groups as well as local community organisations, businesses and charities for their willingness to support our public relations strategy and we look forward to strengthening our relationships in the future - in particular Bunnings Leopold, Cherished Pets, Feed Me Bellarine, Neighbourhood Watch St Leonards, the Rotary Clubs of Ocean Grove and Bellarine North and Shedding the Blues.

The organisation welcomed its 3 000th Registrant to the database this year - such a significant milestone. The ripple effect of that is difficult to quantify but we do know that there are many families, friends, neighbours and police who rest easier because of it.

Finally, as we go to print, we report that Senior Sergeant Bickley has been transferred to the Torquay Police Station. We appreciate the public support that he has afforded the Register and wish him well with his next assignment in continuing to keep Victoria's communities safe.

In his place, we welcome Senior Sergeant Tony Francis and look forward to an equally positive and mutually respectful relationship in the coming months.

Kind regards



Leonie Saundry
Chairperson
September 2023



Committee of Management 2022-2023

Position	Name
Chairperson	Leonie Saundry
Vice Chairperson	Rhonda Rotherham
Secretary	Lyn Codd
Treasurer	Bob Jordan
General Member	Sandra Lea-Wood
General Member	Maree Greenwood
General Member	Jenny Marshall
General Member	Lynne Kidman
General Member	Denise Hibbins
General Member	Glenys Francis



Leonie Saundry



Rhonda Rotherham



Lyn Codd



Bob Jordan



Sandra Lea-Wood



Lynne Kidman



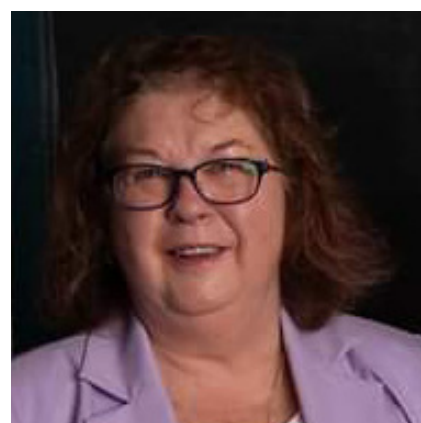
Glenys Francis



Jenny Marshall



Maree Greenwood



Denise Hibbins

Treasurer's Report

The Bellarine Community Support Register (BCSR) reports its annual operations on a cash basis for the year ended 30th June.

Tier 1 associations (less than \$250k in revenue) are not required to have their financial statements externally reviewed or audited, however the BCSR has a practice of getting its financial statements reviewed externally, most recently by Mr. Dennis Larsen.

As a registered charity (Reg Charity ABN 45 848 490 650) BCSR must comply with the requirement to lodge an "Annual Information Statement" with the Australian Charities & Not-for-Profits Commission (ACNC). This can be done on-line.

The information required includes:

1. Financial Statement (Cash) for y/e 30 June 2023 with comparisons to previous year
2. Balance Sheet at 30 June 2023.

Those reports have been presented to our auditor for his review and he has signed them as being "audited and found correct".

COMMENTS

1. Financial Statement (Cash)

The statement shows a decrease in cash held over the year of \$17,471.77 compared to an increase in cash held in 21-22 of \$16,381.21.

This significant variation between years is mainly due to the timing of the receipt and expenditure of grant funds i.e. Grant received in June 22 but not spent until Sept 22.

The increase of \$167.95 in the amount held in Tern1 Deposits compared to \$31.97 in 21-22 reflects the increase in interest rates over the year. Interest earned on TDs is re-invested.

Receipts

In 21-22 the BCSR was successful in gaining six grants totalling \$29,102 for both operational and capital expenditure. Funds from many of those grants were not spent until 22-23.

In 22-23 the BCSR only gained 2 grants totalling \$2,047 and these funds were used to purchase new chairs for the office.

Ongoing donations from our Registrants provide funds to meet our general operating costs such as Insurances and Office Supplies however the level of Registrant funding has been reducing in recent years, dropping a further 45% in 22-23 to probably the lowest levels ever.

Whilst the drop off in donations from Registrants is a challenge, there was a significant increase in Community Donations from groups such as Rotary & Lions.

Expenditure

Expenditure incurred undertaking projects funded by the various grants received during the 21- 22 year is recorded in the Cash Operational expenditure component of the Financial Statement.

A review of one of the BCSR most significant expenditures (Insurances) was undertaken leading to nearly \$600 (30%) reduction in premiums resulting from joining up with CIS Victoria.

As usual expenditure on the publishing and postage of the quarterly Registrants newsletter incurs significant costs, although in 22-23 one issue and postage was covered by a grant received in 21-22. This is reflected in the variation as shown in the Financial Statements

A grant was received from the Federal Dept of Social Security in 21-22 part of which was used in 22-23 to conduct an In Service Training day for our volunteers.

2. Balance Sheet

The statement shows net assets of \$79,390.65 mainly being held in cash/ term deposits and fixed assets such as office equipment/ computers etc.

The only changes in Fixed Assets being the replacement of office chairs funded through local grants and the capitalisation of grant funding expenditure on the new database project ie *Safeguard*.

3. Term Deposits

The practice of re-investing interest earned upon the maturity of term deposits continued with the Term Deposits generating a total \$167.95 interest for the year.

\$10,000 was moved from the general bank account into a new Term Deposit.

No withdrawals were made.



4. The Future

If it wasn't for the donation made by BACA a couple of years ago, the Register would be using past operating surpluses to fund our operations. This could only last for a few years.

The reduction in donations from Registrants is concerning and there has not been any clear reason why this is so. It is assumed that this may be the new norm after Covid.

There will need to be a continuing emphasis on grant applications to meet general operating costs whilst at the same time reviews of current expenditures may deliver savings.

A further review of our insurances will be undertaken.

I believe that we should consider whether we need to publish 4 newsletters a year, maybe 2 only,

A further cost saving for newsletters could be achieved by encouraging registrants to receive their newsletter by email and thereby saving considerable expenditure on postage.

This has somewhat come to the fore with the very recent announcement by Australia Post that they will be seeking approval for a 30 cent rise in the general postage rate ie up to \$1.50.

With 4 issues a year delivered to the current mailing list such an increase in postage rate would increase our newsletter mailing costs by approx. \$600 per year.

The Committee could inform themselves on this issue by seeking input from Registrants.

The future costs of operating the yet to be switched on *Safeguard*, may have a significant impact on our finances and a lot will depend on the final resolve of the maintenance / operating agreement with Utilitize.

Recommendation

1. That the report and audited financial statements for the 2022-23 year be received and adopted.
2. That the Committee give consideration to reducing the number of newsletters issued per annum from four to maybe two.
3. That the Committee seek input from Registrants on the value of the quarterly newsletters and whether those who currently receive their newsletter by mail, would consider receiving such via email.

Bob Jordan
Hon. Treasurer
30 August 2023

Financial Reports 2022/23

BCSR Financial Statement Cash: 30 June 2023

	2022/23	2021/22
Cash Receipts - Operational		
Donations - Registrants	2,419.00	4,365.00
Donations - Community	2,600.00	0.00
Financial Membership	55.00	225.00
Functions - Contributions	525.00	0.00
Sponsors	1,500.00	1,500.00
Market Sales	0.00	148.00
Misc	45.00	225.00
Sub Total - Operational Cash Receipts	7,144.00	6,463.00
Cash Receipts - Operational Grants		
Geelong Connected Communities - Newsletters	0.00	500.00
CoGG - Seniors Week & Roadshow	0.00	8,900.00
Dept Social Security - Vols	0.00	5,000.00
Dove Op Shop - Newsletters	0.00	500.00
CoGG - Community Recovery - Marketing	0.00	1,702.20
Sub Total	0.00	16,602.20
Cash Receipts Other		
GST Output	0.00	1,060.00
GST Refund	600.00	1,185.00
Sub Total	600.00	2,245.00
Total Operational Cash Receipts	7,744.00	25,310.20
Cash Expenditure		
Advertising & Promotions & Annual Report	2,176.55	2,175.50
Insurance	1,408.80	1,990.31
Minor IT Equipment	411.03	90.86
CoGG Senior Citizen function	0.00	642.67
CoGG Roadshow function incl Xmas Cards	2,756.61	4,391.07
Key Safe	0.00	675.00
Office Supplies / Expenses	745.37	1,464.33
Postage - General inc PO Box	335.46	277.26
Postage Newsletter	1,448.98	1,994.69
Printing - Newsletter	1,249.00	2,264.00
Toners	1,001.84	485.75
Volunteer Expenses & Training	1,686.68	2,641.36
Website - IT Maint	470.00	630.86
In Service Day - Training	1,947.66	0.00
Community Recovery - Marketing	1,715.00	0.00
Membership	345.45	45.45
	17,698.43	19,769.11
GST Input	2,111.94	1,659.88
Total Operating Cash Payments	19,810.37	21,428.99
Total Operating Cash Decrease / Increase	12,066.37	3,881.21

BCSR Capital Grants: 30 June 2023

Capital Grants - Cash Income	2022/23	2021/22
Geelong Community Foundation - Safeguard	0.00	12,500.00
Kings Funerals - Chairs	1,047.00	0.00
Geelong Connected Communities - Chairs	1,000.00	0.00
Sub Total	2,047.00	12,500.00
Sub Total Cash Decrease / Increase	10,019.37	16,381.21
Less		
Asset purchases	1,667.44	0.00
Asset GST	132.46	0.00
Safeguard	5,652.50	0.00
Sub Total Cash Decrease	7,452.40	0.00
Total Cash Decrease / Increase	17,471.77	16,381.21
Opening Cash Balance 1 July 2022	36,655.26	20,274.05
Closing Cash Balance 30 June 2023	19,183.49	36,655.26
Non Cash Transactions		
Interest on Term Deposits	167.95	31.97
Debtors	1,500.00	1,500.00

BCSR Balance Sheet: 30 June 2023

	30-Jun-23	30-Jun-22
ASSETS		\$
Current Assets		
Cash at Bank	19,183.49	36,655.26
Cash on Deposit	34,361.66	24,193.71
Debtors - GST Receivable	2,244.40	1,659.88
Debtors - Sponsors	1,500.00	1,500.00
	57,289.55	64,008.85
Fixed Assets		
Equipment At Cost	16,448.60	16,119.08
Safeguard - Database	5,652.50	0.00
TOTAL ASSETS	79,390.65	80,127.93
LIABILITIES		
Creditors - General	0.00	0.00
Creditors - GST payable	0.00	1,060.00
TOTAL LIABILITIES	0.00	1,060.00

ADDITIONAL
FOUNDED COMMUNITY
FROM BETA'S SAFEGUARD
BY LINDA BAKER
REVIEWED
2/9/23

Annual General Meeting Minutes

Minutes of the Bellarine Community Support Register 16th Annual General Meeting held on Monday 26 September 2022, 12pm at Bellarine Police Station Ocean Grove.

Present

- Leonie Saundry
- Rhonda Rotherham
- Maree Greenwood
- Sandra Lea-Wood
- Jenny Marshall
- Denise Hibbins
- Lynne Kidman
- Jenny Gibbs
- Helen Shedden
- Wendy Medhurst
- Peter Scott
- Irene McKenzie
- Karen Williams.

Apologies

- Bob Jordan
- Lynn Codd
- Ros Williamson
- Prue McDonough
- Glenys Francis
- Sandra Uthmeyer
- Roma Pettet
- Trish Coghlan
- Louise Smillie
- Markus Stadler
- Steven Gray.

16th Annual General Meeting

Monday
26th September
2022

1. Welcome

Welcome to all BCSR members and to Karen Williams.

Acknowledgment of Country –
Chair: Leonie Saundry.

2. Confirmation of Minutes

Confirmation of Minutes of the 15th AGM held 28 October 2021.

MOVED: Maree Greenwood

SECONDED: Jenny Gibbs

CARRIED.

3. Business Arising

None.

5. Receipt of 2021/22 Annual Report

Leonie read a tribute to Barry Collinson written by Jenny Gibbs, BCSR Volunteer.

The Chair's Report – directed the meeting to the Annual Report and the 3 BCSR Pillars and explained achievements in each of these. Leonie thanked everyone who had contributed to the successful delivery of the BCSR service to the Bellarine community over the past year. She acknowledged the work of the BCSR Committee of Management and the Co-ordinators.

Motion: That the Chair's Report be received and adopted.

MOVED Sandra Lea-Wood

SECONDED Jenny Marshall

CARRIED.

6. 2021/2022 Audited Financial Statements

In the absence of the Treasurer, the Chair took questions from the meeting for the Treasurer to address when available.

Motion: That the Treasurer's report be received and adopted.

MOVED: Wendy Medhurst

SECONDED: Irene McKenzie

CARRIED

7. Election of the Bellarine Community Support Register Committee of Management Members 2022/2023

For this to occur, the Chair declared all positions vacant and handed over the Chair to Karen Williams to conduct the election of the Committee of Management members for 2022-2023.

Position	Nominees	Duly Elected
Chair	Leonie Saundry Maree Greenwood	Leonie Saundry
Vice Chair	Rhonda Rotherham Lynne Kidman	Rhonda Rotherham
Secretary	Lyn Codd Leonie Saundry	Lyn Codd
Treasurer	Bob Jordan Leonie Saundry	Bob Jordan
General Member	Lynne Kidman Sandra Lea-Wood	Lynne Kidman
General Member	Roma Pettet Denise Hibbins	Jenny Marshall
General Member	Jenny Marshall Roma Pettet	Denise Hibbins
General Member	Roma Pettet Irene McKenzie	Maree Greenwood
General Member	Lynne Kidman Leonie Saundry	Sandra Lea-Wood
General Member	Glenys Francis Leonie Saundry	Glenys Francis

8. Introduction and Welcome to New Committee Members 2022/2023

All members listed were congratulated and welcomed as the new BCSR Committee of Management 2022-2023 by the newly elected Chair.

9. Confirmation of the amount of the Annual Subscription and Joining Fee for the following year 2022/2023

Motion: That the amount of the annual subscription for 2023 be confirmed as \$5.00 per member and the joining fee as \$10 for new members.

MOVED *Rhonda Rotherham*

SECONDED *Helen Shedden*

CARRIED.

10. Presentation of Service Certificates

2 years

- Jenny Marshall
- Leonie Saundry
- Maree Greenwood
- Lynne Kidman

15 years

- Irene McKenzie



11. General Business

The Chair reported on the meeting she and Gail Rogers held with Steven Gray, Utilitise the previous week.

12. Close

Close of Meeting: 1.00 pm.



QUESTION TIME

Q: What fees are associated with rollovers?

~ Peter Scott

There are no fees associated with the rollover of our Term Deposits with the Bendigo Bank.

~ Bob Jordan, BCSR Treasurer

Q: Is there anything that we can do to increase interest on funds?

~ Denise Hibbins

It is very important that BCSR funds are invested in safe products. The Australian Government guarantees most deposits in Authorised Deposit Taking Institutions such as Banks, Building Societies and Credit Unions. If such an Institution goes bankrupt etc deposits are guaranteed by the Government (up to \$250k)

Deposit in bank accounts, savings accounts and Term Deposits are therefore one of the safest places to keep our cash. The RBA has lifted the cash rate 5 times already this year, and term deposit rates have gone up as a result. Rates above 3.00% p.a. and even above 4.00% p.a. on longer terms are now available.

We can look at getting a better return when our current TD's mature and maybe also invest some of the currently surplus cash held in our bank account.

~ Bob Jordan, BCSR Treasurer

Q: Office equipment is normally written off after 4 years. Is that the case with BCSR's?

~ Peter Scott

The BCSR is a Non Profit Organisation and a Registered Charity As such it is Income Tax Exempt. Our Financial Statements are prepared on a Cash basis only.

Consequently there is no provision / requirement for the writing off, of assets over a period of years. When assets (Office Equip etc) are purchased such expenditure is shown on the Annual Cash Statement as an expenditure outside of the usual Operating Expenditure.

The value of the purchased asset is added to the Asset Register and the Balance Sheet.

If a new asset is replacing an existing asset, then the value of the existing asset is removed from the Asset Register and the Balance Sheet.

There were no assets purchased in the 21-22 year.

Several items were purchased in the 20-21 year including the replacement of the Registrants Card Printer (Simplex). See Cash Statement for 20-21, Assets Balance Sheet 20-21 and full Balance Sheet 20-21.

~ Bob Jordan, BCSR Treasurer

The Bellarine Community Support Register supports the safety and independence of Bellarine residents who register with us.

The database holds the personal, medical, property and contact information provided by Registrants that can be accessed by police in case of an emergency.



**Feel safe.
Feel secure.
Have peace of mind.**

**BELLARINE COMMUNITY
SUPPORT REGISTER INC.**

Bellarine Community Support Register Inc.

-  P.O. Box 819 OCEAN GROVE 3226
-  (03) 5255 3968
-  bpsupportregister@bigpond.com
-  www.facebook.com/bcsrinc
-  <https://bellarineregister.org.au>

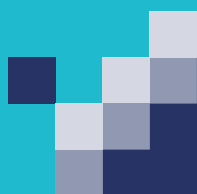


Donate or Sponsor

Make a valuable difference to the lives of locals.

The Bellarine Community Support Register is an incorporated non-profit organisation, staffed and run by volunteers.

We have Deductible Gift Recipient Status.



**BELLARINE COMMUNITY
SUPPORT REGISTER INC.**

Feel safe. Feel secure. Have peace of mind.

www.bellarineregister.org.au



**FOLLOW
US**

