



SCOA Australia Incorporated 2015/16 Annual Report

SCOA EXECUTIVE OFFICER

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| Attachment B | Committee Register as at 30 June 2016 |
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EXECUTIVE SUMMARY

This report details the operations and activities of SCOA Australia during the 2015/16 financial year.

Key highlights during the period:

- Agreed Memorandum of Understanding with VIC/TAS Branch which closed and transferred members and assets to SCOA Australia as at 30 June 2016;
- Commencement of negotiations with NSW Branch with a view to the Branch closing and joining SCOA Australia before the end of 2016;
- The appointment of an authorised delegate in Western Australia;
- Significant number of members joining and renewing, however due to many members passing away, the association recorded a small net loss of 131 members (4.9%); and
- Further development of excellent relationship with Commonwealth Superannuation Corporation.

SCOA Australia continues to operate in a sound financial position.

SCOA Australia
Canberra
12 September 2016

1) General management and administration

a) Executive committee

SCOA Australia is managed by an Executive Committee.

The current Executive Committee was elected at the association's Annual General Meeting held in Adelaide on 25 November 2015.

The Executive Committee meets approximately every 6 weeks, or as required, to oversee the affairs of the association.

b) General administration

SCOA Australia is administered by the two part-time staff in Federal Office. Anne Willenborg, SCOA Federal Council's Executive Officer, acts in the role of Committee Secretary. Peter Hocking, Federal Office Manager, is a member of the Committee and is primarily responsible for the maintenance of the membership database.

Following the collapse of Paragon (printer), SCOA Australia now has an arrangement with CanPrint regarding the printing and distribution of the quarterly newsletter SuperTime at a significantly reduced unit cost. This has reduced the printing cost somewhat, however, as most members still prefer to receive the newsletter in hard copy, this continues to be the biggest financial impost.

Following the installation of a new database, a few glitches were identified which have now been rectified, and the database generally functions satisfactorily. Following the joining of members from the Victorian and Tasmanian Branches at the end of June 2016, and with the imminent closure of the NSW Branch and the transfer of members to SCOA Australia, it will be necessary to upgrade the database to accommodate the increased number of members.

2) Members

A large number of members renewed their membership when renewal invoices were sent to them with the November 2015 SuperTime. At the end of February 2016, SCOA Australia paid capitation fees to Federal Council of \$47,428.

In April 2016, a letter was sent to members who had not renewed their membership since 2014 or 2015. Some 600 letters were sent, resulting in a near 50% renewal rate. During the process, a number of deceased members were identified and the database updated accordingly.

As at 30 June 2016, SCOA Australia had a total of 2,509 members, a drop of 131 or 4.9% over the period.

The following charts show the fluctuations in members (total membership and by category) since 1 March 2015.

Chart 1 - Total members since 1 March 2015

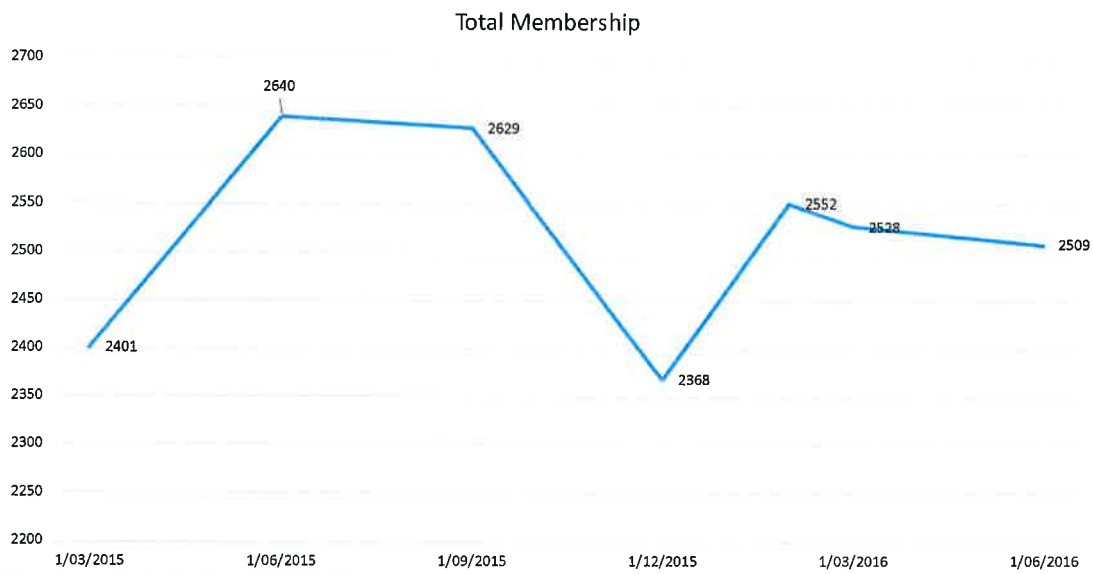
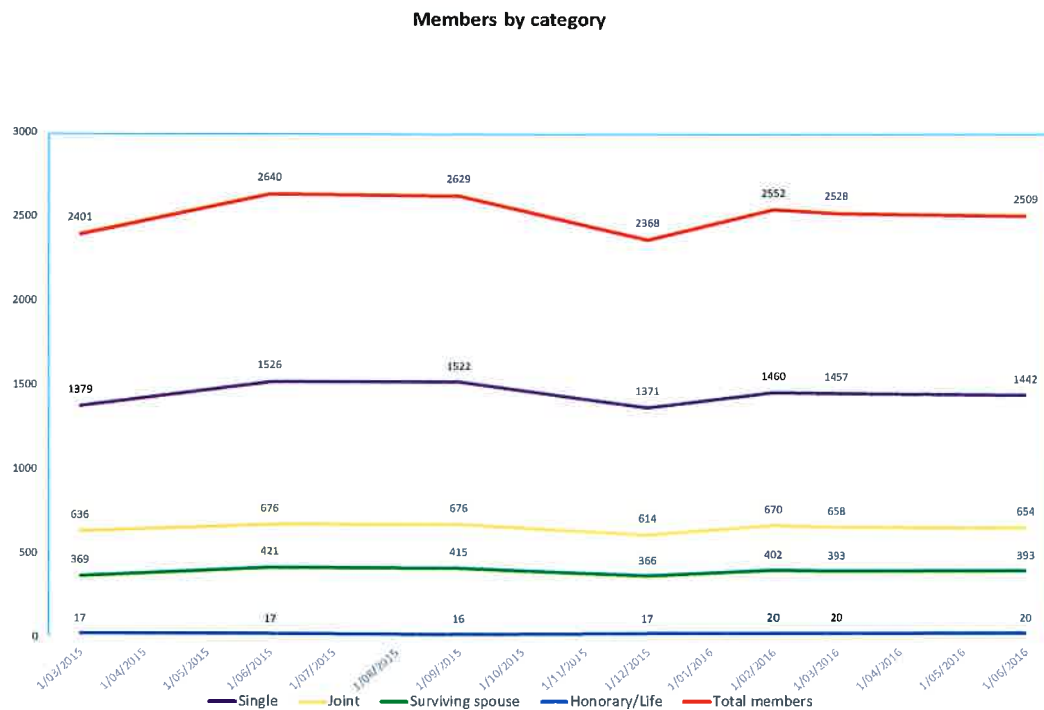


Chart 2 - Members by category since 1 March 2015



The members from the closing Victorian and Tasmanian Branches were transferred to SCOA Australia on 30 June 2016, however the numbers have not been included in the above information as they would have artificially “inflated” the numbers, thus giving a skewed picture of the exact number of members.¹

¹ Following the transfer of Victorian Branch members, as at 1 July 2016, SCOA Australia had a total of 4,211 members.

3) Annual General Meeting

a) Annual General Meeting

SCOA Australia held its 2015 Annual General Meeting (AGM) in Adelaide on 25 November 2015.

The AGM received reports from the President, the Treasurer and the Secretary. The audited financial statements for the financial year 2014/15 were tabled. Printed material was made available to members, including the audited financial statements and annual report, the membership brochure and the Bereavement Book.

SCOA Australia member James Vandenberg was appointed as the Returning Officer. Forty-three proxies were tabled.

b) Amendments to the Rules

A number of Special Resolutions was tabled to amend the association's Rules by removing all references to "Sub-groups" as it was believed that the roles and functions of such Sub-groups were adequately covered in Rule 19 dealing with sub-committees; and to amend Section 19 to ensure that all sub-committees have an approved budget to enable them to arrange members' events and functions "on the ground".

The amendments were agreed to unanimously.

The Rules as amended 25 November 2015 are at Attachment A.

c) Executive Committee

The Notice of the AGM had been sent to members with the August 2015 SuperTime together with a proxy form and a nomination form for members to nominate for election to the Executive Committee.

The then existing Committee members nominated for re-election. However, Merv Hazell resigned from the Committee effective 9 November 2015; in his place, George Szylkarski nominated and was elected to the Committee at the Annual General Meeting held 25 November 2015.

As at 30 June 2016, the Executive Committee members are:

- Annette Barbetti, President
- Ewan Hazell, Vice President
- Tom Dent, Treasurer
- Anne Willenborg, Secretary
- Alan Raftery, Member
- George Szylkarski, Member
- Peter Hocking, Member

The Committee Register as at 30 June 2016 is at Attachment B.

The Committee will serve until the 2016 Annual General Meeting.

4) Financial arrangements

a) General arrangements

SCOA Australia's main source of income is annual membership fees. It is represented at Federal Council and pays the required capitation fees.

The association has two bank accounts with the St George Bank; an Everyday Account and a Business Saver Account. The latter holds funds in reserve. Funds are transferred to the Everyday Account as needed.

The President, Annette Barbetti as well as the Treasurer, Tom Dent, the Office Manager, Peter Hocking, and the Committee Secretary, Anne Willenborg, are all authorised to operate both accounts. Tom Dent and Anne Willenborg are authorized to approve expenses.

SCOA Australia also has a contract with St George Merchant Bank to allow members to make payments by credit card (MasterCard and VISA only). Approximately one third of members use this form of payment, although this is on the rise. The remainder use cheques or direct deposit.

b) Arrangements with Federal Council

In addition to paying annual capitation fees, on the same basis as SCOA Branches, SCOA Australia also pays part of the salaries for the Executive Officer and Federal Office Manager to SCOA Federal Council, as well as other pro-rata expenses relating directly to the administration of SCOA Australia, for example stationery and postage. Payments are made monthly.

The cost of engaging a temp during the membership renewal period (mid-December 2015 to early February 2016) was entirely borne by SCOA Australia.

5) Financial statements 2015/16

a) Revenue and expenses

An audited profit of \$45,772 was reported for the 2015/16 financial year; however, it should be noted only a trading surplus of \$424 was reported for the year after excluding the effect of a 'one - off' donation of \$45,348 from the Vic/Tas Branch. This result is very encouraging as SCOA Australia is now in its fourth year and considered to be a well established, well managed and operated organisation. The high current number of financial members in the Database of around 2,400 members continues to be a major factor in contributing to the surplus for this year.

Annual expenses of \$91,467 this financial year were \$553 more than the previous year; however, the 2016 expenses were inflated by an unexpected 'one off' large expense, which reduced the projected profit from around \$2,300 to \$424. This result presents a a year of steady progress in identifying and effecting continuing cost savings during the 2015/16 Financial year.

b) Membership database

The new database installed last financial year has proven very successful in delivering several advanced reports and enhanced search facilities on the status of our existing members; its initial cost, funded during the previous year, was well justified and was used to

incorporate the details of former Victorian Branch members and may soon be required to incorporate the details of current NSW Branch members.

It is essential that continuing improvements be made to all internal financial and administrative systems as the nature and composition of SCOA Australia is changing rapidly; these improvements have resulted in the streamlining of financial reports and the provision of more timely and relevant information to all stakeholders; it also enables more time to be allocated to administrative and non-financial matters associated with the current expansion of this organisation.

c) The future

The emphasis should now be directed to the new 2016/17 financial year, which should be considered a 'transitional year' for SCOA Australia from a financial and administrative viewpoint, as it could involve incorporating the finances of several former SCOA Branches towards the creation of a single national organisation.

d) Auditor's report

A full audit of all financial information was conducted on 21 July 2016. The auditor did not return any adverse findings.

The audited financial statements and auditor's report are attached (Attachment C).

6) Contact SCOA Australia

SCOA Australia can be contacted by mail, email or phone:

a) Postal address

SCOA Australia Incorporated
PO Box 107
MAWSON ACT 2607

Members can contact the organisation by phone 1300 600 996 at the cost of a local call. The phone is located in Federal Office.

b) Federal Office emails

Main email scoaaustralia@scoa.asn.au
Anne Willenborg fedexec@scoa.asn.au
Peter Hocking fedoffice@scoa.asn.au

c) Website and local email accounts

SCOA Australia has its own page on the main SCOA website at www.scoa.asn.au/scoa/australia

Each subcommittee also has their own separate page.

Unique email accounts have been created for the authorised delegates and Federal Councillors in QLD and SA. They are:

Councillor.qld@scoa.asn.au
Scoa.qld@scoa.asn.au

Councillor.sa@scoa.asn.au
Scoa.sa@scoa.asn.au

7) Summary

The momentum to achieve one national organisation now appears unstoppable. Negotiations are underway with the NSW Branch to wind up and members and assets to be transferred to SCOA Australia.

The ACT Branch has established a committee to consider the way forward for the Branch; discussions are to commence soon with SCOA Australia and it appears likely that the ACT Branch will wind up and join SCOA Australia by June 2017.



President
12 September 2016



Secretary
12 September 2016

SCOA AUSTRALIA COMMITTEE MEMBERS' REGISTER AS AT 30 JUNE 2016

| Name | Position | Date elected/Appointed | Date resigned |
|------------------|----------------|---|-----------------|
| Annette Barbetti | President | 5 February 2013; 16 April 2014; 22 October 2014; 25 November 2015; | |
| Ewan Hazell | Vice President | 5 February 2013; 16 April 2014; 22 October 2014; 25 November 2015; | |
| Tom Dent | Treasurer | 5 February 2013; 16 April 2014; 22 October 2014; 25 November 2015; | |
| Anne Willenborg | Secretary | 5 February 2013; 16 April 2014; 22 October 2014; 25 November 2015; | |
| Peter Hocking | Member | 10 September 2013; 16 April 2014; 22 October 2014; 25 November 2015; | |
| Alan Raftery | Member | 5 February 2013; 16 April 2014; 22 October 2014; 25 November 2015; | |
| Merv Hazell | Member | 5 February 2013; 16 April 2014; 22 October 2014; | 9 November 2015 |
| George Szykarski | Member | 25 November 2015; | |

Note: James Vandenberg (SA) and Ingrid Mboya-Bish (Federal Office employee) were also members of the initial committee in order to get it off the ground and operational. They both stepped down from the committee within the first three months of operation.