
SCOA Australia Incorporated

2013/14 Annual Report

June 2014

www.scoaaustralia.asn.au



CONTENTS

	Page
Executive summary	3
Management and administration	4
Executive Committee	4
Members	4
Inaugural Annual General Meeting.....	5
Financial arrangements.....	5
2013/14 Financial statements	6
Contact SCOA Australia	6
Summary	7

Executive summary

This report details the operations and activities of SCOA Australia during the 2013/2014 financial year.

Key activities and achievements during 2013/2014 included:

- The large number of members who renewed their membership in 2014;
- The holding of the inaugural Annual General Meeting in Adelaide April 2014;
- The continuing ongoing activities at local level in Queensland and South Australia.

SCOA Australia held its inaugural Annual General Meeting in Adelaide in April 2014. In this connection, we identified some problems with the standard proxy form to be used at General Meetings and Annual General Meetings. The form limits to five the number of proxies any one member of SCOA Australia, including the chair of the meeting, may hold.

A Rule change will be put to the next Annual General Meeting recommending that the chair of future General Meetings and Annual General Meetings may hold an indefinite number of proxies. The number of proxies held by ordinary members will continue to be limited to five.

No other branches have joined SCOA Australia during the 2013/14 financial year, and the discussion continues at Federal Council level about the structure of a future national organisation.

Many members have provided feedback and most seem happy to still be part of the SCOA family. It is hoped that they will continue as members into the future.

SCOA Australia maintains a sound financial position.

SCOA Australia
Canberra
30 June 2014

1) General management and administration

Executive Committee

SCOA Australia is managed by an Executive Committee. The inaugural members of the Executive Committee were:

- Annette Barbetti, President
- Ewan Hazell, Vice President
- Tom Dent, Treasurer
- Anne Willenborg, Secretary
- Ingrid Mboya-Bish, Member

Following the resignation from Federal Office, Ingrid Mboya-Bish's place on the Committee was taken by the new Federal Office Manager, Peter Hocking. Merv Hazell was co-opted as a member of the Committee when the Queensland branch closed, and James Vandenberg was co-opted to the Committee following the closure of the South Australian branch.

In November 2013, James Vandenberg stood down from the Committee and was replaced by SA Federal Councillor Alan Raftery. James Vandenberg continues his involvement with SCOA Australia at local level.

Thus, the Committee for the 2012/13 period was as follows:

- Annette Barbetti, President
- Ewan Hazell, Vice President
- Tom Dent, Treasurer
- Anne Willenborg, Secretary
- Peter Hocking, Member (Membership Secretary)
- Alan Raftery, Member
- Merv Hazell, Member

The Executive Committee meets approximately every 6 weeks to oversee the affairs of the association.

The Committee will serve until new elections are held at the 2013/14 Annual General Meeting.

General administration

SCOA Australia is administered by the two part-time employees 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.

SCOA Australia has entered into an agreement with Direct Mail Centre Australia (located in Adelaide) for the mail out of the quarterly newsletter.

2) Members

Following its establishment in February 2013, SCOA Australia continued its successful operation in the 2013/14 financial year.

A large number of members renewed their membership when renewal invoices were sent to them with the November 2013 SuperTime. At the end of February 2014, SCOA Australia paid capitation fees to Federal Council in the order of \$41,000. This amount was based on a total membership figure of 2,641.

During the renewal process, a number of members who had not renewed their membership since 2012 were identified. A letter was sent to those members. Of a total of 321, some 80 members renewed their membership for 2014. During the process, a number of deceased members were identified and the database updated accordingly. As at 30 June 2014, SCOA Australia had a total of 2,344 members.

The renewal process took up a significant amount of time of the two part time staff in Federal Office, and SCOA Australia is grateful for the assistance in this task of Annette Barbetti and Tom Dent.

3) Inaugural Annual General Meeting

SCOA Australia became operational on 5 February 2013. Under the Rules, the inaugural Annual General Meeting (AGM) must be held within eighteen months after the establishment of the association. Thus, the inaugural Annual General Meeting was held in Adelaide on Wednesday 16 April 2014. Forty five members attended the meeting.

The President, Annette Barbetti, Treasurer, Tom Dent, Secretary, Anne Willenborg, and Membership Secretary, Peter Hocking, travelled to Adelaide to attend the meeting. It was an opportunity to "show their faces" as it were and to meet the members. According to feedback and comments from members, their presence was very much appreciated.

The AGM received reports from the President, the Treasurer and the Secretary. The audited financial statements for the financial year 2012/13 were tabled. Printed material was made available to members including copies of the Bereavement Book, the membership brochure and the Activities Report to March 2014.

Ray Hickman of the Superannuants SA association had accepted to provide the keynote address. His presentation, entitled "Net incomes of public service superannuants" is attached.

The Notice of AGM had been sent to members with the February 2014 SuperTime together with a proxy form and a nomination form for members to nominate for election to the Executive Committee.

Only the current committee members nominated and were all re-elected unopposed. Thus, the Executive Committee consists of the following:

- Annette Barbetti, President
- Ewan Hazell, Vice President
- Tom Dent, Treasurer
- Anne Willenborg, Secretary
- Peter Hocking, Member (Membership Secretary)
- Alan Raftery, Member (Federal Councillor)
- Merv Hazell, Member (Federal Vice President)

4) Financial arrangements

General arrangements

SCOA Australia is represented at Federal Council and pays capitation fees. Its main source of income is annual membership fees.

The association has two bank accounts with 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 Treasurer, Tom Dent, the Office Manager, Peter Hocking, and the Secretary, Anne Willenborg, are all authorized to operate both the 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).

Arrangements with Federal Council

SCOA Australia pays annual capitation fees to SCOA Federal Council on the same basis as SCOA branches.

In addition, SCOA Australia pays part of the salaries for the Executive Officer and Federal Office Manager, as well as other pro-rata expenses relating directly to the administration of SCOA Australia, to SCOA Federal Council. Payments are made monthly.

5) 2013/14 Financial statements

The 2013/14 financial year represented the first full year of operations covering the final transitional from two State Branches to a new national organisation.

SCOA Australia's results were sound and promising. Appropriate systems were developed, as and when required, to handle a number of challenges, for example in the case of the collection of annual membership fees. A sound financial and administrative model has now been established, which will stand in good stead for 2014/15 and future years.

The continuation of the calendar membership year being different from its financial year continues to cause several unnecessary challenges in the accounting/reporting system and perhaps synchronization of both systems should be revisited again by Federal Council within the next two years.

An audited loss of \$14,973 was recorded for the 2013/14 year; this result was expected considering it occurred during the transition period, when the annual profit/loss figures do not convey the true financial situation for several 'transitional' reasons.

The most relevant and applicable notional financial result for 2013/14 is \$4,867 after comparing the differences between SCOA Australia's closing bank balances at 30 June 2013 and 30 June 2014 respectively.

Auditor's report

A full audit of all financial information was conducted on 25th August 2014. The auditor did not return any adverse findings.

The audited financial statements for 2013/2014 are attached.

6) Contact SCOA Australia

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

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.

Federal Office emails

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

Website and local email accounts

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

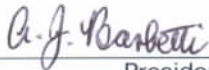
Unique email accounts have been created for the state conveners and Federal Councillors in QLD and SA. They are:

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

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

7) Summary

Currently, SCOA Australia is not pursuing any strategic policy issues and the association's main focus continues to be on administrative matters. The discussion continues at Federal Council level regarding the future structure of the association. Although some branches remain recalcitrant, it is envisaged that when all branches have closed and the association taken on the nature of a truly national body, the Executive Committee will take on the roles of the current Federal Council and Federal Executive, setting the strategic direction of the organisation.



President
4 September 2014



Secretary
4 September 2014