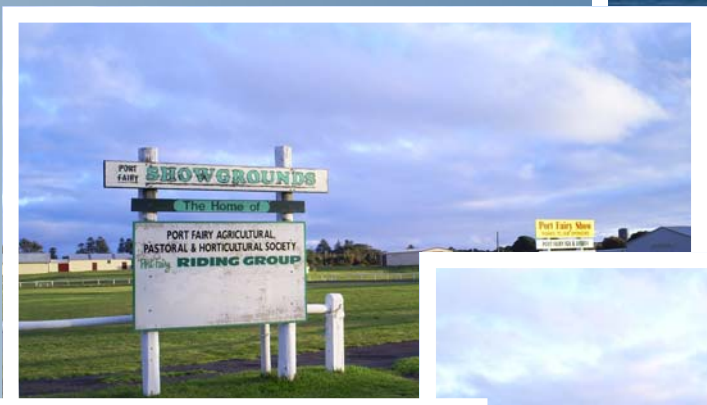
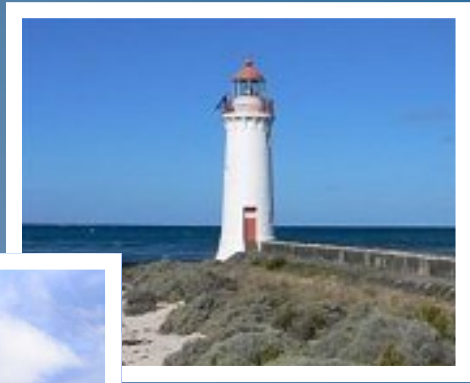


Port Fairy Men's Shed Inc.



ANNUAL REPORT 2008 / 2009

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Secretary's Report

The Year in Review

The past year has been both challenging and rewarding for me in that, as Secretary / Treasurer of the Port Fairy Men's Shed (PFMS), the task of setting up a legal and administrative framework for the operations of the organisation dominated my role in the first six months whilst the pursuit of funding by way of grant applications, has been a major focus since January 2009.

An important and significant task during the set-up phase involved getting the PFMS incorporated under the Associations Incorporation Act as administered by Consumer Affairs Victoria. By essentially adopting the "Model Rules" for an Incorporated Association, the process of incorporation was reasonably painless and the benefits, particularly later in the year when applying for grants, were invaluable as many funding organisations require incorporation as a necessary requirement for the provision of monetary support. Although not necessarily related to the role of the Secretary, I also became the Public Officer for the Port Fairy Men's Shed Inc. The Public Officer is required for statutory reporting requirements under the Incorporations Act.

Being incorporated also means we have a ready set of Rules on which the Shed will operate, guidelines for the conduct of meetings, including Annual General Meetings, requirements in terms of election of Office Bearers and Committee members and some degree of legal protection for the Committee members.

In accord with our Rules, the former Steering Committee for the PFMS will become the Committee of Management after the 2009 AGM. The title of the Office Bearers will change slightly but the roles will essentially mirror those of the former Steering Committee positions.

A major secretarial task, that kept me increasingly busy involved handling our inward and outward correspondence, particularly as we moved into 2009 and sought funding to meet our anticipated shed construction costs. This also involved set-up of a Correspondence log that facilitated reporting to Steering Committee meetings.

The all important task of recording, typing and distribution of meeting Minutes was a necessary function of the Secretary. This was particularly evident when we effectively formed a second committee, the "*Shed Construction Project Team*" - made up of representatives of the PFMS, the Lions Club and the Show Society - which meant that we were holding two meetings per month.

A rewarding task was the preparation and distribution of Newsletters which represented the major forum by which we could keep our members up-to-date with the progress and activities of the PFMS. This is particularly important as we do not have a shed in which to regularly gather and share information.

Membership Summary:

Status / Classification	Members on Register	Financial Members
Deceased (current year)	1	1
Ordinary Member	45	28
RSL Member	16	14
War Veteran (not RSL)	1	1
Grand Total	63	44

The Steering Committee, in recognition of the fact that we were not yet a fully operational Shed, decided that only the Joining Fee (\$5) be levied on members in 2008-2009. The Committee opted to not charge the Annual Fee of \$5. Accordingly, we have 44 members who have paid their joining fee and another 19 registered persons who are yet to meet their financial obligation. Of the 45 ordinary members, 2 are female members.

Importantly, we have another 40 or so other contacts / interested persons who regularly receive our Newsletters and other important correspondence.

Note: The classification of members, particularly where we identify RSL members / Veterans, provides an important statistic for when we apply for funding from the Department of Veterans Affairs for grants covering activities by war veterans.

Some important secretarial statistics from 2008-2009:

No. of Steering Committee meetings held (Jun - Dec 08) &/ (Jan - Jun 09)	8 / 6
No. of Shed Construction Project Team meetings held (Feb 09 - Jun 09)	7
No. of Newsletters published	6
No. of Grant applications / funding requests made in year	11
No. of successful grants (\$120K granted) / unsuccessful grants (2 still pending)	7 / 2
Correspondence in year (excl. ad-hoc emails) – letters received / letters sent	71 / 109

Some major highlights for the year:

- The awarding of a Moyne Shire Council's Community Assistance Fund grant that provided \$5,000 of invaluable funding to ensure we could buy some small items of equipment and, importantly, cover our administrative costs in a formative year.
- The funding secured for our Shed Construction Project from the various philanthropic trusts, special grants and local support organisations;
- The awarding of the Victorian Government's DPCD Men's Shed Program grant for \$50,000 (plus GST) enabling the shed construction project to start in earnest;
- The assistance provided in helping build new bench seats for the Port Fairy Folk Festival;
- The construction of a float for involvement in the Moyneyana New Year's Eve Parade.
- The development of a Strategic Plan to ensure the sustainable future of the PFMS.

The year ahead

The 2009-2010 year should be an exciting year in the life of the PFMS as it will be a year when we can hopefully move into our "own shed". From inception to present, we have effectively been operating as a "Men's Shed without a shed"!

In my role as Secretary, and assuming that this continues into the next 12-month period, I see it as a year of consolidation and one where we can set the tone for the day-to-day operations of a working Men's Shed, develop rules and guidelines to ensure the shed operates in a safe but vibrant manner with lots of member engagement and enthusiastic participation in projects. Above all, as we move from the formative phase, through the shed construction phase to the operational phase we should gradually start to meet our primary objective of providing a forum for the betterment of the health and well-being of our members. Although our membership is understandably dominated by men, our membership and engagement supports membership by males and females alike. In such a community-oriented town like Port Fairy, we should have perhaps had the foresight to call our organisation the *Port Fairy Community Shed* rather than the gender-specific Men's Shed as the title of "community shed" is embodied in the name in many of the 400+ sheds around Australia.

From an organisational perspective, 2009-2010 will be a year of consolidation and one where we hope there is some continuity from the current Steering Committee members into the new Committee of Management whilst at the same time encouraging new members and ideas to evolve. My recommendation, looking 12-months ahead, is to eventually modify our Rules and broaden the size and scope of the Committee by splitting the Secretary / Treasurer's role into separate positions and to introduce at least one additional Ordinary Committee member. We also have to think about appointing a Shed Supervisor who may possibly be invited onto the Committee.

Acknowledgements

I have thoroughly enjoyed working with the current members of the Steering Committee, all who have provided great support to me throughout the year. The support from members of the community has also helped keep up with the challenge.

Above all, I do want to thank Don Stephens who, as Chairperson, has guided us through a very difficult but rewarding year. Although Don and I didn't agree on every issue, I think we have complemented and supported each other very well. Don's vision and drive to get the Men's Shed established in Port Fairy should be acknowledged as he has worked tirelessly for the cause.

Finally, a word of thanks must be extended to Sharon Wilson from the Moyne Shire. As the Community Support Officer she has provided immeasurable support to the Men's Shed on all aspects including attending many of our meetings.

Harry Bracegirdle (14th July 2009)

Treasurer's Report

Review of 2008-2009 finances

From a financial perspective, our founding year can be seen as successful as we effectively started with nothing (not even a bank account!) and progressed to a position where we are able to comfortably operate and pursue a range of activities to meet our overall objective of establishing a Men's Shed in Port Fairy.

The Port Fairy Men's Shed (PFMS) now operates two accounts –

1. Main Account (covering day-to-day operational activities)
2. Shed Construction Project Account (set-up for monitoring the Shed Construction Project)

Start-up funding to enable the Port Fairy Men's Shed (PFMS) to begin operations came from our auspicing body, the Port Fairy-Belfast Lions Club who donated \$2,500 to the cause. This was supplemented by a donation of \$250 from the Rotary Club giving us start-up funds of \$2,750.

In September, we were successful in securing a grant of \$5,000 from the Moyne Shire Council's Community Assistance Fund which has assisted us in meeting our administrative costs as well as take advantage of some value-for-money purchases of equipment when the opportunity arose.

The financial statements for both accounts are presented on the following pages.

In reviewing the summary of the **Main Account** the following points are to be noted:

1. Income – Grants: The \$7,000 under Grants includes the \$5K from the Shire's CAF grant as well as a special grant of \$2,000 awarded by the Shire to the PFMS to supplement costs for Don Stephens and Harry Bracegirdle to attend the Australian Men's Sheds Associations (AMSA) Annual Conference to be held in Hobart during August 2009. The conference income is balanced on the expenditure side as the funding initially had to be awarded to the PFMS for eventual payment to the two delegates.
2. Income – Other: Member joining fees and a \$150 prize from the Moyneyana Festival made up the balance of our income.
3. Expenditure – General: General operating costs are listed as \$4,241 but in effect the figure is slightly distorted by the fact that it includes the \$2,000 for the AMSA conference funding and a \$500 transfer to our Shed Construction Account when this was first established.

In effect, without the special items above, the real operating expenditure figure was of the order of \$1,741. Stationery, postage, travel and communication costs make up the bulk of our operational expenses.

We have been fortunate that our printing and copying expenses have been minimised by the generosity of the Moyne Shire Council that has provided printing of Newsletters and grant applications at no charge. Had we been required to directly cover the cost of printing then I suspect that another \$300+ would have been expended on printing.

To date, the **Shed Construction Project Account** has seen little activity other than the \$500 that was transferred from our Main Account, and supplemented by \$200 from the Lions Club, on opening the account. Subsequently, the grant funds we received from the Gardiner Foundation (\$5,000) were deposited into this account. The activity in this account will undoubtedly dominate next year's report as an expected \$135K+ is expected to flow through the account as our shed is constructed.

At the time of writing this report, we are actively seeking to "call in" funds from the various granting bodies and other benefactors that have pledged monies to the shed construction project. All such funds will be deposited into the Shed Construction Project Account and the account should soon show the healthy balance we will require in the immediate future when we start our building program.

Budget for 2009 – 2010

General Operating Budget

In a year when we will encounter major expenditure on the shed construction, it is necessary to separate the General Operating Budget from the Shed Construction Project Budget. The **General Operating Budget** (attached) is very much a rough estimate based on history of expenditure in 2008-2009, and taking into account anticipated and known costs for the new financial year and assessing income targets based on the potential opportunities open to us. The budget is an

approximation only as we have no prior history on which to base the cost of operating the shed on a day-to-day basis until we actually get it up and running. At best, the budget has been framed to set income targets and a means of determining what we should set for membership fees, what the “daily shed fee” should be and to set targets for fundraising and seeking of funds from grants.

In essence, our ability to be able to spend funds on major equipment items and for additional fit-out of the Shed not covered in the Shed Construction Project budget, is very much predicated on our ability to secure grant funding in the year¹ or save some monies on the construction project. For instance, the \$12,000 allocated for Major Equipment isn’t based on what we actually need but more on what we might be able to afford.

I commend the budget to the members. It is merely an indicative plan for setting fees and mapping out potential income and expenditure. Hopefully, with a bit of history behind us, the budget for the following year (2010-2011) will be a much more detailed and accurate document.

Shed Construction Project Budget

There has been much written of late about the projected cost and summary of funding received for the Shed Construction Project. It is fair to say that it has been a moving target that has been unfortunately complicated by the accounting requirement set for the Victorian Government grant in having to be initially couched in figures exclusive of GST. Having now received the documentation on this major grant it is evident that for the \$50K we were awarded (excl of GST) we can actually invoice the Government for \$55K to cover the GST component. In this regard, the figures presented below are more reflective of true costs and are presented as being inclusive of GST.

Members should be cognisant of the fact that many of the construction costs represented in the right hand column are still estimates only, based on preliminary quotes. We have recently issued a Request for Quotation for the “Supply and Erection of a Shed at the Port Fairy Showgrounds” that seeks accurate quotes on building the shed to our specification, including the detailed design of the slab. Site preparation costs have been increased over earlier estimates because of the Engineer’s recommendation to install a retaining wall or pier and beam structure to stabilise the slab. Furthermore, the more rigorous design of the slab will potentially increase the shed & slab cost from the original estimate.

The Project Team that is overseeing the construction and fit-out of the Shed are mindful that costs may vary from the above figures but have sufficient insight and control to ensure we stay within budget. If costs on the shed and slab exceed budget, then savings will have to be made on the fit-out or parts of the fit-out delayed.

Summary of Direct Funding		<i>incl. GST</i>	Summary of Construction Costs		<i>incl. GST</i>
DPCD	\$	55,000	Planning costs	\$	3,069
Australian Lions Foundation	\$	15,000	Shed & Slab Cost	\$	58,655
Lions Club per GSK	\$	22,000	Site Preparation	\$	10,750
Uebergang Foundation	\$	5,000	Fit-out costs		
Gardiner Foundation	\$	5,000	Kitchen & Toilet area	\$	26,168
Port Fairy Folk Festival	\$	25,000	Site Electrical work	\$	8,398
Rotary Club	\$	500	Internal Plumbing work	\$	8,500
Special Grants	\$	10,000	Workspace fit-out	\$	6,360
			External plumbing work	\$	13,980
			Other Services	\$	608
TOTAL		\$ 137,500	Sub- Total	\$	136,488
			Contingency allowance	\$	10,024
			TOTAL	\$	146,512
Breakdown of income:			Breakdown of costs:		
Direct Funding	\$	137,500	Direct costs	\$	124,863
In-kind (PFMS)	\$	-	Contingency allowance	\$	10,024
In-kind (PF Show Society + Others)	\$	11,625	In-kind labour costs	\$	-
			In-kind - other support	\$	11,625
TOTAL		\$ 149,125	TOTAL	\$	146,512
BALANCE (INCOME less EXPENDITURE)		\$ 2,613			

¹ (Note: At the time of writing this report we have just received notification of another grant success that has secured \$5,000 towards shed establishment costs. This is 50% of the required income from grants as set aside in the budget).

Proposed fees for 2009 – 2010

The **General Operating Budget** includes income derived from member's fees. Initially, the fees for the PFMS were set at \$5 joining fee plus an annual membership fee of \$5. The Committee agreed to waive annual membership fees for 2008-2009 in consideration of the fact that we did not have a working shed and costs were minimal.

For the 2009-2010 financial year, I am recommending that the **Annual Membership Fee** be increased to \$10 and the **Joining Fee** to remain at \$5. I will further propose that the annual fee not be due until January 2010 in anticipation of when we will have our shed built and operational.

Many of the Men's Sheds we have visited also charge an attendance or Daily Fee. The **Daily Fee** is usually levied to cover tea, coffee and milk costs for morning teas and lunch and to defray day-to-day operational activities and minor material expenses. My recommendation, as framed in the budget, is that this be set to \$2 per day for those in attendance at the Shed each day. This is proposed to be an honour system only.

In summary, the proposed fees for 2009-2010 are –

Joining fee	\$5 (once off fee)
Annual Membership fee	\$10 per annum
Daily (attendance) fee	\$2 per day

Harry Bracegirdle (15th July 2009)

PORT FAIRY MEN'S SHED
GENERAL OPERATING BUDGET for 2009 - 2010

Prepared by Harry Bracegirdle (July 09)

OPERATING BUDGET 2009-2010	YEAR	
ANTICIPATED EXPENDITURE	2009-2010	2008-2009 (actuals)
Equipment		
Major equipment	\$ 12,000	1095
Power tools (hand held)	\$ 500	735
Small tools etc	\$ 2,000	720
Office equipment	\$ 250	25
Total - Equipment	\$ 14,750	2575
General Operating		
Stationery	\$ 880	\$ 832
Subscriptions, Fees & Commissions	\$ 530	\$ 140
Secretarial Costs	\$ 150	\$ 68
Travel costs	\$ 450	\$ 308
Postage	\$ 220	\$ 150
Promotional Costs	\$ 400	\$ 145
Food & Beverage	\$ 240	\$ 42
Conference & Meeting costs (not AMSA Conference)	\$ 100	\$ 45
AMSA Conference	\$ -	\$ 2,000
Advertising Costs	\$ 110	\$ 12
Lease costs at Showgrounds	\$ 400	\$ -
Insurance	\$ 450	\$ -
Printing	\$ 150	\$ -
Communication costs	\$ 120	\$ 120
Hire of venues	\$ 60	\$ -
Total - General costs	\$ 4,260	\$ 3,862
Shed Operating costs		
General materials for shed	\$ 500	\$ 140
Other shed costs (fixtures etc.)	\$ 300	\$ -
Total - Shed operating costs	\$ 800	\$ 140
Contingency allowance @ approx. 5%	\$ 990	\$ -
TOTAL ANTICIPATED EXPENDITURE	\$ 20,800	\$ 6,577
ANTICIPATED INCOME		
Grants for shed equipment / administration	\$ 10,000	
DVA Grant for fit-out, fridge etc.	\$ 7,500	
Fundraising	\$ 1,000	
Income from projects	\$ 400	
Sponsorship	\$ 300	
Membership fees	\$ 700	
Daily Shed fees	\$ 900	
TOTAL ANTICIPATED INCOME	\$ 20,800	

EXPENDITURE DETAILS			
Item	No.	Rate	Total Cost
Stationery			\$ 880.00
A4 paper (reams)	10	\$ 6.50	\$ 65.00
Other minor items	1	\$ 200.00	\$ 200.00
Ink Cartridges (Blk)	5	\$ 60.00	\$ 300.00
Ink Cartridges (Clr)	5	\$ 60.00	\$ 300.00
Folders	6	\$ 2.50	\$ 15.00
Subscriptions & Fees			\$ 530.00
Consumer Affairs			\$ 40.00
VMSA			\$ 40.00
Grant commissions			\$ 450.00
Travel	2500	\$ 0.18	\$ 450.00
Postage			\$ 220.00
Stamps	300	\$ 0.55	\$ 165.00
Other postage	1	\$ 55.00	\$ 55.00
Promotional costs			\$ 400.00
BBQ's etc	3	\$ 100.00	\$ 300.00
Brochure printing	1	\$ 100.00	\$ 100.00
Advertising	4	\$ 27.50	\$ 110.00
Insurance (incl. property & liability)	est.		\$ 450.00
Food & Beverage			\$ 240.00
Coffee	5	\$ 20.00	\$ 100.00
Tea	3	\$ 10.00	\$ 30.00
Biscuits	8	\$ 5.00	\$ 40.00
Milk	30	\$ 2.33	\$ 70.00
<i>* assumes seven months shed operation period only</i>			
Communication costs			
Internet	12	\$ 10.00	\$ 120.00
Members fees			\$ 700.00
Joining fees	20	\$ 5.00	\$ 100.00
Annual fees	60	\$ 10.00	\$ 600.00
Daily Shed fees	450	\$ 2.00	\$ 900.00
<i>* 30 working days with average of 15 people per day = 450 activity days</i>			
<i>NB. Assumes 7 months of operation of Shed from Dec 2009</i>			

BALANCE SHEET

As of 30-Jun-09

Assets

Notes

Current Assets**Funds at Bank**

NAB A/c No. 083-837 82-288-5805

\$2,962.86

Main A/c

NAB A/c No. 083-837 83-667-6596

\$6,200.00

Shed Construction A/c

Total Funds at Bank**\$9,162.86****Fixed Assets****Capital - Building**

Shed (70% of shared facility)

\$0.00

30% owned by Lions Club

Total Capital - Building**\$0.00****Furniture & Equipment**

Equipment - donated

\$610.00

Equipment - purchased

\$1,829.85

Furniture - donated

0.00

Furniture - purchased

\$25.00

Total Furniture & Equipment**\$2,464.85****TOTAL ASSETS****\$11,627.71****Liabilities & Equity****Liabilities**

Accounts payable

\$0.00

Interest payable

\$0.00

Other liabilities

\$0.00

Total Liabilities**\$0.00****Equity**

Net worth

\$11,627.71

Total Equity**\$11,627.71****TOTAL EQUITY less LIABILITIES****\$11,627.71**

PORT FAIRY MEN'S SHED (Main Account)

A/c No. 083-837 82-288-5805

SUMMARY OF EXPENDITURE & INCOME

Date Printed: 15-July-2009

INCOME

Type	Classification Group	Classification	Total Amount
Ordinary Income			\$ 10,120.00
	Donations		\$ 2,750.00
		Donations: Service Clubs	\$ 2,750.00
	Subscription Fees		\$ 220.00
		Subscription Fees: Joining	\$ 220.00
	Grants		\$ 7,000.00
		Grants: Local Government	\$ 7,000.00
	Miscellaneous Income		\$ 150.00
		Miscellaneous Income	\$ 150.00
Total Income			\$10,120.00

EXPENDITURE

Type	Classification Group	Expenditure by Classification	Total Amount
Asset Expenditure			\$ 1,854.85
	Equipment Assets		\$ 1,854.85
		Equipment - Office (Asset)	\$ 25.00
		Equipment - Workshop (Asset)	\$ 1,095.20
		Equipment - Power Tools (Asset)	\$ 734.65
Operating Expenditure			\$ 5,302.29
	General Operating Costs		\$ 4,241.80
		Stationery	\$ 831.96
		Subscriptions & Fees	\$ 140.20
		Secretarial Costs	\$ 68.48
		Travel costs	\$ 307.62
		Postage	\$ 149.75
		Promotional Costs	\$ 145.10
		Food & Beverage	\$ 41.99
		Conference & Meeting costs	\$ 2,045.00
		Transfer of Funds (Inter-Account)	\$ 500.00
		Advertising Costs	\$ 11.70
	Building Costs		\$ 80.00
		Contractor Services	\$ 80.00
	Shed Operating Costs		\$ 140.49
		Materials & Hardware	\$ 140.49
	Communications Costs		\$ 120.00
		Telephone - Internet	\$ 120.00
	Equipment General		\$ 720.00
		Equipment - Other	\$ 50.00
		Equipment - Hand Tools (Non-Asset)	\$ 670.00
Total Expenditure			\$ 7,157.14

BALANCE (INCOME less EXPENDITURE)	\$	2,962.86
plus Cash on Hand	\$	-
TOTAL - AVAILABLE FUNDS	\$	2,962.86

PORT FAIRY MEN'S SHED (Main Account)

A/c No. 083-837 82-288-5805

SUMMARY OF EXPENDITURE & INCOME

Date Printed: 15-July-2009

BANK RECONCILIATION

BANK STATEMENT		30-June-2009	
	Credit Balance at Bank	\$	3,110.21
<i>less</i>	Debits at Bank	\$	-
<i>less</i>	Bank Fees	\$	-
	Balance - Cash at Bank	\$	3,110.21
<i>plus</i>	Cash on hand (not banked)	\$	-
	Other Income yet to be bank	\$	-
	TOTAL	\$	3,110.21
<i>less</i>	Unpresented cheques	\$	147.35

AVAILABLE FUNDS

Cash @ Bank *less* Unpresented cheques & Receipts not yet banked

\$ 2,962.86

UNPRESENTED CHEQUES

Tx Type CHQN

Chq. No	Cheque Payment To (Payee)	Chq. Amount
000028	Tobin Office National	\$ 147.35
Grand Total		\$ 147.35

PFMS - CONSTRUCTION PROJECT A/c

A/c No. 083-837 83-667-6596

SUMMARY OF EXPENDITURE & INCOME

Date printed: 15-July-2009

INCOME

Type	Classification Group	Classification	Total Amount
Ordinary Income			\$ 6,200.00
	Donations		\$ 500.00
		Donations: Service Clubs	\$ 500.00
	Grants		\$ 5,000.00
		Grants: Non-Government	\$ 5,000.00
	Miscellaneous Income		\$ 700.00
		Miscellaneous Income	\$ 700.00
Total Income			\$ 6,200.00

EXPENDITURE

Type	Classification Grc Expenditure by (Total Amount
		(blank)
Total Expenditure		

BALANCE (INCOME less EXPENDITURE)	\$	6,200.00
plus Cash on Hand	\$	-
TOTAL - AVAILABLE FUNDS	\$	6,200.00

PFMS - CONSTRUCTION PROJECT A/c

A/c No. 083-837 83-667-6596

SUMMARY OF EXPENDITURE & INCOME

Date printed: 15-July-2009

BANK RECONCILIATION

BANK STATEMENT

30-June-2009

Credit Balance at Bank	\$	6,200.00
<i>less</i> Debits at Bank	\$	-
<i>less</i> Bank Fees	\$	-
Balance - Cash at Bank	\$	6,200.00
<i>plus</i> Cash on hand (not banked)	\$	-
Other Income yet to be banked	\$	-
TOTAL	\$	6,200.00
<i>less</i> Unpresented cheques	\$	-

AVAILABLE FUNDS

Cash @ Bank less Unpresented cheques & Receipts not yet banked

UNPRESENTED CHEQUES

Tx Type

Chq. No	Payment To	Chq. Amount
(blank)	(blank)	

Grand Total

\$ 6,200.00

