



# ANNUAL REPORT

# 2016

This report contains the details of the activities of the Autism Family Support Association Inc for the period 1<sup>st</sup> July 2015 to 30<sup>th</sup> June 2016, as presented to the members at the Annual General Meeting held on Sunday 6<sup>th</sup> November 2016.

**POSTAL ADDRESS**

33 Genista Road Cranbourne West VIC 3977

ABN 27 369 160 573

**WEB**

[www.afsaconnect.org.au](http://www.afsaconnect.org.au)

**PHONE**

0421 642 364

**EMAIL**

[secretary@afsaconnect.org.au](mailto:secretary@afsaconnect.org.au)

# AUTISM FAMILY SUPPORT ASSOCIATION INC

ABN 27 369 160 573  
Inc. No. A0007531T



## 2016 ANNUAL GENERAL MEETING

To be held on Sunday 6<sup>th</sup> November 2016 in the Willis Room, Whitehorse Centre, 397 Whitehorse Road, Nunawading commencing at 2:00 pm.

### AGENDA

1. Welcome
2. Apologies
3. Confirmation of the minutes of the previous AGM held on 4<sup>th</sup> October 2015 (see page 3 of this report)
4. Presentation of the 2016 Annual Report, including Financial Statements (see pages 6-8 of this report)
5. Acceptance of Annual Report – Mover & Seconder
6. Election of AFSA Office Bearers and Committee for the coming year.

MOTION - That the 2016-17 Committee comprise four Office Bearers and up to six ordinary committee members, as allowed for in the Rules of the Association.

Nominations called for and the Secretary will act as Returning Officer if an election is required

7. Confirmation of membership/joining fees for coming year – no fees to be charged
8. Guest Speaker – Mrs Christine Scott, VALID
9. Close AGM

All in attendance are invited to stay for afternoon tea and a chat. Meeting to conclude no later than 4:00.

# AUTISM FAMILY SUPPORT ASSOCIATION INC

ABN 27 369 160 573  
Inc. No. A0007531T



## MINUTES OF AFSA 2015 AGM

Held on Sunday 4<sup>th</sup> October 2015 in the Willis Room, Whitehorse Centre, 397 Whitehorse Road, Nunawading commencing at 2:00 pm.

**PRESENT** – Catrina Mulderry, Jan De Witte, Jane Platt, Bernard & Robin Shanahan, Phil Lipshut, Amanda Golding, Kim Liong Woo, Richard Joseph, Richard Wright, Joanne O’Brien, Ron O’Dwyer, Tracey Hayes, Mark Poole, Michael Tucker, Ruth Cauchi, Carol Berger

1. Welcome by the Acting President, Catrina Mulderry, to a celebration of AFSA’s 30 years.
2. Apologies – Stephanie Gotlib (CDA), Carmel Vandersman, Liz Wilks, Deb Johnson (VALID) and Meredith Ward
3. Confirmation of the minutes of the previous AGM held on 18<sup>th</sup> May 2014 MOVED Jan De Witte SECONDED Jane Platt - CARRIED
4. Presentation of the 2015 Annual Report, including Financial Statements – Report of the Committee activities, Corporate details and Financial Statements as contained in the printed report distributed.
5. Acceptance of Annual Report – MOVED Michael Tucker SECONDED Tracey Hayes - CARRIED
6. 2015-16 AFSA Committee – Proposed that the AFSA Committee comprise 4 Office Bearers and 6 General Committee members – MOVED Jan De Witte SECONDED Phil Lipshut CARRIED. Election of AFSA Office Bearers and Committee for the coming year – Nominations were received from Catrina Mulderry (President), Michael Tucker (Vice President), Amanda Golding (Secretary), Kim Liong Woo (Treasurer), Phil Lipshut, Tracey Hayes, Ruth Cauchi – no election was required and all nominees were confirmed. Three further committee positions can be filled by appointment during the year.
7. Confirmation of membership/joining fees for coming year – no fees to be charged – MOVED Michael Tucker SECONDED Tracey Hayes CARRIED
8. Q&A Panel – Sharing Experiences of Parenting with ASD – committee members Michael Tucker, Amanda Golding and Tracey Hayes shared some of their recent experiences, followed by general discussion.
9. Close of AGM

Following the meeting all enjoyed afternoon tea and the cutting of a Celebration Cake by founding AFSA members Robin and Bernie Shanahan.

## REPORT FROM THE AFSA COMMITTEE



***The Purpose of the Autism Family Support Association Inc is to assist and support individuals with an Autism Spectrum Disorder by providing emotional and practical support for parents, carers and families.***

In the furtherance of this purpose the AFSA Committee strives to be the voice of parents, carers and families by establishing relationships with like organizations and government offices in order to convey relevant experiences and information.

Committee members meet monthly for planning and review, to deal with association management matters and provide mutual support to each other.

During 2015-16 some key activities by AFSA have included:

- Holding a successful workshop over a number of weeks for up to a dozen families conducted by Amaze and funded by the NDIA on the National Disability Insurance Scheme (NDIS)
- Preparing a submission to the Victorian Parliamentary Inquiry into ASD
- Operating two sub committees – Education and the NDIS to ensure we have access to current information and are 'participation ready', and
- Participating in DHHS and DET consultation meetings and attending several workshops and conferences of relevance to the sector.

Internally, the committee has done more work on aspects of AFSA's operations following the adoption of the new Rules of Association in May 2014. This work has included the launching in April 2016 of an upgraded website. We are also developing more effective processes for communicating with our constituency, including use of social media. The committee also uses a set of organisational Policies and Procedures to ensure the organisation operates efficiently and effectively.

**All persons interested in the role and activities undertaken by AFSA are invited to attend committee meetings – contact the Secretary for details of dates and venue.**

## SECRETARY'S REPORT

Following are details of various administrative items relating to the running of the Autism Family Support Association.



### Committee membership & meetings:

Committee Members at the end of the reporting period, 30<sup>th</sup> June 2016 were:

Catrina Mulderry, President  
Michael Tucker, Vice President  
Amanda Golding, Secretary/Public Officer  
Kim Liong Woo, Treasurer  
... and committee members Phil Lipshut, Tracey Hayes and Ruth Cauchi.

Retirement from the committee during the reporting period was Tracy-Ann Pettigrew who resigned from the Committee and the Association in August 2015.

Ten committee meetings were held during the reporting period. A new committee is formed at each AGM but interested persons can nominate for the AFSA committee at any time.

Following the adoption of the new set of Rules of Association at the 2014 AGM the committee reviewed AFSA's internal processes and where applicable updated these to ensure consistency with modern business practices, for example, the use of electronic communication. The new Rules ensure AFSA is compliant with all relevant state and federal legislation re Not for Profit organisations.

### Corporate Details:

The Autism Family Support Association is Incorporated in Victoria (A0007531T), is tax exempt, has an ABN (27 369 160 573) and is not registered for GST. AFSA is a registered charity with the Australian Charities & Not for Profit Commission (ACNC). AFSA was previously an organisational member of Amaze (formerly Autism Victoria) and is now a general member of that organisation.

Committee members provide their time and expertise on an honorary basis and any expenses incurred are reimbursed. Committee meetings are held at the premises of Outside the Square Psychology in Burwood and we are very grateful for the facilities and welcome provided by the director Ms Kirsty Kerr.

### Financial Details:

The Association banks with Westpac Glen Waverley and operates two bank accounts – a transaction account and investment account. Banking transactions are managed electronically with two signatories required to effect a transaction. AFSA operates on a Financial Year basis. Our accounts are not required to be externally audited.

AFSA routinely applies for a Victorian Department of Human Services Disability Self Help Group Grant. A DSHG grant has been made for the 2015-17 time period – funds were received in September 2016. This grant covers most of our operating costs and means that we do not have to charge membership fees. A grant from the Department of Human Services, Canberra was received to enable us to upgrade our computer equipment.

**Amanda Golding – SECRETARY – [secretary@afsaconnect.org.au](mailto:secretary@afsaconnect.org.au)**

**Schedule 1**

Regulation 15

**Form 1**

***Associations Incorporation Reform Act 2012***

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

**This form is required to be provided to the members at the AGM with the association's accounts.**

---

**Annual statements give true and fair view of financial position of incorporated association**

We, Kim Liong Woo and Amanda Golding, being members of the Committee of the Autism Family Support Association Inc., certify that—

The statements attached to this certificate give a true and fair view of the financial position of the Autism Family Support Association Inc. during and at the of the financial year ended 30/6/2016.

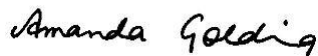
Signed:



Kim Liong Woo - Treasurer

Dated: 8/9/2016

Signed:



Amanda Golding – Secretary/Public Officer

Dated: 8/9/2016

# AUTISM FAMILY SUPPORT ASSOCIATION INC



## 2016 FINANCIAL STATEMENTS

During the financial year ended 30/6/2016, AFSA received income of \$2,047.10 comprising an Australian Government Volunteer Support Grant and bank interest.

Expenditure for the period totalled \$6,277.42. Major expenditure items were web site redevelopment expenses, insurances and operating costs – room hire, mobile phone and consumables.

Consequently, there was an operating deficit during the period of \$4,230.32. It should be noted that a Disability Self Help Group grant for the 2015 – 2017 period was received in September 2016. 50% of this grant, \$4,133, is to cover operating expenses during the financial year ended 30/6/2016.

Our Trust Funds stood at \$53,600.50 at 30 June 2016 made up of cash held in two bank accounts.

**Kim Woo, Treasurer**

## BALANCE SHEET

As at 30 June 2016

	\$
<b>Trust Funds</b>	
Opening Balance	57,830.82
Operating Deficit	<u>(4,230.32)</u>
<b>TRUST FUNDS</b>	<b><u>53,600.50</u></b>
<b>Current Assets</b>	
Cash at Bank	<u>53,600.50</u>
<b>Total Current Assets</b>	<b>53,600.50</b>
<b>Fixed Assets</b>	<u>0.00</u>
<b>Total Assets</b>	<b>53,600.50</b>
<b>Total Liabilities</b>	<u>0.00</u>
<b>NET ASSETS</b>	<b><u>53,600.50</u></b>

**INCOME AND EXPENDITURE STATEMENT**

For 12 months from 1/7/2015 to 30/6/2016

<b>Bank Balance at 1 July 2015</b>	<b>\$57,830.82</b>
<b>INCOME</b>	
Grants	1,320.00
Bank Interest	<u>727.10</u>
<b>TOTAL INCOME</b>	<b>2,047.10</b>
<b>LESS EXPENDITURE</b>	
Fees, Insurances & Permits	1,465.55
Conferences	553.12
Assets <\$5,000	1,750.00
Transport	513.12
Venue Hire	769.00
Supplies	506.30
Phone	384.89
Advertising & Promotion	225.00
Printing & Stationery	<u>110.44</u>
<b>TOTAL EXPENDITURE</b>	<b><u>6,277.42</u></b>
<b>DEFICIT</b>	<b><u>(4,230.32)</u></b>
<b>Bank Balance at 30 June 2016</b>	<b><u>\$53,600.50</u></b>

**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS FOR YEAR ENDED 30 JUNE 2016**

**Note 1: Accounting Matters**

**Income Tax**

Autism Family Support Association is exempt from tax as per Section 23 (e) of the Income Assessment Act.

**GST**

Autism Family Support Association is not a registered GST entity.