



ANNUAL REPORT

2015

This report contains the details of the activities of the Autism Family Support Association Inc for the period 1st January 2014 to 30th June 2015, as presented to the members at the Annual General Meeting held on Sunday 4th October 2015.

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AUTISM FAMILY SUPPORT ASSOCIATION INC

ABN 27 369 160 573
Inc. No. A0007531T



2015 ANNUAL GENERAL MEETING

To be held on Sunday 4th October 2015 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 18th May 2014 (see page 3 of this report)
4. Presentation of the 2015 Annual Report, including Financial Statements (see pages 7-9 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 2015-16 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. Q & A Panel – Sharing Experiences of Parenting with ASD
9. Close AGM

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

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MINUTES - 2014 ANNUAL GENERAL MEETING

Held on Sunday 18th May 2014 in the Willis Room, Whitehorse Centre, 397 Whitehorse Road, Nunawading commencing at 2:00 pm.

PRESENT – Catrina Mulderry, Jan De Witte, Lyndel Kennedy, Jane Platt, Bernard & Robyn Shanahan, Phil Lipshut, Tracy-Ann Pettigrew, Meredith Ward, Amanda Golding, Kim Woo, Richard Joseph, Rosemary Malone

1. Welcome by the Acting President, Meredith Ward
2. Apologies – Amanda Richdale (OTARC), Thame & John Belleville, Bronwyn Davis & Jackie Cheung (SAAIF), Mary Muirhead (Learning for Life), Stephanie Gotlib (CDA), Michael & Jenny Tucker, Dariane McLean & Christine Scott (VALID), Carmel Vandersman, Diane Holbery (Aspect Victoria), Rosalie Cotter
3. Confirmation of the minutes of the previous AGM held on 30th June 2013 MOVED Richard Joseph SECONDED Amanda Golding - CARRIED
4. Presentation of the 2014 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 Catrina Mulderry SECONDED Jane Platt - CARRIED
6. Special Resolutions – refer to attached Minutes of Special General Meeting.
7. Election of AFSA Office Bearers and Committee for the coming year – Nominations were received from Jan De Witte (President), Tracy Pettigrew (Vice President), Amanda Golding (Secretary), Kim Woo (Treasurer), Rosalie Cotter, Catrina Mulderry, Phil Lipshut, Jane Platt & Meredith Ward – no election was required and all nominees were confirmed.
8. Confirmation of membership/joining fees for coming year – no fees to be charged
9. Motion of appreciation to Richard Joseph, Past President
10. Close of AGM

GUEST SPEAKER & PRESENTATION by Ms Rosemary Malone, CEO Gateways Support Services Geelong. Gateways is a Service Provider for the National Disability Insurance Scheme (NDIA) Barwon Trial Region. Rosemary outlined the processes and experiences to date, especially in relation to clients with an Autism Spectrum Disorder.

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MINUTES OF SPECIAL GENERAL MEETING TO ADOPT TWO RESOLUTIONS AS PER PRESCRIBED NOTICE OF MEETING.

A Special General Meeting of Autistic Family Support Association Inc. A0007531T ("the Association") was at the Willis Room, Whitehorse Centre, 397 Whitehorse Road Nunawading on Sunday 18th May 2014 at 2:15 pm.

Members entitled to vote in attendance were –

Jan De Witte, Tracy Pettigrew, Amanda Golding, Kim Woo, Catrina Mulderry, Phil Lipshut, Jane Platt, Meredith Ward, Lyndel Kennedy, Richard Joseph, Rosemary Malone.

No Proxy votes were received or tabled.

Special Resolutions – MOVED Jan De Witte SECONDED Jane Platt

1. "That the Association change its name to "Autism Family Support Association Inc".
2. "That the Association adopt the document entitled 'Constitution' attached to the Notice of Meeting as the Association Constitution".

The Constitution proposed to be adopted by the Association was available for inspection on the Association's website – www.afsaconnect.org.au.

An explanation of the Special Resolutions was given by the Secretary, Amanda Golding. Discussion for and against the motions was invited, and there being no discussion, the members were asked to vote – both Resolutions were CARRIED UNANIMOUSLY.

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 2014-15 the external focus of AFSA has been

- attending several workshops and conferences of relevance to the sector,
- establishing strategic links with key Disability peak bodies,
- establishing two sub committees – Education and the National Disability Insurance Scheme to ensure we have access to current information and are ‘participation ready’, and
- participating by invitation in a DHS - Disability Services Reference Group and a DEECD – PSD Review Consultation

Internally, the committee has done a great deal of work on aspects of AFSA’s operations following the adoption of the new Rules of Association in May 2014. This work has included a review and revamp of the website and discussion of more effective processes for communicating with our constituency, including use of social media. The committee has also developed 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, 30th June 2015 were:

Tracy-Ann Pettigrew, President

Catrina Mulderry, Vice President

Amanda Golding, Secretary/Public Officer

Kim Woo, Treasurer

... and committee members Phil Lipshut, Jan De Witte, Catrina Mulderry, Tracey Hayes, Jane Platt, Belinda Rogers & Michael Tucker.

Retirements from the committee during the reporting period were Richard Joseph & Rosalie Cotter. Tracy-Ann Pettigrew resigned from the Committee and the Association in August 2015.

Thirteen 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. Following an 18 month transition period AFSA will now operate on a Financial Year basis.

AFSA routinely applies for a Victorian Department of Human Services Disability Self Help Group Grant. A DSHG grant was received for the 2014-15 time period. This grant covers most of our operating costs and means that we do not have to charge membership fees.

Amanda Golding – SECRETARY – secretary@afsconnect.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—

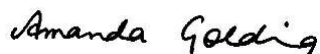
The statements attached to this certificate give a true and fair view of the financial position of the Autism Family Support Association Inc. during and at the end of the 18 month transition period covering 1/1/2014 to 30/6/2015.

Signed:

Kim Liong Woo - Treasurer

Dated: 8/9/2015

Signed:



Amanda Golding – Secretary/Public Officer

Dated: 8/9/2015

AUTISM FAMILY SUPPORT ASSOCIATION INC



2015 FINANCIAL STATEMENTS

During the 18 month period from 1/1/2014 to 30/6/2015, AFSA received income of \$8,836.08 comprising a Victorian Government Disability Self Help Grant (2014-15) and bank interest.

Expenditure for the period totalled \$10,907.68. Major expenditure items were legal expenses associated with the updated Rules of Association, insurances and website costs.

Consequently, there was an operating deficit during the period of \$2,071.60.

Our Trust Funds stood at \$57,830.82 at 30 June 2015 made up of cash held in two bank accounts.

Kim Woo, Treasurer

BALANCE SHEET

As at 30 June 2015

	\$
Trust Funds	
Opening Balance	59,902.42
Operating Deficit	<u>(2,071.60)</u>
TRUST FUNDS	<u>57,830.82</u>
Current Assets	
Cash at Bank	57,830.82
Total Current Assets	<u>57,830.82</u>
Fixed Assets	0.00
Total Assets	57,830.82
Total Liabilities	0.00
NET ASSETS	<u>57,830.82</u>

**INCOME AND EXPENDITURE
STATEMENT**

For 18 months from 1/1/2014 to 30/6/2015

Bank Balance at 1 January 2014	\$59,902.42
INCOME	
Grants	6,778.00
Bank Interest	1,791.70
Health Department Reimbursement	<u>266.38</u>
TOTAL INCOME	<u>8,836.08</u>
LESS EXPENDITURE	
Fees & Permits	4,880.13
Conferences	2,149.14
Assets <\$5,000	1,108.81
Venue Hire	858.00
Supplies	725.46
Phone	474.89
Advertising & Promotion	310.00
Printing & Stationery	166.38
License Fees	111.92
Miscellaneous	<u>122.95</u>
TOTAL EXPENDITURE	<u>10,907.68</u>
DEFICIT	<u>(2,071.60)</u>
Bank Balance at 30 June 2015	\$57,830.82

**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS FOR YEAR
ENDED 30 JUNE 2015**

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.