

**Action and Resource Centre Co-operative
264 a High Street, Nothcote**

**1995 - 1996
ANNUAL REPORT**



264a High Street
Northcote, Vic. 3070

Telephone: 9481 5599
Facsimile: 9482 2269

**ACTION AND RESOURCE CENTRE CO-OPERATIVE LTD.
PROVIDES SERVICE FOR LOW INCOME FAMILIES**

Action and Resource Centre Co-operative Limited

Annual General Meeting

Thursday 31st of October 1996 at 12.00pm.

Agenda

1. Welcome and apologies.
2. Confirmation of the minutes of the 13th Annual General Meeting held on the 10th of October 1995. (Refer attached)
3. Auditor's presentation of the Balance Sheet, Profit and Loss accounts, Statement of Cash Flows and state of affairs as at 30 June 1996. (Refer attached)
4. Director's report: The State of ARC (Refer attached)

Shareholdres are requested to read this paper.

These are the two options:

- (1) ARC re-establishes itself as a member run co-operative.
- (2) ARC becomes a community organisation.

5. Election of Directors.
The Board of Directors hereby notifies shareholders that six positions are for election. Nominations from shareholders for election to the Board of Directors will close on open ***Tuesday the 22nd at 5.00pm.*** Nomination forms (Refer attached) are to be mailed in or dropped into ARC at 264a High Street, Northcote no later than this date.

Two Directors, Debbie Page, Margaret Bartlett are retiring by rotation and being eligible, offer themselves for re-election.

*

6. General business

Action and Resource Centre Co-operative Limited

264a High Street, Northcote 3070

13th Annual General Meeting

10th of October 1995 at 11.00am

Minutes of Meeting

Present - Members

L. Aberline, R.H. Aberline, M. Bartlett, T. Bechaz, J. Denton, S. Gales, C. Lynch, R. Morrison, B. McClusky, D. McCoy, K. McClusky, R. McGoldrick, M. O'Connor, L. Owen, D. Page, D. Parker, P. Parker, H. Rosa, G. Stagnitta, S. Slater, L. Tabb, K. Vaitkus, K. Vail, E. Whitaker and C. White.

** Names were taken out of the name register for the AGM in 1995. If your name is not listed and you did attend the 1995 AGM please notify a worker to rectify this.*

Present - Non - Members

John Wise, Gary Stokely, Alexia Pirpiris, Mary McParland, Julia Simic, Anthony Burton, Shirley Blair, Maureen Barron and Jody Page.

Apologies

S. Randel, H. Aberline, V. Pratt, P. Crocker, C. Daniels and M. Parker

To confirm the Minutes of the 12th Annual General Meeting

Moved: Linda Aberline
Seconded: Darren Parker
MOTION CARRIED

Motions

3.1 To receive, consider and adopt the Report of the Board of Directors.

Moved: Sally Gales
Seconded: Margaret Bartlett
MOTION CARRIED

3.2 The Financial Statement and the Auditor's Report for the year ending 30 June 1995.

Moved: Helen Rosa

Seconded: Chris Lynch

MOTION CARRIED

To receive the report of the secretary for the year ending 30 June 1995

Moved: Tonya Bechaz

Seconded: Lee-anne Owen

MOTION CARRIED

To elect four (4) Directors for a period of two years to fill outstanding Board members vacancies in accordance with the rules of the Co-operative.

Elected members: Chris Lynch
Margaret Bartlett
Gayle Stagnitta
Lee-anne Owen

Motion

By the signing of this form I agree to not harass verbally or physically attack or threaten such an attack on workers employed at ARC or any member of ARC.

Moved: Chris Lynch

Seconded: Leigh Tabb

MOTION CARRIED

Next Meeting will be in 1996 in accordance with direction by the Department of Justice and must be held prior to the end of September 1996.

Meeting Closed at 12.00pm

**Action and Resource Centre
Co-operative Limited**

Directors' Report

To the members,

Your Directors submit this report, together with the audited accounts of the Co-operative for the year ending 30 June, 1996.

Directors

The Directors in office at the date of this report are:-

Gayle Stagnitta, Debbie Page, Margaret Bartlett and Carmen Walsh

Chairperson - Gayle Stagnitta

This will be my last report to you as Chairperson and it is time for members to elect a new Board of Directors. I do ask you to think carefully about the people you vote for as it is very hard work and needs people with a real commitment to work, on behalf of all members and low-income people, the people on the Board need to be very honest and not there for power.

We, the Board of Directors, have had the sad job of having to remove one Board member at the last Board meeting, Ms Helen Rosa. If you elect any member with an overpowering personality that demand his or her own way over the majority, it is very hard for the Board to work on your behalf. So I ask again, think carefully about who you elect.

Special thanks to Debbie Page for all the hard work she has put in this year. Margaret Bartlett has also worked hard on your behalf. When I look back on this year, it has been a tough year for all members of the Board and Workers. I will give you an idea of some of the things we have had to deal with, some very unpleasant things indeed !

The previous Co-ordinator did not keep accurate financial records, he spent money without informing the Board, he lied to the Board, he would not give us information we needed to make informed decisions on your behalf. When he left ARC was in a real mess. There was no accountability at all, no decent records were kept in areas such as the Emergency Aid accounts. The previous workers acted against the interest of the members of ARC.

Emergency Aid is now fully recorded. ARC's money is now being organised through the Credit Co-op which means there cannot be any misuse of funds and the savings and loans component at ARC does not exist any more.

All these changes mean ARC is fully accountable to its members, probably for the first time. The workers we have now have supported and implemented all these changes as have the remaining Board members. There are only 4 of us left myself, Debbie Page, Margaret Bartlett and Carmen Walsh. Most of the difficult things have been dealt with this year. I believe we have now moved past these difficult problems and ARC now has a future to look forward to.

A new worker is going to be employed soon which means that it will free the other workers up to do their own jobs. Probably this has been a hard time for them too. I believe they will be glad things are settling down and they can concentrate on moving ARC forward. The Brotherhood would like to see us succeed.

I think our Board need to have some outside people on it and the Brotherhood are interested in having some representation. I believe this would be a move forward for us as we need all the help we can get. Things are getting real tough for low-income people. If we all pull together ARC can make it a bit easier for some of these people.

As you will notice there is no Co-ordinator report this year, as Jill Meade was not appointed as Co-ordinator until the Financial year was nearly over. I do believe she will get ARC going in the right direction this year if given the help and support of everyone involved with ARC. Thanks to Jill, Ian and Alexia for hanging in there !

This report is a true account of the year gone by. I think you members out there need to know there have been a lot of problems in the last year. I will finish by wishing the new Board the best of luck and if there is any way in which I can help out I will.

Director - Debbie Page

Boy ! What a year it has been. There has been a big change over in staff for one. There's been major changes in the Savings and Loans component at ARC.

I hope that at the A.G.M. the members think and choose their Board of Directors very wisely because they are there to represent you, the member. If you are thinking of going on the Board of Directors, have a long hard think about it first. You must be willing to put in the hard work, you must be dedicated to ARC and the membership, and you must be willing to commit yourself to ARC. I have learnt a lot from being a member on the Board of Directors. It takes a whole Board to work together that communicated with members and workers for the running of ARC.

I am nominating to be on the Board of Directors again for 1997 because I can see a future in ARC. I am currently doing a Management Course at Jika Jika to learn new skills along with other Board Members and Workers. We have a new worker at ARC, her name is Jude and she will be the new Community Development/Welfare worker. I am sure ARC will move forward very quickly with lots of workshops for members that will assist them in everyday life.

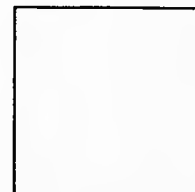
Gayle has been a wonderful support person for me on the Board. Thanks Gayle you have been my teacher. ARC is loosing a highly committed Chairperson. I thank all the Board members this year for their work. It was a hard year for everyone. Remember that workers are there to help you. They are a voice for low-income people. Thanks to Jill, Alexia and Ian for all the effort they have put into ARC. I welcome Jude to the ARC team.

Director - Margaret Bartlett

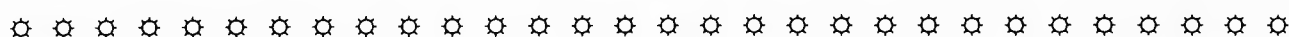
This is Margaret Bartlett doing my bit for the Annual Report. I hope that all members give some very serious thought about who you vote to be on our Board of Directors. How many of our present Board members do you see in our centre on a regular basis ? How many of these directors do you see actually turn up to any member meetings or functions ?

I know that I am going to upset some of our Directors by saying this, but I do believe many are on the Board for their own gains and not for the interests of low-income people. I am often upstairs and because I have problems with stairs, I stay upstairs for the duration of my stay at the centre. Gayle does a fantastic job and is in the centre most of the time, when infact she should be home. If everyone did their own share, Gayle would not need to be at ARC nearly everyday.

Special thanks should go to Gayle for all the work and time she puts into the centre. I do hope to see you all at the A.G.M., it plans to be a big one !



**ACTION AND RESOURCE CENTRE
264A HIGH STREET
NORTHCOTE VIC 3070**

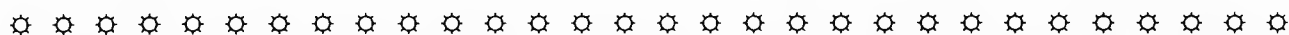


The BOARD DIRECTORS of ARC are members working for members in an unpaid capacity. Without the involvement of the Board of Management at ARC the Centre would not be operating. That is why we are inviting YOU, the member to nominate another member of ARC to play an active role on our Board of Directors.

ARC needs active Board Members who will work hard to help ARC flourish into the future.

All YOU have to do, is fill in the nomination form below and either send it in by placing a stamp in the square provided or you can drop it into the Centre in a ballot box located upstairs in the Administration area.

THANK YOU ☺



BOARD VACANCY NOMINATION FORM

I would like to nominate, to be an active

Board Member on the Board of Management at the Action and Resource Centre.

Current Financial Member

Current Financial Member

ACTION AND RESOURCE CENTRE CO-OPERATIVE LTD
EMERGENCY RELIEF PROGRAM
STATEMENT OF RECEIPTS AND PAYMENTS
FOR THE PERIOD 1ST JULY 1995 TO 30TH JUNE 1996

	<u>1996</u>	<u>1995</u>
BALANCE AS AT 30TH JUNE, 1995	1,489.29	981.22
<u>ADD CASH RECEIPTS</u>		
Department of Human Services & Health	23,591.00	18,537.00
Department of Justice (Courts)	26,200.00	7,700.00
Interest	202.54	79.18
Other	<u>872.22</u>	<u>1,298.95</u>
	50,865.76	27,615.13
	52,355.05	28,596.35
<u>LESS CASH PAYMENTS</u>		
Emergency Aid Payments	50,798.82	26,917.00
Administration - Bank Charges	506.35	190.06
*Ineligible Payments	<u>1,231.00</u>	<u>-</u>
	52,535.17	27,107.06
<u>BALANCE AS AT 30TH JUNE 1996</u>	<u>\$ (180.12)</u>	<u>\$ 1,489.29</u>
<u>Represented by:</u>		
Cash at National Bank (A/C 63-246-3329)	(1,140.75)	1489.29
Cash at National Bank (A/C 64-813-4108)	<u>960.63</u>	<u>-</u>
	(180.12)	
<u>*Add Ineligible Payments to be Reimbursed from A.R.C. General A/C</u>	<u>1,231.00</u>	<u>-</u>
	<u>\$ 1,050.88</u>	<u>\$ 1,489.29</u>

***Note:**

These payments for wages and computer services were made from the incorrect cheque book and should be paid from the Main Account (National A/C 63/24/3273)

EMERGENCY RELIEF PROGRAM

AUDITED STATEMENT

FOR THE PERIOD 1ST JULY 1995 TO 30TH JUNE 1996

Auditor's Report

I have examined the books of account, and records of the Emergency Relief Program administered by Action & Resource Centre Co-Operative Ltd. and certify that the attached statement of expenditure represents an accurate view of the manner in which funds were expended for the period 1st July, 1995 to 30th June, 1996.

A handwritten signature in dark ink, appearing to read 'John Mulhall', is written over a horizontal line.

(Signature)

JOHN MULHALL CPA

(Name)

PRINCIPAL, POBJOY, MULHALL & ASSOCIATES (Position/Firm)

(03) 9347 0900

(Telephone No.)

30TH SEPTEMBER, 1996

(Date)

**Action and Resource Centre
Co-operative Limited**

Annual Financial Statements
Year ended 30th of June, 1996

ACTION & RESOURCE CENTRE
CO-OPERATIVE LIMITED

FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30TH JUNE, 1996

POBJOY, MULHALL & ASSOCIATES
CERTIFIED PRACTISING ACCOUNTANTS

DIRECTORS' REPORT

In accordance with resolution of the Directors, the Directors submit herewith the Balance Sheet at 30th June, 1996 and the Profit and Loss Statement for the year ended on that date and report as follows:

- (a) The names of the Directors in office at that date of this report are as follows:

Lee-Anne Owen
Chris Lynch

Helen Rosa
Margaret Bartlett

Gayle Stagnitta
Debora Page

- (b) The principal activities of the Society are as follows:
to provide community services, benefits and support to members.
- (c) The operating loss of the Society for the year amounted to \$(24) and no provision for income tax was made.
- (d) No share issues were made during the year.
- (e) No transfer to Statutory Reserve has been made during the year.
- (f) In accordance with the Rules of the Society no dividend was paid or credited during the year.
- (g) The Directors, before the profit and loss account and balance sheet were made out, took reasonable steps to ascertain what action had been taken in relation to the writing off of bad debts and the making of provision for doubtful debts, and to cause all known bad debts to be written off and adequate provision to be made for doubtful debts.
- (h) At the date of the report, the Directors are not aware of any circumstances that would render the amount written off for bad debts or the amount of the provision for doubtful debts inadequate to any substantial extent.
- (i) The Directors, before the profit and loss account and balance sheet were made out, took reasonable steps to ascertain whether any current assets are unlikely to realize in the ordinary course of business their value as shown in the accounting records of the Society and if so, to cause -
- (i) those assets to be written down to an amount that might be expected so to realize; or
 - (ii) adequate provision to be made for the difference between the amount of the value as so shown and the amount that they might be expected to realize;

- (j) At the date of the report, the Directors are not aware of any circumstances that would render the values attributed to current assets in the account misleading.

No contingent or other liability has become enforceable or is likely to become enforceable within a period of twelve months after the end of the financial year which, in the opinion of the Directors, will or may affect the ability of the Society to meet its obligations as and when they fall due.

- (k) At the end of this report, the Directors are not aware of any circumstances not otherwise dealt with in the report or accounts which would render any amount stated in the account misleading.
- (l) The results of the Society's operations during the financial year were not, in the opinion of the Directors, substantially affected by any item, transaction or event of a material and unusual nature.
- (m) There has not arisen in the interval between the end of the financial year and the date of this report any item, transaction or event of a material and unusual nature likely, in the opinion of the Directors, to affect substantially the results of the Society's operations for the next succeeding financial year.

No Director has, since the end of the previous year, received or become entitled to receive a benefit (other than a benefit included in the aggregate amount of the emoluments received or due and receivable by the Directors, shown in the amounts or the fixed salary of a full-time employee of the Society) by reason of a contract made by the Company with the Director or with a firm of which he is a member, or with a company in which he has a substantial financial interest.

Signed in accordance with the resolution of the Board of Directors.

.....*my Bartlett*.....DIRECTOR

.....*Paul Stagnitta*.....DIRECTOR

ACTION AND RESOURCE CENTRE CO-OPERATIVE LIMITED
CONSOLIDATED STATEMENT OF INCOME AND EXPENDITURE
FOR THE YEAR ENDED 30TH JUNE 1996

<u>INCOME</u>	<u>1996</u>	<u>1995</u>
Grants - Department of Business & Employment		
- Jobskills	25,305	2,600
Grants - Brotherhood of St. Laurence	156,200	175,000
Grants - City of Darebin	-	1,700
Donations	-	106
Fund Raising & Activities	6,007	2,004
Interest	709	3,252
Members Fees	222	246
Camps	-	769
Blue Phone	-	348
	<u>188,443</u>	<u>186,025</u>
 <u>LESS EXPENDITURE</u>		
As per attached schedule	<u>213,422</u>	<u>189,255</u>
 <u>OPERATING SURPLUS (LOSS)</u>	<u><u>\$ (24,979)</u></u>	<u><u>\$ (3,230)</u></u>

ACTION AND RESOURCE CENTRE CO-OPERATIVE LIMITED
CONSOLIDATED STATEMENT OF INCOME AND EXPENDITURE
FOR THE YEAR ENDED 30TH JUNE 1996

<u>EXPENDITURE</u>	<u>1996</u>	<u>1995</u>
AGM Costs	200	1,080
Activities	2,184	2,687
Audit Fees	2,950	1,900
Bank and Co-Op Fees	705	594
Camps - adult & young adult	424	229
Advertising	173	-
Camps - family	3,223	4,582
Conferences and Subscriptions	808	621
Computer Upgrade	1,412	721
Equipment Maintenance	2,284	3,373
Housekeeping	2,316	3,154
Insurance	2,841	2,572
Library and Publications	75	172
Light and Power	1,922	3,032
Postage	1,112	1,829
Programs - child	45	315
Contingencies	945	4,691
Rates	132	(3,953)
Rent	18,204	18,204
Salaries	137,293	111,115
Stationery and Printing	3,900	5,414
Superannuation	6,561	4,440
Telephone & Fax	4,285	5,766
Vehicle Expenses	2,621	2,228
Volunteers Allowances	1,420	5,480
Workcare	2,098	2,235
Other	1,070	1,015
Depreciation	1,490	781
Petty Cash	808	-
Sanitary Disposal	991	400
Photocopying	4,495	4,578
Property - Repairs & Maintenance	1,305	-
Termination Pay	3,130	-
	<u>\$ 213,422</u>	<u>\$ 189,255</u>

ACTION RESOURCE CENTRE CO-OPERATIVE LIMITED
PROFIT AND LOSS APPROPRIATION ACCOUNT
FOR THE YEAR ENDED 30TH JUNE. 1996

	<u>1996</u>	<u>1995</u>
Operating Profit/(Loss) for the year	(24,979)	(3,230)
Operating Profit after Income Tax		
Less Provision for Redundancy	-	-
Less Transfer to Statutory Reserve	<u>-</u>	<u>-</u>
	(24,979)	(3,230)
Retained Profits at Beginning of Financial Year	<u>35,186</u>	<u>38,416</u>
Retained Profits at end of Financial Year	<u>\$ 10,207</u>	<u>\$ 35,186</u>

ACTION AND RESOURCE CENTRE CO-OPERATIVE LIMITED
CONSOLIDATED STATEMENT OF ASSETS AND LIABILITIES
AS AT 30TH JUNE. 1996

	<u>1996</u>	<u>1995</u>
<u>SHARE CAPITAL & RESERVES</u>		
Forfeited Share Reserve	52	52
Paid up Capital (Note 3)	58	58
Statutory Reserve	21	21
Accumulated Funds	<u>10,207</u>	<u>35,186</u>
<u>TOTAL MEMBERS FUNDS</u>	<u>\$ 10,338</u>	<u>\$ 35,317</u>
<u>CURRENT ASSETS</u>		
Cash at Bank	10,562	33,001
Shares - Fitzroy/Carlton Credit Co-Op	<u>2</u>	<u>2</u>
	10,564	33,003
<u>LESS CURRENT LIABILITIES</u>		
Sundry Creditors	2,950	1,900
Rates Assessment	<u>2,000</u>	<u>2,000</u>
	<u>4,950</u>	<u>3,900</u>
<u>WORKING CAPITAL:</u>	5,614	29,103
<u>ADD FIXED ASSETS</u>		
Shares - Holiday Home	406	406
Furniture & Equipment (Note 4)		
Less Provision for Depreciation	<u>4,318</u>	<u>5,808</u>
	<u>4,724</u>	<u>6,214</u>
<u>NET ASSETS:</u>	<u>\$ 10,338</u>	<u>\$ 35,317</u>

NOTES TO AND FORMING PART OF THE ACCOUNTS
FOR THE YEAR ENDED 30TH JUNE, 1996

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The accounts are prepared in accordance with the historical cost convention. The accounting policies adopted are consistent with those of the previous year.

(a) Depreciation

Depreciation is calculated on a straight line basis so as to write off the net cost of each fixed asset during its expected useful life.

(b) Grants Received

Grants received have been allocated proportionally over the period covered by the grants, and brought to account as income accordingly.

(c) Income Tax

The Society has been granted Income Tax exemption.

2. OPERATING PROFIT (LOSS) BEFORE INCOME TAX IS AFTER:

Crediting as Revenue

	<u>1996</u>	<u>1995</u>
Turnover from Trading Activities	187,734	179,056
Interest Received	709	3,252

Charging as Expenses

Audit Fees	2,950	1,900
Depreciation of Fixed Assets	1,490	781

3. PAID UP CAPITAL

<u>Number of Members</u>	<u>Share</u>	<u>\$</u>
<u>1996</u> 578	578	57.80
<u>1995</u> 578	578	57.80

4. FIXED ASSETS

Office Furniture & Equipment		
- at director's valuation at cost	58,858	58,858
Accumulated Depreciation	<u>54,540</u>	<u>53,050</u>
	<u>\$ 4,318</u>	<u>\$ 5,808</u>

ACTION AND RESOURCE CENTRE CO-OPERATIVE LIMITED
STATEMENT OF CASH FLOWS FOR Y/E 30TH JUNE. 1996

	<u>1996</u>	<u>1995</u>
<u>Cash Flows from Operating Activities</u>		
Grants	181,505	176,700
Donations	-	106
Fund Raising & Activities	6,007	2,773
Members Fees	222	246
Reimbursements	-	2,948
Interest	709	3,252
Payments to Suppliers & Employees	(210,177)	(185,870)
Bank Charges	<u>(705)</u>	<u>(594)</u>
<u>Net Cash Provided By (Used in)</u>		
<u>Operating Activities</u>	<u>(22,439)</u>	<u>(439)</u>
<u>Cash Flows from Investing Activities</u>		
Payment for Furniture & Equipment	<u>-</u>	<u>(3,865)</u>
<u>Net Cash Used in Investing Activities:</u>	<u>-</u>	<u>(3,865)</u>
<u>Cash Flows from Financing Activities</u>		
Proceeds from Issue of Shares	<u>-</u>	<u>-</u>
<u>Net Cash Provided by Financing Activities</u>	<u>-</u>	<u>-</u>
 Net increase (decrease) in Cash Held	 (22,439)	 (4,304)
Cash at beginning of year	<u>33,001</u>	<u>37,305</u>
Cash at end of year	<u><u>\$ 10,562</u></u>	<u><u>\$ 33,001</u></u>

* **NOTES TO THE STATEMENT OF CASH FLOWS**

1. **Reconciliation of Cash**

Cash on Hand	Nil	Nil
Cash at Bank	<u>10,562</u>	<u>33,001</u>
	<u><u>\$ 10,562</u></u>	<u><u>\$ 33,001</u></u>

	<u>1996</u>	<u>1995</u>
2. Reconciliation of Net Cash Provided by Operating Activities to Operating <u>Profit After Income Tax</u>		
Operating Profit after Taxation	(24,979)	(3,230)
Profit or (Loss) on Disposal of Non-Current Assets	-	781
Depreciation and Amortisation of Non-Current Assets	1,490	-
Changes in Net Assets and Liabilities		
Decrease (Increase) in other Current Assets	-	22,035
Increase (Decrease) in Current Trade Creditors	-	10
Increase (Decrease) in Current Accruals	<u>1,050</u>	<u>(20,035)</u>
Net Cash Provided by/(Used in) Operating Activities	<u>\$ (22,439)</u>	<u>\$ (439)</u>

STATEMENT BY THE DIRECTORS

In accordance with a resolution of the Directors of Action and Resource Centre Co-operative Ltd., in the opinion of the Directors:

- (a) the accompanying profit and loss account of Action and Resource Centre Co-operative Ltd. is drawn up so as to give a true and fair view of the results of the Society for the year ended 30th June, 1996.
- (b) the accompanying balance sheet of Action and Resource Centre Co-operative Ltd., is drawn up so as to show a true and fair view of the affairs of the Society as at 30th June, 1996.

Signed on behalf of the Board at Northcote
this 10 day of October, 1996.

..... *W. J. Bartlett* Director

..... *Paul Stagnitta* Director

STATEMENT OF PRINCIPAL ACCOUNTING OFFICER

I, *Paul Stagnitta* being the principal accounting officer in charge of the preparation of the accompanying accounts of Action and Resource Centre Co-operative Ltd., state that to the best of my knowledge and belief such accounts give a true and fair view of the matters required by Section 130 of the Co-operative Act 1981 of Victoria to be dealt with therein.

Signed at Northcote

this 3rd day of September, 1996

..... *Paul Stagnitta*
PRINCIPAL ACCOUNTING OFFICER

AUDITOR'S REPORT

To the members of Action and Resource Centre Co-operative Limited:

I have audited the attached Financial Statements in accordance with Australian Auditing Standards.

In my opinion:-

- (a) the accompanying accounts are properly drawn up in accordance with the provisions of the Co-operation Act of 1981 and so as to give a true and fair view of:
 - (i) the state of affairs of the Co-operative as at the 30th June, 1996 and of the Co-operative for the year ended on that date.
 - (ii) the other matters required by Section 130 of that act to be dealt with in the accounts.

and are in accordance with Australian Accounting Standards.

- (b) the accounting records and other records and the registers required by the Act to be kept by the Co-operative have been properly kept by the Co-operative in accordance with the provisions of that Act.

**19-21 ARGYLE PLACE SOUTH
CARLTON VIC 3053**

POBJOY, MULHALL & ASSOCIATES

A handwritten signature in black ink, appearing to read 'Mulhall', with a large, sweeping loop at the beginning and a horizontal line extending to the right.

**DATED AT CARLTON THIS
30TH SEPTEMBER, 1996**

.....
**JOHN MULHALL
PRINCIPAL**

CPA

ACTION AND RESOURCE CENTRE CO-OPERATIVE LTD
EMERGENCY RELIEF PROGRAM
STATEMENT OF RECEIPTS AND PAYMENTS
FOR THE PERIOD 1ST JULY 1995 TO 30TH JUNE 1996

	<u>1996</u>	<u>1995</u>
BALANCE AS AT 30TH JUNE, 1995	1,489.29	981.22
<u>ADD CASH RECEIPTS</u>		
Department of Human Services & Health	23,591.00	18,537.00
Department of Justice (Courts)	26,200.00	7,700.00
Interest	202.54	79.18
Other	<u>872.22</u>	<u>1,298.95</u>
	50,865.76	27,615.13
	52,355.05	28,596.35
<u>LESS CASH PAYMENTS</u>		
Emergency Aid Payments	50,798.82	26,917.00
Administration - Bank Charges	506.35	190.06
*Ineligible Payments	<u>1,231.00</u>	<u>-</u>
	52,535.17	27,107.06
<u>BALANCE AS AT 30TH JUNE 1996</u>	<u>\$ (180.12)</u>	<u>\$ 1,489.29</u>
<u>Represented by:</u>		
Cash at National Bank (A/C 63-246-3329)	(1,140.75)	1489.29
Cash at National Bank (A/C 64-813-4108)	<u>960.63</u>	<u>-</u>
	(180.12)	
<u>*Add Ineligible Payments to be Reimbursed</u>		
<u>from A.R.C. General A/C</u>	<u>1,231.00</u>	<u>-</u>
	<u>\$ 1,050.88</u>	<u>\$ 1,489.29</u>

***Note:**

These payments for wages and computer services were made from the incorrect cheque book and should be paid from the Main Account (National A/C 63/24/3273)

EMERGENCY RELIEF PROGRAM

AUDITED STATEMENT

FOR THE PERIOD 1ST JULY 1995 TO 30TH JUNE 1996

Auditor's Report

I have examined the books of account, and records of the Emergency Relief Program administered by Action & Resource Centre Co-Operative Ltd. and certify that the attached statement of expenditure represents an accurate view of the manner in which funds were expended for the period 1st July, 1995 to 30th June, 1996.

A handwritten signature in dark ink, appearing to read 'John Mulhall', is written over a horizontal line.

(Signature)

JOHN MULHALL CPA

(Name)

PRINCIPAL, POBJOY, MULHALL & ASSOCIATES (Position/Firm)

(03) 9347 0900

(Telephone No.)

30TH SEPTEMBER, 1996

(Date)