

FM/5/21  
ICA 2020 6150  
SHIRE OF  
**MERREDIN**  
INNOVATING THE WHEATBELT

SCANNED  
DATE 24/9/20  
INITIAL

# SHIRE OF MERREDIN

## COMMUNITY FUNDING GRANT APPLICATION FORM – 2020/21

### Round 2

Due Date: 28 August 2020 at 4.00pm

### Section 1 – Applicant Information

Name of Group/Organisation	MERREDIN MILITARY MUSEUM INC
Name of Contact Person 1	MERREDIN MILITARY MUSEUM INC ROB ENDERSBEE, CURATOR / SECRETARY
Daytime Phone Number	0429 411204
Mobile Number	AS ABOVE
Email Address	CANOWINDRA95@GMAIL.COM.AU.
Postal Address	P.O. Box 440 MERREDIN WA 6415
Name of Contact Person 2	DENNIS (MICK) ALLEN, TREASURER
Daytime Phone Number	90411101
Mobile Number	043 920 9276
Email Address	
Postal Address	P.O. Box 440 MERREDIN WA 6415

Is your group incorporated?

☒ Yes

☐ No

If yes, please provide a copy of your Incorporated Certificate

If no, please provide the name of the Auspicing Organisation:

Do you or your group have an Australian Business Number (ABN)?

☒ Yes

☐ No

If yes, please provide your ABN: 81 955 062 317

Are you or your group registered for GST?

☐ Yes

☒ No

A tax invoice will be required to acquire any successful grant funds

### Section 2 – Project Information



Project/Activity Name	UNIFORM DISPLAY CASE
Expected Start Date	NOVEMBER 2020
Expected Finish Date	JANUARY 2021
Project/Activity Description (attached separate page is required)	TO CONSTRUCT A GLASS DISPLAY CASE 2500 LONG x 950 WIDE x 2200 HIGH
Significance of what the Project/Activity will accomplish	THIS PURPOSE WAS THAT DISPLAY CASE IS REQUIRED TO BETTER DISPLAY OUR "VIETNAM TO TODAY" DRESSED MANAGUINS. IT WILL ALSO PROVIDE PROTECTION FOR THE UNIFORMS AND EQUIPMENT AGAINST DUST, INSECTS AND HUMAN INTERFERENCE
How many people in the community will benefit?	THE MUSEUM BENEFITS IN THE FIRST INSTANCE BY BEING MORE PROFESSIONAL IN OUR APPROACH TO DISPLAY & CONSERVATION!  THE WIDER COMMUNITY BENEFITS FROM THE INCREASED VISITATION THE MUSEUM BRINGS BECAUSE OF OUR PROFESSIONAL APPROACH TO INFORMATION AND HISTORICALLY ACCURATE DISPLAYS



### Section 3 – Strategic Community Plan

*The community and Council developed the vision and key elements. Please tick the box that links the project to the most appropriate key zones and elements.*

Key Zones	Key Element	Tick
Key Zone 1 Community & Culture	Merredin is rich in cultural diversity, performing and fine arts and a variety of sports available for both residents and visitors.	<input checked="" type="checkbox"/>
Key Zone 2 Economy & Growth	Merredin seeks new opportunities for growth and strives to develop a rich and multifaceted economy.	<input checked="" type="checkbox"/>
Key Zone 3 Environment & Sustainability	Merredin values the preservation of the natural environment and researches and implements practices to ensure sustainability.	<input type="checkbox"/>
Key Zone 4 Communication & Leadership	Merredin Council engages with its Community and leads by example	<input type="checkbox"/>
Key Zone 5 Places & Spaces	Merredin is an attractive regional town that creates opportunities for residents and visitors to enjoy its many attractions.	<input checked="" type="checkbox"/>
Key Zone 6 Transport & Networks	Merredin provides transport networks that connects it locally, nationally and internationally.	<input type="checkbox"/>



### Section 4 – Budget

Please attach at least two written quotes for the works/services and attach the previous year's audited financial statements with your application.

<b>Total Project/Activity Cost</b>	\$2400.00
<b>Breakdown of Costs</b> (Please list expenditure items and attach separate page if required)	MATERIALS \$1998.51
<b>Amount requested from Council</b>	\$2000.00
<b>Amount that your organisation/group will be contributing (cash component)</b>	\$400.00 INCIDENTALS, PAINT, SCREWS SILICONE.
<b>Amount that your organisation/group will be contributing (in-kind component)</b>	CONSTRUCTION OF BASE & PAINTING CARRIED OUT BY MEMBERS
<b>Details of approaches made to other sources of funding</b>	NONE.
<b>Has your organisation/group received financial support from Council in the past?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, provide details of when and how much? 2015 \$3000.00 SHADE SAIL 2018 \$2500.00 SECURITY SYSTEM - CULYAR \$2500 2019 \$2200.00 GARDEN AT ENTRANCE.	



Section 5 – Checklist	
Proof of Incorporation (either applicant or auspicng organisation) attached	<input checked="" type="checkbox"/>
ABN details provided	<input checked="" type="checkbox"/>
Public Liability – Certificate of Currency attached	<input checked="" type="checkbox"/>
Previous year's audited financial statements attached	<input checked="" type="checkbox"/>
Two written quotes for works/services attached	<input checked="" type="checkbox"/>
Minutes of meeting where this application was approved (if applicable) N/A	<input type="checkbox"/>
Supporting documents attached (ie. letters of support) (if applicable)	<input type="checkbox"/>
Application has been signed by an authorised person	<input checked="" type="checkbox"/>
Any other supporting documentation is attached (if applicable)	<input type="checkbox"/>

<b>Due Date</b>	28 August 2020 at 4.00pm
<b>Submit Applications to:</b>	<p>Andrina Prnich, Deputy Chief Executive Officer Shire of Merredin PO Box 42 MERREDIN WA 6415</p> <p>Or</p> <p><a href="mailto:dceo@merredin.wa.gov.au">dceo@merredin.wa.gov.au</a></p>
<b>For more information contact:</b>	Andrina Prnich on 9041 1611



## Section 6 – Guidelines and Conditions

The following guidelines and conditions are relevant to each and every application for funding:

1. Only one application should be submitted for each organisation/group in any financial year;
2. Applications must be received by **28 August 2020 at 4.00pm**, late applications will not be considered;
3. The project must take place within the financial year, unless an extension of time is approved by Council;
4. The activity project must link to the Shire of Merredin's community vision and strategic goals;
5. Approval must be obtained from Council for any significant change to the project;
6. The grant must be acquitted by the submission of project outcomes and financial reports by 30 June of the financial year;
7. The applicant must acknowledge Council's support in its advertising or publicity of the project;
8. Wherever possible promotional material must include the Shire's logo;
9. Each project is to be considered on its merits and an allocation made in the Budget for that specific project within the constraints of the Budget;
10. Organisations/groups will be advised of the outcome of their application in August annually;
11. The project will be run under the auspices of the applicant;
12. Any unexpended funds will be returned to Council within 12 months of payment of the grant, unless otherwise agreed in writing by Council;
13. Funds that remain unaccounted for or remain unspent in the custody of the organisation shall be treated the same as for any Council debt;
14. Grant allocations that are not accessed within 6 months from notification of success will be forfeited (groups will be notified in writing in this instance);
15. The applicant must abide by any other conditions of approval on the grant by Council; and
16. Special Consideration will be given to applicants that provide additional justification which addresses the project/events ability to support the resilience and/or economic development of the local community or specific hardship endured as a result of the COVID-19 pandemic.

Further, Council will:

1. Only allocate funds for identified purposes and with specific expenditure estimates provided;
2. Require each applicant organisation to submit a new funding application on each occasion before any funds are allocated;
3. Require each application for funding to be in writing on the appropriate form with the required supporting documentation supplied;
4. Expect each successful applicant to agree that they do not represent Council in any capacity; and
5. Allocate grants inclusive of GST provisions, where applicable.



## Section 7 – Declaration

I, the undersigned, certify that:

I acknowledge that this application will not be accepted if it is late (applications must be received prior to 28 August 2020 at 4.00pm).

The statements in this application are true and correct to the best of my knowledge and the supporting material is my own work or the work of relevant project personnel.

I understand that any information given to applicants by a Councillor or staff member of the Shire of Merredin should be seen as information only and that I should not alter my circumstances or act upon expectations arising from such information.

I understand that should this application be accepted I must fully adhere to the Shire of Merredin Guidelines and Conditions and that failure to do so may result in Council not funding future proposals.

I have no overdue acquittals for previous Council funding.

I agree to accept the decision of the Council regarding the assessment of this application.


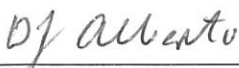
I understand that Council's decision process concludes at the end of October 2020 and I will be notified by the Shire regarding the result of this application in November 2020.

I understand that should this application be accepted I will be required to provide an Acquittal by 30 June of the financial year.

I authorise Council to reproduce any attachments provided with this form for internal purposes only.

I agree to advise Council immediately of any variations to information supplied in this application which may arise.

I hereby certify that I am authorised to make this proposal for and on behalf of the organisation/group detailed below.

Applicant's Signature		
Applicant's Name	R.J. ENDERSBEE	Date: 27.8.2020
Position in Organisation/Group	CURATOR / SECRETARY	
Name of Organisation/Group	MERREDIN MILITARY MUSEUM INC.	
Witness' Signature		
Witness' Name	DEBORAH ALBERTI	Date: 27.8.2020



## Section 8 – Shire of Merredin Checklist

*(Office use only)*

Task	Date	File #	Officer	Initial
Application received				
Application – written acknowledgement				
Application evaluated				
Application presented to Council				
Applicant notified of outcome				
Media Release (if applicable)				
Project/activity conditions adhered to				
Project/activity promoted				
Project and financial report submitted				
Project and financial report provided to Council				
Invoice received				
Invoice paid				
Unspent funds returned <i>(if applicable)</i>				





Government of Western Australia  
Department of Commerce  
Consumer Protection

## Western Australian Incorporated Association Extract

Date/Time: 08/3/2017 09:34:17

This document contains information extracted from the register of incorporated associations database pursuant to sections 161 and 162 of the *Associations Incorporation Act 2015*.

Name: MERPEDIN MILITARY MUSEUM  
(INCORPORATED)  
Registration Number: A1013723G  
Status: Registered  
Date of Incorporation: 30/4/2008  
Date of Cancellation: N/A  
Tier:\*  
Date of last AGM:\*  
Financial Year End:\*  
Governing Documents:\*  
Current address for service  
of notice:\*

\* Fields may be blank if information is not currently available

### Disclaimer:

This is a true and correct extract of information from the register maintained in accordance with the *Associations Incorporation Act 2015 (WA)*. The information reproduced here has been provided to the Commissioner for Consumer Protection by third parties and the Commissioner makes no representation that the information is correct or appropriate for the purpose for which it has been obtained.

This extract is provided in good faith and in the course of performing a function under the *Associations Incorporation Act 2015 (WA)*.

Pursuant to section 159 of the *Associations Incorporation Act 2015 (WA)*, neither any person, nor the State, shall be in any way liable for anything done in good faith in the performance or purported performance of a function under the *Associations Incorporation Act 2015 (WA)*.

Please advise the Commissioner for Consumer Protection of any error or omission which you are aware of.

EXTRACT



**Merredin Glazing Service**

20 Railway Avenue  
PO BOX 809  
Merredin, WA 6415

**ESTIMATE**

Date	QUOTE#
13/08/2019	1856

Name / Address
MERREDIN MILITARY MUSEUM C/- ROB ENDERSBEE PO BOX 792 MERREDIN WA 6415

Project

Description	Qty	Unit	Cost	TAX AMT	Total
TO BUILD GLASS FRAMED DISPLAY BOX 2174mm HIGH x 2474mm WIDE x 949mm DEEP	1		3,242.00	324.20	3,242.00
DONATION BY MERREDIN GLAZING SERVICE			-1,692.00	-169.20	-1,692.00
emailed 13/8					

<b>Subtotal</b>	\$1,550.00
<b>Tax</b>	\$155.00
<b>Total</b>	\$1,705.00

A.B.N	25 735 215 235	
Phone #	Fax #	E-mail
08 90 412 549	08 90 412 545	philvan@wn.com.au



P.O. BOX 305  
MERREDIN  
WA 6415

A.B.N. 61 060 405 389  
Phone: 08 90411078  
Fax: 08 90411792

A.B.N. 61 060 405 389  
Phone: 08 90411078  
Fax: 08 90411792

Printed: 27/08/2020 2:30:55 PM Page: 1

Page: 1

CASH

**Deliver To**

MILITARY MUSEUM

# HOMER

TIMBER AND HARDWARE

**Fax:**

Operator: Debra Vicary

Expiry Date: 27/08/2020      Processed: 27/08/2020

Processed: 27/08/2020

Code	Description	Qty	Unit	Price	GST	Discount	Amount
120348	MDF 16 MM / SHEET 1,2 X 2,4	1.00	EA	\$46.99	\$4.27		\$46.99
9316217155145	CASTOR 100MM BLACK RUBBER SWIVEL (A)	6.00	EA	\$18.39	\$10.03		\$110.34

**Total: \$157.33**

**INC GST \$14.30**



# Wheatbelt Steel

## Estimate



PO Box 453  
Merredin, WA 6415

0407327773

steel@wheatbeltcs.com.au

Date	Estimate #
27/08/2020	8004

Tax Invoice To
ROB ENDERSBEE 4419 BRUCE ROAD, MERREDIN WA 6415

Ship To
ROB ENDERSBEE 4419 BRUCE ROAD, MERREDIN, WA 6415 AUSTRALIA ROB: 0429 411 204

Item	Description	Qty	Unit Price	Unit	Total
307601	RHS-150 X 50 X 2.0 DURAGALPLUS RHS AS1163 C350L0 YELLOW END (100G/M2 GAL IN/OUTSIDE) #8.000M# (48.56 KG EA)	1	119.10	ea	119.10
REDCASTOR...	REDCASTORS5 <i>PURCHASING FROM 2 DOGS.</i> Swivel	6	37.86833	ea	227.21
Freight 4%	FREIGHT CHARGES: FROM PERTH TO MERREDIN		4.00%		<del>346.31</del> <del>43.85</del> <b>4.76</b>

Subtotal

GST

Total

<del>\$360.16</del> <b>\$123.86</b>
<del>\$36.02</del> <b>\$12.38</b>
<b>\$396.18</b>

*Estimates are valid for 30 days*

**\$136.24**



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Aviso WA Insurance Brokers  
AFS 230 778 ABN 30 009 439 203  
Shop 9, Newfields Business Centre Mitchell Street  
Merredin WA 6415  
Ph: 08 6274 0500 Email: [team@avisowa.com.au](mailto:team@avisowa.com.au) Web: <https://avisowa.com.au>

### **CONFIRMATION OF PLACEMENT**

MERREDIN MILITARY MUSEUM INCORPORATED  
PO BOX 440  
MERREDIN WA 6415

Date: 04/08/2020  
Account Manager: Jen Fulker

Thank you for using our services to arrange this insurance cover.

Brief details of cover arranged on your behalf are given below. You should refer to the policy documents issued by the insurer for complete policy terms and conditions.

Please read carefully the important notices attached regarding your duty of disclosure. Do not hesitate to contact us with any questions you may have.

Yours Sincerely

**Jen Fulker**

Phone:

Email: [jennyf@avisowa.com.au](mailto:jennyf@avisowa.com.au)



## POLICY DETAILS

Type of Policy	Business Package Insurance - Steadfast
Insured	MERREDIN MILITARY MUSEUM INC
Policy Description	Steadfast Business Package Insurance
Insurer	CGU INSURANCE - EDI
Policy Number	15T2876923
Period of Insurance	31/05/2020 to 31/05/2021

## STEADFAST BUSINESS INSURANCE

Insured Name - MERREDIN MILITARY MUSEUM INC

### SECTION 5 - LIABILITY

	LIMIT OF INDEMNITY -----
Public Liability The Business - Museum Limit of Indemnity	\$5,000,000
Products Liability Limit of Indemnity	\$5,000,000
Property Damage Excess	\$500

Variations and Extensions (refer to "Policy Variations and Extensions" section of this Document)

LE52 Property in Your physical and legal control exclusion



**MERREDIN MILITARY MUSEUM INC**  
**ABN 81 955 062 317**

**INCOME STATEMENT**  
**FOR THE YEAR ENDED 30 JUNE 2019**

	Note	2019 \$	2018 \$
<b>INCOME</b>			
Entrance Fees		15,036	12,283
<b>OTHER INCOME</b>			
Donations		2,895	2,445
Grants Received		2,500	-
Sales		2,045	-
		7,440	2,445
		22,476	14,728
<b>EXPENDITURE</b>			
Accountancy		660	647
Advertising & Promotion		144	-
Cleaning		96	200
Depreciation		1,700	-
Electricity & Gas		1,122	1,961
Visitors Expenses		173	270
Fuel & Lubricants		10	30
Insurance		2,660	-
Licences, Registrations, Permits		269	676
Pest Control		30	-
Postage		132	157
Printing & Stationery		182	309
Protective Clothing		489	-
Purchases		816	361
Rates		-	75
Rent		-	520
Repairs & Maintenance		1,840	1,032
Subscriptions		82	155
Tools		408	-
		10,814	6,393
Profit before income tax		11,661	8,336
<b>Profit for the year</b>		11,661	8,336
Retained earnings at the beginning of the financial year		10,112	1,776
<b>Retained earnings at the end of the financial year</b>		21,773	10,112

The accompanying notes form part of these financial statements.

This report is to be read in conjunction with the attached compilation report of RSM Australia Pty Ltd.



**MERREDIN MILITARY MUSEUM INC**  
**ABN 81 955 062 317**

**BALANCE SHEET**  
**AS AT 30 JUNE 2019**

	Note	2019 \$	2018 \$
<b>ASSETS</b>			
<b>CURRENT ASSETS</b>			
Cash and cash equivalents	3	6,773	5,772
<b>TOTAL CURRENT ASSETS</b>		<u>6,773</u>	<u>5,772</u>
<b>NON-CURRENT ASSETS</b>			
Property, plant and equipment	4	15,000	10,340
<b>TOTAL NON-CURRENT ASSETS</b>		<u>15,000</u>	<u>10,340</u>
<b>TOTAL ASSETS</b>		<u>21,773</u>	<u>16,112</u>
<b>LIABILITIES</b>			
<b>CURRENT LIABILITIES</b>			
Trade and Other Payables	5	-	6,000
<b>TOTAL CURRENT LIABILITIES</b>		<u>-</u>	<u>6,000</u>
<b>TOTAL LIABILITIES</b>		<u>-</u>	<u>6,000</u>
<b>NET ASSETS</b>		<u>21,773</u>	<u>10,112</u>
<b>MEMBERS' FUNDS</b>			
Retained earnings	6	21,773	10,112
<b>TOTAL MEMBERS' FUNDS</b>		<u>21,773</u>	<u>10,112</u>

The accompanying notes form part of these financial statements.

This report is to be read in conjunction with the attached compilation report of RSM Australia Pty Ltd.



# SHIRE OF MERREDIN

## COMMUNITY FUNDING GRANT APPLICATION FORM – 2020/21

### Round 2

Due Date: 28 August 2020 at 4.00pm

#### Section 1 – Applicant Information

<b>Name of Group/ Organisation</b>	A Choired Taste (Merredin Community Singers)
<b>Name of Contact Person 1</b>	Emma Aitken
<b>Daytime Phone Number</b>	
<b>Mobile Number</b>	487351167
<b>Email Address</b>	<a href="mailto:emrobertson@live.com.au">emrobertson@live.com.au</a>
<b>Postal Address</b>	13 French Avenue, Merredin, WA, 6415
<b>Name of Contact Person 2</b>	Langley Smith
<b>Daytime Phone Number</b>	
<b>Mobile Number</b>	409106649
<b>Email Address</b>	<a href="mailto:juzcroozn@gmail.com">juzcroozn@gmail.com</a>
<b>Postal Address</b>	18 Golf Road, Merredin, WA, 6415

<b>Is your group incorporated?</b>	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
<i>If yes, please provide a copy of your Incorporated Certificate</i>		
<i>If no, please provide the name of the Auspicing Organisation:</i> Merredin Repertory Club Inc.		

<b>Do you or your group have an Australian Business Number (ABN)?</b>	<input checked="" type="checkbox"/> Yes
<input type="checkbox"/> No	
<i>If yes, please provide you ABN: 5672627490</i>	



Are you or your group registered for GST? ☐ Yes ☒ No

A tax invoice will be required to acquire any successful grant funds

## Section 2 – Project Information

Project/Activity Name

2021 Merredin SongFest

Expected Start Date

Friday 14th May 2020

Expected Finish Date

Sunday 16th May 2020

Project/Activity  
Description

(attached separate page is required)

Please see attached document

Significance of what the  
Project/Activity will  
accomplish

Please see attached document

How many people in the  
community will benefit?

Please see attached document

## Section 3 – Strategic Community Plan

The community and Council developed the vision and key elements. Please tick the box that links the project to the most appropriate key zones and elements.

Key Zones	Key Element	Tick
Key Zone 1 Community & Culture	Merredin is rich in cultural diversity, performing and fine arts and a variety of sports available for both residents and visitors.	<input checked="" type="checkbox"/>
Key Zone 2 Economy & Growth	Merredin seeks new opportunities for growth and strives to develop a rich and multifaceted economy.	<input type="checkbox"/>
Key Zone 3 Environment & Sustainability	Merredin values the preservation of the natural environment and researches and implements practices to ensure sustainability.	<input type="checkbox"/>
Key Zone 4 Communication & Leadership	Merredin Council engages with its Community and leads by example	<input type="checkbox"/>
Key Zone 5 Places & Spaces	Merredin is an attractive regional town that creates opportunities for residents and visitors to enjoy its many attractions.	<input type="checkbox"/>



Key Zone 6 Transport & Networks	Merredin provides transport networks that connects it locally, nationally and internationally.	<input type="checkbox"/>
---------------------------------------	--	--------------------------



### Section 4 – Budget

*Please attach at least two written quotes for the works/services and attach the previous year's audited financial statements with your application.*

<b>Total Project/Activity Cost</b>	
<b>Breakdown of Costs</b> <i>(Please list expenditure items and attach separate page if required)</i>	Please see attached document
<b>Amount requested from Council</b>	\$3489.00
<b>Amount that your organisation/group will be contributing (cash component)</b>	We expect to generate \$16,700 through registration fees for participants and ticket sales to concert and workshops
<b>Amount that your organisation/group will be contributing (in-kind component)</b>	Members of A Choired Taste will volunteer their time in planning the event, arranging promotion, welcoming and chaperoning participants while in Merredin, and any of the other myriad tasks arising in the running of a music festival.
<b>Details of approaches made to other sources of funding</b>	VoiceMoves Inc. will be approached to donate \$500 Local businesses will be approached to sponsor the event in return for advertising in material associated with the SongFest, e.g. concert program
<b>Has your organisation/group received financial support from Council in the past?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	



*If yes, provide details of when and how much?*

*If yes, provide details of when and how much?*

We received a Community Grant to support the running of our SongFest in 2018 which covered MRCLC Oval hire to the value of \$1000 and Cummins Theatre Venue Hire to the value of \$800.



Section 5 – Checklist	
Proof of Incorporation (either applicant or auspicing organisation) attached	<b>x</b>
ABN details provided	<b>x</b>
Public Liability – Certificate of Currency attached	<input type="checkbox"/>
Previous year's audited financial statements attached	<input type="checkbox"/>
Two written quotes for works/services attached	<input type="checkbox"/>
Minutes of meeting where this application was approved (if applicable)	<input type="checkbox"/>
Supporting documents attached (ie. letters of support) (if applicable)	<b>x</b>
Application has been signed by an authorised person	<b>x</b>
Any other supporting documentation is attached (if applicable)	<b>x</b>

<b>Due Date</b>	28 August 2020 at 4.00pm
<b>Submit Applications to:</b>	<p>Andrina Prnich, Deputy Chief Executive Officer Shire of Merredin PO Box 42 MERREDIN WA 6415</p> <p>Or</p> <p><a href="mailto:dceo@merredin.wa.gov.au">dceo@merredin.wa.gov.au</a></p>
<b>For more information contact:</b>	Andrina Prnich on 9041 1611



## Section 6 – Guidelines and Conditions

The following guidelines and conditions are relevant to each and every application for funding:

1. Only one application should be submitted for each organisation/group in any financial year;
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12. Any unexpended funds will be returned to Council within 12 months of payment of the grant, unless otherwise agreed in writing by Council;
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15. The applicant must abide by any other conditions of approval on the grant by Council; and
16. Special Consideration will be given to applicants that provide additional justification which addresses the project/events ability to support the resilience and/or economic development of the local community or specific hardship endured as a result of the COVID-19 pandemic.

Further, Council will:

1. Only allocate funds for identified purposes and with specific expenditure estimates provided;
2. Require each applicant organisation to submit a new funding application on each occasion before any funds are allocated;
3. Require each application for funding to be in writing on the appropriate form with the required supporting documentation supplied;
4. Expect each successful applicant to agree that they do not represent Council in any capacity; and
5. Allocate grants inclusive of GST provisions, where applicable.





## Section 7 – Declaration

I, the undersigned, certify that:

I acknowledge that this application will not be accepted if it is late (applications must be received prior to 28 August 2020 at 4.00pm).

The statements in this application are true and correct to the best of my knowledge and the supporting material is my own work or the work of relevant project personnel.

I understand that any information given to applicants by a Councillor or staff member of the Shire of Merredin should be seen as information only and that I should not alter my circumstances or act upon expectations arising from such information.

I understand that should this application be accepted I must fully adhere to the Shire of Merredin Guidelines and Conditions and that failure to do so may result in Council not funding future proposals.

I have no overdue acquittals for previous Council funding.

I agree to accept the decision of the Council regarding the assessment of this application.



I understand that Council's decision process concludes at the end of October 2020 and I will be notified by the Shire regarding the result of this application in November 2020.

I understand that should this application be accepted I will be required to provide an Acquittal by 30 June of the financial year.

I authorise Council to reproduce any attachments provided with this form for internal purposes only.

I agree to advise Council immediately of any variations to information supplied in this application which may arise.

I hereby certify that I am authorised to make this proposal for and on behalf of the organisation/group detailed below.

<b>Applicant's Signature</b>		
<b>Applicant's Name</b>	Emma Aitken	<b>Date:</b> 22/08/20
<b>Position in Organisation/ Group</b>	Secretary	
<b>Name of Organisation/ Group</b>	A Choired Taste (Merredin Community Singers)	
<b>Witness' Signature</b>		
<b>Witness' Name</b>	Sharon Robertson	<b>Date:</b> 22/08/20



## Section 8 – Shire of Merredin Checklist

*(Office use only)*

Task	Date	File #	Officer	Initial
Application received				
Application – written acknowledgement				
Application evaluated				
Application presented to Council				
Applicant notified of outcome				
Media Release (if applicable)				
Project/activity conditions adhered to				
Project/activity promoted				
Project and financial report submitted				
Project and financial report provided to Council				
Invoice received				
Invoice paid				
Unspent funds returned <i>(if applicable)</i>				





Government of Western Australia  
Department of Mines, Industry Regulation and Safety  
Consumer Protection

DUPLICATE

**WESTERN AUSTRALIA**  
*Associations Incorporation Act 2015*  
(Section 10)

IARN: A0650007K

# Certificate of Incorporation

This is to certify that

**MERREDIN REPERTORY CLUB INCORPORATED**

is an association incorporated under the  
*Associations Incorporation Act 2015*

The date of incorporation is the  
sixth day of December 1978



David Hillyard  
Commissioner for Consumer Protection

CERTIFICATE



## **Project/Activity Description**

The Merredin SongFest is designed to bring lovers of choral singing from all over Western Australia to Merredin for the weekend of 14-16 May 2021 for a program of singing in a wide range of styles that members of the community of Merredin and surrounding town could not easily see otherwise.

The SongFest will follow a similar pattern to the successful 2018 SongFest. Participating choirs will arrive in Merredin on Friday to be welcomed on behalf of the Merredin community by A Choired Taste at a welcome event at the Cummins Theatre Tivoli Room for a light meal and some informal socialising. Saturday will be taken up by singing in a variety of public spaces around town where the general public can listen, singing workshops run by professional musicians that will open to the public for a small charge, and preparing for the main event of the weekend, a Saturday night concert at the Cummins Theatre. This will also be a public concert, and all visiting choirs will perform.

On Sunday morning we will hold a community church service at the Cummins Theatre with guest singers and choirs performing. We will try to arrange for Merredin Markets to be held on this Sunday morning and some choirs will perform there for those who do not wish to attend the church service. After the Sunday morning performances all choirs will be invited to the Merredin Regional Community and Leisure Centre for a thank-you and farewell lunch before returning to their homes.

## **Significance of what the Project/Activity will accomplish**

The SongFest will have three major outcomes for Merredin:

1. It will enhance the reputation of Merredin as a vibrant, forward-looking community with considerable cultural depth. It will do this by offering country hospitality to as many as 200 visitors, showcasing Merredin's many historical and natural attractions, and demonstrating many of the town's first class facilities such as the Cummins Theatre and The Regional Community and Leisure Centre. It will also demonstrate something of the cultural life of the community in having local musicians, including school choirs, performing alongside the visiting choirs.
2. It will provide members of the Merredin community a cultural experience they could not easily get elsewhere. Although the SongFest focusses on choral music the visiting choirs sing a vast range of material, from classical and jazz to country and folk to popular styles so there will be something to appeal to everybody. The workshops will be pitched so that people of all musical abilities, as long as they have an interest, will learn something worthwhile. A festival such as this is the only place all these styles and activities are likely to be found in one place, so it is a wonderful opportunity for people who would not ordinarily be prepared to travel to attend such an event..
3. It will bring economic benefit to local businesses as visitors spend money. The visitors will spend money at local motels, B and Bs and caravan park for accommodation for the weekend, at local cafes and restaurants for food, and other local businesses will also benefit as the visitors take tours to see the sights and purchase souvenirs of Merredin.



### **How many community people will benefit?**

It is impossible to be precise, but at the 2018 SongFest 300 people attended the Saturday night concert which was well appreciated and 400 people enjoyed the Sunday morning activities. Quite a few community members other than those registered for the SongFest attended and enjoyed the two workshops we ran, and others enjoyed the public singing outside the Central Wheatbelt Visitor Centre on Saturday morning and at the Merredin Markets on Sunday morning. People in local choirs, including the Merredin College Choir, benefitted in having a different audience to perform to, and from listening to other choirs and receiving advice from members and directors of other choirs.

Merredin businesses benefitted with motels, B and Bs, and the caravan park being fully booked for the weekend, and local cafes and restaurants were very busy for the weekend. Local tours of the district also benefitted as visitors took the opportunity to find out more about Merredin's history and attractions. Cummins Theatre benefitted as well as several visitors decided to stay in Merredin for a few days after the SongFest to see the Fred Astaire show on the following Wednesday.

We expect all these same benefits from the 2021 SongFest, but to a greater degree. Word has been spread among Western Australia's singing community about what a great event the inaugural SongFest was so more choirs will participate in the 2021 event, and similarly community members who attended the Saturday night concert have spread the word about what a great event that was so we expect more people from the community will participate in the events of the 2021 SongFest.



## Project Budget

	Estimated	Actual			Estimated			Actual
<b>Total Expenses</b>	<b>\$19,388.50</b>			<b>Total Income</b>	<b>\$20,689</b>			
<b>Site</b>	<b>Estimated</b>	<b>Actual</b>		<b>Sponsorship</b>	<b>Estimated</b>	<b>Total - Estimated</b>	<b>Actual</b>	<b>Total - Actual</b>
Room and Hall Fees	\$2,548.00			Shire of Merredin	\$3,488.50			
Site Staff	\$941			VoiceMoves	\$500.00			
Equipment	\$0			Other				
Tables and Chairs	\$100			Other				
<b>Total</b>	<b>\$3,588.50</b>			Other				
<b>Technical</b>	<b>Estimated</b>	<b>Actual</b>		<b>Sale of Items</b>	<b>Estimated</b>	<b>Total - Estimated</b>	<b>Actual</b>	<b>Total - Actual</b>
Flowers CT	\$250			Tickets Saturday night	300 Item @ \$15.00ea	\$4,500		
Lighting	\$300			Tickets Weekend pass	40 Item @ \$30.00ea	\$1,200		
Promotions	\$2,000			Registrations	200 Item @ \$40.00ea	\$8,000		
Banners	\$1,000			Souvenirs	0 Item @ \$5.00ea	\$0		
Sound	\$100			Visitor partners	60 Item @ \$50.00ea	\$3,000		
<b>Total</b>	<b>\$3,650</b>							
<b>Publicity</b>	<b>Estimated</b>	<b>Actual</b>						
Graphics Work	\$300							
Souvenirs	\$750							
Photocopying/Printing	\$1,000							
Postage	\$200							
<b>Total</b>	<b>\$2,250</b>							
<b>Miscellaneous</b>	<b>Estimated</b>	<b>Actual</b>						
Telephone	\$0							
Transportation	\$3,600							
Stationary supplies	\$100							
<b>Total</b>	<b>\$3,700</b>							
<b>Program</b>	<b>Estimated</b>	<b>Actual</b>						
Workshop Facilitators	\$600							
Travel	\$0							
Hotel	\$600							
Other	\$0							
<b>Total</b>	<b>\$1,200</b>							
<b>Refreshments</b>	<b>Estimated</b>	<b>Actual</b>						
Food	\$4,000							
Drinks	\$1,000							
<b>Total</b>	<b>\$5,000</b>							



*Notes:*

We are asking the Shire to give us the hire of the Tivoli Room at Cummins Theatre for Friday night 14 May 2021, the use of the Theatre on Saturday 15 May 2021, including Saturday evening for the main concert, and the use of the Theatre on Sunday morning for the community Church Service and the time of Theatre staff to assist with sound and lighting for these events. The figure of \$3489 was calculated as follows using the Cummins Theatre 2018/2019 Schedule of Charges for community groups:

Item requested	Time requested	Rate	Total
Tivoli Room	Friday 14/05/2021 5 pm – 10 pm	\$44/hr	\$220
	Saturday 15/05/2021 all day	\$220	\$220
Kitchen	Friday 14/05/2021 5 pm – 10 pm	\$22/hr	\$110
Liquor licence	Friday night and Saturday	\$75/day	\$150
Auditorium advanced	Saturday 15/05/2021 all day	\$1056	\$1056
	Sunday 16/05/2021 9 am – 12 noon	\$264/hr	\$792
Duty technician	6 hours Saturday and 3 Sunday	\$104.50/hr	\$941
Total			\$3489

We understand that the Auditorium Advanced item includes access to the backstage area and dressing rooms, theatrical lighting and sound system.

We also request the use of the Grandstand Bar at the Regional Community and Leisure Centre for a farewell lunch for SongFest participants from 12 noon on Sunday 16 May 2021.



	Estimated	Actual		
<b>Total Expenses</b>	<b>\$19,388.50</b>			<b>Total Income</b>
<b>Site</b>	<b>Estimated</b>	<b>Actual</b>		<b>Sponsorship</b>
Room and Hall Fees	\$2,548.00			Shire of Merredin
Site Staff	\$941			VoiceMoves
Equipment	\$0			Other
Tables and Chairs	\$100			Other
<b>Total</b>	<b>\$3,588.50</b>			Other
<b>Technical</b>	<b>Estimated</b>	<b>Actual</b>		
Flowers CT	\$250			<b>Sale of Items</b>
Lighting	\$300			Tickets Saturday night
Promotions	\$2,000			Tickets Weekend pass
Banners	\$1,000			Registrations
Sound	\$100			Souvenirs
<b>Total</b>	<b>\$3,650</b>			Visitor partners
<b>Publicity</b>	<b>Estimated</b>	<b>Actual</b>		
Graphics Work	\$300			
Souvenirs	\$750			
Photocopying/Printing	\$1,000			
Postage	\$200			
<b>Total</b>	<b>\$2,250</b>			
<b>Miscellaneous</b>	<b>Estimated</b>	<b>Actual</b>		
Telephone	\$0			
Transportation	\$3,600			
Stationary supplies	\$100			
<b>Total</b>	<b>\$3,700</b>			
<b>Program</b>	<b>Estimated</b>	<b>Actual</b>		
Workshop Facilitators	\$600			
Travel	\$0			
Hotel	\$600			
Other	\$0			
<b>Total</b>	<b>\$1,200</b>			
<b>Refreshments</b>	<b>Estimated</b>	<b>Actual</b>		
Food	\$4,000			
Drinks	\$1,000			
<b>Total</b>	<b>\$5,000</b>			







	Estimated	Actual		
<b>Total Expenses</b>	<b>\$19,388.50</b>			<b>Total Income</b>
<b>Site</b>	<b>Estimated</b>	<b>Actual</b>		<b>Sponsorship</b>
Room and Hall Fees	\$2,548.00			Shire of Merredin
Site Staff	\$941			VoiceMoves
Equipment	\$0			
Tables and Chairs	\$100			Other
<b>Total</b>	<b>\$3,588.50</b>			Other
<b>Technical</b>	<b>Estimated</b>	<b>Actual</b>		
Flowers CT	\$250			<b>Sale of Items</b>
Lighting	\$300			Tickets Saturday night
Promotions	\$2,000	484		Tickets Weekend pass
Banners	\$1,000	1259.26		Registrations
Sound	\$100			Souvenirs
<b>Total</b>	<b>\$3,650</b>			Visitor partners
<b>Publicity</b>	<b>Estimated</b>	<b>Actual</b>		
Graphics Work	\$300	300		Tivoli Room
Souvenirs	\$750			
Photocopying/Printing	\$1,000	814.4		Kitchen
Postage	\$200			Auditorium advanced
<b>Total</b>	<b>\$2,250</b>			
				Duty technician
<b>Miscellaneous</b>	<b>Estimated</b>	<b>Actual</b>		
Telephone	\$0			Liquor licence
Transportation	\$3,600			
Stationary supplies	\$100			
<b>Total</b>	<b>\$3,700</b>			
<b>Program</b>	<b>Estimated</b>	<b>Actual</b>		
Workshop Facilitators	\$600	600		
Travel	\$0	100		
Hotel	\$600	200		
Other	\$0			
<b>Total</b>	<b>\$1,200</b>			
<b>Refreshments</b>	<b>Estimated</b>	<b>Actual</b>		
Food	\$4,000	2202.35		
Drinks	\$1,000	613.48		
<b>Total</b>	<b>\$5,000</b>			
		6573.49		



[illegible]



					Income	
BALANCE BROUGHT FORWARD						
1/1/18						
\$1,225.05						
2/1/18						
1/21/18			1/21/18	R&J Patroni	500	
R&J Patroni			2/2/18	weekly subs	100	
500			2/20/18	cash dep.	140.85	
2/26/18			3/5/18	voice moves	500	
2/2/18			3/10/18	L Moir	100	
weekly subs			3/12/18	Merry din 7	650	
100			3/13/18	cash dep.	68	
2/26/18			3/13/18	easy grant Mer.	200	
2/20/18			3/19/18	One Achord	1250	
cash dep.			2/20/18	Ballpoint Penguir	150	
140.85			3/22/18	Wstirling/one Ac	50	
2/6/18			3/26/18	Keith Howe	100	
3/5/18			3/26/18	Glyde-In	500	
voice moves			3/26/18	Bev-station singe	450	
500			4/4/18	L Hurley/Glyde-Ir	50	
27/0/2018			4/7/18	Voice Male	800	
3/10/18			4/9/18	W&K Newton-W	100	
L Moir			4/12/18	cash dep.	95	
100			4/12/18	trybooking	0.59	
4/30/18			4/12/18	trybooking	0.88	
3/12/18			4/17/18	cash dep.	83	
Merry din 7			4/20/18	Christine Stapely	50	
650			5/2/18	cash dep.	120	
5/3/18			5/4/18	cash & cheque de	1260	
3/13/18			5/4/18	J Hussey/One Acl	50	
cash dep.			5/7/18	J Hussey/One Acl	50	
68			5/14/18	Henry Newman	50	
5/4/18			5/17/18	Sarah Miller/Smi	50	
3/13/18			5/23/18	Trybooking Paym	1131.25	
easy grant Mer.			5/25/18	cash dep.	665.8	
200			7/24/18	Repertory/ refun	\$496.92	
5/10/18			\$11,037.34	Total Expenses		
3/19/18						
One Achord					1132.72	
1250						
5/15/18						
2/20/18						
Ballpoint Penguins						
150						
5/15/18						
3/22/18						
Wstirling/one Achord						
50						
5/17/18						
3/26/18						
Keith Howe						
100						
5/18/18						
3/26/18						



Glyde-In						
500						
5/18/18						
3/26/18						
Bev-station singers						
450						
5/18/18						
4/4/18						
L Hurley/Glyde-In						
50						
5/18/18						
4/7/18						
Voice Male						
800						
5/18/18						
4/9/18						
W&K Newton-W						
100						
5/20/18						
4/12/18						
cash dep.						
95						
5/20/18						
4/12/18						
trybooking						
0.59						
5/21/18						
4/12/18						
trybooking						
0.88						
5/21/18						
4/17/18						
cash dep.						
83						
5/21/18						
4/20/18						
Christine Stapely						
50						
5/25/18						
5/2/18						
cash dep.						
120						
5/29/18						
5/4/18						
cash & cheque dep.						
1260						
5/30/18						
5/4/18						
J Hussey/One Achord						
50						
6/1/18						
5/7/18						
J Hussey/One Achord						
50						



6/28/18						
5/14/18						
Henry Newman						
50						
5/17/18						
Sarah Miller/Smith/Bever						
50						
5/23/18						
Trybooking Payment						
1131.25						
5/25/18						
cash dep.						
665.8						
7/24/18						
Repertory/ refund liquor						
\$496.92						
Total Incoming						
\$11,037.34						
Total Expenses						



[illegible]











# SHIRE OF MERREDIN

## COMMUNITY FUNDING GRANT APPLICATION FORM – 2020/21

### Round 2

**Due Date: 28 August 2020 at 4.00pm**

### Section 1 – Applicant Information

<b>Name of Group/Organisation</b>	Merredin Museum and Historical Society
<b>Name of Contact Person 1</b>	Debbie Morris
<b>Daytime Phone Number</b>	0408411954
<b>Mobile Number</b>	0408411954
<b>Email Address</b>	debbie.morris@westnet.com.au
<b>Postal Address</b>	PO Box 379 Merredin WA 6415
<b>Name of Contact Person 2</b>	Jan Patroni
<b>Daytime Phone Number</b>	0417860046
<b>Mobile Number</b>	0417860046
<b>Email Address</b>	romolopatroni@bigpond.com
<b>Postal Address</b>	7 Caridi Close Merredin WA 6415

<b>Is your group incorporated?</b>	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
<i>If yes, please provide a copy of your Incorporated Certificate</i>		
<i>If no, please provide the name of the Auspicing Organisation:</i>		

<b>Do you or your group have an Australian Business Number (ABN)?</b>	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
<i>If yes, please provide you ABN: 46 529 779 284</i>		

<b>Are you or your group registered for GST?</b>	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
<i>A tax invoice will be required to acquire any successful grant funds</i>		



Section 2 – Project Information	
Project/Activity Name	Railway Museum – Ticket Office ‘Starting to tell the Railway stories’
Expected Start Date	December 2020
Expected Finish Date	February 2021
Project/Activity Description <i>(attached separate page is required)</i>	<p>Engage a Design Consultant to design and print Ticket office wall graphics and 3 x interpretation panels depicting stories –</p> <ol style="list-style-type: none"> <li>1. Overview of the Merredin story</li> <li>2. Overview of the Railway station history and significance</li> <li>3. Over of the saving of the station story</li> </ol>
Significance of what the Project/Activity will accomplish	<p>The Merredin Railway Station Group has considerable cultural heritage significance.</p> <p>The Museum Committee are keen to ensure current and future generations recognise, acknowledge and embrace Merredin’s railway heritage and therefore engaged a consultant in 2019 to prepare an Interpretation Plan which could be implemented over a 5 year period.</p> <p>The consultant assessed the current history/heritage collection at the Railway Museum and worked with the Museum Committee to establish a central theme for the Museum which resulted in:</p> <p><b><i>The railway was pivotal to the development of Merredin, the Goldfields and the state of Western Australia.</i></b></p> <p>The Interpretation Plan included guidance and direction regarding the collections, displays and interpretation through a number of recommendations.</p> <p>The recommendations for the Ticket Office were:</p> <ul style="list-style-type: none"> <li>• Declutter the Ticket Office</li> <li>• Paint Ticket Office and install platform trolley display</li> <li>• Ticket Office Graphics and Panels</li> <li>• Entry Tickets</li> </ul> <p>The Museum Committee have commenced actioning these recommendations by decluttering the Ticket Office, painted one feature wall in the Ticket Office and installed platform trolley display.</p>



	The Museum Committee are keen to complete the Ticket Office Graphics and Panels to provide a clear sense of arrival and orientation to Museum visitors.
How many people in the community will benefit?	Retaining Merredin's Railway Heritage will benefit the whole community – current and future. Improving the Railway Museum's displays and collections will encourage more visitors to the town and Museum which will be a benefit economically for many businesses as well as the Museum.

### Section 3 – Strategic Community Plan

*The community and Council developed the vision and key elements. Please tick the box that links the project to the most appropriate key zones and elements.*

Key Zones	Key Element	Tick
Key Zone 1 Community & Culture	Merredin is rich in cultural diversity, performing and fine arts and a variety of sports available for both residents and visitors.	<input checked="" type="checkbox"/>
Key Zone 2 Economy & Growth	Merredin seeks new opportunities for growth and strives to develop a rich and multifaceted economy.	<input checked="" type="checkbox"/>
Key Zone 3 Environment & Sustainability	Merredin values the preservation of the natural environment and researches and implements practices to ensure sustainability.	<input type="checkbox"/>
Key Zone 4 Communication & Leadership	Merredin Council engages with its Community and leads by example	<input type="checkbox"/>
Key Zone 5 Places & Spaces	Merredin is an attractive regional town that creates opportunities for residents and visitors to enjoy its many attractions.	<input checked="" type="checkbox"/>
Key Zone 6 Transport & Networks	Merredin provides transport networks that connects it locally, nationally and internationally.	<input type="checkbox"/>



### Section 4 – Budget

*Please attach at least two written quotes for the works/services and attach the previous year's audited financial statements with your application.*

<b>Total Project/Activity Cost</b>	<b>\$6950</b>
<b>Breakdown of Costs</b> <i>(Please list expenditure items and attach separate page if required)</i>	Design Consultant \$5750 Museum Committee – 4 volunteers x 10 hours @ \$30 = \$1200 (Provide information and images)
<b>Amount requested from Council</b>	<b>\$4750</b>
<b>Amount that your organisation/group will be contributing (cash component)</b>	<b>\$1000</b>
<b>Amount that your organisation/group will be contributing (in-kind component)</b>	<b>\$1200</b>
<b>Details of approaches made to other sources of funding</b>	No approaches have been made to other sources of funding for this particular project, as the Museum received funding from Lotterywest for the Interpretation Plan, currently have an application submitted to CBH for painting of 2 railway carriages and are looking to submit an application to Collgar Wind Farm for new signage which was another recommendation in the Interpretation Plan.
<b>Has your organisation/group received financial support from Council in the past?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
<i>If yes, provide details of when and how much?</i> \$20,000 in 2017 towards the Cover of the Rolling Stock project - \$240,000. (\$20,000 Shire of Merredin; \$20,000 Wheatbelt Development Commission; \$20,000 Collgar Wind Farm and \$180,000 Lotterywest)	



### Section 5 – Checklist

Proof of Incorporation (either applicant or auspicing organisation) attached	<input checked="" type="checkbox"/>
ABN details provided	<input checked="" type="checkbox"/>
Public Liability – Certificate of Currency attached	<input checked="" type="checkbox"/>
Previous year's audited financial statements attached	<input checked="" type="checkbox"/>
Two written quotes for works/services attached	<input type="checkbox"/>
Minutes of meeting where this application was approved (if applicable)	<input checked="" type="checkbox"/>
Supporting documents attached (ie. letters of support) (if applicable)	<input type="checkbox"/>
Application has been signed by an authorised person	<input checked="" type="checkbox"/>
Any other supporting documentation is attached (if applicable)	<input type="checkbox"/>

<b>Due Date</b>	28 August 2020 at 4.00pm
<b>Submit Applications to:</b>	<p>Andrina Prnich, Deputy Chief Executive Officer Shire of Merredin PO Box 42 MERREDIN WA 6415</p> <p>Or</p> <p><a href="mailto:dceo@merredin.wa.gov.au">dceo@merredin.wa.gov.au</a></p>
<b>For more information contact:</b>	Andrina Prnich on 9041 1611



## Section 6 – Guidelines and Conditions

The following guidelines and conditions are relevant to each and every application for funding:

1. Only one application should be submitted for each organisation/group in any financial year;
2. Applications must be received by **28 August 2020 at 4.00pm**, late applications will not be considered;
3. The project must take place within the financial year, unless an extension of time is approved by Council;
4. The activity project must link to the Shire of Merredin's community vision and strategic goals;
5. Approval must be obtained from Council for any significant change to the project;
6. The grant must be acquitted by the submission of project outcomes and financial reports by 30 June of the financial year;
7. The applicant must acknowledge Council's support in its advertising or publicity of the project;
8. Wherever possible promotional material must include the Shire's logo;
9. Each project is to be considered on its merits and an allocation made in the Budget for that specific project within the constraints of the Budget;
10. Organisations/groups will be advised of the outcome of their application in August annually;
11. The project will be run under the auspices of the applicant;
12. Any unexpended funds will be returned to Council within 12 months of payment of the grant, unless otherwise agreed in writing by Council;
13. Funds that remain unaccounted for or remain unspent in the custody of the organisation shall be treated the same as for any Council debt;
14. Grant allocations that are not accessed within 6 months from notification of success will be forfeited (groups will be notified in writing in this instance);
15. The applicant must abide by any other conditions of approval on the grant by Council; and
16. Special Consideration will be given to applicants that provide additional justification which addresses the project/events ability to support the resilience and/or economic development of the local community or specific hardship endured as a result of the COVID-19 pandemic.

Further, Council will:

1. Only allocate funds for identified purposes and with specific expenditure estimates provided;
2. Require each applicant organisation to submit a new funding application on each occasion before any funds are allocated;
3. Require each application for funding to be in writing on the appropriate form with the required supporting documentation supplied;
4. Expect each successful applicant to agree that they do not represent Council in any capacity; and
5. Allocate grants inclusive of GST provisions, where applicable.



## Section 7 – Declaration

I, the undersigned, certify that:

I acknowledge that this application will not be accepted if it is late (applications must be received prior to 28 August 2020 at 4.00pm).

The statements in this application are true and correct to the best of my knowledge and the supporting material is my own work or the work of relevant project personnel.

I understand that any information given to applicants by a Councillor or staff member of the Shire of Merredin should be seen as information only and that I should not alter my circumstances or act upon expectations arising from such information.

I understand that should this application be accepted I must fully adhere to the Shire of Merredin Guidelines and Conditions and that failure to do so may result in Council not funding future proposals.

I have no overdue acquittals for previous Council funding.

I agree to accept the decision of the Council regarding the assessment of this application.



I understand that Council's decision process concludes at the end of October 2020 and I will be notified by the Shire regarding the result of this application in November 2020.

I understand that should this application be accepted I will be required to provide an Acquittal by 30 June of the financial year.

I authorise Council to reproduce any attachments provided with this form for internal purposes only.

I agree to advise Council immediately of any variations to information supplied in this application which may arise.

I hereby certify that I am authorised to make this proposal for and on behalf of the organisation/group detailed below.

<b>Applicant's Signature</b>		
<b>Applicant's Name</b>	<b>Debbie Morris</b>	<b>Date: 28/8/20</b>
<b>Position in Organisation/Group</b>	<b>Treasurer</b>	
<b>Name of Organisation/Group</b>	<b>Merredin Museum and Historical Society</b>	
<b>Witness' Signature</b>		
<b>Witness' Name</b>	<b>Anastasia Eastwick</b>	<b>Date: 28/8/20</b>



## Section 8 – Shire of Merredin Checklist

*(Office use only)*

Task	Date	File #	Officer	Initial
Application received				
Application – written acknowledgement				
Application evaluated				
Application presented to Council				
Applicant notified of outcome				
Media Release (if applicable)				
Project/activity conditions adhered to				
Project/activity promoted				
Project and financial report submitted				
Project and financial report provided to Council				
Invoice received				
Invoice paid				
Unspent funds returned <i>(if applicable)</i>				



A.139/75

**DUPLICATE**

Form 5



**Certificate of Incorporation**

*Associations Incorporation Act, 1895-1969*  
*Section 3 (3)*



**These are to Certify that**

**THE MERREDIN MUSEUM & HISTORICAL SOCIETY (INCORPORATED)**

has this day been incorporated as an Association under the provisions of  
the Associations Incorporation Act, 1895-1969.

Dated this      Fifteenth      day of      September,      19 75

*R. W. Davis*

Deputy

COMMISSIONER FOR CORPORATE  
AFFAIRS.



# 2019/20 Financials

DATE	DETAILS	CHQ #	ADMISSIONS	SOUVENIRS	EVENTS	BANK INTERES	MEMBERSHIPS	DONATIONS	PLAQUES	MISC	FUNDRAISING	BOOKINGS	SALE OF DOLLS	GST	PROJECTS	TOTAL
	BUDGET		\$5,500.00	\$1,000.00	\$50.00	\$20.00	\$150.00	\$300.00	\$500.00	\$500.00	\$1,000.00	\$200.00	\$100.00		\$65,000.00	\$74,320.00
	OPENING BALANCE															
1/07/2019	Admissions		66.00	36.00										9.27		102.00
1/07/2019	IGA Consumables															
2/07/2019	Shire - Electricity															
2/07/2019	IGA Consumables															
9/07/2019	Admissions, souvenirs, dolls		169.00	39.00									223.00	18.90		431.00
12/07/2019	Allways - hand towels/toilet paper															
12/07/2019	Two Dogs - brush, paint, aquadhere															
15/07/2019	Admissions, souvenirs, donations, dolls		169.00	3.00				0.05					5.00	15.63		177.05
16/07/2019	Merredin Bookkeeping															
18/07/2019	Wheatbelt Uniforms-name badges															
18/07/2019	Shire - Electricity															
18/07/2019	CRC - Printing Visitor guides															
18/07/2019	IGA Consumables															
18/07/2019	W/B Country Supplies - molasses															
18/07/2019	Nextra - Printer cartridges															
23/07/2019	Admissions, souvenirs, dolls		290.00	25.50									60.00	28.68		375.50
29/07/2019	Admissions, donations		109.00					12.00						9.90		121.00
30/07/2019	IGA consumables															
31/07/2019	Merredin Monumental Works															
31/07/2019	Collgar - CCF Grant													0	3200.00	3200.00
5/08/2019	Admissions, Souvenirs, Donations		177.00	22.00				7.00						18.09		206.00
5/08/2019	IGA Consumables															
5/08/2019	CRC - Printing Visitor guides															
5/08/2019	Donation - Ian Junk (Rose plant)							200.00						0		200.00
5/08/2019	Two Dogs, brush, paint etc															
8/08/2019	Mens Shed - sheets of ply															
9/08/2019	Shire of Merredin - Funding													320.00	3520.00	3520.00
13/08/2019	Shire of Merredin - Electricity															
14/08/2019	Admissions, Sale of doll, Memberships		147.00				20.00	5.00						13.36		172.00
14/08/2019	BAS - GST payment															
15/08/2019	IGA Consumables															
16/08/2019	National History	784														
19/08/2019	Admissions, souvenirs, donations		124.00	12.00				6.00						12.36		142.00
26/08/2019	Admissions, Souvenirs, Donations		152.00	50.00				2.00						18.36		204.00
26/08/2019	Sale of Dolls												17.00	0.00		17.00
28/08/2019	Plaque - Briggs								250.00					22.72		250.00
2/09/2019	Admissions, Souvenirs, Donations		181.00	5.00				6.00						16.90		192.00
2/09/2019	Two Dogs - batteries, thrive, Rose															
2/09/2019	Two Dogs - Roses															
2/09/2019	IGA Consumables															
4/09/2019	Two Dogs - retic															
4/09/2019	IGA Consumables															
10/09/2019	Admissions, Souvenirs, dolls		135.00	6.00									11.00	12.81		152.00
19/09/2019	Admissions, Souvenirs, dolls		273.00	4.00									28.55	25.18		305.55
25/09/2019	Admissions, Souvenirs, Donations		237.00	43.00									17.25	25.45		297.25
25/09/2019	CRC - Booklets															
25/09/2019	Nextra - Stamp, Stationery															
25/09/2019	IGA Consumables, cleaning															
25/09/2019	IGA - consumables															
1/10/2019	Admissions, Donations		267.00					20.90						24.27		287.90
4/10/2019	CRC - AGM Advertisement															
8/10/2019	Admissions, Souvenirs, Donations, dolls		293.00	32.00				8.00					2.00	29.54		335.00
8/10/2019	Memberships - Patroni, Morris, Harper						30.00							0		30.00
14/10/2019	Admissions, Souvenirs, Donations		181.00	11.00				16.00								208.00
22/10/2019	Admissions, Donations, dolls		226.00					75.00					10.00	20.54		311.00
24/10/2019	CRC - Booklets															
24/10/2019	Shire - CWVC Membership															
24/10/2019	IGA - consumables, misc - uni students															
28/10/2019	Admissions, dolls		107.00										10.00	9.72		117.00
30/10/2019	Memberships - M & G Law						20.00							0.00		20.00
30/10/2019	Local Pest Control - Bees															
30/10/2019	IGA - consumables															
30/10/2019	Bruce Rock Painting - Guards Van															
30/10/2019	CRC - Booklets															
4/11/2019	Admissions, Souvenirs, Donations, Membership		133.00	5.00			10.00	36.60						12.54		184.60
6/11/2019	Memberships - J Flockart, M&G Romeo						30.00									30.00
7/11/2019	Memberships - Tuppen & Butler						20.00									20.00
7/11/2019	Shire of Merredin - Electricity															
7/11/2019	Merredin CRC - Membership															
7/11/2019	IGA - consumables															
8/11/2019	Two Dogs - Roses															
13/11/2019	Admissions		132.00											12.00		132.00
18/11/2019	Donation - Kerry Brown							3000.00								3000.00
20/11/2019	Admissions, souvenirs		26.10	4.00										2.73		30.10



26/11/2019	Admissions, souvenirs, donations	114.00	6.00				5.00						10.90		125.00
26/11/2019	Sale of donuts									360.10			32.73		360.10
3/12/2019	Admissions, souvenirs, donation	28.00	35.00				1.00						5.72		64.00
3/12/2019	IGA														
3/12/2019	Shire - Electricity														
3/12/2019	Merredin CRC - DL flyers														
9/12/2019	Admissions, souvenirs	44.00	5.00										4.45		49.00
13/12/2019	Invoice 003	84.00											7.63		84.00
17/12/2019	Admissions, souvenirs, donations	55.00	6.00				3.00						5.54		64.00
19/12/2019	Merredin CRC - visitor guides														
19/12/2019	Two Dogs - garden fork, hook, picture strand														
19/12/2019	Nextra - printer cartridges														
19/12/2019	IGA														
24/12/2019	Admissions, donation	70.00					3.00						6.36		73.00
31/12/2019	IGA														
3/01/2019	Lotterywest - Grant												1000.00	11000.00	11000.00
14/01/2020	Admissions, souvenirs	220.00	10.00										20.90		230.00
20/01/2020	Two Dogs - flushpipe														
20/01/2020	Savagely Creative - Consultant														
20/01/2020	IGA														
21/01/2020	Admissions, souvenirs, donations	19.00	6.00				5.90						2.27		30.90
29/01/2020	Admissions, donation	53.00					6.00						4.81		59.00
30/01/2020	IGA														
31/01/2020	Shire of Merredin - Electricity														
4/02/2020	Admissions, Souvenirs	98.00	5.00										9.36		103.00
6/02/2020	Petty Cash Recoup														
10/02/2020	Admissions, Souvenirs	83.00	14.00										8.81		97.00
12/02/2020	IGA - Catering with consultant meeting														
12/02/2020	Nextra - diary, file, notebook														
12/02/2020	Savagely Creative - Consultant														
12/02/2020	IGA														
19/02/2020	Admissions, Donation	63.00					7.00						5.72		70.00
24/02/2020	Admissions	32.00											2.90		32.00
24/02/2020	Australia Post - PO Box														
25/02/2020	IGA														
25/02/2020	IGA														
28/02/2020	CRC														
3/03/2020	Admissions, souvenirs	130.00	43.50										15.77		173.50
4/03/2020	IGA														
6/03/2020	Shire of Merredin														
6/03/2020	Nextra														
12/03/2020	Admissions, souvenirs	59.00	6.00										5.90		65.00
17/03/2020	Admissions	31.00											2.81		31.00
17/03/2020	IGA														
24/03/2020	Admissions, souvenirs	45.00	2.00										4.27		47.00
27/03/2020	IGA														
27/03/2020	CRC														
27/03/2020	Shire of Merredin - Electricity														
14/04/2020	Shire of Merredin - Electricity														
11/05/2020	Savagely Creative - Consultant														
29/05/2020	Sale of History Book		25.00										2.27		25.00
12/06/2020	Admissions - Notre Dame Students	182.00											16.54		182.00
25/06/2020	CRC - printing, room hire														
25/06/2020	IGA - Dinner with consultant and consumables														
26/06/2020	Lotterywest - Grant												1217.00	13387.00	13387.00
29/06/2020	Admissions, souvenirs	46.00	13.00										5.36		59.00
29/06/2020	Savagely Creative - Consultant														
29/06/2020	D Morris - reimbursement death notice														
29/06/2020	Two Dogs - paint														
		5050.10	474.00	0.00	0.00	130.00	3425.45	250.00	0.00	360.10	0.00	383.80	3076.97	31107.00	41180.45



[illegible]



																				\$15,021.50
																				\$15,381.60
																				\$15,445.60
								7.11										0.33	7.11	\$15,438.49
											155.35							14.12	155.35	\$15,283.14
					160.00													14.55	160.00	\$15,123.14
																				\$15,172.14
																				\$15,256.14
																				\$15,320.14
				48.00														4.36	48.00	\$15,272.14
												32.96	251.04					25.83	284.00	\$14,988.14
				84.28														7.66	84.28	\$14,903.86
								7.20										0.65	7.20	\$14,896.66
																				\$14,969.66
								3.46										0.13	3.46	\$14,966.20
																				\$25,966.20
																				\$26,196.20
								7.98										0.73	7.98	\$26,188.22
																	5434.00	494.00	5434.00	\$20,754.22
								6.52										0.59	6.52	\$20,747.70
																				\$20,778.60
																				\$20,837.60
								9.00										0.45	9.00	\$20,828.60
												176.74						16.07	176.74	\$20,651.86
																				\$20,754.86
			3.50				26.95	25.85							42.00			6.22	98.3	\$20,656.56
																				\$20,753.56
															50.55			1.69	50.55	\$20,703.01
							17.89											1.63	17.89	\$20,685.12
																	5434.00	494.00	5434.00	\$15,251.12
								5.38										0	5.38	\$15,245.74
																				\$15,315.74
																				\$15,347.74
															134.00			12.18	134.00	\$15,213.74
								4.06										0.19	4.06	\$15,209.68
								9.53										0.37	9.53	\$15,200.15
				48.00														4.36	48.00	\$15,152.15
																				\$15,325.65
								6.69										0.61	6.69	\$15,318.96
						255.00												25.5	255.00	\$15,063.96
							6.95											0.63	6.95	\$15,057.01
																				\$15,122.01
																				\$15,153.01
								11.39										0	11.39	\$15,141.62
																				\$15,188.62
								5.00										0.45	5.00	\$15,183.62
				5.60														0.51	5.60	\$15,178.02
												165.61						15.06	165.61	\$15,012.41
												165.61						15.06	165.61	\$14,846.80
																	4075.50	370.50	4075.50	\$10,771.30
																				\$10,796.30
																				\$10,978.30
				53.92		22.80									42.00			10.80	118.72	\$10,859.58
								0.99							21.42			1.53	22.41	\$10,837.17
																				\$24,224.17
																				\$24,283.17
																	12226.50	1111.50	12226.50	\$12,056.67
															77.15			7.01	77.15	\$11,979.52
												99.99						9.09	99.99	\$11,879.53
105.00	316.00	342.30	701.45	0.00	475.80	121.69	252.03	323.97	660.00	0.00	1192.58	428.05	645.22	537.12	55.00	0.00	36740.00	3871.10	42896.21	





**Merredin Bookkeeping Services**

Danielle Carlson

PO Box 539

Merredin WA 6415

Merredin Museum & Historical Society

PO Box 379

Merredin WA 6415

Dear Committee

**REVIEW OF BOOKS**

I have examined the financials records of the Merredin Museum & Historical Society for the period July 2018 to June 2019

<b>Opening Bank Balance</b>	<b>\$11,397.52</b>
Plus Deposits	\$ 8,249.36
Less Withdrawals	\$ 6,051.59
<b>Closing Bank Balance</b>	<b>\$13,595.29</b>

I find that the records provided are a fair representation of the financial position of the Society, noting the following points:

1. As you are registered for GST, the net amounts and the GST amounts should be recorded separately in the Spreadsheet. Your 2019 Annual GST Return is due for lodgement and payment by 28<sup>th</sup> February 2020.
2. Receipt from Spargo Family has been entered twice in Receipt Book – Rec 36 & 39
3. Deposit on 24/04/19 shows \$6.20 in events – this should be in donations
4. Some Petty Cash receipts are missing for February 2019

Regards,

Danielle Carlson



# Merredin Museum and Historical Society

July 2018 - June 2019

<b>Opening Balance</b>			<b>11397.52</b>
<b>Income</b>	<b>Budget</b>	<b>Actual</b>	
Admissions	5500	5350.30	
Souvenirs	1000	997.60	
Bookings	100	40.00	
Bank Interest	5	5.16	
Rent	0	0.00	
Events (morning teas etc)	200	6.20	
Memberships	150	110.00	
Donations	500	205.10	
Plaques	0	500.00	
Misc	500	318.00	
Sale of dolls		717.00	
	<b>7955</b>	<b>8249.36</b>	<b>19646.88</b>
<b>Expenditure</b>			
Subscriptions	100	105.00	
Insurance	360	352.00	
Printing	300	198.38	
Souvenirs	800	466.95	
Advertising	200	755.50	
Stationery	200	355.05	
Maintenance	1000	987.60	
Consumables	500	296.43	
Gardens	500	109.47	
Licence (Shire)	520	520.00	
Plaques		0.00	
Equipment	500		
Electricity	500	833.20	
Misc	1500	933.41	
Website	100		
Bank Fees	100	38.60	
Furniture	,	100.00	
	<b>7180</b>	<b>6051.59</b>	<b>13595.29</b>



## Ticket Office

The ticket office is currently very busy and does not provide a clear sense of arrival and orientation. It is recommended that much of the clutter be removed and either be incorporated into displays elsewhere in the museum, be given to other institutions if this is more appropriate or stored.

Recommendation	Steps	Who	Costs
Declutter the Ticket Office	<ul style="list-style-type: none"> <li>Remove all of the extraneous notice boards, display cases, tables, trophies and honour boards</li> <li>Pack up and store objects that won't be used in other displays but still belong in the Museum.</li> <li>Deaccession objects that would be better used in other Merredin Museums</li> <li>Make good any holes in walls etc ready for new displays</li> </ul>	Society	Nil
Paint ticket Office and install platform trolley display	<ul style="list-style-type: none"> <li>Paint the ticket office</li> <li>Install a platform trolley display featuring suitcases and other baggage</li> </ul>	Design Consultant	\$150.00
Ticket Office Graphics and Panels	<ul style="list-style-type: none"> <li>1x large wall graphic, 3x interp. panels</li> <li>Design and print Ticket office wall graphics</li> <li>Design and print ticket office panels providing the following information: <ul style="list-style-type: none"> <li>Overview of the Merredin story</li> </ul> </li> </ul>	Design Consultant Society to provide information and images	\$5,750.00

Recommendation	Steps	Who	Costs
	<ul style="list-style-type: none"> <li>Overview of the Railway station history and significance</li> <li>Overview of the saving of the station story.</li> </ul> <p>All of these stories will be high level and introductory.</p>		
Entry Tickets	<ul style="list-style-type: none"> <li>Design and print entry tickets</li> <li>Print 250 business card sized tickets</li> </ul>	Design Consultant	\$535.00



Renewal has only just been paid  
so we don't have current  
certificate. Will send  
it when received



**QBE**

## Certificate of Currency

This certificate acknowledges that the Policy referred to is in force for the period shown. Summary of cover is listed below.

This Certificate is subject to the terms, Definitions, Conditions and Exclusions of this Policy.

**DATE:** 7/08/2018

**POLICY NUMBER:** 44 A000117 PRL

**YOU/YOUR/INSURED:** National Historical Machinery Association Inc

**PERIOD OF INSURANCE:** From: 4.00pm on 31/07/2018 to: 4.00pm on 31/07/2019

**POLICY:** Combined General Public and Product Liability and Professional Risk Insurance Policy

**LIMIT OF LIABILITY:**

<b>Public Liability:</b>	\$20,000,000 any one Occurrence
<b>Products Liability:</b>	\$20,000,000 any one Occurrence and in the aggregate during any one Period of Insurance
<b>Professional Services:</b>	\$1,000,000 any one claim and in the aggregate

**WORDING:** QM784-0516 PURPL Policy and agreed endorsements where applicable

**NOTING:** N/A

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Issued by: QBE Australia

Underwriter: Peter Gorfine



**MERREDIN MUSEUM & HISTORICAL SOCIETY INC.**  
**Committee Meeting**  
**5 August 2020, at the Railway Museum**  
**MINUTES**

**Opened – 5.10 pm**

**Present** – Debbie Morris (acting Chairperson), Jane Patroni, Sean Martin, Julie Nicoletti, Rosemary Lambert, Mal Harper, Roy Butler

**Visitor/s** – Nil

**Apologies** – Julie Flockart, Kaye and Ross Duffield, Gillian Ovans

**1. Confirmation of 1st July 2020 Minutes**

Moved Jane Patroni

Seconded Rosemary Lambert

***That the Minutes of 1st July 2020 be deemed a true and correct record of proceedings.***

**CARRIED**

**2. Conflict of Interest – Nil**

**3. Business Arising from Minutes**

**3.1 Pond and Waterfall**

Dave Watson from Shire advised it needs another coat of paint. (Julie Flockart).  
There has been no further action on this.

**3.2 Bassendean Railway Museum**

Invitation to be written to group to visit possibly for a weekend, by rail and or car.  
Social meal Sat night. Roy Butler to compose and send invitation.

**3.3 Interpretation Plan**

A copy of the Plan has been sent to the Shire by Roy Butler. It was subsequently circulated to all councillors.

**3.4 Painting of Entry**

Awaiting invoice for painting of green wall (Astone Painting indicated it would be under \$100)

Awaiting a quote for painting of remaining walls and doors from Astone Painting.  
Kellerberrin.

**3.5 Key Register**

To be set up (Gillian Ovans and Julie Nicoletti)

**3.6 Thank You – Gail and Max Law**

This was presented by Rosemary at the Museum re-opening 4 July. Article and photo appeared in Phoenix.

**3.7 Model Train Display**

Roy to contact owner/donator regarding approval to remove it from Museum. Sean may continue to restore it, placing black covering over it when not working on it. Julie Nicoletti is very keen that the model railway be retained and displayed.

**4. Treasurer's Report**

Balance to end of July 2020: \$12,278.17

Moved – Debbie Morris

Seconded – Mal Harper



***That the Treasurer's report be accepted.***  
**CARRIED**

**5. Correspondence**

**5.1 Correspondence Inwards**

- Kings Tours and Travel Group to visit the museum 16 October 2 pm. Numbers to be advised by Courtney Jarman, Tour Director. Julie Nicoletti suggested that we provide tea and scones, included in entry charge.
- Email query from Shane Cassidy re contact for Margaret Auld. His great great grandfather was a guard at Merredin Railway Station
- Card thanking members for sympathy message on Bill Hewitt's passing (also notice from MMHS in Death Notices in West Australian)

**5.2 Correspondence Outwards**

**Assorted emails and messages to members**

Moved – Roy Butler

Seconded – Mal Harper

Unanimous

***That the Correspondence In be accepted and Correspondence Out be endorsed.***

**CARRIED**

**6. General Business**

**6.1 Review of free-entry**

July was free entry - 103 children and 193 adults visited.

Donations for July \$616.95 (this includes the refreshments)

Moved Jane Patroni    Seconded Roy Butler    Unanimous

***That we return to normal entry charges and trial free entry again for next school holidays.***

**CARRIED**

**6.2 Book of discount/special offer coupons**

Suggestion that a book of discount/special offer coupons from Merredin businesses and others (e.g. Museums, Cummins Theatre, Visitor Centre). Can be time consuming to organise. Sean to speak to Visitor Centre Manager about this.

**6.3 New signs for museum with new logo**

Need to develop a plan of all signage with appropriate wording and new logo.

Roy to seek quotations on costings for double sided sign on wheels – corflute and metal.

**6.4 Inspection of Museum**

Roy advised (also previously to members by email) that Shire Executive Manager Development Services, Peter Zenni attended Museum on Friday 24<sup>th</sup> July for Occupational Health and Safety inspection – all OK.

**6.5 Painting required**

Weld on orange loco, Black loco, Wagon/s, Ticket office.

Debbie advised quotation from Astone Painting for two railway carriages - \$7490.

(Awaiting quotation from Astone Painting for remainder of Ticket office (3.4)

**6.6 Gifts**

Lance and Sandy (Julie Flockart)

Gemma Romeo (Debbie Morris)



### **6.7 Grant funding opportunities**

Options - CBH funding for carriages, Collgar for entry/ticket office, Shire Community Funding (closes 28/8/20). There is enough money from Kerry Brown's donation to pay for the cost of completing the painting of the entry.

Moved Jane Patroni

Seconded Rosemary Lambert

***That the MMHS seek funding from CBH, Collgar Wind Farm and the Merredin Shire Community Fund for painting of the 2 carriages (\$7490) and the commencement of the displays in the entry on the basis that we contribute \$2000 towards the total costs.***

**CARRIED**

### **6.8 2021 -150 years since the first steam train in WA**

Plans to commemorate this anniversary. No specific plans discussed but members to keep this anniversary in mind for event/s in 2021

**6.9 Volunteer Roster – August 2020** Roy asked those present to enter days/dates in August when they could volunteer at the museum. **The August roster is the same as for July.**

### **6.10 Annual General Meeting (AGM)**

Proposed date Wednesday 7 October 2020. All present agreed on this date  
To be advertised in Phoenix.

## **7. Other business**

### **7.1 Use of Eftpos**

Response from Shire regarding use of Visitor Centre WIFI was negative.  
Suggestion that people needing to use Eftpos pay through Visitor Centre (during the week) and these fees be paid to the Museum at the end of the month.  
Debbie Morris will follow up

### **7.2 Museum Website**

One was created however it required regular updating and the website was not continued (cost of hosting ceased).  
Debbie will look into

### **7.3 Model Train**

Sean asked where in the museum is the model railway to be placed? See 3.7

### **7.4 Rubbish**

Rosemary asked about disposal of rubbish from Museum. Jim used to do this.  
Suggested wheelie bin contents go into large skip bin behind the Visitor Centre.

### **7.5 Museum shirts/vests**

Light weight vests identifying members. Suitable to wear over any clothing. Some members still preferred a shirt. Jane Patroni will obtain samples for next meeting.

**Meeting Closed: 6.34 pm**

**Next Meeting: 2 September 2020**



# SHIRE OF MERREDIN

## COMMUNITY FUNDING GRANT APPLICATION FORM – 2020/21

### Round 2

Due Date: 28 August 2020 at 4.00pm

#### Section 1 – Applicant Information

Name of Group/Organisation	Merredin Show Inc
Name of Contact Person 1	Kirsty Rochford
Daytime Phone Number	9041 1041
Mobile Number	0400 206 616
Email Address	<a href="mailto:administration@merredincrc.com">administration@merredincrc.com</a>
Postal Address	PO Box 671, Merredin WA 6415
Name of Contact Person 2	Martin Morris
Daytime Phone Number	0427 097 766
Mobile Number	As above
Email Address	<a href="mailto:martin.morris@westnet.com.au">martin.morris@westnet.com.au</a>
Postal Address	PO Box 671, Merredin WA 6415

Is your group incorporated? ☒ Yes ☐ No

*If yes, please provide a copy of your Incorporated Certificate*

*If no, please provide the name of the Auspicing Organisation:*

---

Do you or your group have an Australian Business Number (ABN)? ☒ Yes ☐ No

*If yes, please provide you ABN:* 40 080 785 095 \_\_\_\_\_

Are you or your group registered for GST? ☐ Yes ☒ No

*A tax invoice will be required to acquire any successful grant funds*



Section 2 – Project Information	
<b>Project/Activity Name</b>	<b>Merredin Show 2021</b>
<b>Expected Start Date</b>	<b>20<sup>th</sup> March 2021</b>
<b>Expected Finish Date</b>	<b>20<sup>th</sup> March 2021</b>
<b>Project/Activity Description</b> <i>(attached separate page is required)</i>	The Merredin Show is held once a year and attracts people from all over the Wheatbelt (as well as visitors from elsewhere) and is one of the biggest annual events in the Wheatbelt. The Merredin Show committee understand that many families don't have a lot of money to spare on events, so they aim to provide entertainment that is free to enjoy to people attending, such as roving performers (magicians/drummers etc), dance performances, music performances, free activities for kids, as it is important to us that the whole community can participate. The event culminates in fireworks which again brings together the whole show grounds to enjoy the final moment together. After the cancellation of the 2020 Merredin Show, and the community becoming isolated due to COVID-19, now more than ever, it's important to have an event to bring the whole community together.
<b>Significance of what the Project/Activity will accomplish</b>	The Merredin Show aims to bring the community together through providing an event with entertainment and activities that the community would normally not have access to. The whole community is invited to join in, through the float parade, being a committee member or coordinator, to enter items in the exhibition, have a stall or just enjoy the day with their family and friends.
<b>How many people in the community will benefit?</b>	Approximately 2,500 – 3,000 community members and visitors, including people attending, volunteers, stallholders, businesses, sponsors and entertainers.



### Section 3 – Strategic Community Plan

*The community and Council developed the vision and key elements. Please tick the box that links the project to the most appropriate key zones and elements.*

Key Zones	Key Element	Tick
Key Zone 1 Community & Culture	Merredin is rich in cultural diversity, performing and fine arts and a variety of sports available for both residents and visitors.	<input checked="" type="checkbox"/>
Key Zone 2 Economy & Growth	Merredin seeks new opportunities for growth and strives to develop a rich and multifaceted economy.	<input checked="" type="checkbox"/>
Key Zone 3 Environment & Sustainability	Merredin values the preservation of the natural environment and researches and implements practices to ensure sustainability.	<input type="checkbox"/>
Key Zone 4 Communication & Leadership	Merredin Council engages with its Community and leads by example	<input checked="" type="checkbox"/>
Key Zone 5 Places & Spaces	Merredin is an attractive regional town that creates opportunities for residents and visitors to enjoy its many attractions.	<input checked="" type="checkbox"/>
Key Zone 6 Transport & Networks	Merredin provides transport networks that connects it locally, nationally and internationally.	<input type="checkbox"/>



<p align="center"><b>Section 4 – Budget</b></p> <p align="center"><i>Please attach at least two written quotes for the works/services and attach the previous year's audited financial statements with your application.</i></p>	
<b>Total Project/Activity Cost</b>	
<b>Breakdown of Costs</b> <i>(Please list expenditure items and attach separate page if required)</i>	<p>@ \$90,000</p> <p>Please see attached profit &amp; loss from 2019 Merredin Show</p>
<b>Amount requested from Council</b>	<p>An amount to the value of the venue hire and services provided for the show.</p> <p>\$11,680 was approved in the 2017/18 budget, broken down as follows:</p> <ol style="list-style-type: none"> <li>1. Venue Hire – value \$8,350</li> <li>2. Waste Removal – value \$400</li> <li>3. Traffic Management – value \$1,163</li> <li>4. Oval &amp; Security Preparation – value \$1,767</li> </ol>
<b>Amount that your organisation/group will be contributing <i>(cash component)</i></b>	<p>@ \$47,000 through raffle ticket sales and entry tickets</p> <p>There is also sponsorship (@ \$21,500) and stallholder fees (@ \$8,000)</p>
<b>Amount that your organisation/group will be contributing <i>(in-kind component)</i></b>	<p>This figure is very difficult to calculate due to the unlimited number of volunteer hours contributed, it would be at least \$30,000</p> <p>We also use our own equipment, marquees, tables, chairs etc</p>



<p><b>Details of approaches made to other sources of funding</b></p>	<p>We seek sponsorship from a number of businesses and try to get \$25,000 each year</p>
<p><b>Has your organisation/group received financial support from Council in the past?</b>  <input checked="" type="checkbox"/> Yes                      <input type="checkbox"/> No</p>	
<p><i>If yes, provide details of when and how much?</i>          In kind sponsorship of @ \$10,000 (venue hire and services) for past Merredin Shows</p>	



Section 5 – Checklist	
Proof of Incorporation (either applicant or auspicing organisation) attached	<input checked="" type="checkbox"/>
ABN details provided	<input checked="" type="checkbox"/>
Public Liability – Certificate of Currency attached	<input checked="" type="checkbox"/>
Previous year's audited financial statements attached	<input type="checkbox"/>
Two written quotes for works/services attached	<input type="checkbox"/>
Minutes of meeting where this application was approved (if applicable)	<input type="checkbox"/>
Supporting documents attached (ie. letters of support) (if applicable)	<input type="checkbox"/>
Application has been signed by an authorised person	<input type="checkbox"/>
Any other supporting documentation is attached (if applicable)	<input type="checkbox"/>

<b>Due Date</b>	28 August 2020 at 4.00pm
<b>Submit Applications to:</b>	<p>Andrina Prnich, Deputy Chief Executive Officer Shire of Merredin PO Box 42 MERREDIN WA 6415</p> <p>Or</p> <p><a href="mailto:dceo@merredin.wa.gov.au">dceo@merredin.wa.gov.au</a></p>
<b>For more information contact:</b>	Andrina Prnich on 9041 1611



## Section 6 – Guidelines and Conditions

The following guidelines and conditions are relevant to each and every application for funding:

1. Only one application should be submitted for each organisation/group in any financial year;
2. Applications must be received by **28 August 2020 at 4.00pm**, late applications will not be considered;
3. The project must take place within the financial year, unless an extension of time is approved by Council;
4. The activity project must link to the Shire of Merredin's community vision and strategic goals;
5. Approval must be obtained from Council for any significant change to the project;
6. The grant must be acquitted by the submission of project outcomes and financial reports by 30 June of the financial year;
7. The applicant must acknowledge Council's support in its advertising or publicity of the project;
8. Wherever possible promotional material must include the Shire's logo;
9. Each project is to be considered on its merits and an allocation made in the Budget for that specific project within the constraints of the Budget;
10. Organisations/groups will be advised of the outcome of their application in August annually;
11. The project will be run under the auspices of the applicant;
12. Any unexpended funds will be returned to Council within 12 months of payment of the grant, unless otherwise agreed in writing by Council;
13. Funds that remain unaccounted for or remain unspent in the custody of the organisation shall be treated the same as for any Council debt;
14. Grant allocations that are not accessed within 6 months from notification of success will be forfeited (groups will be notified in writing in this instance);
15. The applicant must abide by any other conditions of approval on the grant by Council; and
16. Special Consideration will be given to applicants that provide additional justification which addresses the project/events ability to support the resilience and/or economic development of the local community or specific hardship endured as a result of the COVID-19 pandemic.

Further, Council will:

1. Only allocate funds for identified purposes and with specific expenditure estimates provided;
2. Require each applicant organisation to submit a new funding application on each occasion before any funds are allocated;
3. Require each application for funding to be in writing on the appropriate form with the required supporting documentation supplied;
4. Expect each successful applicant to agree that they do not represent Council in any capacity; and



5. Allocate grants inclusive of GST provisions, where applicable.



## Section 7 – Declaration

I, the undersigned, certify that:

I acknowledge that this application will not be accepted if it is late (applications must be received prior to 28 August 2020 at 4.00pm).

The statements in this application are true and correct to the best of my knowledge and the supporting material is my own work or the work of relevant project personnel.

I understand that any information given to applicants by a Councillor or staff member of the Shire of Merredin should be seen as information only and that I should not alter my circumstances or act upon expectations arising from such information.

I understand that should this application be accepted I must fully adhere to the Shire of Merredin Guidelines and Conditions and that failure to do so may result in Council not funding future proposals.

I have no overdue acquittals for previous Council funding.

I agree to accept the decision of the Council regarding the assessment of this application.


I understand that Council's decision process concludes at the end of October 2020 and I will be notified by the Shire regarding the result of this application in November 2020.

I understand that should this application be accepted I will be required to provide an Acquittal by 30 June of the financial year.

I authorise Council to reproduce any attachments provided with this form for internal purposes only.

I agree to advise Council immediately of any variations to information supplied in this application which may arise.

I hereby certify that I am authorised to make this proposal for and on behalf of the organisation/group detailed below.

Applicant's Signature		
Applicant's Name	Kirsty Rochford	Date: 20.08.20
Position in Organisation/Group	Event Coordinator	
Name of Organisation/Group	Merredin Show	
Witness' Signature		
Witness' Name	Anastasia Eastwick	Date: 20.08.20



## Section 8 – Shire of Merredin Checklist

*(Office use only)*

Task	Date	File #	Officer	Initial
Application received				
Application – written acknowledgement				
Application evaluated				
Application presented to Council				
Applicant notified of outcome				
Media Release (if applicable)				
Project/activity conditions adhered to				
Project/activity promoted				
Project and financial report submitted				
Project and financial report provided to Council				
Invoice received				
Invoice paid				
Unspent funds returned <i>(if applicable)</i>				





Government of **Western Australia**  
Department of **Mines, Industry Regulation and Safety**  
**Consumer Protection**

**WESTERN AUSTRALIA**  
*Associations Incorporation Act 2015*  
(Section 31)

IARN: A0720087P

## Certificate of Incorporation on Change of Name

This is to certify that

**THE MERREDIN AND DISTRICTS AGRICULTURAL SOCIETY (INC)**

an association incorporated under the  
*Associations Incorporation Act 2015* changed its name to

**MERREDIN SHOW INC.**

The new name commenced on the  
twenty eighth day of November 2018



David Hillyard  
Acting Commissioner for Consumer Protection

CERTIFICATE





## Coverage Summary

**Date of issue** 13 December 2019  
**Contact** Chrys Nicolaou  
**Telephone** 1800 123 266  
**Email** [chrys.nicolaou@aon.com](mailto:chrys.nicolaou@aon.com)

**Important Notice:** This Coverage Summary has been prepared for general reference and is a summary of cover only. Please refer to your Policy Schedule and Policy Wording for full terms, conditions and exclusions of your policy.

### Agricultural Society Combined Liability

<b>Policy Number</b>	.
<b>Insured</b>	Merredin Show Inc
<b>Period of Insurance</b>	4:00 PM Local Time 31 December 2019 to 4:00 PM Local Time 31 December 2020
<b>Limit of Liability</b>	Indemnifies the Insured Royal, Society or Field day and/or its members for their legal liability for bodily injury or damage to property as a result of an occurrence caused by the negligence of the Insured Royal, Society or Field day and/or its members
	Public Liability \$ 50,000,000 any one claim
	Products Liability \$ 50,000,000 any one claim and in the aggregate
<b>Extensions</b>	Property in Care, Custody or Control \$ 1,000,000
	Owners Liability of Animals \$ 50,000,000
	Trade Space Liability (Excluding Products Liability) \$ 50,000,000
<b>Errors and Omissions</b>	Insured Royal, Society or Field day and/or its members for their negligent acts, errors or omissions arising from breach of their professional duty in the conduct of their business
	Limit of Liability \$ 1,000,000 any one claim and in the aggregate
<b>Deductibles</b>	\$ 2,500 each and every claim
<b>Endorsement</b>	Amendments attaching to and forming part of the Liability Wording
	AGR Agricultural Clause Code
	4. Definitions-
	4.10- Injury means:
	Clause 4.10.1 is deleted and replaced by-
	"Bodily injury, death, illness, disease, disability, shock, fright, mental anguish and mental injury including loss of consortium or services. In the event of injury arising

Aon Reference PRM 1FV2Z B21325B/001

Aon Risk Services Australia Limited ABN 17 000 434 720 AFSL 241141  
 PO Box 1331 Parramatta NSW 2124

Page 1 of 6



# SHIRE OF MERREDIN

## COMMUNITY FUNDING GRANT APPLICATION FORM – 2020/21

### Round 2

**Due Date: 28 August 2020 at 4.00pm**

#### Section 1 – Applicant Information

<b>Name of Group/Organisation</b>	Merredin Bootscooters
<b>Name of Contact Person 1</b>	Anjoeen Wells
<b>Daytime Phone Number</b>	
<b>Mobile Number</b>	0409172259
<b>Email Address</b>	anjoeen@icloud.com
<b>Postal Address</b>	4 Snell Street merredin
<b>Name of Contact Person 2</b>	Sue Clark
<b>Daytime Phone Number</b>	c/- 90411311
<b>Mobile Number</b>	0409612597
<b>Email Address</b>	huhwandlegs@outlook.com
<b>Postal Address</b>	22 Hay St

**Is your group incorporated?** ☐ Yes ☒ No

*If yes, please provide a copy of your Incorporated Certificate*

*If no, please provide the name of the Auspicing Organisation:*  
Merredin Community Resource Centre

**Do you or your group have an Australian Business Number (ABN)?** ☐ Yes ☒ No

*If yes, please provide you ABN:* \_\_\_\_\_

**Are you or your group registered for GST?** ☐ Yes ☒ No

*A tax invoice will be required to acquire any successful grant funds*



Section 2 – Project Information	
Project/Activity Name	Bootscooting Classes
Expected Start Date	May 2020
Expected Finish Date	December 2020
<b>Project/Activity Description</b> <i>(attached separate page is required)</i>	<p>Merredin Bootscooting were previously meeting in the Mason's Hall. This hall was big enough for the group to practice, learn and have fun. Recently, our numbers have increased, making the hall too small to accommodate us as a group. We could have split into two groups, beginners and improvers, but this does not allow the beginner dancers to grow and develop as much as they could. It would also mean that our dance sessions would be shorter, so we wouldn't be able to learn as much, or enjoy ourselves as much.</p> <p>The funding we are applying for will pay for the hire of Cummins Theatre for 12 months. This will keep our costs low to just \$5 per person, per session.</p>
<b>Significance of what the Project/Activity will accomplish</b>	<p>The Merredin Bootscooters provide free entertainment at many functions and events around Merredin and the surrounding areas, including performing at the Merredin Show, showcasing at markets, performing at Senior Week luncheons. The people who join the class gain a sense of accomplishment at achieving something, they gain a feeling of community, they are physically and mentally active. Also, the Merredin Bootscooters have been able to donate money back to the community for many years. Last year we contributed to the Merredin College kitchen garden, and the Community Gardens as well.</p>



How many people in the community will benefit?	50+ We currently have about 20 Bootscooters from Merredin, we also regularly host some dancers from Bruce Rock. The benefits also extend to those who get to watch us dance, as it provides encouragement and entertainment.
--	---

### Section 3 – Strategic Community Plan

*The community and Council developed the vision and key elements. Please tick the box that links the project to the most appropriate key zones and elements.*

Key Zones	Key Element	Tick
Key Zone 1 Community & Culture	Merredin is rich in cultural diversity, performing and fine arts and a variety of sports available for both residents and visitors.	<input checked="" type="checkbox"/>
Key Zone 2 Economy & Growth	Merredin seeks new opportunities for growth and strives to develop a rich and multifaceted economy.	<input type="checkbox"/>
Key Zone 3 Environment & Sustainability	Merredin values the preservation of the natural environment and researches and implements practices to ensure sustainability.	<input type="checkbox"/>
Key Zone 4 Communication & Leadership	Merredin Council engages with its Community and leads by example	<input type="checkbox"/>
Key Zone 5 Places & Spaces	Merredin is an attractive regional town that creates opportunities for residents and visitors to enjoy its many attractions.	<input type="checkbox"/>
Key Zone 6 Transport & Networks	Merredin provides transport networks that connects it locally, nationally and internationally.	<input type="checkbox"/>



### Section 4 – Budget

*Please attach at least two written quotes for the works/services and attach the previous year's audited financial statements with your application.*

<b>Total Project/Activity Cost</b>	<b>\$2200</b>
<b>Breakdown of Costs</b> <i>(Please list expenditure items and attach separate page if required)</i>	<p><b>This will cover the cost of Cummins Theatre to hire. We then charge \$5 per person, this covers other costs associated with Bootscooting, payment for use of music, amenities for our social nights. We currently pay \$44 per night at Cummins Theatre.</b></p> <p>Venue hire of Cummins Theatre receipted with the Shire of Merredin</p>
<b>Amount requested from Council</b>	<b>\$2200</b>
<b>Amount that your organisation/group will be contributing</b> <i>(cash component)</i>	<b>\$5 per person per night</b>
<b>Amount that your organisation/group will be contributing</b> <i>(in-kind component)</i>	
<b>Details of approaches made to other sources of funding</b>	<b>None</b>
<b>Has your organisation/group received financial support from Council in the past?</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
<i>If yes, provide details of when and how much?</i>	



Section 5 – Checklist	
Proof of Incorporation (either applicant or auspicing organisation) attached	<input type="checkbox"/>
ABN details provided	<input type="checkbox"/>
Public Liability – Certificate of Currency attached	<input type="checkbox"/>
Previous year's audited financial statements attached	<input type="checkbox"/>
Two written quotes for works/services attached	<input type="checkbox"/>
Minutes of meeting where this application was approved (if applicable)	<input type="checkbox"/>
Supporting documents attached (ie. letters of support) (if applicable)	<input type="checkbox"/>
Application has been signed by an authorised person	<input type="checkbox"/>
Any other supporting documentation is attached (if applicable)	<input type="checkbox"/>

<b>Due Date</b>	28 August 2020 at 4.00pm
<b>Submit Applications to:</b>	<p>Andrina Prnich, Deputy Chief Executive Officer Shire of Merredin PO Box 42 MERREDIN WA 6415</p> <p>Or</p> <p><a href="mailto:dceo@merredin.wa.gov.au">dceo@merredin.wa.gov.au</a></p>
<b>For more information contact:</b>	Andrina Prnich on 9041 1611



## Section 6 – Guidelines and Conditions

The following guidelines and conditions are relevant to each and every application for funding:

1. Only one application should be submitted for each organisation/group in any financial year;
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5. Approval must be obtained from Council for any significant change to the project;
6. The grant must be acquitted by the submission of project outcomes and financial reports by 30 June of the financial year;
7. The applicant must acknowledge Council's support in its advertising or publicity of the project;
8. Wherever possible promotional material must include the Shire's logo;
9. Each project is to be considered on its merits and an allocation made in the Budget for that specific project within the constraints of the Budget;
10. Organisations/groups will be advised of the outcome of their application in August annually;
11. The project will be run under the auspices of the applicant;
12. Any unexpended funds will be returned to Council within 12 months of payment of the grant, unless otherwise agreed in writing by Council;
13. Funds that remain unaccounted for or remain unspent in the custody of the organisation shall be treated the same as for any Council debt;
14. Grant allocations that are not accessed within 6 months from notification of success will be forfeited (groups will be notified in writing in this instance);
15. The applicant must abide by any other conditions of approval on the grant by Council; and
16. Special Consideration will be given to applicants that provide additional justification which addresses the project/events ability to support the resilience and/or economic development of the local community or specific hardship endured as a result of the COVID-19 pandemic.

Further, Council will:

1. Only allocate funds for identified purposes and with specific expenditure estimates provided;
2. Require each applicant organisation to submit a new funding application on each occasion before any funds are allocated;
3. Require each application for funding to be in writing on the appropriate form with the required supporting documentation supplied;
4. Expect each successful applicant to agree that they do not represent Council in any capacity; and
5. Allocate grants inclusive of GST provisions, where applicable.



## Section 7 – Declaration

I, the undersigned, certify that:

I acknowledge that this application will not be accepted if it is late (applications must be received prior to 28 August 2020 at 4.00pm).

The statements in this application are true and correct to the best of my knowledge and the supporting material is my own work or the work of relevant project personnel.

I understand that any information given to applicants by a Councillor or staff member of the Shire of Merredin should be seen as information only and that I should not alter my circumstances or act upon expectations arising from such information.

I understand that should this application be accepted I must fully adhere to the Shire of Merredin Guidelines and Conditions and that failure to do so may result in Council not funding future proposals.

I have no overdue acquittals for previous Council funding.

I agree to accept the decision of the Council regarding the assessment of this application.

I understand that Council's decision process concludes at the end of October 2020 and I will be notified by the Shire regarding the result of this application in November 2020.

I understand that should this application be accepted I will be required to provide an Acquittal by 30 June of the financial year.

I authorise Council to reproduce any attachments provided with this form for internal purposes only.

I agree to advise Council immediately of any variations to information supplied in this application which may arise.

I hereby certify that I am authorised to make this proposal for and on behalf of the organisation/group detailed below.

<b>Applicant's Signature</b>	<i>Angie K. Wells</i>	
<b>Applicant's Name</b>	Anjaean Wells	<b>Date:</b> 11.8.2020
<b>Position in Organisation/Group</b>	Instructor	
<b>Name of Organisation/Group</b>	Merredin Bootscooters	
<b>Witness' Signature</b>	<i>Lesley Watson</i>	
<b>Witness' Name</b>	LESLEY WATSON	<b>Date:</b> 11.8.2020



## Section 8 – Shire of Merredin Checklist

*(Office use only)*

Task	Date	File #	Officer	Initial
Application received				
Application – written acknowledgement				
Application evaluated				
Application presented to Council				
Applicant notified of outcome				
Media Release (if applicable)				
Project/activity conditions adhered to				
Project/activity promoted				
Project and financial report submitted				
Project and financial report provided to Council				
Invoice received				
Invoice paid				
Unspent funds returned <i>(if applicable)</i>				





Government of Western Australia  
Department of Commerce

**WESTERN AUSTRALIA**

*Associations Incorporation Act 1987*  
(Section 18(6))

Association No.: A1009718Y

**Certificate of Incorporation  
on Change of Name**

This is to certify that

**MERREDIN COMMUNITY TELECENTRE INC.**

Which was on the seventh day of June 2001  
incorporated under the *Associations Incorporation Act 1987*  
changed its name on the eighth day of June 2009 to:

**MERREDIN COMMUNITY RESOURCE CENTRE INC**

Dated this eighth day of June 2009

A handwritten signature in black ink, appearing to read 'J. Hall'.

Commissioner for Consumer Protection

CERTIFICATE





19/06/2020

To Whom it May Concern,

### CONFIRMATION OF INSURANCE CERTIFICATE

This is to certify that undermentioned Insurance Policy has been issued and is current until 4:00pm on 31/03/2021.

**Insured's Name:** Merredin Community Resource Centre Inc.

**Interested Parties:** None Noted

**Class:** Liability Insurance

**Policy Number:** 06.080.0611598

**Insurer:** Ansvar Insurance Ltd

**Period of Insurance:** 31/03/2020 to 31/03/2021 at 4:00pm local standard time

**Brief Details of Cover:** Limit of Liability: \$20,000,000

*This is to certify that the above policy is current to the expiry date show above unless cancelled in the meantime, subject to the Terms and Conditions of the policy.*

**Disclaimer:-**

The information provided is a summary only and does not amend, extend, alter or set out the full terms of the policy referred to nor do we confirm or warrant the Insurance cover is in force at the date of this advice. You must always refer to the policy for full details and to the extent of any inconsistency the policy prevails. The policy is also subject to the operation of the Insurance Contracts Act 1984 (cth), including in particular, the insurer's rights under section 28 in relation to pre contractual non disclosure or misrepresentation. We will not provide any updates in relation to the policy to any third party unless we specifically agree to do so in writing with the third party.

**Jaron Bresland**

Authorised Representative No 416085

PO Box 21

VICTORIA PARK WA 6979

P : (08) 6253 6253

M : 0433 229 031

E : jaron@bresland.com.au



Date	Description	Incoming	Outgoing	Total
17/02/2020	Participant fees	36		36
	Hall hire		11	25
24/02/2020	Participant fees	36		61
	Hall hire		11	50
2/03/2020	Participant fees	56		106
	Hall hire		11	95
9/03/2020	Participant fees	44		139
	Hall hire		11	128
16/03/2020	Participant fees	40		168
	Hall hire		11	157
23/03/2020	Participant fees	40		197
	Hall hire		11	186
	Purchase - paper towel		6.9	179.1
4/05/2020	Participant fees	68		247.1
	Hall hire		11	236.1
	Purchase - hand sanitiser		24.95	211.15
11/05/2020	Participant fees	52		263.15
	Hall hire		11	252.15
18/05/2020	Participant fees	64		316.15
	Hall hire		11	305.15
	Purchase - toilet paper		12	293.15
25/05/2020	Participant fees	48		341.15
	Hall hire		11	330.15
	Purchase - Spotify fees		60	270.15
	Refund - participant		11	259.15
1/06/2020	Participant fees	52		311.15
	Hall hire		11	300.15
1/06/2020	Participant fees	45		345.15
	Hall hire - theatre		44	301.15
	Hall hire - Masonic Lodge		11	290.15
15/06/2020	Participant fees	75		365.15
	Hall hire		44	321.15
22/06/2020	Participant fees	65		386.15
	Hall hire - theatre		44	342.15
	Purchase - Spotify fees		12	330.15
	Hall hire - Masonic Lodge		11	319.15
	Purchase - Gift		51.95	267.20
29/06/2020	Participant fees	95		362.20
	Hall hire - theatre		44	318.20
	Purchase - Spotify fees		12	306.20
	Purchase - gift		10	296.20
	Hall hire - Masonic Lodge		11	285.20
6/07/2020	Participant fees	55		340.20
	Hall hire - Theatre		44	296.20
13/07/2020	Participant fees	40		336.20
	Hall hire - Theatre		40	296.20
20/07/2020	Participant fees	60		356.20
	Hall hire - theatre		44	312.20



27/07/2020	Participant fees	75		387.20
	Hall hire - theatre		44	343.20
3/08/2020	Participant fees	80		423.20
	Hall hire - theatre		44	379.20
	Purchase - ice pack		6.36	372.84
10/08/2020	Participant fees	65		437.84
	Hall hire - theatre		44	393.84
17/08/2020	Participant fees	80		473.84
	Hall hire - fees		44	429.84

Current total \$429.84



# SHIRE OF MERREDIN

## COMMUNITY FUNDING GRANT APPLICATION FORM – 2020/21

### Round 2

Due Date: 28 August 2020 at 4.00pm

#### Section 1 – Applicant Information

<b>Name of Group/Organisation</b>	Merredin College Parents and Citizens Association Incorporated
<b>Name of Contact Person 1</b>	Justine Low
<b>Daytime Phone Number</b>	0407 340 005
<b>Mobile Number</b>	0407 340 005
<b>Email Address</b>	<a href="mailto:Justine.Low@education.wa.edu.au">Justine.Low@education.wa.edu.au</a>
<b>Postal Address</b>	18 Mitchell Street, Merredin WA 6415
<b>Name of Contact Person 2</b>	Chantal Davies
<b>Daytime Phone Number</b>	0427 996 351
<b>Mobile Number</b>	0427 996 351
<b>Email Address</b>	<a href="mailto:merredincollegepc.sec@gmail.com">merredincollegepc.sec@gmail.com</a>
<b>Postal Address</b>	63 Endersbee Street, Merredin WA 6415

Is your group incorporated?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
<i>If yes, please provide a copy of your Incorporated Certificate</i>		
<i>If no, please provide the name of the Auspicing Organisation:</i>		

Do you or your group have an Australian Business Number (ABN)?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
<i>If yes, please provide you ABN: 46 108 238 074</i>		

Are you or your group registered for GST?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
<i>A tax invoice will be required to acquire any successful grant funds</i>		



## Section 2 – Project Information

Project/Activity Name	School Pavement Painting
Expected Start Date	28 <sup>th</sup> September 2020
Expected Finish Date	11 <sup>th</sup> October 2020
Project/Activity Description <i>(attached separate page is required)</i>	<p>Pavement is to be painted with different games and activities such as snakes and ladders, four square, hopscotch, alphabet caterpillar, number grids, and will include a sensory path all of which is to be used for maths, sport and recreational purposes.</p> <p>Please refer to attached pictures.</p>
Significance of what the Project/Activity will accomplish	<p>Due to COVID-19, the Merredin College P&amp;C has been limited and restricted with its ability to fundraise this year. The School Pavement Painting project has been requested by Merredin College teachers and children. This is an item that will create an environment for creative and fun ways to teach maths, team building and sport activities. These areas are known to encourage whole body learning, strengthen gross motor skills and greatly assist children who learn outside of the classroom.</p> <p>With COVID-19 there has been additional pressures and uncertainty placed on people within our community, which has been felt by the children. Outdoor activities are known to reduce stress and anxiety levels, and this is another way children will be encouraged to be active, whilst learning important developmental skills; both academically and socially. With its bright colours and undercover area, this project will appeal to students, providing them with a safe, fun, and cheerful place to play and learn, all year round.</p>
How many people in the community will benefit?	All Kindy to Year 6 students (approx. 350 children), staff and families at Merredin College, each year, for the foreseeable future.



### Section 3 – Strategic Community Plan

*The community and Council developed the vision and key elements. Please tick the box that links the project to the most appropriate key zones and elements.*

Key Zones	Key Element	Tick
Key Zone 1 Community & Culture	Merredin is rich in cultural diversity, performing and fine arts and a variety of sports available for both residents and visitors.	<input checked="" type="checkbox"/>
Key Zone 2 Economy & Growth	Merredin seeks new opportunities for growth and strives to develop a rich and multifaceted economy.	<input type="checkbox"/>
Key Zone 3 Environment & Sustainability	Merredin values the preservation of the natural environment and researches and implements practices to ensure sustainability.	<input type="checkbox"/>
Key Zone 4 Communication & Leadership	Merredin Council engages with its Community and leads by example	<input type="checkbox"/>
Key Zone 5 Places & Spaces	Merredin is an attractive regional town that creates opportunities for residents and visitors to enjoy its many attractions.	<input type="checkbox"/>
Key Zone 6 Transport & Networks	Merredin provides transport networks that connects it locally, nationally and internationally.	<input type="checkbox"/>



### Section 4 – Budget

Please attach at least two written quotes for the works/services and attach the previous year's audited financial statements with your application.

<b>Total Project/Activity Cost</b>	\$5,100.00	
<b>Breakdown of Costs</b> <i>(Please list expenditure items and attach separate page if required)</i>	<b>Paint Supply</b> \$ 850.00 <b>Snakes and Ladders</b> \$ 800.00 <b>Hopscotch</b> \$ 600.00 <b>Number Grid</b> \$ 600.00 <b>Alphabet Caterpillar/ Counting Snake</b> \$ 800.00 <b>Sensory Path</b> \$ 1,200.00 <b>Four Square</b> \$ 250.00  See attached estimate number: 213	
<b>Amount requested from Council</b>	\$ 4,000.00	
<b>Amount that your organisation/group will be contributing (cash component)</b>	\$ 1,100.00	
<b>Amount that your organisation/group will be contributing (in-kind component)</b>		
<b>Details of approaches made to other sources of funding</b>	Not applicable	
<b>Has your organisation/group received financial support from Council in the past?</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
If yes, provide details of when and how much?          		



### Section 5 – Checklist

Proof of Incorporation (either applicant or auspicing organisation) attached	<input checked="" type="checkbox"/>
ABN details provided	<input checked="" type="checkbox"/>
Public Liability – Certificate of Currency attached	<input checked="" type="checkbox"/>
Previous year's audited financial statements attached	<input checked="" type="checkbox"/>
Two written quotes for works/services attached	<input checked="" type="checkbox"/>
Minutes of meeting where this application was approved (if applicable)	<input checked="" type="checkbox"/>
Supporting documents attached (ie. letters of support) (if applicable)	N/A
Application has been signed by an authorised person	<input checked="" type="checkbox"/>
Any other supporting documentation is attached (if applicable)	<input checked="" type="checkbox"/>

<b>Due Date</b>	28 August 2020 at 4.00pm
<b>Submit Applications to:</b>	<p>Andrina Prnich, Deputy Chief Executive Officer Shire of Merredin PO Box 42 MERREDIN WA 6415</p> <p>Or</p> <p><a href="mailto:dceo@merredin.wa.gov.au">dceo@merredin.wa.gov.au</a></p>
<b>For more information contact:</b>	Andrina Prnich on 9041 1611



## Section 6 – Guidelines and Conditions

The following guidelines and conditions are relevant to each and every application for funding:

1. Only one application should be submitted for each organisation/group in any financial year;
2. Applications must be received by **28 August 2020 at 4.00pm**, late applications will not be considered;
3. The project must take place within the financial year, unless an extension of time is approved by Council;
4. The activity project must link to the Shire of Merredin's community vision and strategic goals;
5. Approval must be obtained from Council for any significant change to the project;
6. The grant must be acquitted by the submission of project outcomes and financial reports by 30 June of the financial year;
7. The applicant must acknowledge Council's support in its advertising or publicity of the project;
8. Wherever possible promotional material must include the Shire's logo;
9. Each project is to be considered on its merits and an allocation made in the Budget for that specific project within the constraints of the Budget;
10. Organisations/groups will be advised of the outcome of their application in August annually;
11. The project will be run under the auspices of the applicant;
12. Any unexpended funds will be returned to Council within 12 months of payment of the grant, unless otherwise agreed in writing by Council;
13. Funds that remain unaccounted for or remain unspent in the custody of the organisation shall be treated the same as for any Council debt;
14. Grant allocations that are not accessed within 6 months from notification of success will be forfeited (groups will be notified in writing in this instance);
15. The applicant must abide by any other conditions of approval on the grant by Council; and
16. Special Consideration will be given to applicants that provide additional justification which addresses the project/events ability to support the resilience and/or economic development of the local community or specific hardship endured as a result of the COVID-19 pandemic.

Further, Council will:

1. Only allocate funds for identified purposes and with specific expenditure estimates provided;
2. Require each applicant organisation to submit a new funding application on each occasion before any funds are allocated;
3. Require each application for funding to be in writing on the appropriate form with the required supporting documentation supplied;
4. Expect each successful applicant to agree that they do not represent Council in any capacity; and
5. Allocate grants inclusive of GST provisions, where applicable.



## Section 7 – Declaration

I, the undersigned, certify that:

I acknowledge that this application will not be accepted if it is late (applications must be received prior to 28 August 2020 at 4.00pm).

The statements in this application are true and correct to the best of my knowledge and the supporting material is my own work or the work of relevant project personnel.

I understand that any information given to applicants by a Councillor or staff member of the Shire of Merredin should be seen as information only and that I should not alter my circumstances or act upon expectations arising from such information.

I understand that should this application be accepted I must fully adhere to the Shire of Merredin Guidelines and Conditions and that failure to do so may result in Council not funding future proposals.

I have no overdue acquittals for previous Council funding.

I agree to accept the decision of the Council regarding the assessment of this application.

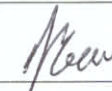

I understand that Council's decision process concludes at the end of October 2020 and I will be notified by the Shire regarding the result of this application in November 2020.

I understand that should this application be accepted I will be required to provide an Acquittal by 30 June of the financial year.

I authorise Council to reproduce any attachments provided with this form for internal purposes only.

I agree to advise Council immediately of any variations to information supplied in this application which may arise.

I hereby certify that I am authorised to make this proposal for and on behalf of the organisation/group detailed below.

Applicant's Signature		
Applicant's Name	Justine Low	Date: 24/8/2020
Position in Organisation/Group	President	
Name of Organisation/Group	Merredin College P&C Association Inc.	
Witness' Signature		
Witness' Name	Chantal Davies	Date: 24/8/2020



## Section 8 – Shire of Merredin Checklist

*(Office use only)*

Task	Date	File #	Officer	Initial
Application received				
Application – written acknowledgement				
Application evaluated				
Application presented to Council				
Applicant notified of outcome				
Media Release (if applicable)				
Project/activity conditions adhered to				
Project/activity promoted				
Project and financial report submitted				
Project and financial report provided to Council				
Invoice received				
Invoice paid				
Unspent funds returned <i>(if applicable)</i>				





Government of **Western Australia**  
Department of **Commerce**

**WESTERN AUSTRALIA**

*Associations Incorporation Act 1987*  
(Section 18(6))

Registered No: A0821302R

**Certificate of Incorporation  
On Change of Name**

This is to certify that

**MERREDIN SENIOR HIGH SCHOOL PARENTS AND CITIZENS' ASSOCIATION  
INCORPORATED**

which was on the twenty first day of August 1984  
incorporated under the *Associations Incorporation Act 1987*  
changed its name to:

**MERREDIN COLLEGE PARENTS AND CITIZENS ASSOCIATION  
INCORPORATED**

on this fifth day of January 2012

Commissioner for Consumer Protection

CERTIFICATE





# Grange Insurance Solutions Pty Ltd

ABN 16 115 775 141

AFSL 292523

Trading as Grange Insurance Solutions

Level 1 Suite 5

375 Charles Street

NORTH PERTH WA 6006

PO Box 624

MT HAWTHORN WA 6915

Tel: (08) 9201 8000

Fax: (08) 9201 8077

Email: [info@grangeinsurance.com.au](mailto:info@grangeinsurance.com.au)

## CERTIFICATE OF CURRENCY

**From:** Joe Barbaro

We hereby confirm that we have arranged the insurance cover mentioned below:

WA Council Of State School Organisations  
PO Box 6295  
EAST PERTH WA 6892

**Date:** 26/08/2020

**Our Reference:** WACSSO20

Page 1 of 3

**Class of Policy:** Public and Products Liability

**Insurer:** Ansvar Insurance Limited  
5 Mill Street, Perth, WA

ABN: 21 007 216 506

**The Insured:** WA Council Of State School Organisations

**Policy No:** 06.300.0582454

**Invoice No:** 112463

**Period of Cover:**

From 1/07/2020

to 1/07/2021 at 4:00 pm

### Details:

See attached schedule for a description of the risk insured

### IMPORTANT INFORMATION

The Proposal/Declaration:

- ☐ is to be received and accepted by the Insurer
- ☒ has been received and accepted by the Insurer

The total premium as at the above date is:

- ☐ to be paid by the Insured
- ☐ part paid by the Insured
- ☒ paid in full by the Insured
- ☐ paid by monthly direct debit

Premium Funding

- ☐ This policy is premium funded

Grange Insurance Solutions confirm that this Certificate of Currency/Insurance is valid as at the date of issue. Policy coverage is subject to acceptance of a fully completed Proposal/Declaration by the Insurer and payment of total premium.



<b>Class of Policy:</b>	Public and Products Liability	<b>Policy No:</b>	06.300.0582454
<b>The Insured:</b>	WA Council Of State School Organisations	<b>Invoice No:</b>	112463
		<b>Our Ref:</b>	WACSSO20

## Public & Products Liability Insurance

<b>Insured:</b>	WA Council of State School Organisations Inc and all Affiliated School Organisations		
<b>Including:</b>	Merredin College P&C Association		
<b>The Business:</b>	Professional body of Affiliated Western Australian P&C Associations.		
<b>Insured Activities:</b>	<p>Advocacy, developing and influencing ideas supporting education. Running of school canteens and uniform shops. The organisation of fundraising activities which may include fetes, festivals, exhibitions, walkathons and picnics. Outings, organised games, op shops, camps and excursions. Fundraising such as walkathons and picnics events/festivals held at your place of occupancy.</p> <p>* Excluding any events/festivals held at a premises other than your own where more than 500 attendees are expected unless specifically agreed by endorsement - please contact our office. (Some activities are excluded as per policy wording).</p>		
<b>Description of Risk</b>	The Insured's Legal Liability in respect of Third Party Bodily Injury & Third Party Property Damage.		
<b>Limit of Liability</b>	<b>Public Liability</b>	\$20,000,000	Any one occurrence
	<b>Products Liability</b>	\$20,000,000	Any one occurrence, and in the aggregate, any one period of insurance
	<b>Property in your Care/Custody/Control</b>	\$100,000	
<b>Excess (All Claims)</b>	\$500		
<b>Situation of Risk</b>	Anywhere in the world excluding USA & Canada Medical Malpractice Extension: <b>Not Taken</b>		
<b>The following clauses apply to the policy:</b>	Event Contractors Exclusion Sexual Abuse Exclusion Claims for Personal Injury to Labour Hire and/or Subcontractors Excess Claims for Personal Injury to Volunteers Excess Deposit Renewal Invitation		

### Event Contractors Exclusion

This Policy does not cover Liability in respect of Personal Injury or Property Damage arising directly or indirectly from or caused by, contributed to by the actions or activities of Stall holders, Contractors, Suppliers and Service Providers.

### Sexual Abuse Exclusion



## Schedule of Insurance

Page 3 of 3

**Class of Policy:** Public and Products Liability  
**The Insured:** WA Council Of State School Organisations

**Policy No:** 06.300.0582454  
**Invoice No:** 112463  
**Our Ref:** WACSSO20

This Policy does not cover any claim arising from:

Any actual or alleged Sexual Behaviour, (as defined below), committed, attempted, or allegedly committed or attempted, by an Insured Person. Sexual Behaviour means any attempted or committed verbal or non-verbal act, communication, contact or other conduct or similar conduct of sexual discrimination, intimidation, molestation, harassment, abuse or lewdness.

### **Claims for Personal Injury to Labour Hire and/or Subcontractors Excess**

It is hereby agreed and declared that any claims for personal Injury to labour hire personnel, subcontractors or contractors who are performing services on behalf of the Insured will be subject to an excess of \$5,000 each and every claim.

### **Claims for Personal Injury to Volunteers Excess**

It is hereby agreed and declared that any claims for personal Injury to volunteers will be subject to an excess of \$1,250 each and every claim unless the Insured has an Voluntary Workers Personal Accident Policy with Ansvar Insurance Limited in which case the standard policy excess will apply.

### **Products**

We will not cover any claims directly or indirectly arising out of or in connection with your products if they are: Second-hand electrical goods unless appropriately tested and tagged.

Other than as amended above the terms, conditions and exclusions of this Policy shall continue to apply.



Groundsplash  
219 Seaford Road  
Seaford  
Adelaide, S A 5169  
Tel.: 08 7183 1650  
Fax:

## Quote

Quote No.	Customer	Date	Page
3195	3195	27/08/2020	1

A.B.N.

Sold to
Justine Low Merredin College Woolgar Avenue Merredin Perth, WA 6415

Ship to
Justine Low Merredin College Woolgar Avenue Merredin Perth, WA 6415

Terms	Ship via	Ship Date
Upon Receipt		27/08/2020

Quantity	Item	Description	Tax Code	Unit Price	Tax	Total
1		solid multicoloured snakes and ladders 1-49 50 cm boxes	G	\$2,650.00	\$265.00	\$2,650.00
1		1 x outlined four square 4m2	G	\$590.00	\$59.00	\$590.00
1		solid multicoloured hopscotch 1-10	G	\$690.00	\$69.00	\$690.00
1		A-Z caterpillar multicoloured	G	\$1,345.00	\$134.50	\$1,345.00
1		1-20 snake multicoloured	G	\$1,055.00	\$105.50	\$1,055.00
1		installation, and delivery of pallet	G	\$600.00	\$60.00	\$600.00

Total Discount Amount \$0.00

Goods & Services Tax \$693.00

Comments		
	Subtotal	\$6,930.00
	Freight	\$0.00
	Tax	\$693.00
	Total Amount	\$7,623.00
	Amount Received	\$0.00
	<b>Balance</b>	<b>\$7,623.00</b>





# **Merredin College Parents and Citizens Association Incorporated**

## **Audited Financial Statements for the year ended 31st December 2019**



# MAIN ACCOUNT



**Merredin College P&C**  
**Current Position 31st December 2019**

Balance of Bank Accounts			
Westpac Cheque Account Balance	036-105 193 421	\$	15,823.94
<b>Net Postion @ 31/12/2019</b>		<b>\$</b>	<b>15,823.94</b>

**Profit and Loss Main P&C Account**

<b>Opening Balance 1/1/19</b>			
Westpac Cheque Account Balance	036-105 193 421		\$13,773.39
<b>Total</b>		<b>\$</b>	<b>13,773.39</b>

**Receipts**

Interest Operational Account	Interest	\$	19.41
School Banking	Commission	\$	357.50
Fundraising Bricks	Brick Pavers	\$	150.00
Fundraising Volleyball	Sausage sizzles & Flower sales	\$	3,215.75
Fundraising Nature Playground	Sausage sizzles & Cake Stalls	\$	2,575.50
EWEN	Catering	\$	3,575.00
Fundraising Year 6 2019	Free Dress Day	\$	535.70
Fundraising Year 6 2019	Sausage Sizzle, Disco & Soup Sales	\$	2,741.70
Fundraising Year 6 2020	Peg sales	\$	7,338.00
Fundraising Year 6 2020	Cake Stall & Sausage Sizzle	\$	1,292.50
Fundraising Year 12 Awards Night	Awards Night Catering	\$	1,000.00
Cash Donations	EWEN & Chior	\$	490.00
Parent Contributions	School Fee Contributions	\$	2,315.50
Memembership Fees	Memembership Fees	\$	18.00
BAS Transfers	Uniform Shop December BAS	\$	149.47
Closure of Investment Account	Transfer From Investment Account	\$	8,895.89
Account Reimbursements	CGU, MYOB, Food Vendor	\$	1,522.01
Account Transfers	Payments to wrong bank accounts	\$	187.00
<b>Subtotal</b>		<b>\$</b>	<b>36,378.93</b>

**Payments**

Fees and Insurance	WASCCO and CGU	\$	3,643.18
Food Vendor Fee Canteen	Shire of Merredin	\$	150.00
Constitution Fee	Justine Low	\$	42.00
MYOB	Subscription Fee	\$	1,308.00
Fundraising Transfer	Purchase of Laptop	\$	1,300.00
Fundraising Transfer	Volleyball	\$	3,212.75
Fundraising Transfer	Nature Playground	\$	2,596.50
Fundraising Transfer	Year 6 2019 camp	\$	3,323.90
Peg Purchase	Year 6 2020 Camp	\$	1,333.78
Fundraising Transfer	Year 6 2020 Camp	\$	7,636.20
Disco Float	Year 6 2019 Float	\$	300.00



Donation to School	Hardy Chior Donation	\$	100.00
Donation to School	Year 12 Award	\$	80.00
Donation to School	PBS Flags	\$	1,800.00
Donation to School	Primary & Secondary Awards	\$	200.00
Quicksuper	Canteen Workers July/Sept	\$	1,488.37
Hayley Billing	Reimbursement for EWEN Purchases	\$	583.70
Hayley Billing	Reimbursement for Year 12 Awards	\$	141.00
Account Transfers	Payments to wrong bank accounts	\$	187.00
Financial Audit	TG Motzel Audit Fee	\$	500.00
BAS Statement (Inc PAYG)	Uniform/Canteen/Main Acc	\$	4,402.00
<b>Subtotal</b>		<b>\$</b>	<b>34,328.38</b>
Net Balance		\$	2,050.55
<b>Subtotal Current Position @ 31/12/19</b>		<b>\$</b>	<b>15,823.94</b>

Bank Rec as at 31/12/2019

**TOTAL CURRENT CASH POSITION** **\$ 32,315.53**

#### Merredin College P&C Bank Reconciliation

<b>Main Account Bank Balances @ 31/12/19</b>		
Commonwealth Cheque Account Balance	066-518 0090 0553	\$ -
Westpac Cheque Account Balance	036-105 193 421	\$ 15,823.94
<b>Subtotal</b>		<b>\$ 15,823.94</b>
OS Receipts		
OS Payments		
<b>Subtotal Bank Rec</b>		<b>\$ 15,823.94</b>

<b>Canteen Bank Balances @ 31/12/19</b>		
Westpac Operating Account		\$ 5,551.27
<b>Subtotal</b>		<b>\$ 5,551.27</b>
OS Deposits		
OS Cheques		
Petty Cash		\$ -
<b>Subtotal MYOB Bank Accounts 31/12/19</b>		<b>\$ 5,551.27</b>

<b>Uniform Bank Balances @ 31/12/19</b>		
Westpac Operating Account		\$ 10,940.32
<b>Subtotal</b>		<b>\$ 10,940.32</b>
OS Deposits		
Nil		\$ -
OS Cheques		



Subtotal MYOB Bank Accounts 31/12/19		\$ 10,940.32
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# MERREDIN COLLEGE PARENTS AND CITIZENS ASSOCIATION INC

ABN: 81 425 615 628

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2019

The financial statements cover Merredin College Parents and Citizens Association Inc as an individual entity. Merredin College Parents and Citizens Association Inc is a not-for-profit association incorporated in Victoria under the Associations Incorporation Reform Act 2012 ('the Act').

Comparatives are consistent with prior years, unless otherwise stated.

### 1 Basis of preparation

In the opinion of the Committee of Management, the association is not a reporting entity since there are unlikely to exist users of the financial statements who are not able to command the preparation of reports tailored so as to satisfy specifically all of their information needs. These special purpose financial statements have been prepared to meet the reporting requirements of the Act.

The financial statements have been prepared in accordance with the recognition and measurement requirements of the Australian Accounting Standards and Accounting Interpretations, and the disclosure requirements of AASB 101 Presentation of Financial Statements, AASB 107 Statement of Cash Flows, AASB 108 Accounting Policies, Changes in Accounting Estimates and Errors and AASB 1054 Australian Additional Disclosures.

Significant accounting policies adopted in the preparation of these financial statements are presented below and are consistent with prior reporting periods unless otherwise stated.

The financial statements have been prepared on an accruals basis and are based on historical costs modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and financial liabilities.

The following significant accounting policies, which are consistent with the previous period unless stated otherwise, have been adopted in the preparation of this financial report.

### 2 Summary of significant accounting policies

#### Income tax

The association is exempt from income tax under Division 50 of the *Income Tax Assessment Act 1997*.



**Auditor's independence declaration  
For the 2019 financial year  
To the board of the  
Merredin College Parents and Citizens Association Incorporated**

I declare, that to the best of my knowledge and belief, during the year ended 31 December 2019 there have been:

- No contraventions of the auditor independence requirements of Australian professional ethics pronouncements and the Corporations Act 2001.
- No contraventions of any applicable code of professional conduct in relation of the audit
- I am not a registered member or financial member of the association.
- I have no close personal or business relationships with the Association.
- I have no loans to or financial interest in the Association.
- I have no involvement in the preparation of financial statements or administrative services for the Association.

**Name of Audit Firm:** Twilight Accounting Services

**Name of Auditor:**

*R. E. Martin*

Rick Martin CPA

**Address of Auditor:** 7 Magistrate Drive  
Castletown WA 6450

Dated this 16th day of August 2020

Rick Martin 0407 212 575  
odt@wn.com.au 7 Magistrate Drive Esperance WA 6450



# UNIFORM SHOP



**Profit & Loss Statement**

January 2019 To December 2019

**Income**

Boys Uniform	
Boys Blue Shirts	\$456.00
Boys Pull on Shorts	\$1,094.00
Boys Pull on Trousers	\$1,173.00
<b>Total Boys Uniform</b>	<b>\$2,723.00</b>
Girls Uniform	
Girls Blouse	\$572.00
Girls Skort	\$677.00
Girls Dress Shorts	\$95.00
Girls Skirt	\$358.50
Girls Pull On Boot Leg Pants	\$150.00
Girls Tailored Bootleg Pants	\$25.00
Girls Tights	\$68.00
Girls shorts - no cuff	\$1,011.00
<b>Total Girls Uniform</b>	<b>\$2,956.50</b>
Unisex Uniform	
Surf Hat	\$1,232.40
School Cap	\$120.00
Scarf	\$30.00
Wet Weather Jacket	\$477.00
Rugby Jumper	\$3,372.20
Faction Shirt	\$2,401.50
Sports Shorts Short Leg	\$4,058.50
Sports Shorts Long Leg	\$100.00
Tracksuit Jackets	\$7,642.00
Tracksuit Pants	\$6,784.50
Dress Jumper - Dk Navy	\$664.00
College Uniforms Unallocated	\$182.00
Polo- navy/ pale blue side	\$18,881.20
<b>Total Unisex Uniform</b>	<b>\$45,945.30</b>
Other	
Library Bag	\$92.80
College Backpack	\$473.80
Bank Interest	\$8.73
<b>Total Other</b>	<b>\$575.33</b>
Suspense Account	\$62.50
Sundry and Rounding	\$0.01
<b>Total Income</b>	<b>\$52,262.64</b>
Cost Of Sales	
Boys Uniform	
Boys Blue Shirts	\$353.61
Boys Pull on Shorts	\$854.15
Boys Pull on Trousers	\$856.76
<b>Total Boys Uniform</b>	<b>\$2,064.52</b>
Girls Uniform	
Girls Blouses	\$484.20
Girls Skorts	\$533.71
Girls Dress Shorts	\$290.00
Girls Skirts	\$337.76
Girls Pull on Boot Leg Pants	\$107.83

This report includes Year-End Adjustments.



**Profit & Loss Statement**

January 2019 To December 2019

Girls Tailored Boot Leg Pant	\$19.75	
Girls Tights	\$45.60	
Girls Shorts - no cuff	\$963.77	
<b>Total Girls Uniform</b>		<b>\$2,782.62</b>
Unisex Uniform		
Surf Hat	\$975.52	
School Cap	\$78.00	
Scarves	\$13.23	
Wet Weather Jacket	\$349.33	
Rugby Jumper	\$2,843.85	
Faction Shirts	\$1,812.08	
Sport Shorts Short Leg	\$2,799.49	
Sports Shorts Long Leg	\$63.20	
Track Suit Jacket	\$6,094.89	
Track Suit Pants	\$3,576.56	
Dress Jumper - Dk Navy	\$713.13	
Polo-Navy/Pale blue side	\$12,688.89	
<b>Total Unisex Uniform</b>		<b>\$32,008.17</b>
Other Cost of Sale		
Uniform Samples	\$13.96	
LIBRARY BAG	\$62.54	
College Backpack	\$334.53	
Freight on Accounts	\$25.00	
Stock Adjustment Acc	\$7,385.28	
<b>Total Other Cost of Sale</b>		<b>\$7,821.31</b>
<b>Total Cost Of Sales</b>		<b>\$44,676.62</b>
<b>Gross Profit</b>		<b>\$7,586.02</b>
Expenses		
Wages & Salaries Expenses	\$5,133.34	
IT Support	\$465.33	
Stationery	\$168.09	
Donation Student Services	-\$810.55	
Insurance	\$590.91	
Sundry and Rounding	\$0.19	
<b>Total Expenses</b>		<b>\$5,547.31</b>
<b>Operating Profit</b>		<b>\$2,038.71</b>
<b>Net Profit/(Loss)</b>		<b>\$2,038.71</b>

This report includes Year-End Adjustments.



**Balance Sheet**

As of December 2019

<b>Assets</b>	
Westpac Account	\$10,940.33
Student Refunds	\$209.00
Undeposited Funds Account	\$67.00
Float	\$200.00
Trade Debtors	\$4,891.69
Doubtful Debts	\$86.00
Uniform Stock	\$54,542.55
<b>Total Assets</b>	<b>\$70,936.57</b>
<b>Liabilities</b>	
Trade Creditors	\$11,554.16
Customer Deposits	\$774.60
Received Items/No Bill	\$257.00
Other Payroll Liabilities	\$0.04
GST Collected	\$5,677.12
GST Sent To ATO	-\$5,146.62
GST Paid	-\$9,525.34
GST Claimed Back ATO	\$5,579.91
<b>Total Liabilities</b>	<b>\$9,170.87</b>
<b>Net Assets</b>	<b>\$61,765.70</b>
<b>Equity</b>	
Retained Earnings	\$59,726.99
Current Year Earnings	\$2,038.71
<b>Total Equity</b>	<b>\$61,765.70</b>

This report includes Year-End Adjustments.



# CANTEEN FUND



**Profit & Loss Statement**

January 2019 To December 2019

ABN: 81 425 615 628

Email: Merredincollegecanteen@outlook.com.au

<b>Income</b>		
Credit Interest- Bank		\$5.60
CATERING		\$5,516.60
CANTEEN SALES		
School Vouchers	\$821.63	
Cold Food Sandwiches	\$10,401.84	
Toasties	\$11,016.36	
Drinks	\$16,224.77	
Ice Creams	\$3,772.70	
Snacks	\$10,291.50	
Hot Food	\$17,964.32	
Salads	\$182.17	
Food Allowance	\$7,293.75	
Total CANTEEN SALES		\$77,969.04
Total Income		\$83,491.24
Gross Profit		\$83,491.24
<b>Expenses</b>		
General Expenses		
ROUNDING	\$0.69	
Cleaning Expenses	\$8.68	
Canteen Association	\$81.82	
Food Vendor Fees	\$150.00	
Stationery	\$26.95	
Total General Expenses		\$268.14
Payroll Expenses		
Wages & Salaries Expenses	\$49,578.08	
Other Payroll Expenses	\$4,709.87	
Total Payroll Expenses		\$54,287.95
Cost of Goods Sold		
Eggs	\$18.76	
Baking Supplies	\$788.26	
Containers and Utensils	\$1,031.68	
Groceries	\$1,146.17	
Fruit and Vegetables	\$367.19	
Meat	\$2,115.95	
Cakes and Muffins	\$173.28	
Drinks	\$3,679.90	
Pre-Made Food	\$2,152.25	
Icecream/Icypoles	\$1,779.97	
Dairy Products	\$2,258.94	
Milk Drinks	\$6,332.06	
Bread and Rolls	\$6,415.77	
Total Cost of Goods Sold		\$28,260.18
Total Expenses		\$82,816.27
Operating Profit		\$674.97
Total Other Income		\$0.00
Total Other Expenses		\$0.00
Net Profit/(Loss)		\$674.97

This report includes Year-End Adjustments.



**Balance Sheet**

As of December 2019

ABN: 81 425 615 628

Email: Merredincollegecanteen@outlook.com.au

**Assets**

<b>Current Assets</b>		
Bank Accounts		
Westpac Bank Canteen Account	\$5,551.27	
Petty Cash/Cash On Hand	\$200.00	
Total Bank Accounts		\$5,751.27
Other Current Assets		
Trade Debtors	\$248.15	
Inventory	\$1,000.00	
Total Other Current Assets		\$1,248.15
Total Current Assets		\$6,999.42
<b>Non-Current Assets</b>		
Canteen Equipment		
Cookware & Cooking Utensils	\$1,853.50	
Accum. Depr.- C & C.U.	-\$2,088.18	
Bench Top Appliances	\$4,770.00	
Accum. Depr.- Bench Top Apps.	-\$3,858.71	
Hot Food Displays	\$6,730.00	
Accum. Depr.- Hot Food Display	-\$2,557.40	
Refridgeration	\$655.00	
Accum. Depr.- Refridgeration	-\$248.90	
Cash Registers	\$1,684.00	
Accum. Depr.-Cash Registers	-\$639.92	
Canteen Equipment - Other	\$784.00	
Accum.Depr.- Cant. Equip Other	-\$297.92	
Total Canteen Equipment		\$6,785.47
Total Non-Current Assets		\$6,785.47
School Vouchers		\$633.78
Total Assets		\$14,418.67
<b>Liabilities</b>		
<b>Current Liabilities</b>		
GST Liabilities		
GST Paid	-\$548.45	
Total GST Liabilities		-\$548.45
Payroll Liabilities		
PAYG Withholding Payable	\$2,220.00	
Other Payroll Liabilities	\$1,488.37	
Total Payroll Liabilities		\$3,708.37
Other Current Liabilities		
Trade Creditors	\$303.90	
Total Other Current Liabilities		\$303.90
Total Current Liabilities		\$3,463.82
Total Liabilities		\$3,463.82
Net Assets		\$10,954.85
<b>Equity</b>		
Retained Earnings		\$10,279.88
Current Year Earnings		\$674.97
Total Equity		\$10,954.85

This report includes Year-End Adjustments.





# MERREDIN COLLEGE P&C ASSOCIATION INC. MINUTES

General meeting held on Monday, 10<sup>th</sup> August 2020 at 6:00pm in the Wahlsten Library.

## 1. Welcome (Chairperson)

Meeting was opened at 6:09pm

### Present

Chantal Davies, Gareth Davies, Shelley Ghirardi, Nat Hargreaves, Phil Van Der Merwe, Kristy Van Der Merwe, Naomi Laurie, Justine Low, Kat White

### Apologies (Read by Secretary)

Darren Gardiner, Natasha Hardy, Melanie Clark, Jamie-Lee Walker, Leigh Nelson

## 2. Confirmation of minutes of previous meetings

*Motion:* That the minutes of the previous General meeting held on 15<sup>th</sup> June 2020 as well as the minutes from the Executive meetings held on 16<sup>th</sup> March 2020 & 29<sup>th</sup> June 2020, be received, and accepted as true and accurate records. CARRIED

## 3. Conflict of Interest Register

Name	Details of Conflict	Date Notified
Phil Van Der Merwe	<ul style="list-style-type: none"> <li>Husband of Treasurer</li> <li>Husband of Uniform Shop Contractor</li> </ul>	24/02/2020
Gareth Davies	<ul style="list-style-type: none"> <li>Husband of Secretary</li> </ul>	24/02/2020

## 4. Business arising from previous minutes

### 4.1 Outstanding Actions

Action Details	Date assigned	Actionee	Status
Follow up with Early Childhood team as to whether they still wanted to re-upholster the old jumping mat <b>Update:</b> Justine to assess the condition of the mat	24/02/2020	Justine Low	Carried forward to next meeting
Fundraising policy documents to be emailed for approval at the general meeting on 10 <sup>th</sup> August 2020.	15/06/2020	Jamie-Lee Walker	Emailed; approval deferred to next meeting
Enquire at the EWEN meeting if it is possible to share the costs/ instructors with other towns, finding out the costs involved and what the instructor requirements are (for e.g. do the instructors have to have completed their bronze medallion etc). Find out whether a public school has a say in who their instructors are. <b>Update:</b> Cost of instructor licence is between \$380 to \$420 for one person. There is no requirements of a bronze medallion or the like. Instructor would need to complete two day of training and have CPR and WWCC. Leigh to call the department to find out if we can employ our own instructors.	15/06/2020	Leigh Nelson	Deferred to next meeting
Contact Racing Gaming and Liquor to find out what is involved in re-applying for the car raffle permit. Once information is obtained call an executive meeting to work out finer details.	15/06/2020	Justine Low	Completed

### 4.2 Adopt Fundraising Policy

Deferred to next meeting

## 5. Correspondence

Correspondence Log Term 2.1 - attached

### 5.1 In

### 5.2 Out

*Motion:* That correspondence in and out be received as presented and endorsed

CARRIED

## 6. Treasurer's Report (including Canteen & Uniform Shop)

### 6.1 Treasurer's Report - attached

*Motion:* That the Treasurer's report be adopted

CARRIED



- 6.2 Accounts for payment
- Uniform shop:
- LW Reid \$2,553.52
  - On Track Sportswear \$5,093.00
- Canteen:
- Brownes \$569.03
  - PFD \$171.80
  - Merredin IGA \$60.42

*Motion: That the Treasurer is authorised to pay all accounts as presented*

**CARRIED**

7. **Other Reports**

7.1 Principal – Not applicable

7.2 School Board

The school board are extremely impressed with how much Leigh has been doing in improving and promoting the school.

8. **General Business**

8.1 For endorsement

8.1.1 On 21<sup>st</sup> July 2020 the Executive committee approved the car raffle tickets proof and authorised printing of the raffle tickets through the Merredin CRC.

8.1.2 On 28<sup>th</sup> July 2020 the Executive committee approved the payment of the following bills:

Brownes \$1061.17  
IGA \$4  
PFD \$439.95  
Merredin Shire \$150 (Food Vendor Annual Fee)  
Eastways \$130.31  
LW Reid \$86.47

Bills already paid-  
6/7/20 Raffle Permit \$118.50  
15/7/20 Bakery \$621  
21/7/20 CGU Workers Comp Ins \$963.20 (will get a refund of this amount as we didn't pay as much wages as predicted last year)  
22/7/20 Grange Insurance \$1477 (canteen & uniform shop insurance)

*Motion: That we endorse points 8.1.1 & 8.1.2 that have been approved by the Executive Committee.*

**CARRIED**

8.2 Fundraising Ideas - Jamie-Lee Walker

At the previous meeting it was decided that we would discuss what other fundraising alternatives could be arranged for this year given COVID-19 has resulted in some fundraising opportunities being cancelled/ postponed.

***Deferred to next meeting***

8.3 Shire of Merredin Community Funding Grant - Justine Low

The Shire of Merredin has opened round 2 of their Community Funding Grants. Applications close on 28<sup>th</sup> August 2020. As COVID-19 restrictions and implications have affected P&C fundraising events this year, wishlist items from the Merredin College teachers have not been able to be purchased. The Community Grant could result in some of these wishlist items being purchased, namely the painting of the lines for games in the primary assembly area and undercover blocks (i.e. for hopscotch, four square & number lines).

*Motion: That the P&C apply for the Shire Community Funding Grant which is to be used for the painting of lines and games in the Primary Assembly area.*

**CARRIED**

8.4 Canteen

After discussion around the prices in Perth versus local IGA prices it was agreed that a price comparison would also be completed with Eastways prices. Further IGA would also be approached to see if they could give a discount.

***Action:***

- Kristy to prepare spreadsheet from stocktake items.
- Kat and/or Phil to approach Eastways for prices on regular Canteen items and to also approach IGA for a discount.

9. **Other Business**

9.1 MYOB

It was mentioned that the P&C currently has two different MYOB subscriptions (one online and the other on a surface) costing \$1,308 per annum. As this is quite costly and MYOB is not so user friendly, it was resolved that the P&C look into other options that are available.

*Motion: Kristy to get a price comparison between MYOB and Xero to run the P&C accounts*

**CARRIED**



9.2 Uniforms

It was mentioned that the P&C uniform shop donated all essential uniform items to the local family, who's house burnt down on the weekend.

9.3 Canteen staff

The question was raised as to whether Mabel could have the day off on Monday, 17<sup>th</sup> August 2020 due to it being a staff development day with no catering work for the canteen employees.

**Action:** Justine to check with Pedro at Essential Personnel as to whether Mabel can have the day off or whether she would need to make up the 3 hours elsewhere.

9.4 40km signs

It was mentioned that the 40km school signs are not working.

**Action:** Justine to check with Leigh to see if he is aware and looking into having it fixed.

10. **Date of next meeting:**

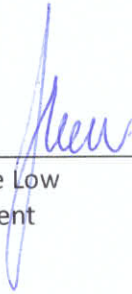
Monday, 7<sup>th</sup> September 2020 at 3:15pm in the Primary Staff Room

11. **Closure**

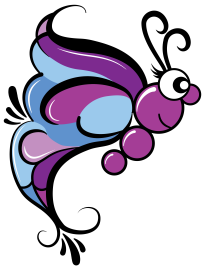
Meeting was closed at 7:00pm

Signed: \_\_\_\_\_

Justine Low  
President







# QUOTE

**Sheree Lowe**  
12 Endersbee Street  
Merredin, Western Australia 6415  
Australia

Mobile: 0458 235 461

**BILL TO**  
**Merredin College P&C**  
Justine Low  
  
justinebrown88@hotmail.com

**Estimate Number:** 213

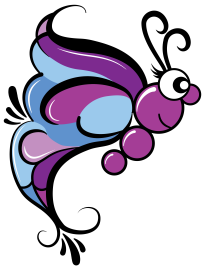
**Estimate Date:** August 25, 2020

**Expires On:** September 9, 2020

**Grand Total (AUD): \$5,100.00**

Services	Date	Amount
<b>Painting Services</b> To supply Berger Active Clean, Berger Active Etch, Prep Coat and up to 5 colours of Berger Jetdry	1	\$850.00
<b>Painting Services</b> To design and paint Snakes and Ladders and Hopscotch (including surface prep) in Block 1 undercover quadrangle	1	\$800.00
<b>Painting Services</b> To design and paint Buzz Hopscotch (including surface prep) in Block 3 undercover	1	\$600.00
<b>Painting Services</b> To design and paint 1-120 Grid (including surface prep) in Block 4 undercover quadrangle	1	\$600.00
<b>Painting Services</b> To design and paint alphabet caterpillar and counting snake in cage (including surface prep)	1	\$800.00
<b>Painting Services</b> To design and paint Sensory Path around undercover area (including surface prep)	1	\$1,200.00
<b>Painting Services</b> To design and paint creative Four Square grid (including surface prep) (price per grid)	1	\$250.00
<b>Total:</b>		\$5,100.00
<b>Grand Total (AUD):</b>		<b>\$5,100.00</b>





# QUOTE

**Sheree Lowe**  
12 Endersbee Street  
Merredin, Western Australia 6415  
Australia

Mobile: 0458 235 461

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## Notes / Terms

Please note:

I sought advice from Two Dogs Home Hardware regarding paint, who then sought further advice direct from Dulux, who have advised as follows:

Berger Jetdry is the paint they recommend for painting on concrete floors. It is the only paint that is guaranteed, and it's also the only one with P4 Slip Rating. However, that paint only comes in a limited range of very muted, neutral colours (please see colour sample brochure I have forwarded to Justine). I feel this colour range is not ideal for a Primary School environment.

Because I feel the bright colours are quite important, when pressed for possible alternatives the Dulux representative suggested Berger Active Clean, Berger Active Etch and a Prep Coat, before a minimum 3 coats of Dulux Weathershield exterior paint for the best chance at longevity; however, there is no guarantee offered by the paint manufacturers for the longevity of the paint when used for this purpose (except the guarantee that the paint WILL fade when used on concrete surfaces subject to foot traffic!) with it, and I will therefore also offer no guarantee for the paint life. It is also not slip rated.

No draft designs are included in this quote. If the committee would like to approve draft designs prior to painting, please allow an additional \$400







# SHIRE OF MERREDIN

## COMMUNITY FUNDING GRANT APPLICATION FORM – 2020/21

### Round 2

**Due Date: 28 August 2020 at 4.00pm**

#### Section 1 – Applicant Information

<b>Name of Group/Organisation</b>	Essential Personnel
<b>Name of Contact Person 1</b>	Dawn McAleenan
<b>Daytime Phone Number</b>	0429 665 042
<b>Mobile Number</b>	0429 665 042
<b>Email Address</b>	<a href="mailto:Dawn@essentialpersonnel.org.au">Dawn@essentialpersonnel.org.au</a>
<b>Postal Address</b>	21 Keane Street, Midland, WA 6056
<b>Name of Contact Person 2</b>	Teeny Lane
<b>Daytime Phone Number</b>	0459 141 299
<b>Mobile Number</b>	0459 141 299
<b>Email Address</b>	<a href="mailto:Teeny@essentialpersonnel.org.au">Teeny@essentialpersonnel.org.au</a>
<b>Postal Address</b>	21 Keane Street, Midland, WA 6056

<b>Is your group incorporated?</b>	Yes
<i>If yes, please provide a copy of your Incorporated Certificate</i>	
<i>If no, please provide the name of the Auspicing Organisation:</i>	

<b>Do you or your group have an Australian Business Number (ABN)?</b>	Yes
<i>If yes, please provide you ABN:</i> <b>73049570899</b>	

<b>Are you or your group registered for GST?</b>	Yes
<i>A tax invoice will be required to acquire any successful grant funds</i>	

#### Section 2 – Project Information



<b>Project/Activity Name</b>	<b>My Favourite Place in Merredin</b>
<b>Expected Start Date</b>	<b>21<sup>st</sup> September 2020</b>
<b>Expected Finish Date</b>	<b>23<sup>rd</sup> November 2020</b>
<b>Project/Activity Description</b> <i>(attached separate page if required)</i>	<p>'My Favourite Thing About Merredin' is a photography program that will highlight what people with a disability love about Merredin.</p> <p>Essential Personnel will support between 10 – 15 people to workshop what they love about Merredin. Our support staff will work along-side the participants to enable them to communicate their interests and decide on how they would like to capture the moments that make them proud to be local.</p> <p>Once they have a clear idea about what and how they want to capture in image, they will then be supported by a photographer and a marketing officer to conduct their own photo shoot. High end photography equipment will be provided during the photo shoot.</p> <p>After the participants have captured their images, they will then attend another workshop and using a program called Lightroom they will edit their photos.</p> <p>These photos will then be printed off and displayed throughout the town. Locations are yet to be confirmed, but ideas would include empty shop windows on the main street or throughout the town on notice boards. We would work with the Shire of Merredin on this part of the program. Examples of sample images of what the posters might look like in shop windows can be found here;  <a href="https://drive.google.com/drive/folders/16-ctnFVNYoetKFQn70ihnorHjJRgFXUN?usp=sharing">https://drive.google.com/drive/folders/16-ctnFVNYoetKFQn70ihnorHjJRgFXUN?usp=sharing</a></p> <p>In addition to the photos, we would also like to do a map for people in the community to be able to search for all the photos displayed throughout the town. These maps will be displayed on the bins and notice boards in the town.</p> <p>To launch this project, Essential Personnel would also like to facilitate an event in the community to raise awareness of the project and encourage people in the community to take part in finding all the photos. This event will include an information store</p>



	on the main street with various games such as prizes for the group that finds all the photos first.
<b>Significance of what the Project/Activity will accomplish</b>	<p>The aim of the program is to:</p> <ul style="list-style-type: none"> <li>- Create an opportunity where people with disability can be seen in the community</li> <li>- Share relatable moments to enhance community inclusion and acceptance</li> <li>- Promote great things about the town</li> <li>- Develop skills and encourage belonging of people with a disability</li> <li>- Create a fun activity for people in the community to do at their own leisure</li> <li>- Have an open day to engage people in the community and raise awareness of the project</li> </ul>
<b>How many people in the community will benefit?</b>	<p>It is difficult to estimate how many people in the community will benefit. The below is a list of people we think the project will reach and have an impact:</p> <ul style="list-style-type: none"> <li>- We will engage between 10 – 15 people with disabilities to take part in the project. They will learn new skills and see their work displayed in their town.</li> <li>- The local Community will benefit, as they will see fun photos around the town, highlighting positive things about their town. They also have an opportunity to take part in seeking the photos. This is a great family activity.</li> <li>- The businesses in the main street may benefit as the shop windows will look more interesting and less rundown.</li> <li>- The Shire of Merredin will benefit as visitors coming into the town will see lots of positive images of the town which we hope will encourage them to visit more and tell others about Merredin.</li> <li>- Essential Personnel will benefit as we will be able to work alongside our customers and use our media to highlight our ability to facilitate innovative ideas lead by people with disabilities.</li> </ul>

### Section 3 – Strategic Community Plan

*The community and Council developed the vision and key elements. Please tick the box that links the project to the most appropriate key zones and elements.*

Key Zones	Key Element	Tick
Key Zone 1 Community & Culture	Merredin is rich in cultural diversity, performing and fine arts and a variety of sports available for both residents and visitors.	<input checked="" type="checkbox"/>
Key Zone 2 Economy & Growth	Merredin seeks new opportunities for growth and strives to develop a rich and multifaceted economy.	<input type="checkbox"/>



Key Zone 3 Environment & Sustainability	Merredin values the preservation of the natural environment and researches and implements practices to ensure sustainability.	<input type="checkbox"/>
Key Zone 4 Communication & Leadership	Merredin Council engages with its Community and leads by example.	<input checked="" type="checkbox"/>
Key Zone 5 Places & Spaces	Merredin is an attractive regional town that creates opportunities for residents and visitors to enjoy its many attractions.	<input checked="" type="checkbox"/>
Key Zone 6 Transport & Networks	Merredin provides transport networks that connects it locally, nationally and internationally.	<input type="checkbox"/>



## Section 4 – Budget

Please attach at least two written quotes for the works/services and attach the previous year's audited financial statements with your application.

<b>Total Project/Activity Cost</b>	Total cost of activity \$4,253.75
<b>Breakdown of Costs</b> <i>(Please list expenditure items and attach separate page if required)</i>	<b>Breakdown of costs:</b> <ul style="list-style-type: none"> <li>- 3 days for a support work based in Merredin to support a customer = \$720.27</li> <li>- Food and drinks = \$30</li> <li>- 2 days for Marking officer = \$505.15</li> <li>- 2 days charity rate photographer = \$800</li> <li>- 2 nights accommodation in Merredin and travel = \$680.00</li> <li>- Open day (marketing material, Activity workers for 5 hours, activities costs and prizes) = \$515.91</li> <li>- 5 printing = \$282.15</li> </ul> <p>Please note: these costs do not include the prints around the town centre. We would request the council meet this cost.</p>
<b>Amount requested from Council</b>	\$3533.48 plus costs to cover the printing and assistance to facilitate the project
<b>Amount that your organisation/group will be contributing (cash component)</b>	\$0.00
<b>Amount that your organisation/group will be contributing (in-kind component)</b>	Essential Personnel will provide 3 additional staff for the open day = \$720.27
<b>Details of approaches made to other sources of funding</b>	None
<b>Has your organisation/group received financial support from Council in the past?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	
<i>If yes, provide details of when and how much?</i>  Not recently	



## Section 5 – Checklist

Proof of Incorporation (either applicant or auspicing organisation) attached	<input checked="" type="checkbox"/>
ABN details provided	<input checked="" type="checkbox"/>
Public Liability – Certificate of Currency attached	<input checked="" type="checkbox"/>
Previous year's audited financial statements attached	<input checked="" type="checkbox"/>
Two written quotes for works/services attached	<input type="checkbox"/>
Minutes of meeting where this application was approved (if applicable)	<input type="checkbox"/>
Supporting documents attached (ie. letters of support) (if applicable)	<input type="checkbox"/>
Application has been signed by an authorised person	<input type="checkbox"/>
Any other supporting documentation is attached (if applicable)	<input checked="" type="checkbox"/>

<b>Due Date</b>	28 August 2020 at 4.00pm
<b>Submit Applications to:</b>	<p>Andrina Prnich, Deputy Chief Executive Officer Shire of Merredin PO Box 42 MERREDIN WA 6415</p> <p>Or</p> <p><a href="mailto:dceo@merredin.wa.gov.au">dceo@merredin.wa.gov.au</a></p>
<b>For more information contact:</b>	Andrina Prnich on 9041 1611



## Section 6 – Guidelines and Conditions

The following guidelines and conditions are relevant to each and every application for funding:

1. Only one application should be submitted for each organisation/group in any financial year;
2. Applications must be received by **28 August 2020 at 4.00pm**, late applications will not be considered;
3. The project must take place within the financial year, unless an extension of time is approved by Council;
4. The activity project must link to the Shire of Merredin's community vision and strategic goals;
5. Approval must be obtained from Council for any significant change to the project;
6. The grant must be acquitted by the submission of project outcomes and financial reports by 30 June of the financial year;
7. The applicant must acknowledge Council's support in its advertising or publicity of the project;
8. Wherever possible promotional material must include the Shire's logo;
9. Each project is to be considered on its merits and an allocation made in the Budget for that specific project within the constraints of the Budget;
10. Organisations/groups will be advised of the outcome of their application in August annually;
11. The project will be run under the auspices of the applicant;
12. Any unexpended funds will be returned to Council within 12 months of payment of the grant, unless otherwise agreed in writing by Council;
13. Funds that remain unaccounted for or remain unspent in the custody of the organisation shall be treated the same as for any Council debt;
14. Grant allocations that are not accessed within 6 months from notification of success will be forfeited (groups will be notified in writing in this instance);
15. The applicant must abide by any other conditions of approval on the grant by Council; and
16. Special Consideration will be given to applicants that provide additional justification which addresses the project/events ability to support the resilience and/or economic development of the local community or specific hardship endured as a result of the COVID-19 pandemic.

Further, Council will:

1. Only allocate funds for identified purposes and with specific expenditure estimates provided;
2. Require each applicant organisation to submit a new funding application on each occasion before any funds are allocated;
3. Require each application for funding to be in writing on the appropriate form with the required supporting documentation supplied;
4. Expect each successful applicant to agree that they do not represent Council in any capacity; and
5. Allocate grants inclusive of GST provisions, where applicable.



## Section 7 – Declaration

I, the undersigned, certify that:

I acknowledge that this application will not be accepted if it is late (applications must be received prior to 28 August 2020 at 4.00pm).

The statements in this application are true and correct to the best of my knowledge and the supporting material is my own work or the work of relevant project personnel.

I understand that any information given to applicants by a Councillor or staff member of the Shire of Merredin should be seen as information only and that I should not alter my circumstances or act upon expectations arising from such information.

I understand that should this application be accepted I must fully adhere to the Shire of Merredin Guidelines and Conditions and that failure to do so may result in Council not funding future proposals.

I have no overdue acquittals for previous Council funding.

I agree to accept the decision of the Council regarding the assessment of this application.


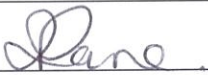
I understand that Council's decision process concludes at the end of October 2020 and I will be notified by the Shire regarding the result of this application in November 2020.

I understand that should this application be accepted I will be required to provide an Acquittal by 30 June of the financial year.

I authorise Council to reproduce any attachments provided with this form for internal purposes only.

I agree to advise Council immediately of any variations to information supplied in this application which may arise.

I hereby certify that I am authorised to make this proposal for and on behalf of the organisation/group detailed below.

<b>Applicant's Signature</b>		
<b>Applicant's Name</b>	Dawn McAleenan	<b>Date:</b> 17/08/20
<b>Position in Organisation/Group</b>	CEO	
<b>Name of Organisation/Group</b>	Essential Personnel	
<b>Witness' Signature</b>		
<b>Witness' Name</b>	Teeny Lane	<b>Date:</b> 17/08/19



## Section 8 – Shire of Merredin Checklist

*(Office use only)*

Task	Date	File #	Officer	Initial
Application received				
Application – written acknowledgement				
Application evaluated				
Application presented to Council				
Applicant notified of outcome				
Media Release (if applicable)				
Project/activity conditions adhered to				
Project/activity promoted				
Project and financial report submitted				
Project and financial report provided to Council				
Invoice received				
Invoice paid				
Unspent funds returned <i>(if applicable)</i>				



DUPLICATE

A822163

Form 5



## Certificate of Incorporation

*Associations Incorporation Act 1895-1982*  
*Section 3 (3)*

These are to Certify that AVON COMMUNITY EMPLOYMENT SUPPORT CENTRE

has this day been incorporated as an Association under the provisions of  
the Associations Incorporation Act, 1895-1982.

Dated this TWENTY EIGHTH day of FEBRUARY 19 86.



*Frank*  
DEPUTY COMMISSIONER FOR CORPORATE  
AFFAIRS.





## Confirmation of Insurance

### Essential Personnel

January 30, 2020

We act as insurance brokers for the above client and at their request confirm the existence and currency of the following insurance:

<b>Class of Insurance</b>	Public & Products Liability
<b>Insured</b>	Avon Community Employment Support Centre Inc. T/as Essential Personnel
<b>Insurer</b>	Insurance Australia Limited (T/as CGU)
<b>Policy No</b>	15T8447908
<b>Period</b>	From: 31/01/2020 To: 31/01/2021 at 4:00pm
<b>Covering</b>	The Insured's legal liability to pay for compensation in respect of Personal Injury or Damage to Property occurring during the Period of Insurance as a result of an occurrence in connection with the Insured's Business or caused by any of the Services, Products sold or supplied by the Insured
<b>Sum Insured</b>	<u>Public Liability</u> \$20,000,000 any one occurrence  <u>Products Liability</u> \$20,000,000 any one occurrence and in the aggregate any one Period of Insurance  <u>Property in Physical or legal Control</u> \$250,000

*Note: This confirmation is issued as a matter of information only and does not confer any rights upon the confirmation holder. The confirmation does not amend, extend or alter the coverage afforded by the policy / policies detailed herein.*

Yours faithfully

Nikki Oliver  
Associate – Health & Community Services







**AVON COMMUNITY EMPLOYMENT SUPPORT CENTRE INC**  
**ABN 73 049 570 899**

**AUDITED FINANCIAL REPORT**  
**FOR THE YEAR ENDED 30 June 2019**



**AVON COMMUNITY EMPLOYMENT SUPPORT CENTRE INC**  
**ABN 73 049 570 899**

**AUDITED FINANCIAL REPORT**  
**FOR THE YEAR ENDED 30 June 2019**

<b>Content</b>
Balance Sheet
Income Statement
Statement of Changes in Equity
Cash Flow Statement
Notes to the Financial Statements
Statement by Members of the board
Independent Audit Report



**AVON COMMUNITY EMPLOYMENT SUPPORT CENTRE INC**  
**ABN 73 049 570 899**  
**BALANCE SHEET**  
**AS AT 30 JUNE 2019**

	Notes	2019 \$	2018 \$
<b>CURRENT ASSETS</b>			
Cash	2	1,243,100	421,126
Prepayment	3	33,955	-
Receivables	4	63,096	50,095
<b>Total Current Assets</b>		<b>1,340,151</b>	<b>471,221</b>
<b>NON-CURRENT ASSETS</b>			
Land, Buildings & Improvements	5	1,590,914	1,865,427
Motor Vehicles	5	229,287	332,550
Plant & Equipment	5	59,073	64,189
Furniture & Fittings	5	42,983	51,112
<b>Total Non-Current Assets</b>		<b>1,922,257</b>	<b>2,313,278</b>
<b>TOTAL ASSETS</b>		<b>3,262,408</b>	<b>2,784,499</b>
<b>CURRENT LIABILITIES</b>			
Accounts Payable	6	356,447	339,488
Loans	7	31,325	73,510
Provisions	8	360,270	315,666
<b>Total Current Liabilities</b>		<b>748,042</b>	<b>728,663</b>
<b>TOTAL LIABILITIES</b>		<b>748,042</b>	<b>728,663</b>
<b>NET ASSETS</b>		<b>2,514,366</b>	<b>2,055,836</b>
Represented by:			
<b>ACCUMULATED FUNDS</b>		<b>2,514,366</b>	<b>2,055,836</b>

The accompanying notes form part of these financial statements



**AVON COMMUNITY EMPLOYMENT SUPPORT CENTRE INC**  
**ABN 73 049 570 899**  
**INCOME STATEMENT**  
**FOR THE YEAR ENDED 30 JUNE 2019**

	2019 \$	2018 \$
<b>SERVICE INCOME</b>		
DSC - Funding	1,666,624	1,391,150
DSS - Funding	2,547,246	3,045,126
DSS - DMS	-	-
NDIS Funding	1,086,339	951,995
Fees for Clients	252,384	226,915
Others	223,015	161,532
<b>Total Service Income</b>	<b>5,775,609</b>	<b>5,776,718</b>
<b>SERVICE EXPENDITURE</b>		
Cost of Sales	8,943	3,654
Insurance	74,866	101,549
Respite Care	359	55,323
Salaries & Wages	3,602,837	3,338,708
Staff Entitlement	44,605	194,780
Superannuation	326,232	342,626
Others	1,315,889	1,675,815
<b>Total Service Expenditure</b>	<b>5,373,730</b>	<b>5,712,455</b>
<b>SERVICE SURPLUS/(DEFICIT)</b>	<b>401,878</b>	<b>64,263</b>
<b>NON-SERVICE INCOME</b>		
Bank Interest	10,279	2,017
Profit from Disposal of Non-current Assets	258,302	-
<b>Total Non-service Income</b>	<b>268,581</b>	<b>2,017</b>
<b>NON-SERVICE EXPENDITURE</b>		
Depreciation	135,022	163,517
EP Cambodia	-	81,500
Loss from Disposal of Non-current Assets	70,621	-
Other	6,286	4,754
<b>Total Non-service Expenditure</b>	<b>211,929</b>	<b>249,771</b>
<b>NON-SERVICE SURPLUS/(DEFICIT)</b>	<b>56,652</b>	<b>(247,754)</b>
<b>TOTAL SURPLUS/(DEFICIT)</b>	<b>458,530</b>	<b>(183,491)</b>

The accompanying notes form part of these financial statements



**AVON COMMUNITY EMPLOYMENT SUPPORT CENTRE INC**  
**ABN 73 049 570 899**  
**STATEMENT OF CHANGES IN EQUITY**  
**FOR THE YEAR ENDED 30 JUNE 2019**

	Retained Earnings \$
Balance as at 1 July 2017	2,241,850
Net Deficit attributable to the Association for the year	(183,491)
Prior year adjustment	(2,523)
Balance at 30 June 2018	<u>2,055,836</u>
Net Surplus for the year	458,530
Prior year adjustment	-
Balance at 30 June 2019	<u>2,514,366</u>



**AVON COMMUNITY EMPLOYMENT SUPPORT CENTRE INC**  
**ABN 73 049 570 899**  
**STATEMENT OF CASH FLOWS**  
**FOR THE YEAR ENDED 30 JUNE 2019**

		2019 \$	2018 \$
<b>Cash Flow From Operating Activities</b>			
Receipts from customers		5,648,164	5,842,251
Payments to suppliers and employees		(5,231,678)	(5,715,408)
Interest received		10,279	2,017
Interest paid		(6,286)	(4,754)
Net cash provided by (used in) operating activities	9	<u>420,479</u>	<u>124,106</u>
<b>Cash Flow From Investing Activities</b>			
Proceeds from sale of assets		580,877	10,909
Equipment purchased during the year		<u>(137,197)</u>	<u>(118,543)</u>
		<u>443,680</u>	<u>(107,634)</u>
<b>Cash Flow From Financing Activities</b>			
Repayment Bankwest Mortgage / Shed loan		(73,510)	(28,797)
Proceeds from borrowings ( Insurance Premium)		31,325	-
		<u>(42,185)</u>	<u>(28,797)</u>
Net increase (decrease) in cash held		821,974	(12,325)
Cash at the beginning of the year		421,126	433,451
Cash at the end of the year	2	<u>1,243,100</u>	<u>421,126</u>

The accompanying notes form part of these financial statements



**AVON COMMUNITY EMPLOYMENT SUPPORT CENTRE INC**  
**ABN 73 049 570 899**  
**NOTES TO, AND FORMING PART OF THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 30 JUNE 2019**

**NOTE 1: STATEMENT OF ACCOUNTING POLICIES**

This financial report is a special purpose financial report prepared in order to satisfy the financial reporting requirements of the Associations Incorporation Act 2015 and the Australian Charities and Not-for-Profit Commissions Act 2012. The committee has determined that the association is not a reporting

The financial report has been prepared on an accruals basis and is based on historical costs and does not take into account changing money values or, except where specifically stated, current valuations of non-current assets.

AASB101	Presentation of Financial Statements
AASB107	Statement of Cash Flows
AASB108	Accounting Policies
AASB1048	Interpretation of Standards
AASB1054	Australian Additional Disclosures

The following significant accounting policies, which are consistent with the previous period unless stated, have been adopted in the preparation of this financial report.

**a) Fixed Assets**

The fixed assets are brought to account at cost. The depreciable amount of these assets except land depreciable over their useful lives commencing from the time the asset is ready for use.

**b) Leases**

Lease payments for operating leases, where substantially all the risks and benefits remain with the lesser, are charged as expenses in the periods in which they are incurred.

**c) Employee Benefits**

The provisions for employee benefits relates to the amounts expected to be paid for the long service leave, annual leave, wages and salaries resulting from employees' services provided to balance date. All entitlements are calculated at their nominal amounts using remuneration rates and expected to be settled within one year. No allowance has been made for future pay rates and thus, discounted present value of future cash outflows due to inherent uncertainty in determining the appropriate

**d) Income Tax**

The Entity is a non-profit organisation and thus, exempted from income tax liability by virtue of 23(e) of the Income Tax Assessment Act.



**AVON COMMUNITY EMPLOYMENT SUPPORT CENTRE INC**  
**ABN 73 049 570 899**  
**NOTES TO, AND FORMING PART OF THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 30 JUNE 2019**

**e) Goods and Services Tax (GST)**

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office. In these circumstances, the GST is recognised as part of the cost of acquisition of the assets or as part of an item of the

**f) Revenue**

Revenue from the rendering of a service is recognised upon the delivery of the service to the clients.

Grant revenue is recognised in profit or loss when the association obtains control of the grant and it is probable that the economic benefits gained from the grant will flow to the association and the amount of the grant can be measured reliably.

When grant revenue is received whereby the association incurs an obligation to meet certain conditions to the grant, the grant revenue is recognised in the statement of financial position as a liability until the conditions of the grant agreement have been fulfilled, otherwise the grant is recognised as income on receipt.

Donation income is recognised when the entity obtains control over the funds, which is generally at the time of receipt.

Interest income is recognised when it is received.

**g) Economic Dependence**

The association is dependent on the Department of Social Services, Department of Communities and National Disability Insurance Agency funding for the majority of its revenue used to operate the business. At the date of this report the Board has no reason to believe the Department will not continue to support the association.

**h) Donation**

The association donated total AUD 15,000 to Essential Personnel Cambodia in financial year ended 30 June 2019.

**NOTE 2: CASH**

Petty Cash	1,211	3,500
Cheque Accounts	-	154,823
Cash Management Accounts	286,039	152,078
Term Deposits	955,850	110,725
	<u>1,243,100</u>	<u>421,126</u>



**AVON COMMUNITY EMPLOYMENT SUPPORT CENTRE INC**  
**ABN 73 049 570 899**  
**NOTES TO, AND FORMING PART OF THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 30 JUNE 2019**

**NOTE 3: PREPAYMENT**

Prepayment	33,955	-
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**NOTE 4: ACCOUNTS AND OTHER RECEIVABLE**

Trade Debtors	51,030	39,413
Others	(4,420)	(5,804)
Rental Bond	16,486	16,486
	<u>63,096</u>	<u>50,095</u>

**NOTE 5: PLANT & EQUIPMENT**

a) Land, Buildings & Improvements	1,880,407	2,115,602
Less Accumulated Depreciation	<u>(289,493)</u>	<u>(250,175)</u>
	1,590,914	1,865,427
b) Motor Vehicles	694,345	1,015,596
Less Accumulated Depreciation	<u>(465,057)</u>	<u>(683,046)</u>
	229,287	332,550
c) Plant & Equipment	215,950	395,914
Less Accumulated Depreciation	<u>(156,878)</u>	<u>(331,725)</u>
	59,073	64,189
d) Furniture & Fittings	167,559	169,067
Less Accumulated Depreciation	<u>(124,576)</u>	<u>(117,955)</u>
	42,983	51,112
	<u>1,922,257</u>	<u>2,313,278</u>

The accompanying notes form part of these financial statements



**AVON COMMUNITY EMPLOYMENT SUPPORT CENTRE INC**  
**ABN 73 049 570 899**  
**NOTES TO, AND FORMING PART OF THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 30 JUNE 2019**

**NOTE 6: ACCOUNTS PAYABLE**

PAYG Tax Payable	39,240	28,394
Employee Expenses Payable	22,074	22,417
GST Payable	21,630	84,326
Trade Creditors	197,603	25,499
Accounts Payable (Return Funding)	-	115,828
Accrued Wages	75,900	63,024
	<u>356,447</u>	<u>339,488</u>

**NOTE 7: LOANS**

Bankwest Mortgage / Shed Loan	-	73,510
Insurance Premium Funding	31,325	-
	<u>31,325</u>	<u>73,510</u>

**NOTE 8: PROVISIONS**

Provision for Annual Leave	246,275	228,023
Provision for Long Service Leave	113,995	87,642
	<u>360,270</u>	<u>315,666</u>

**NOTE 9: RECONCILIATION OF NET CASH FLOW PROVIDED BY/USED  
IN OPERATING ACTIVITIES TO OPERATING SURPLUS/(DEFICIT)**

Operating Surplus / (Deficit)	458,530	(183,491)
Non cash amounts		
Depreciation	135,022	163,517
Prior year adjustment	-	(2,523)
Profit on sale of fixed assets	(187,681)	(728)
Other Non Cash amount	-	-
Changes in assets and liabilities:		
(Increase) decrease in trade and other receivables	(46,957)	17,196
Increase (decrease) in trade and other payables	16,959	102,561
Increase (decrease) in provisions	44,605	27,574
<b>Net cash provided by operating activities</b>	<u><b>420,479</b></u>	<u><b>124,106</b></u>

The accompanying notes form part of these financial statements



AVON COMMUNITY EMPLOYEMENT SUPPORT CENTRE INC

ABN 73 049 570 899

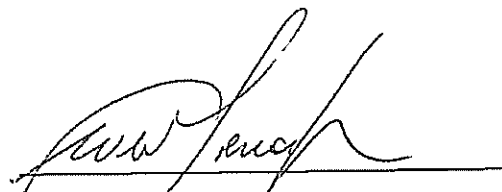
STATEMENT BY MEMBERS OF THE BOARD

In the opinion of the board the financial report:


1. Presents a true and fair view of the financial position of the Avon Community Employment Support Centre Inc as at 30 June 2019 and its performance for the year ended on that date in accordance with Australian Accounting Standards, mandatory professional reporting requirements and other authoritative pronouncements of the Australian Accounting Standards Board and are in accordance with the *Australian Charities and Non-for-profits Commission Act 2012 and the Associations Incorporations Act (WA) 2015*
2. At the date of this statement, there are reasonable grounds to believe that Avon Community Employment Support Centre Inc will be able to pay its debts as and when they fall due.

This declaration is signed in accordance with subsection 60.15(2) of the *Australian Charities and Non-for-profits Commission Regulation 2013*.

This statement is made in accordance with a resolution of the board and is signed for and on behalf of the board by



Chairman  
Name: Max Trenorden



Chief Executive Officer  
Name: Dawn McAleenan

Date this 4<sup>th</sup> day of October 2019



## **INDEPENDENT AUDITOR'S REPORT**

### **TO THE MEMBERS OF AVON COMMUNITY EMPLOYMENT SUPPORT CENTRE INC**

#### ***Report on the Audit of the Financial Report***

##### ***Opinion***

We have audited the financial report of Avon Community Employment Support Centre Inc (the "Association"), which comprises the balance sheet as at 30 June 2019, the income statement, statement of changes in equity and statement of cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies, and the statement by members of the Board.

In our opinion, the accompanying financial report of Avon Community Employment Support Centre Inc is in accordance with the *Associations Incorporation Act 2015 (WA)* and Division 60 of the *Australian Charities and Not-for-profits Commission Act 2012*, including:

- (a) giving a true and fair view of the Association's financial position as at 30 June 2019 and of its financial performance for the year ended; and
- (b) complying with Australian Accounting Standards to the extent described in Note 1, and Division 60 of the *Australian Charities and Not-for-profits Commission Regulation 2013*.

##### ***Basis for Opinion***

We conducted our audit in accordance with Australian Auditing Standards. Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Report* section of our report. We are independent of the Association in accordance with the auditor independence requirements of the *Australian Charities and Not-for-profits Commission Act 2012* and the ethical requirements of the Accounting Professional and Ethical Standards Board's APES 110 Code of Ethics for Professional Accountants (the Code) that are relevant to our audit of the financial report in Australia. We have also fulfilled our other ethical responsibilities in accordance with the Code.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

##### ***Emphasis of Matter - Basis of Accounting***

We draw attention to Note 1 to the financial report, which describes the basis of accounting. The financial report has been prepared for the purpose of fulfilling the Association's financial reporting responsibilities under the *Associations Incorporation Act 2015 (WA)* and the *Australian Charities and Not-for-profits Commission Act 2012*. As a result, the financial report may not be suitable for another purpose. Our opinion is not modified in respect of this matter.



### ***Responsibilities of the Board for the Financial Report***

The Board of the Association is responsible for the preparation of the financial report that gives a true and fair view and have determined that the basis of preparation described in Note 1 to the financial report is appropriate to meet the requirements of the *Associations Incorporation Act 2015 (WA)*, the *Australian Charities and Not-for-profits Commission Act 2012* and the needs of the members. The Board's responsibility also includes such internal control as the Board determines is necessary to enable the preparation of a financial report that gives a true and fair view and is free from material misstatement, whether due to fraud or error.

In preparing the financial report, the Board is responsible for assessing the Association's ability to continue as a going concern, disclosing, as applicable, matters relating to going concern and using the going concern basis of accounting unless the Board either intend to liquidate the Association or to cease operations, or have no realistic alternative but to do so.

### ***Auditor's Responsibilities for the Audit of the Financial Report***

Our objectives are to obtain reasonable assurance about whether the financial report as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with the Australian Auditing Standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of the financial report.

A further description of our responsibilities for the audit of the financial report is located at the Auditing and Assurance Standards Board website at: <http://www.auasb.gov.au/Home.aspx>. This description forms part of our auditor's report.



LEANNE K OLIVER CPA  
Director

BYFIELDS BUSINESS ADVISERS  
BELMONT WA

Dated at Perth, Western Australia this 7<sup>th</sup> October 2019