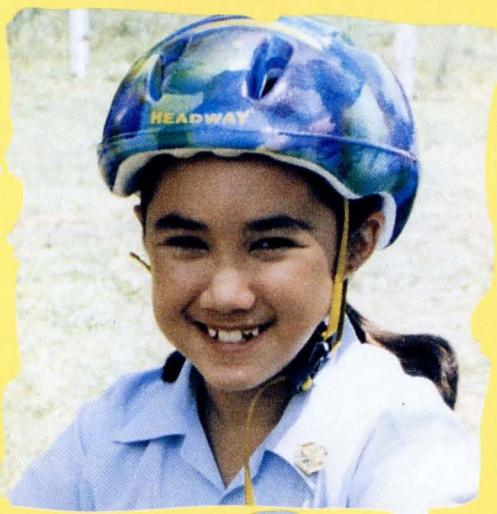
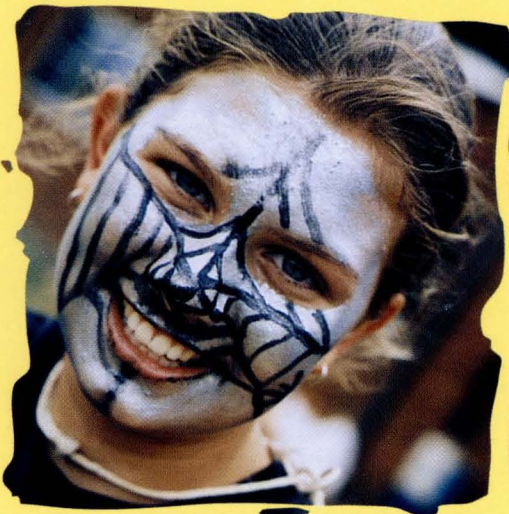


Annual Report

Guides Australia helping girls and young women grow into

confident, self-respecting, responsible community members



Guides Australia helping girls and young women grow into

confident, self-respecting, responsible community members



GUIDES
AUSTRALIA



Mission Statement

Guides Australia helping girls
and young women grow into
confident, self-respecting,
responsible community members.

Front cover photos: (top left – clockwise)
Kelly Poole – koninderie
Ellie Mair – Shark Island
Katrina Miles – family camp at Crosslands
Alyssa Ng – Promise in the Park

Pictured inside cover: (left to right)
Sam Lo, Nicole Box, Deborah Pearson –
friends hanging out



The State Commissioner

On each page of this Annual Report, you will find a celebration of the outstanding achievements of the girls and young women, the Leaders and supporters of Guides Victoria.

It is my privilege to acknowledge and applaud the dedication and commitment of the individuals, teams and committees within Guiding to carrying out our mission. The many challenges which today face all not-for-profit organisations seem to have barely dented their enthusiasm and resolve.

As a new State Team, we are thankful for the clear direction set by Heather, Kathy and Susan and wish them well as they too, tackle new challenges. I am glad also to have the opportunity to thank Merial and the staff at the Guide Centre for their professionalism and their continued support and encouragement.

The highlights of the past year are captured in the words and pictures which follow. They tell the story of new initiatives, fun-filled events, conferences and gatherings through which we have sought to find better ways of doing what we do so well - helping girls and young women stretch their personal boundaries and challenge themselves to become Leaders in every sense of the word.

Guiding and the girls and women who are its membership, hold a special place in communities throughout Victoria. As we celebrate our successes, we can face the challenges of the new millennium with confidence, knowing that internationally, nationally and locally "Guides make a difference to our world".

Jane Scarlett
State Commissioner



State Team

From left to right:
Elizabeth Adnams, Judi Tuppen, Merial Clark,
Jane Scarlett, Libby Howlett



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Achievements

- Compilation of 1,900 Peace Packs for Kosovar refugees in Victoria
- Presentation of the BHP sponsored *Leading Edge* leadership seminar
- Launch of The Body Shop sponsored *Girls Get Real* self-esteem kit
- Participation in the Melbourne International Dragon Boat Festival
- Introduction of *Taste of Guiding* program at Gilmore Girls Secondary College, Footscray
- Women of Note Mentor Program expanded to regional Victoria
- Alliance with Amorim Irmaos to promote Natural Cork Recycling Program
- First Winter Sleepout at the Melbourne Zoo to support Melbourne Citymission
- Introduction of first leadership training for international students
- Accreditation of *Iluka* by Camping Association of Victoria Inc.



Teagan Vrevc
The Basin Woornack Guides



Appreciation

Each year Guides Victoria receives assistance from many individuals, companies and institutions who make an enormous contribution to the running of the organisation.

Numerous in-kind donations are received and accepted with gratitude. This year there was an extraordinary influx of money and goods received on behalf of the Kosovar refugees. Goods for over 1,900 Peace Packs were received, sorted and packed for distribution to the refugees in Victoria. Contributions came from individuals, schools, community groups, businesses and companies as well as from Guides throughout Victoria, many of whom we were unable to thank as they were given anonymously. We thank them now for their generosity and humanitarianism.

Many hundreds of hours of volunteer work are given throughout the year. Volunteers are our strength and we are proud and pleased to be able to acknowledge the contribution made by all those who support Guides Victoria. We also acknowledge the invaluable support given by the families of volunteers throughout the year.

Surf's Up Camp

Pakenham Guide,
Jessi Jensen Schmidt.
Photograph courtesy of the
Geelong Advertiser





Congratulations

AWARDS

1998 Olave Baden-Powell Award

Helen Fayers
Toni Gurwitch
Bernadette McPhee

1998 Queens Guide Award

Samantha Brownlie
Stephanie Eaves
Jenny Hayes
Elizabeth Henson
Kylie Jones
Lisa Kerboeuf
Katherine Koning
Sarah Laphorne
Amanda Murphy
Kate Perrin
Janine Pfiefer
Kathleen Rogers
Wendy Sanderson
Louisa Willoughby
Anne Maree Wilson
Penny Wilson

Guide Awards

Kathie Hutchens
Susan Campbell
Lillian Beard
Suzanne Hill
Libby Howlett
Heather Hyatt
Judy Chatto
Dale Davies

Anne Watt
Margaret Heydon
Ann Cook
Patricia O'Dwyer
Betty Stillwell

Barbara Lonsdale
Betty Hall
Frances Casey

The Emu
The Emu
The Emu
The Emu
The Emu
The Emu
The Emu
The Emu

The Wattle
The Wattle
The Wattle
The Wattle
The Wattle

The Banksia
The Banksia
The Banksia

Lorraine Roberts
Grace Williams
Robyn Garbutt
Gwen Birch

The Banksia
The Banksia
The Banksia
The Banksia

Betty Speedie
Catherine Pye
Florence Martin

The Boronia
The Boronia
The Boronia

Australia Day Awards

Heather Barton, AM
Margaret Barrie, OAM
Sylvia LeMarquand, OAM

Australia Day Community Awards

Margaret Heydon
Jennifer Fayers
Nell Kerr
Terry Lyons
June Lyons
Joy Savill
Sarah Roberts

Queen's Birthday Award

Isabel Burnell, OAM





Congratulations

LONG SERVICE AWARDS

Below is a list of total number of long service awards presented in during the 1998/99 financial year.

UNIFORMED

Total awarded:

5 years	97
10 years	52
15 years	38
20 years	21
25 years	22
30 years	13
35 years	7
40 years	4
45 years	5
50 years	1

COMBINED

Total awarded:

5 years	12
10 years	20
15 years	13
20 years	17
25 years	23
30 years	17
35 years	9
40 years	12
45 years	2
50 years	1
55 years	2
70+ years	1

SUPPORT GROUP

Total awarded:

5 years	15
10 years	3
20 years	4
25 years	4
30 years	3
35 years	1

TREFOIL

Total awarded:

5 years	8
10 years	12
15 years	1
20 years	1
25 years	2
35 years	1

Guides Victoria would like to extend congratulations to all recipients of Guide Awards and those who have gained Long Service Awards.





Guides Victoria - Making a difference

Guides Australia is a member of the World Association of Girl Guides and Girl Scouts, a world wide organisation of over ten million members in 140 countries with consultative status at the United Nations. Over one million girls have experienced Australian Guiding since it began in 1911.

Guides Victoria is a vibrant organisation that is relevant to the needs of girls and young women who make up its membership. Girl-driven programs give members life skills they need to meet the challenges of the future and the confidence and resilience to resist the pressures of the world today.

PARTNERSHIPS

The past year has seen Guides Victoria develop a higher profile with the business community. An alliance with The Body Shop produced a self-esteem activity pack, *Girls Get Real*. The activity pack aims to impress on girls that self-worth, empowerment and inner confidence are the cornerstones of any healthy mind, body and soul.

Twenty outstanding young women were selected to take part in the Guides Australia/BHP sponsored *Leading Edge Seminar* held in July. The five day program conducted in Geelong, included topics such as situational leadership, stress management, goal-setting, communication, self-esteem and team work.

Another initiative has seen an increased public awareness of the Guides Victoria Natural Cork Recycling Program. Amorim Irmaos, a Spanish company and the largest cork producer in the world, has assisted Guides in raising the profile of the program Australia wide through a public relations campaign based in Victoria.

Leading Edge Seminar
Victorian Kristen Bruck with
American speaker Lindsey Pollall

These partnerships support the Guide mission to help girls and young women extend their personal boundaries and become more skilled, independent, confident and responsible community members.

PROGRAM

Guides of all ages participated in exciting and interesting activities as diverse as the girls themselves. Outdoor events again proved most popular and this year saw many Guides enjoy camping at Guiding properties. Girl-driven programs gave members the opportunity to increase their life skills for the future.

There was an increase in the number of Units which cater for 5 - 8 year old girls. The most popular event for the youngest Guides is *Gumnic*, the annual activity and picnic day for girls and their families. This year the weather was not so kind, however, although the rain may have dampened the faces of the 200 participants, it had absolutely no effect on their spirits.





Guides Victoria - Making a difference

Older Guides from across the state attended the week long *Camp Kilparrin* giving them the opportunity to not only develop their outdoor camping skills, but also to introduce a friend to Guiding. Horse riding camps were held throughout the year and two inaugural *Surf's Up* events were held in a partnership with Surf Lifesaving Victoria.

RAVE '98, a Ranger And Venturer Event, held at Britannia Park, featured activities such as cascading, canoeing, adventure golf, 4-wheel driving and horse riding. A successful disco was held on the Saturday night. *VEGFest 98*, held at Ballarat in December, included a youth forum to discuss issues relevant to this age group.

LONES

Lone Guiding is available to girls of all ages, catering for members who, for differing reasons, are unable to attend regular Unit meetings. Guiding is carried out by correspondence and as technology becomes more readily available, an increasing number interact electronically through e-mail. The number of Lone Guides continues to grow and it is gratifying to know that this program ensures that no girl is denied the opportunity to participate in Guiding.

One of the highlights for Lones this year was organising and hosting the 3rd Australian Lone Leaders' Training at *Iluka*, Shoreham in January 1999. Lone Leaders from all States together with nine participants from New Zealand addressed training issues particular to Lones.

Lone Guides have again been high achievers with Junior BP, BP, Queen's Guide and Olave Baden-Powell Awards being presented during the year.

OLAVE PROGRAM FOR 18-30s

This has been a very busy year, full of events and program changes. The Olave Program State Committee meet monthly and during the year they have reviewed the Olave Program uniform and badges including the Olave Baden-Powell Award.

Victoria hosted the National 18-30 Forum in September. This gave participants the opportunity to discuss issues relating to the Olave Program. Three representatives from Victoria attended. Over three days of the Queen's Birthday weekend, *Crater Crawl*, the first Olave Program interstate camp for Victorians and South Australians was held at Mount Gambier, South Australia.





Guides Victoria - Making a difference

OUTDOOR ACTIVITIES

For the first time, Guides Victoria fielded an entry in the Melbourne International Dragon Boat Festival held as part of the Moomba festivities. Many thousands of spectators lined the banks of the Yarra River and watched as the team, resplendent in distinctive green and purple, competed against an international line up. A large contingent of Guides supporting the team with highly visible Guides Victoria banners ensured the large crowd were aware that the only all-female Victorian team were Guides. The non-traditional event was so successful a team will again be entered in 2000.

ARTS

The highlight of the Arts Program was a spectacular celebrity concert, *A Century of Song*, performed at the Melbourne Concert Hall in April. The audience enjoyed a fantastic program featuring songs and music from throughout the 20th Century. Guides and Leaders took the opportunity to perform on an internationally acclaimed stage, supported by well-known celebrities and music from the Australian Army Band.

ADULT TRAINING

Lena Topp has been appointed as the new State Training Adviser and heads up an enthusiastic team. There has been an increase in the number of trainings undertaken, with a marked rise in First Aid Trainings.

Ingredients for All, a new course for Leaders is being offered to assist Leaders develop leadership skills for girls and to facilitate a girl-driven program.

In another highly successful initiative, Guides Victoria provided leadership training for a group of young international students at Beth Rivka Ladies College. These young women, who were visiting Australia on an intense English language program, enjoyed and appreciated the opportunity to interact with Guides.

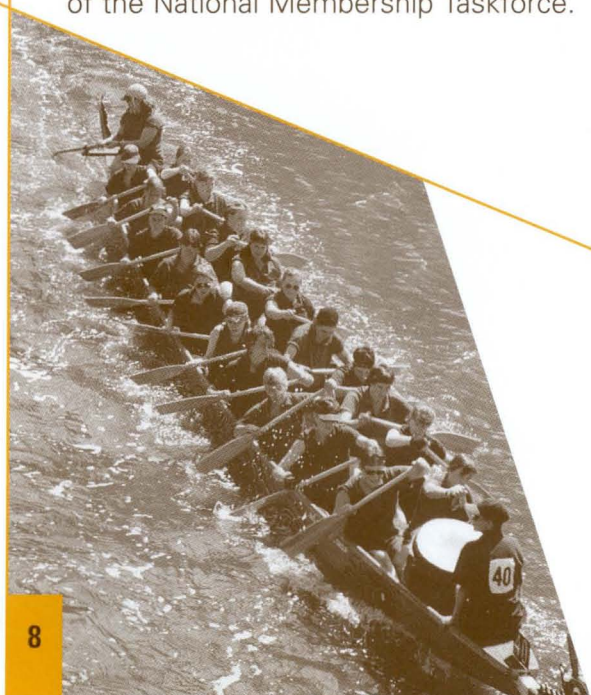
MEMBERSHIP

A new membership initiative which has taken Guiding into non-traditional areas, was the highly successful 10 week *Taste of Guiding* program for girls from Year 8 at Gilmore College for Girls in Footscray. Joint funding from the Sunshine Foundation and the Melbourne Newsboys Club made this project possible. Thirty girls undertook the program during school hours which was designed to introduce the girls to Guiding while at the same time introduce leadership skills. The course culminated in a weekend camp at Britannia Park.

The After School Care Program now operates in eight metropolitan schools and allows many girls to access Guiding with their peers in the familiar surroundings of their own school.

The Victorian delegation to the National Membership Conference in May shared state membership initiatives and enthusiastically participated in the launch of the National Membership Taskforce.

*Guides at the Melbourne International
Dragon Boat Festival*





Guides Victoria - Making a difference

PUBLIC RELATIONS

The Public Relations Department has undergone many changes this year with the appointment of a new Public Relations Adviser and her Committee and a new Administrative Assistant. Without missing a beat, the new team has had continued success promoting Guiding through the media, festivals and events.

Great opportunities to showcase Guiding arose from the state event, *RUG - Are You Game* where Guides entered the Guinness Book of World Records for preparing and cooking the world's longest damper. For the first time, we were involved in the Moomba Festival for the entire ten days, providing free activities for thousands of children. The dismantling of a car in Swanston Street, Melbourne on Family Day drew much interest from the public and lots of radio and press coverage.



*A Taste of Guiding at
Gilmore College for girls*

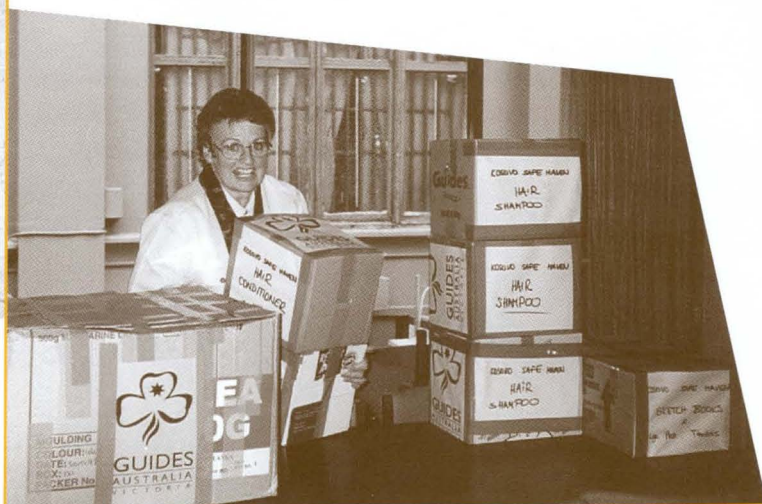
A Region Public Relations Co-ordinator's Conference was held in January and the committee is presently investigating different ways to support regions through workshops and resources.

Volunteers' Week was an opportunity to recognise the work of volunteers in Guiding in communities right across the state.

INTERNATIONAL

Victorians have again demonstrated their sense of adventure in accepting the challenge of travel to international events. The largest single group of ten Guides accepted an invitation from the Girl Scouts USA - South Jersey Pines - to attend *Celebration '99*. Most events include an offer of home hospitality for up to a week and this often becomes an unexpected highlight of a trip as host families go to considerable lengths to make their guest's stay memorable and girls gain a better understanding of life in an overseas community.

Guides and Leaders have also visited the four World Centres as part of personal overseas holidays, using the International Introduction Card to visit Girl Guide and Girl Scout centres in Europe, Asia and North America.



*State Commissioner Jane Scarlett,
distributing Peace Packs*



Guides Victoria - Making a difference

SERVICE IN THE COMMUNITY

During May the call to action went out to the Guiding community, and the general public via Channel 7 News, that Peace Packs were needed to aid the Kosovar refugees arriving in Victoria. The response was extraordinary. Donations of goods and money from all corners of Victoria were received not only from Guide Units, Districts and Regions but also from individuals, families, schools, companies, businesses and service clubs.

One thousand nine hundred Peace Packs were packed by volunteers and distributed to the refugees. They contained personal toiletries, stationery, small items of clothing and a toy for the children.

In another first for Guiding, the Winter Sleepout was held this year at the Melbourne Zoo - the first time the zoo has been used for such a purpose. The event was an enormous success in terms of publicity for Guides Victoria and fundraising for the Melbourne City-mission. One thousand Guides and more than 200 Leaders supported the work of the Melbourne Citymission by raising nearly \$14,000, as well as experiencing just a taste of the plight of the homeless, sleeping out on a cold, wet, wintry night in Melbourne.

PROPERTIES

Britannia Park

Britannia Park has had an excellent year with increased bookings from Guiding, school and corporate groups. School programs have proved to be very popular as have training programs for corporate companies which have enabled us to successfully compete in the campsite market.

*Britannia Park
Yarra Junction*

Tapestry

Aptly known as the Guides Victoria Bush Retreat, *Tapestry* has been used for Region camps and a variety of other activities throughout the year. The indoor accommodation has been well utilised, particularly by those who seek a quiet, relaxed atmosphere for study and trainings. The high and low ropes courses have attracted an increased number of non-Guiding groups.

Donvale Campsite

Carnegie Cottage has proved very popular as a venue for a variety of groups within Guiding as well as families and overseas and interstate visitors. *Just Plain Camp* and *Earthkeepers* were amongst the groups who used the outdoor facilities. *Jamboree of the Air, JOTA*, was held on the campsite for the 40th successive year.

Iluka

Iluka gained accreditation by the Camping Association of Victoria and has become increasingly popular with family groups. Improvements and upgrading of the lake and wetlands continue. The lake has been well utilised by visitors for canoeing and water activities. The wetlands are attracting an increasing number of species of birds not previously seen in the area.





Guides Victoria - Making a difference

TREFOIL GUILD

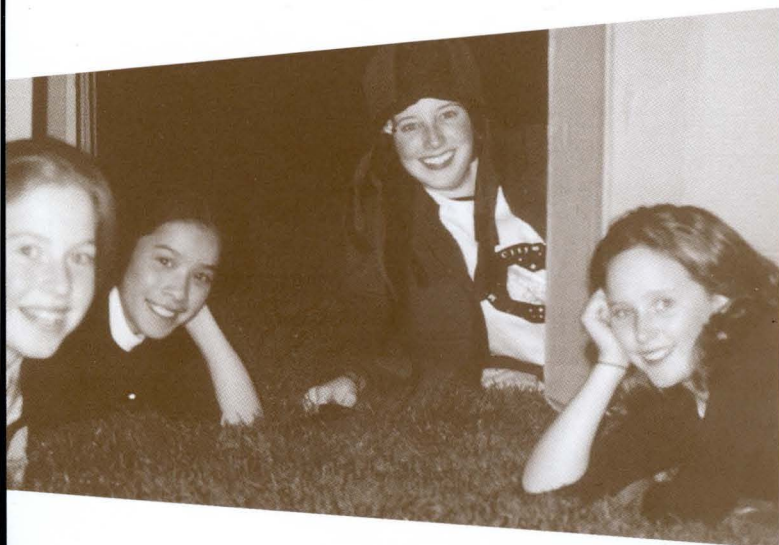
Trefoil Guild membership levels have been maintained throughout the year. Members continue to enjoy friendship and fellowship in a wide variety of ways whilst supporting Guiding as badge assessors, visiting Units and Region activities.

Members carried flags at United Nations International Day, for the Year of the Older Person and joined in Anzac Day marches.

WOMEN OF NOTE

Women of Note is a group of high achieving professional and business women who have aligned themselves with the mission of Guides Victoria and who work to raise community awareness of the value of Guiding in the personal development of girls and young women. Their very successful Mentor Program extended this year to regional Victoria with a Mentor Dinner in Gippsland and Mentor Breakfasts in the City of Casey and Castlemaine. The fourth Annual Mentor Breakfast held at the Hilton on the Park, Melbourne was attended by more than 400 secondary students and their mentors from the metropolitan area. Ms Louise Asher, Minister for Small Business in Victoria and herself a former Guide, was the keynote speaker.

*Victorian Guides support
Melbourne Citymission
Winter Sleepout*



Sarah Baston Transurban CityLink Ltd at left,
The Hon Louise Asher MP at the
Women of Note Mentor Breakfast





State Council

State President

Lady Gobbo

Chief Commissioner of Australia

Mandy Macky

State Commissioner

Jane Scarlett

Assistant State Commissioners

Elizabeth Adnams
Libby Howlett

Judi Tuppen

Life Member

Lady Price CMG OBE

State Executive Officer

Merial Clark

Honorary Treasurer

Kerith Laurie-Rhodes

Honorary Solicitor

Nick Ruskin, Phillip Fox

Auditors

Deloitte Touche
Tohmatsu

EXECUTIVE COMMITTEE

Elected Members

Karen Chatto
Glenda Culley
Margaret Devlin
Margaret Fitzgerald
Barbara Grove
Carolyn Moore
Corinne Ong
Helen Reid
Margaret Taylor
Glenda Vuillermin

Casual Vacancy Members

Gail Simpson
Julie Armstrong

ELECTED MEMBERS

Elizabeth Adnams**
Jill Anjou
Jenny Beales
Fiona Bennet
Kris Bernard-Urrutia
Cath Birkett
Jennie Bowles
Kim Bristow
Wendy Cameron
Karen Chatto*
Rhonda Cooper
Fleur Cousins
Glenda Culley*
Sharen D'Atri
Margaret Devlin*
Glen Dixon
Shirley Farrow
Susie Finkelstein
Barbara Grove*
Kym Harris
Helen Heath
Bev Hill
Marilla James
Joanne Jephcott
Elsbeth Killip
Pauline Kruger
Robyn Lang
Janeanne Lee**
Leanne Leonard
Sylvia Mainwaring

Debbie McLaren
Anne McLean
Carolyn Moore*
Dawn Nadarajah
Corinne Ong*
Kathleen Ozog
Janine Passlow
Sen Kay Patterson
Kay Rankin
Alan Rawady
Fay Reid
Helen Reid*
Charlotte Renshaw
Jones OBE
Eleanor Richards
Jane Scarlett**
Anne Scott OAM
Annette Swaffield
Margaret Taylor*
Heather Thewlis
Lena Topp**
Vicki Trembath-Callaway
Judi Tuppen**
Shelley Vanderwerff
Glenda Vuillermin*
Dianne Walker
Rev Sylvia Widdicombe
Nicole Wilson
Jane Withers
Dorothy Woolley AM

* Elected member of Executive Committee

** Ex-officio member Executive Committee

As per the new constitution, the terms of the current elected members of State Council are complete. Guides Victoria wishes to express deep appreciation for the time and commitment these people have given to the organisation.



Platform Camping
Britannia Park



Guide Centre Appointments

Archivist:

Jenny Mills

Arts Adviser:

Suzie Hill

Awards Chair:

Dot Woolley AM

Biscuit Co-ordinator:

Sheila Stancombe

Cork Co-ordinator:

Jennie Bowles

Duke of Edinburgh Award Liaison:

Anne Shields

Focus on Faith Chair:

Vicki Trembath-Callaway

Friends of World Centres Liaison:

Maureen Steel/Louise Carrington

Gang Show Liaison:

Alex Boemo/Ro Willis

Guide Centre Tours Organiser:

Norma Marsh

Guide/Scout Sailing Centre:

Helen Reid

Guides 5-8 Adviser:

Margaret Callister

Guides 7-11 Adviser:

Janeanne Lee

Guides 10-15 Adviser:

Liz Richardson

Guides 14-18 Adviser:

Toni Peters

Guides 18-30 Adviser:

Mandy Fitzgerald

Historical Uniform Bookings:

Lois Medlin

Hospitality Convenor:

Loris McDonald

International Adviser:

Glenda Vuillermine

International Uniform Bookings:

Ros Waterman

Irene Fairbairn & TC Lothian Trust

Funds:

Norma Burkitt

Lones Adviser:

Helen Heath

Membership Adviser:

Margaret Taylor

Mobile Shop Co-ordinator:

Bernice Gilbert

Multicultural Adviser:

Kris Bernard-Urrutia

Olave Program Chair:

Claire Baker

Outdoor Activities Adviser:

Julie Armstrong

Post Box Secretary:

Margaret McNeill

Program Adviser:

Janeanne Lee

Properties Committee Chair:

Susan Campbell

Britannia Park Chair:

Gail Simpson/Rhonda Cooper

Donvale Chair:

Pat Meertens

Shoreham Chair:

Anne Watt/Ruth Rae

Tapestry Chair:

Fay Reid

Public Relations Adviser:

Sue Hogendoorn

Radio Activities Consultant:

Joy Savill

Resource Development Chair:

Jenny Mitchell

Retail Committee Chair:

Annette Davis

Social Issues:

Anne McLean

Support Group Adviser:

Debbie Jones

Training Adviser:

Lena Topp

Trefoil Guild Adviser:

Lola Johnston

Women of Note:

Kay Rankin





Treasurer's Report

I herewith present the accounts of Guides Victoria for the year ended 30 June 1999, as approved by the State Executive Committee on 26 August 1999.

It is disappointing to report that Guides Victoria has incurred an operating deficit of \$109,618. However, whilst this extends the pattern of losses incurred in recent years, the latest year's result is considerably lower than that reported in 1997/98. In part this reflects the first full year's impact of the change made to the recording of membership fees on an accrual basis, (as first reported last year).

The Association was very fortunate this year to have been the recipient of two large bequests, from the estates of the late Phillipa (Dibsie) Russell and Margaret Shaw, with cash and investments totalling \$379,893. When these and other abnormal income items are taken into account, an overall operating surplus for 1998/99 of \$307,187 is reported. The level of Accumulated Funds and Reserves has therefore been enhanced and now stands at \$2,222,114.

As a result of these major receipts, the Statement of Assets and Liabilities at the end of June 1999 discloses a substantial level of liquid investments, well in excess of last year. These investments - by way of cash at bank, term deposits, and listed and unlisted investments - now total \$1,334,229. With the recent change to the Constitution effectively widening the range of investment options, moves are now in hand to prudently manage the portfolio and enhance the spread of investments.

The Margaret Shaw Fund was formally established during the year with \$105,494 from the estate allocated to the reserves in 97/98 and a further \$18,854 provided in 98/99, making a total of \$124,348 (see Note 7). This is in response to the wishes expressed at the time the bequest was received that some moneys be set aside for the specific purpose of meeting the costs of members attending Guiding events or study programs interstate and overseas.

Total operating income during the latest year reached \$1,283,163 which was 18% ahead of last year. In addition to the much higher level of membership fees taken to account, it is pleasing to

note the sound increase in property income, and in donations/grants. The Guide Shop was less successful this year, reporting a net surplus of \$28,478. Sales were down 15% from last year when results were influenced by the launch of the new range of uniforms. The Mobile Shop was very active throughout the State and reported much interest from members, with corresponding healthy sales. The enthusiastic efforts of all those involved in the campsite properties and retailing activities are acknowledged. The efforts of the many people involved in the sale of Guide biscuits, the collection of corks, the Kosovar Appeal and other activities should not be forgotten and are similarly endorsed.

Operating Expenditure for the year totalled \$1,392,781, which was well ahead of last year, and of the budget set. Increases were across-the-board and were closely monitored throughout the year. All those involved at Guide Centre are aware of the emphasis on controllable expenses and are thanked for their diligence and co-operation.

Finally, warm appreciation is extended to members of the Accounts Department which underwent several personnel changes and encountered computer problems during the year. Our Treasurer, Kerith Laurie-Rhodes retired late in the year as her family continued to grow. Members of the State Executive and Finance sub-committee express their sincere thanks and gratitude for the role played by Kerith over the past few years in controlling the financial activities during a period of rapid change.

This is the last report to be presented covering a financial year to the end of June. As per a resolution of the Australian Executive committee to bring all states to a uniform reporting basis, Guides Victoria will be moving to a calendar year accounting period. This will mean that the next audited financial statements will be presented for the eighteen months period ending December 2000. As an interim measure an unaudited report will be made available to members for the six months July - December 1999.

John G. Adnams,
Finance committee member



Auditor's Report

INDEPENDENT AUDIT REPORT TO THE MEMBERS OF GIRL GUIDES ASSOCIATION OF VICTORIA (TRADING AS GUIDES VICTORIA)

Scope

We have audited the financial report, being a special purpose financial report, of Girl Guides Association of Victoria for the year ended 30 June 1999 as set out on pages 16 to 19. The Executive Committee are responsible for the financial report and have determined that the accounting policies used and described in Note 1 to the financial statements which form part of the financial report are appropriate to meet the needs of the members. We have conducted an independent audit of the financial report in order to express an opinion on it to the members of the Girl Guides Association of Victoria.

The financial report has been prepared for distribution to members for the purpose of fulfilling the Executive Committee's financial reporting requirements under the Constitution. We disclaim any assumption of responsibility for any reliance on this audit report or on the financial report to which it relates to any person other than the members, or for any purpose other than that for which it was prepared.

Our audit has been conducted in accordance with Australian Auditing Standards. Our procedures included examination, on a test basis, of evidence supporting the amounts and other disclosures in the financial report, and the evaluation of accounting policies and significant accounting estimates. These procedures have been undertaken to form an opinion whether, in all material respects, the financial report is presented fairly in accordance with the accounting policies described in Note 1, so as to present a view which is consistent with our understanding of the association's financial position and the results of its operations. These policies do not require the application of all Accounting and other mandatory professional reporting requirements.

The audit opinion expressed in this report has been formed on the above basis.

Qualification

As is common for associations of this type, it is not practicable for the Girl Guides Association of Victoria to maintain an effective system of internal control over donations and bequests until their initial entry in the accounting records. Accordingly, our audit in relation to such items was limited to amounts recorded.

Qualified Audit Opinion

In our opinion, except for the effects on the financial report of the matter referred to in the qualification paragraph, the financial report presents fairly in accordance with applicable Accounting Standards and other mandatory professional reporting requirements the financial position of the Girl Guides Association of Victoria as at 30 June 1999 and the results of its operations for the year then ended.

DELOITTE TOUCHE TOHMATSU

J B WEST
Partner
Chartered Accountants

Melbourne: 10 September 1999



Financial Report

GUIDE SHOP TRADING ACCOUNT FOR THE YEAR ENDED 30 JUNE 1999

	1999 \$	1998 \$
SALES	383,432	449,531
COST OF SALES		
Opening Stock	209,261	191,513
Purchases	231,753	279,965
	441,014	471,478
Less Closing Stock	186,095	209,261
TOTAL COST OF SALES	254,919	262,217
Add Stock Write Off	5,809	0
	260,728	262,217
TRADING PROFIT	122,703	187,314
LESS EXPENDITURE		
Audit Fees	3,750	2,400
Bad Debts	212	244
Bank Charges	2,600	9
Catering	64	75
Cleaning	2,623	2,596
Commission	2,903	3,093
Depreciation	1,306	1,397
Insurance	1,284	1,200
Materials & Resources	2,665	2,269
Postage	6,613	9,111
Printing	775	1,135
Promotion/Advertising	132	0
Purchases - Equipment	13	365
Repairs & Maintenance	205	220
Salaries	54,561	62,671
Stationery	346	405
Sundry	775	928
Superannuation	3,191	2,571
Telephone	3,449	2,517
Travelling	1,900	4,187
Utilities	4,098	4,318
Venue Hire	0	470
WorkCover	762	960
TOTAL EXPENDITURE FOR THE YEAR	94,225	103,141
GUIDE SHOP NET SURPLUS	28,478	84,173

STATEMENT OF INCOME & EXPENDITURE FOR THE YEAR ENDED 30 JUNE 1999

	1999 \$	1998 \$
INCOME		
Surplus transferred from Guide Shop Trading Account		
August Action	28,478	84,174
Biscuits	5,754	7,876
Cork Recycling	135,431	89,861
Donations	15,779	16,279
Dividend Received	58,864	45,028
Grants/Restricted	5,351	0
Donations (Spent)	13,040	0
Interest Received	46,095	31,143
Membership Subscriptions	545,372	348,764
Program Fees	159,338	190,301
Property Fees	200,138	172,272
Sundry Income	37,407	50,730
Training Fees	32,116	49,007
TOTAL INCOME FOR THE YEAR	1,283,163	1,085,435
LESS EXPENDITURE		
Administration Fees	9,723	8,426
Audit Fees	9,750	9,600
Australian Association		
Membership Levy	72,220	73,685
Bad Debts	168	40
Bank Charges	4,496	5,231
Biscuit Purchases	106,694	60,015
Catering	62,325	44,967
Cleaning	7,938	7,116
Depreciation	81,488	93,920
Equipment Hire	4,144	9,371
Fringe Benefits Tax	2,240	1,910
Insurance	41,415	45,087
Interest Payable	3,519	3,295
Materials & Resources	28,602	31,058
Meetings & Conferences	6,158	5,824
Motor Vehicles	17,708	14,891
Postage	46,565	43,363
Printing	65,468	55,993
Promotion/Advertising	16,121	14,888
Program costs	7,323	0
Purchases	8,118	16,900
Rates & Taxes	512	389
Rent	0	0
Repairs & Maintenance	45,803	33,694
Salaries	494,074	441,152
Salaries - Long Service Leave	7,441	-6,291
Skill Development/Volunteer	9,572	14,755
Stationery	17,864	20,124
Sundry	27,806	19,315

(Cont'd)



Financial Report

	1999 \$	1998 \$
Superannuation	32,584	29,294
Telephone	20,666	14,161
Travelling	43,220	40,227
Utilities	35,887	40,480
Venue Hire	43,490	61,610
WorkCover	11,681	8,153

TOTAL EXPENDITURE FOR THE YEAR	1,392,781	1,262,643
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	1999 \$	1998 \$
OPERATING DEFICIT BEFORE ABNORMAL INCOME	-109,618	-177,208

ADD ABNORMAL INCOME		
Bequests (Deceased Estates)	379,893	105,494
Grants/Restricted Donations (not spent)	36,913	3,500

TOTAL ABNORMAL INCOME	416,805	108,994
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NET PROFIT AFTER ABNORMAL INCOME	307,187	-68,214
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ACCUMULATED FUNDS OPENING BALANCE	1,634,493	1,808,201
Total Funds available	1,941,680	1,739,987
Transfer to Reserves		
Funds Allocated to Accounts Collected or Invested on trust - Note 7	20,213	105,494
Grants/Restricted Donations (not spent)	36,913	0

ACCUMULATED FUNDS CARRIED FORWARD	1,884,544	1,634,493
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The accompanying notes on pages 18-19 form part of these statements

STATEMENT OF ASSETS & LIABILITIES AS AT 30 JUNE 1999

	1999 \$	1998 \$
RESERVES		
Amounts Collected or Invested On Trust - Note 7	300,647	280,434
Grants/Restricted Donations Held - Note 8	36,913	

ACCUMULATED FUNDS	1,884,554	1,634,493
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TOTAL FUNDS	2,222,114	1,914,927
Represented By:		

CURRENT ASSETS		
Cash	92,889	158,529
Receivables - Note 2	62,189	123,450
Investments - Note 3	1,334,229	902,896
Inventories	184,247	217,492
Prepaid Expenses	105,574	26,752

TOTAL CURRENT ASSETS	1,779,129	1,429,119
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NON-CURRENT ASSETS		
Property, Plant & Equipment (net) - Note 5	1,089,039	1,136,378
Building Pool Advances - Note 6	17,949	21,525

TOTAL NON-CURRENT ASSETS	1,106,988	1,157,903
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TOTAL ASSETS	2,886,116	2,587,022
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CURRENT LIABILITIES		
Building Pool Deposits at Call - Note 6	62,140	64,708
Creditors & Borrowings - Note 9	188,807	240,949
Prepaid Revenue	367,062	322,639
Provisions For Employee Entitlements	31,342	37,237

TOTAL CURRENT LIABILITIES	649,350	665,533
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NON-CURRENT LIABILITIES		
Provisions For Employee Entitlements	14,652	6,562
TOTAL NON-CURRENT LIABILITIES	14,652	6,562

TOTAL LIABILITIES	664,002	672,095
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NET ASSETS	2,222,114	1,914,927
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The accompanying notes on pages 18-19 form part of these statements



Financial Report

NOTES TO THE STATEMENTS OF ASSETS AND LIABILITIES AND INCOME AND EXPENDITURE AS AT 30 JUNE 1999

1. SUMMARY OF ACCOUNTING POLICIES

Financial Reporting Framework

The association is not a reporting entity because in the opinion of the Executive Committee there are unlikely to exist users of the financial report who are unable to command the preparation of the reports tailored so as to satisfy specifically all of their information needs. Accordingly, this "special purpose financial report" has been prepared to satisfy the Executive Committee's reporting requirements under the constitution.

The financial report has been prepared on the basis of historical cost and, except where stated, does not take into account changing money values or current valuations of non-current assets. Cost is based on the fair values of the consideration given in exchange for assets.

The financial report has been prepared in accordance with the basis of accounting and disclosure requirements specified by all applicable Accounting Standards, Urgent Issues Group Consensus Views, except for the disclosure requirements of:

- AAS 22 Related Party Disclosure
- AAS 28 Statement of Cash Flows
- AAS 33 Presentation and Disclosure of Financial Instruments

Significant Accounting Policies

Accounting policies were selected and applied in a manner which ensures that the resultant financial information satisfies the concepts of relevance and reliability, thereby ensuring that the substance of the underlying transactions and other events is reported.

In addition to the accounting policies prescribed by applicable Accounting Standards and Urgent Issues Group Consensus Views, the following significant accounting policies have been adopted in the preparation and presentation of the financial report.

Membership Subscription

Income is recognised from a member when funds have been received and not from the date of invoice. From the date of receipt, the membership subscription is allocated over the next 12 months irrespective of the actual membership anniversary date. It is the administrative records that match the membership subscription to the actual membership period.

Inventories

Inventories are valued at the lower cost and net realisable value.

Fixed Assets

Russell St land is reported at Executives' 1969 valuation which approximated market value at that date. All other fixed assets are stated at acquisition cost, less accumulated depreciation and are being depreciated over their estimated useful lives.

The Executive Committee is satisfied that the recoverable amount of the properties is in excess of the current book value.

Fixed assets do not include halls and properties held by regions, divisions, districts or units in the name of Guides Victoria.

Depreciation

Depreciation is provided on property, plant and equipment including freehold buildings but excluding land. Depreciation is calculated on a diminishing value basis so as to write off the net cost of each asset over its expected useful life.

Depreciation is provided on asset classes as follows:

Freehold Buildings excluding Land	5%
Equipment	20%
Motor Vehicles	20%
Office Furniture & Fittings	10%
Plant and Equipment	5%

Accounting for Income and Expenditure

All major expenses have been recorded in the accounting records using the accrual method. Income from investments and other sources has been recorded using the accrual method.

Annual Leave Accrued and Provision for Long Service Leave

Annual leave and long service leave liability are provided for on the basis of the expected future cash outflows for services rendered to balance date. Entitlements expected to be settled within one year are shown as current on the balance sheet.

Investment Portfolio

The investments are recorded at cost as at the date of acquisition. Dividends and income are taken to be income when received. Investments are written down to recoverable amount when the carrying value exceeds the recoverable amount. Market value is used to determine the recoverable amount.



Financial Report

2. RECEIVABLES

	1999	1998
	\$	\$
Trade Debtors	43,476	94,227
Sundry Debtors	18,713	29,223
	62,189	123,450

3. INVESTMENTS

Short Term Deposits	1,128,190	902,896
Australian Listed & Unlisted Investment Portfolio	206,039	0
	1,334,229	902,896

The market value of the Investment Portfolio as at 30 June 1999 was \$213,327.

4. RECONCILIATION OF CASH

Cash On Hand	113	176
Cash At Bank	92,776	158,353
Short Term Deposits	1,128,190	902,896
	1,221,080	1,061,425

5. PROPERTY PLANT & EQUIPMENT

Russell Street - land and buildings at cost	352,523		351,438
Less accumulated depreciation	-250,232	102,291	-250,112
Furniture and equipment at cost	404,460		388,793
Less accumulated depreciation	-269,899	134,561	-246,804
Motor vehicles at cost	113,832		113,832
Less accumulated depreciation	-82,436	31,396	-74,587
Guide Scout Sailing Centre at cost	64,812		64,812
Less accumulated depreciation	-24,720	40,092	-22,610
Campsites land and buildings at cost	1,164,564		1,160,544
Less accumulated depreciation	-457,080	707,484	-423,952
Fixtures, fittings and equipment at cost	226,805		212,209
Less accumulated depreciation	-153,590	73,215	-137,185
	1,089,039	1,136,378	

6. BUILDING POOL DEPOSITS AND ADVANCES

Any excess of building pool deposits made by regions, districts, support groups and units with the Guides Centre over building pool advances is invested in interest bearing deposits with various financial institutions.

7. AMOUNTS COLLECTED OR INVESTED ON TRUST

The Accounts Collected or Invested on Trust are classified as a reserve.

TC Lothian Trust Fund	66,438	63,947
Coralie Caple Trust Fund	2,463	2,499
Blackburn Fund	107,398	108,494
Margaret Shaw Fund	124,348	105,494
	300,647	280,434

8. GRANTS/RESTRICTED DONATIONS NOT SPENT

Felton Bequest Grant	12,000
Peter McKay Bequest Grant	14,140
Balance of R. E. Ross Trust Grant	5,500
Balance of Office of Status of Women Grant	1,960
Balance of the Kosovar Appeal Funds	3,000
Fawkner District Trust	313
	36,913

9. CREDITORS AND BORROWINGS

Trade Creditors	86,174	8,581
Sundry Creditors	102,633	232,368
	188,807	240,949

10. CAPITAL COMMITMENTS AND CONTINGENCY LIABILITIES

There were no capital commitments or contingent liabilities in existence at 30 June 1999 (1998 nil).



Donations and Sponsorships

Guides Victoria appreciates and is grateful for the support it receives from all sources. We thank all individuals and groups for their assistance. Special thanks is offered to:

The Estate of Patricia Le Brocq Gray
The Estate of Susan Kathleen Jardine
The Estate of Miss P M G Russell
The Estate of Margaret Shaw
E & L Wears Memorial Trust Fund

William Angliss (Victoria) Charitable Trust
The Danks Trust
The Alfred Felton Bequest
Walter and Eliza Hall Trust
Flora & Frank Leith Charitable Trust
The Peter Mackay Bequest
John Russell McPherson Foundation
The Melbourne Newsboy Club
Dame Elisabeth Murdoch
The Myer Trust
The Rona Dorothy Robertson Agency
The R E Ross Trust
Helen M Schutt Trust
The Sunshine Foundation
The Uebergang Foundation

Annual Gift Program donors
Christmas Appeal donors
Members of The One Hundred Club
Friends of Guiding
All Cork Collectors for the
Cork Recycling Program
Lady Delacombe Cup Committee
Lady Murray Bowls Day Committee
Trefoil Guilds
Women of Note
World Day of Prayer Committee

Amorim
ACL Comcork
AMF Bowling Centres
Australia Day Committee
Debbie Barry
Bendigo Knitting Mills
The Body Shop
Buscombe VicPrint
City of Melbourne
Clifton Consulting Pty Ltd
Columbia TriStar Films
Dunklings the Jewellers
Funtastic Pty Ltd
HIT Productions
Information Victoria
Jenny's Shoppe, Monbulk
Louis' Economy Shop Pty Ltd
McDonald's Auto Electricians
The Melbourne Moomba Festival
Mentor Sox
Paperchase, Newport
Tom Rendall
REP Distribution Pty Ltd
Paul Richardson
Ricoh Business Centre, West Melbourne
Don Scarlett
Singleton Bahen Stansfield
Snowgum
SOS Stationers
Spicers Stationery
Straub's Garage
Radio 3AW / Radio Magic 693
Twentieth Century Fox Film Distributors
United International Pictures
Westons Biscuits
Williamson Skills Bank



Donalds Brownies visit Goodwin Village with Easter Gifts

Photograph courtesy of
Buloke Times



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