



ABN 50317924321

THE HERALDRY & GENEALOGY SOCIETY OF CANBERRA INC

Annual Report to Members 2020

The Heraldry & Genealogy Society of Canberra Inc (HAGSOC) aims to promote and encourage the study and preservation of family history, genealogy, heraldry and allied subjects, and to assist members and others in research in these areas.

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Report to Members

Required under Section 73 (1) (c) of the Associations Incorporations Act 1991

Members of Council from November 2019 to October 2020

Richard Nicholas Reddan	President	
Rosemary McKenzie	Vice-President	
NA	Immediate Past President	
Cheryl Bollard	Secretary	
Neville Morrison	Treasurer	
Michele Rainger	Councillor	
Gina Tooke	Councillor	
Anne Beasley	Councillor	
Sue Pillans	Councillor	
Francine Morrison	Councillor	
Howard Viccars	Councillor	from 27 November 2019

No other person served on Council from November 2019 to October 2020

Principal Activities during 2019-2020

- Maintaining and operating the library and running the genealogy bookshop;
- Adding new material to the library collection;
- Conducting regular meetings with guest speakers;
- Running regular Education Sessions for members and others;
- Conducting Special Interest Groups with members;
- Conducting Software User Groups with members and others;
- Participation in community events;
- Contributing to growth and development of family history through involvement in State and National bodies; and
- Providing speakers to community organisations.

Net Surplus

The net surplus of activities for the financial year 2019-2020 was \$12,858.

Preparation of Accounts

The requirements of the Associations Incorporations Act 1991 have been complied with in regard to the preparation and presentation of accounts to the members of the Society.

Minutes of the 55th Annual General Meeting

The 2019 Annual General Meeting of the Heraldry and Genealogy Society of Canberra Inc was held in the HAGSOC Education Room, Cook Community Hub on Tuesday 5th November 2019.

The meeting commenced at 7.00pm with President Nick Reddan in the chair.

Attendance: The names of 29 members in attendance were recorded in the attendance book.

Apologies: Lyndsey Jamieson, Chris Oyston, Jenny Higgins, Trish Downes, Jan Grant, Geoff Bollard.

Minutes of the Annual General Meeting for 2018:

The minutes, as published in the Annual Report to Members 2019, were accepted.

Moved: Cheryl Bollard. Seconded: Francine Morrison. Carried.

Minutes of the Special General Meeting of 5 March 2019:

The minutes, as published in the Annual Report to Members 2019, were accepted.

Moved: Anne Beasley. Seconded: Peter Mayberry. Carried.

Minutes of the Special General Meeting of 7 May 2019:

The minutes, as published in the Annual Report to Members 2019, were accepted.

Moved: Cheryl Bollard. Seconded: Francine Morrison.

Financial Report:

Treasurer Neville Morrison spoke about the 2019 financial statements.

A major milestone during 2019 was HAGSOC being registered as a charity, which enables the Society to have access to GST concessions and be income tax exempt. The 2018/19 financial accounts show a loss of \$65,897, which is attributed to the one-off adjustments to the value of Bookshop inventory and depreciation of equipment and library books. If these adjustments are removed, the loss for 2018/19 is \$939, a big improvement from the previous financial year.

Neville thanked Liz Dunstan, Robyn Middleton and Amanda Cornish from the Finance Team for their work and support throughout the year.

The Financial Report, as circulated to members was accepted.

Moved: Neville Morrison. Seconded: Barbara Moore. Carried.

President's Report:

The President's Report was published in the Annual Report to members 2019. Nick Reddan thanked all members of Council for their support and contributions during this significant and successful year. Nick gave special thanks to outgoing office holders Jenny Higgins (Vice President) and Gina Tooke (Secretary) for their service. He also thanked Neville Morrison for his work in attaining charity status for the

Society. Nick said the running of our Society is made possible by the work of many volunteers and he thanked all those who have contributed during 2019.

The President's Report, as published in the Annual Report to Members 2018, was accepted.

Moved: Pam Ray. Seconded: Janette James. Carried.

Time Capsule:

The Secretary noted, in accordance with the recommendation from Council at the meeting on 27 January 1988, the Perpetual Minute dealing with the existence and location of the Society's Time Capsule as follows:

"The Time Capsule is held in the National Library of Australia and accepted for inclusion in the Manuscript Collection, held at MS 7552 under closed access, with a notation that the capsule is not to be opened until the year 2088 (refer inward correspondence) 432/1988)."

Fellows and/or Life Members: of the Heraldry and Genealogical Society of Canberra:

No new Fellows or Life Members were nominated.

Election of Office Bearers for 2019-2020

President Nick Reddan handed the chair to Peter Mayberry to conduct the election of office bearers. All positions were declared vacant.

As at the closing date for nominations, the following nominations were received:

President: Richard Nicholas Reddan. Proposer: Pauline Bygraves. Seconded: Pauline Ramage. Nick was elected to this position.

Vice President: Rosemary McKenzie. Proposer: Gina Tooke. Seconded: Neville Morrison. Rosemary was elected to this position.

Secretary: Cheryl Bollard. Proposer: Gina Tooke. Seconded: Robyn Heggen. Cheryl was elected to this position.

Treasurer: Neville Morrison. Proposer: June Penny. Seconded: Pennie Pemberton. Neville was elected to this position.

Councillor: Gina Tooke. Proposer: Robyn Heggen. Seconded: Neville Morrison. Gina was elected to this position.

Councillor: Anne Beasley. Proposer: Richard Nicholas Reddan. Seconded: Francine Morrison. Anne was elected to this position.

Councillor: Susan Pillans. Proposer: Francine Morrison. Seconded: Michele Rainger.

Susan was elected to this position.

Councillor: Michele Rainger. Proposer: Francine Morrison. Seconded: Susan Pillans. Michele was elected to this position.

Councillor: Francine Morrison. Proposer: June Penny. Seconded: Pennie Pemberton. Francine was elected to this position.

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Peter formally endorsed the new Council and members present endorsed the new Council by acclamation.

Public Officer: June Penny confirmed that she would continue to hold the position of Public Officer. Peter thanked her for her work as Public Officer of the Society.

The chair was handed back to President Nick Reddan to continue the meeting.

The meeting closed at 7.20pm.

Nick Reddan

President

President's Report 2019-2020

Introduction and role of President

This year has not played out as planned. The emergence of the COVID-19 pandemic has disrupted many of our society's usual activities. The closure of the library was one of the significant disruptions. We have changed to using video conferencing for monthly meetings, SIG meetings and for courses. This meant that some people can now attend meetings they could not previously attend. Now our broader membership can participate when they are away from Canberra.

This is my sixth report as president. The running of our society is made possible by the work of many volunteers. I thank all those who have contributed to our society by volunteering in any way. I give particular thanks to the council who have worked well together over the year helping guide our society and doing a variety of jobs necessary to sustain our society. The secretary and treasurer tend to have the greatest workloads, and both have worked efficiently and with courtesy.

I encourage members to consider how they could contribute to the ongoing success of our society by volunteering in any of the varied roles we need to keep going as a society.

As you can see in the notes below there is a great variety of contributions by many people.

President's Newsletter

Many of our members have really appreciated the monthly "President's" newsletter which is emailed the weekend before each monthly meeting. This year Peter Kennedy continued compiling the newsletter. It is a huge effort and I really appreciate Peter's assistance through the year. In response to the pandemic our society started a new communication tool *HAGSOC Hibernation Harbinger*. See details below.

Strategic Planning

In November 2019 Council endorsed a new Strategic Plan for HAGSOC covering the period 2020 to 2025. (A Copy is available via the HAGSOC website) Council began 2020 with an ambitious work plan, ready to implement a range of initiatives against each of our six strategic goals. We could not have predicted that the Covid pandemic would force us to close our Library for more than three months, suspend all face-to-face meetings and cancel many of our planned events.

All of our events had to be altered. Our usual Open Days and ACT Heritage Week activities were cancelled and our popular Beginners Course and our new Writing Your Family History Course have been postponed to 2021. HAGSOC was one of the first of the family history societies to adopt video-conferencing technology to conduct our various meetings. All SIGs and SUGs are now using Zoom to hold regular meetings and we recently received a grant from the ACT government to install a video-conferencing facility in the Education Room. This means that hybrid meetings mixing Zoom and face-to-face gatherings will soon be possible.

Communication with members became especially important during the Covid lockdown period. We appointed an Internal Communications Co-ordinator, established an Engagement Sub-Committee to support our Epidemic Officers and introduced an additional, temporary, newsletter the *HAGSOC Hibernation Harbinger*. The very positive feedback that we have received from

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members confirms that these have been valuable additions to our Society's engagement with members.

The 16th edition of our Flagship publication Family History for Beginners and Beyond was released in March and we have seen good sales, despite Covid, and received very positive feedback. Our regular presentations at the ACT Heritage Library were cancelled but our project to Index records for Telopea Park School has continued. HAGSOC recently received two further grants for ACT Heritage projects.

The roll-out of our CD Library and E-journals has been completed and a number of enhancements have been made to the current HAGSOC website. Development of a new member management system that will be fully integrated with the Society's website will be a significant investment for HAGSOC in 2021. This system should improve services to members by making better use of technology; streamlining management of HAGSOC; and modernising our website.

After conducting a detailed assessment of potential membership management systems during 2020 Council has recently approved the use of a platform provided by an Australian company Member Jungle. HAGSOC members can expect to hear much more about this project as we begin to design our new system with your assistance in the coming months.

Despite the additional work imposed on us to manage the Covid pandemic Council has tried to also maintain a focus on implementing our strategic plans as best as possible in the circumstances. Council met recently to start planning for the coming year and we can only hope that 2021 will see us able to deliver some of the exciting new initiatives that we have been working on.

Council and other volunteer roles

The Society relies on its member volunteers for all that it does and without their contribution, we could not function. I thank each one for their time, work and commitment.

Vice-President – Rosemary McKenzie

As vice president of HAGSOC my key activity for this year was the highlighting of our volunteers which make our Society work. 2020 was 'The year of the HAGSOC Volunteer!' Then COVID happened.

Our volunteer roles significantly changed and a number of new roles and teams were introduced. Most significantly was the appointment of Epidemic Officers (Cheryl Bollard and myself) who were responsible for keeping across the ever-changing rules and requirements for managing public spaces. There was a flurry of policy and guidelines papers, and more recently the re-introduction of library hours with their accompanying distance and sanitising regulations.

However, most noticeably was the introduction of the communications team whose main purpose was to provide an additional means of casual contact amongst our members while we were all banned from face-to-face meetings. Many members enjoyed the between president newsletters of *HAGSOC Hibernation Harbinger!* The team was made up of Michele Rainger (newsletter editor), Cheryl Bollard, Sue Pillans, Peter Kennedy, Janette James, Gina Tooke and myself.

I would like to thank the volunteers who have continued to support the Society and adjusted their routines to work from home, deliver items for those isolated at home, and taken on extra work during our COVID downtime. If you have any questions or offers of assistance in a volunteer capacity please email Rosemary.

Secretary – Cheryl Bollard

The Secretary is the official contact point for the Society and handles our correspondence by email and hard copy for recording, response and/or distribution.

As our Society has adapted to the challenges of COVID, the role of Secretary has evolved in ways that were unexpected when I took on the role last year. In addition to the Secretary's duties, much of my time has been spent in my role with Rosemary McKenzie as Co-Epidemic Officer. Thanks to all those volunteers and members who have helped us adapt HAGSOC to the challenges of living in a COVID world.

The inability to gather at Cook for part of the year meant our member communications were an important focus for the year. It has been an interesting journey as we have all learned to work remotely and become adept at using Zoom. I have enjoyed catching up members at our various Zoom meetings and it was rewarding to see some of our more remote members able to join meetings. A new newsletter HAGSOC Hibernation Harbinger was introduced to supplement the President's Newsletter and The Ancestral Searcher. With assistance from the Epidemic Engagement Committee and contributions from members the news area of our website has been invigorated.

Despite the lockdown, HAGSOC has continued to thrive, building our relationships with the ACT Heritage Library and the Hall School Museum and Heritage Centre, as well as attracting a new corporate member.

HAGSOC was the proud recipient of three ACT government grants this year. Digital Communities grant will allow us to upgrade the Education Room with a video-conferencing system. This will not only make it easier for members to participate in our meetings but opens up a wide range of different educational opportunities for HAGSOC.

Funding was also received from the ACT Heritage Grants program for two projects. The Canberra Pioneers project will enable the digitisation and indexing of part of one of our unique collections, the Father Brian Maher collection. The Canberra Tracks Augmented Reality project will develop additional content on ten well known Canberra pioneers for the Canberra Tracks scheme. It is an exciting opportunity to combine family history skills with some new technologies. Both projects will rely on the skills and time of our members, but will provide a great opportunity to showcase the abilities of our Society to the wider world

I would like to thank Nick Reddan, my Council colleagues and Society members for their support during the last year. In particular, special thanks to the volunteers and office holders who assisted me in my learning curve to keep the Society running smoothly.

Treasurer – Neville Morrison

Neville has been in the role of Treasurer since the 2018 AGM and this year has continued his work to put the Society in a better financial position. The Treasurer's report and financial statements are at the end of this Annual report on page 16.

Information Technology – Howard Viccars

A team of volunteers supports and maintains the computer system in the HAGSOC library, including the administration computers. As well as routine maintenance and updates, this year the new system for electronic publications was put into service and a new laptop purchased. The changeover to NBN and moving to a new Internet Service Provider were managed without any disruption to users.

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The IT team implemented a cloud collaboration and file sharing service for business use. This meets a long-standing need for a managed service to HAGSOC officers working remotely. The COVID 19 lockdown made this capability a high priority.

Membership Secretary – Robyn Heggen

The following table provides a summary comparison of membership numbers at the end of the last two years.

Membership Category	As at 28 Jun 2020	As at 28 Jun 2019	Difference	New members 2019-20	New members 2018-19
Single – full	443	456	-13	47	59
Family – full	118	108	10	10	16
Pensioner – single	137	149	-12	11	13
Pensioner – couple	32	37	-5	4	3
Honorary Life Member	8	8	0		
Journal Only	12	12	0		
Fellow	12	13	-1		
Complementary	1	5	-4		
Totals	763	788	-25	72	91

Thanks to Liz Dunstan for her assistance during the busy financial end of year period.

Website – Nick Reddan

The website is a key communication tool for the society and its role in revenue flows needs to increase. This reporting period we have implemented a better credit card processing through our website. We have also ramped up the member only contact. This now provides a place where we can provide members with better services.

We continue to develop the website adding more databases. Moreover, we intend to implement a better member management system integrated with e-commerce related to membership and other purchases.

2020 E.M. Fletcher Writing Award

The second year of the E.M. Fletcher writing competition was once again well supported and attracted 54 entries. Thank you to those members who submitted a story and supported this initiative. It is pleasing to see your research turned into engaging stories. Email marketing to NSW & ACT Family History Association member societies and U3A Canberra resulted in an increase of entries from outside the Society.

This year's judges – Barbara Moore, Kerrie Gray and Professor Peter Stanley brought their expertise to the judging panel. They had a monumental task in deliberating over the wonderful array of stories we received. We thank the judges for their time and effort in reading all the entries and the difficult task of choosing a winner. Thank you, Barbara, Kerrie and Peter.

The winner of the 2020 competition is HAGSOC member David Wintrip for his story A Lamb's Tale. David received \$1,000 for the best story and an additional HAGSOC member prize of a 12-month Society membership and a \$75.00 voucher. We are grateful for the generosity of Robin, Anne, and John Fletcher, who co-sponsored the 2020 competition prizes. We sincerely thank the Fletcher family for their kindness in supporting this award.

The winning and short-listed entries will be published in the December edition of The Ancestral Searcher.

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The Writing Competition Committee is commended for its work in overseeing another successful competition. Thanks go to Committee members Barbara Broad, Judy Loy, Rosemary McKenzie and Gina Tooke. The Committee would also like to thank Danny O'Neill, Jeanette Hahn and Robyn Heggen for their help at the presentation event.

Other Projects

A joint project with the Telopea Park School to index school admission registers continued during the year. Thank you to Tina Davey, Therese Lynch, Jenny Morris, Christine Payne, Deb Hawker and Gina Tooke for their work on this project.

Social media

The HAGSOC Facebook page is another important communication tool. It has been used to promote monthly meetings and other events. A dedicated communication officer could make better use of the Facebook page.

All members are encouraged to keep up to date on HAGSOC activities by consulting the website and by visiting our Facebook page.

Facilities and Maintenance – (Cheryl Bollard – Secretary)

Regrettably, the position of Facilities Manager has remained vacant since the 2018 Annual General Meeting and the Secretary has performed a caretaker role during 2020.

There were no major facilities issues this year. The six-monthly ACT Property Group routine inspections of our tenancy were conducted.

An important aspect in keeping our members safe whilst in the Library is knowledge of emergency procedures. I would like to thank those library roster volunteers who attended emergency procedures training this year. Thanks also to Neville Morrison for his assistance in managing the printer maintenance and for purchasing office requisites.

The Facilities Manager is not a burdensome role, and we hope that a volunteer will nominate for the upcoming year.

Cleaning Team – Kay Walker

Members may not be aware that cleaning of our premises is not included in our lease agreement and this work needs to be done by our volunteers. Recently, Kay Walker has volunteered to take on important behind the scenes role.

Publicity and Outreach Officer – Janette James

Janette worked in this role until she resigned in September. Like many areas of our society's activity the role of the publicity and outreach officer were profoundly affected by the response to the COVID-19 pandemic. Prior to that Janette had created strong links with many local organisations including ACT Libraries, U3A, Rotary and various Men's Sheds. This provided many opportunities for members to promote the benefits of joining our society in a variety of fora. We are looking for another member to take on this important role for the coming year when we hope there will be greater opportunities to promote our society across the local community.

Monthly Meetings

Monthly meetings were held on the first Tuesday of the month except for January. The November monthly meeting is taken over by the annual general meeting and the December

meeting is a less formal Christmas party. Throughout the year there were many interesting and varied talks given by members and visitors.

The response to the pandemic led to the cancellation of a couple of planned meetings. Since May we have been holding monthly meetings via Zoom. While this had the necessary impact of less social interaction between members, it has also provided opportunities the attendance of people who otherwise would not be able to attend.

Library

For the last 12 months the library has been without a Librarian however it has continued to operate and all management tasks covered by the Collection Management Team, Library User Service Team and the Library Subcommittee.

Library Sub-committee

The Library Sub-committee consists of representatives of the groups involved with the management of the library (e.g. Library User Services, Collection Management, Computer Support, Facilities Management etc). The Committee continues to provide advice to Council. Jo Rush provides valuable support as Minute Secretary.

Library Collection Management Team

The Library Collection Management Team undertakes the tasks required to acquire, process and maintain the Library's collection. Members of the team are Annette Dziedzic, Susan Mann, Barbara Moore, Bobby Pinkerton, Pam Ray, Judy Rule, Julia Trainor and Cynthia Worringham. Kath Corey retired from the team after many long years of devoted service.

A total of 47 books, 4 CDs have been added to the Society's collection this year. The library has purchased 35 books and 4 CDs/DVDs and accepted 12 books as donations. The ordering of new materials was reduced this year due to the unavailability of key team member Annette Dziedzic who was unwell for many months. We are glad to report that Annette is recovering well and returning to her involvement with the team.

Susan Mann continues to manage the HAGSOC serial collection which currently receives 3 Subscription journals and 157 exchange journals from other family history societies in Australia and overseas. 123 of the exchange journals are now received electronically and are available in the library on the HAGSOC intranet for which facility she liaises with Howard Viccars, the Computer Manager. She liaises with Peter Kennedy and Pauline Bygraves to enable their update of the 'Overseas Contemporaries' area of The Ancestral Searcher, and to include information from Australian issues in 'Harbinger' and the newsletter, as well as the selected journals on the Members Area of the society's website. She also liaises with Jo Rush to keep library users and SIG/SUG leaders aware of journal issue arrivals, whether hard copy or electronic.

Following last year's complete re-organisation of the Primary Collections (manuscripts and unpublished materials) Pam Ray wrote an article for The Ancestral Searcher to inform members about these collections which are somewhat hidden from view in the Library compactus.

In addition to cataloguing new acquisitions, the team completed a review of the printed collections in accordance with the Society's Library Collection Development Policy. The focus of this review was to identify and remove outdated and superseded works. The review was conducted and implemented by Pam Ray, Barbara Moore, Susan Mann, Judy Rule and Cynthia Worringham. A total of 227 items were removed from the collection. In accordance with the Policy, unwanted items were either offered for sale through the HAGSOC bookshop or Lifeline, or disposed of if unsaleable. Almost all items disposed of were in the overseas collection. In

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the overseas journal collection, some fragmented, old or ephemeral newsletters were de-accessioned.

In March 2020, as the ACT Government and HAGSOC Council started to introduce guidelines to manage risk during the growing Covid19 pandemic, the Collection Management Team decided to suspend its Monday night work meetings for the time being. The median age of our team members is in the 80s, which is the most vulnerable age group for Covid19. The decision was made easier by the fact that the team was up-to-date in processing new collection items. Some members continued to work from home throughout the period, while other team members enjoyed a 'winter sabbatical'.

Library Shelf Checkers – June Penny

The program of shelf checking the HAGSOC library collection ceased from March 2020 as part of the COVID-Safe Library protection. Post the reopening of the library, member library user numbers were restricted and for this reason resumption of shelf checks was not a priority and currently in abeyance.

The shelf checking program is part of an ongoing shelf checking system and is supported by Society Members who provide an excellent voluntary service for library users, assisting with the maintenance and order on the shelves of the Society's library collection.

Despite the limited access period for 2020, a total of 65 volunteers, including 15 new checkers, cared for bays including the 'secure' compactus in the HAGSOC library and somehow managed in this limited time span to check 43% of the bays and provide 168 reports.

The overall standard of reporting demonstrates the care, thorough checking, and attention to detail by members involved in the program.

As always, an invitation is extended to all members interested in helping with this task – there is always space on a reserve list, in readiness to fill inevitable gaps as they occur.

Appreciation is extended to Ellen Tulip who withdrew from the checking program this year, having served continuously from the introduction of the program in 2003. Stalwarts from this era, Ian Cochran, Tina Davey, Robyn Middleton, Pat Pickering, Bobby Pinkerton, Isobel Reyenga and Beryl Strusz continue to support and participate in the program. My appreciation and thanks are extended to all valued members of the library shelf checking team and I look forward to welcoming you back as soon as COVIDSafe Library protection restrictions ease.

Society Archives – June Penny

This year the Society Archives remained closed from March 2020 as part of the COVIDSafe Library protection.

The Secretary was provided with an electronic copy of the Society's Archives Retention Schedule, for distribution to Council members post the November 2019 elections. The purpose of an annual distribution of the Retention Schedule is to serve as a record keeping reminder to current and to newly elected members of Council, providing guidance for the responsibilities that relate to the generation of the Society's official records, required to be sentenced from creation. "Sentencing on Creation" is an effective best business process and is particularly important, as the Society's record keeping moves into electronic records together with the associated metadata.

During the year, a large volume of historical files was included in material submitted by responsible HAGSOC officers, where all action was completed. Processing of the material was completed before the library closure in accordance with the approved archives retention schedule.

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Several Tasking Requests for information held in the archive holdings were received from various of Council and support team members throughout the period and actioned. No requests were received post April 2020.

Oversight of the special archival storage within the HAGSOC archives on behalf of the Australasian Federation of Family History Organisations (AFFHO) was maintained and as the Hon AFFHO Archivist, no submissions or tasking requests were received from the AFFHO Council during 2020.

As the Society's Honorary Archivist, I was assisted over the past year with professional advice and support from Pennie Pemberton and supporting the normal ongoing review and maintenance of the HAGSOC archive holdings during 2020.

Bookshop – Anne Beasley

This year was the release of the 16th edition of Family History for Beginners and Beyond. With the promotion of the publication to like organisations over Australia, sales have been going well.

Many thanks to those who were involved in the 16th edition of the publication.

Throughout the year Janette James (HAGSOC's publicity officer) has continued to work tirelessly in promoting HAGSOC and its publications through the ACT Heritage Library, National Library and other organisations within the region.

Publications reprinted during the year were the Young Monumental Inscriptions. Thank you to Rosemary for organising the reprint.

A special thanks to Francine Morrison, who looks after the bookshop when I am away throughout the year.

Please refer to the audited financial accounts in the Treasurers report for sales figures for the 2019-20 financial year.

Education and Events –Sue Pillans and Clare McGuinness

Education remains a core service to members. This past year's events unfortunately finished with the cancellation of Kerry Farmer's talk in January due to bushfires and smoke. Then the COVID virus struck which cancelled all face to face meetings, courses, and seminars, from which we are only now starting to recover.

Members are starting to embrace zoom meetings, and we would encourage all members to try it for themselves, there are excellent instructions on our website and help available if you need it.

One bright spot is the weekly Coffee and Chat on Fridays which has been a success, with lots of different topics and presenters and lively discussion.

We have run some zoom courses, Danny O'Neill with a scanning and photo course, Brad Nicol with smartphones, and Nick Reddan with the Registry of Deeds project.

We look forward to the zoom room being completed and are planning courses and seminars to run over the next year, with limited number of members in the Education room and the rest on zoom. There will be more communications about this as work progresses.

We continue to seek interest from members for educational topics and welcome any comments about education at any time.

Practical Procedures – Jeanette Hahn

There were 9 members who attended Practical Procedures for 2019-2020 prior to Covid-19 Lockdown in February. Due to reorganisation of the Computer access by Howard Viccars and

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his team many procedures have been improved, simplified and some of the old methods have been eliminated or are now no longer relevant.

Practical Procedures was initiated to encourage the effective use of our HAGSOC library for both old and new members. The sessions still include:

- where to find the manuscripts, special collections and oversize items,
- using the finding aids and pointing out some resources to be found nowhere else.
- Tricks of the new catalogue to enable printing of search lists at home to use in the library.
- Practical information about using the Printer/Scanner, changing the name of a thumb-drive, using Libre for copying and pasting lists or transcriptions and the snipping tool.

Sessions are restricted to four people however Covid-19 distancing has meant the suspension for now. There have been 197 attendees since Practical Procedures commenced in June 2014 though some have been repeat sessions.

Special Interest Groups (SIGs) and Software User Groups (SUGs)

HAGSOC has a very popular and flourishing set of Special Interest Groups. There are ten SIGs and four SUGs which provide plenty to choose from with many members belonging to and attending more than one each month on a regular basis.

The convenors are as follows:

- Continental SIG – until July 2020
Raoul Middelman now vacant
- Convict SIG – Michele Rainger
- DNA SIG – Elizabeth Hannan, Sue Barrett and Marilyn Woodward
- Digital Asset Management SIG –
Danny O'Neill and Ann Peut
- Early Australia SIG – Pauline Ramage
- English & Welsh SIG – June Penny &
Jeanette Hahn – This was an
amalgamation starting in Jan 2020 of
the East Anglia, London, North of
England and South of England SIGs.
- Heraldry SIG – Neil Gunson
- Writers SIG – Clare McGuinness
- Irish SIG – Barbara Moore
- Scottish SIG – Rob Forrester
- Family Tree Maker SUG – the FTM
team
- Legacy SUG – Julie Hesse
- The Master Genealogist SUG –
Allyson Luders
- Reunion and Mac Users Support SUG
– Danny O'Neill

The Ancestral Searcher – Rosemary McKenzie

Our quarterly journal, *The Ancestral Searcher*, continues to be well supported and well received by our members, other societies and libraries. This year Cora Num, our columnist for Hot Sources and Hot Sites, retired from the role. I would like to thank all our authors and our regular columnists for their contributions to the journal. With the introduction of the E.M. Fletcher Writing Award, the December 2019 edition of TAS became the showcase for the competition winners.

Our TAS in eJournal format continues to be popular and has reduced our printing and posting costs significantly. For our print copies Bytes 'n' Colours continue to provide good quality printing, competitive pricing and good response times. The online index continues to grow on our website with publication of each Journal. If you have any questions, contributions, suggestions or feedback please email Rosemary.

Member Services

Cemetery Lookups – Carmen Urquhart

This service provides assistance for researchers who are unable to access HAGSOC's collection of cemetery records and memorial inscriptions in person.

Translation Services – Bobby Pinkerton

We continue to provide a quality service to help our members dealing with documents in languages other than English.

GRO Certificate Orders – Robyn Heggen

Many members avail themselves of HAGSOC's GRO Certificate and PDF ordering service.

Research Services – Jenny Higgins

Jenny is restarting the research service and is testing where research tasks can be directed to provide professional service in an appropriate time frame. Hopefully, there will be more outcomes to report for the next reporting cycle.

Education Room Coordinator – Robyn Coghlan

Robyn Coghlan coordinates bookings for, and manages usage by external organisations, of the Education Room. The COVID-19 response has severely curtailed our use of the education room for meetings. Fortunately, we have had some block bookings from Companion House for other purposes.

Kindred Organisations

HAGSOC is a member of a number of other related organisations which help to keep us up to date with what our contemporaries are doing in the family history and genealogy area.

NSW & ACT Association of Family History Societies (NSW ACT AFHS) – Australasian Federation of Family History Organisations (AFFHO)

HAGSOC members contribute enormously to the Society – but also to the wider family history community. Throughout the past year Nick Reddan has served as our representative to the NSW & ACT Association of Family History Societies and has been the manager of their website.

Nick was also our representative to AFFHO and their Treasurer. In addition, June Penny is AFFHO Public Officer and archivist. All these roles are important and raise the profile of HAGSOC while contributing to these umbrella organisations.

Overseas organisations

Family History Federation (FHF) represent, advise and support their membership, which consists of family history societies and similar bodies across the world. Scottish Association of Family History Societies (SAFHS) promotes and encourages the study of Scottish family history, and provide a forum for the exchange of information among members, including national and regional bodies throughout the world.

Conclusion

Our society needs to find an appropriate balance between managing our costs, our revenue and the services we need to provide our membership. I am confident that we will be able to meet these challenges and prosper into the future.

Nick Reddan
HAGSOC President

Treasurer's Report 2019-2020

Budgeting for any non-profit organisation can be challenging at times but COVID19 has made a Treasurer's life so much more difficult. I had budgeted for a small profit for the Society based on normal activities. However, from March 2020 onwards most income streams diminished or stopped.

A quick glance at the 2019-20 financial accounts will show a profit of \$12,858. This is due to the generosity of HAGSOC members who have donated to the Library Gift Fund and the ACT Government who provided rent relief of \$9,567. There would have been a loss without this extra income.

I would like to thank the finance team of Liz Dunstan, Robyn Middleton and Amanda Cornish for their hard work and support throughout the year. I would also like to acknowledge the contributions of Robyn Heggen (Membership Secretary) and Anne Beasley & Francine Morrison (Bookshop Manager) who have worked closely with the finance team and myself.

I would like to thank everyone who generously donated to the Library Gift Fund. I would like to thank Gail Freeman & Co Pty Ltd for auditing our accounts. The financial statements 30 June 2020 and independent audit report are provided below. A Financial Management report created from the Society's accounting software QuickBooks showing the Profit & Loss and Balance Sheet reports for 2019-20 will be available in the December 2020 President's Newsletter.

Neville Morrison

Treasurer

The Heraldry & Genealogy Society Of Canberra Inc

ABN 50 317 924 321

Financial Statements

For the year ended 30 June 2020

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Council's Report
For the year ended 30 June 2020

Your Council members submit the financial accounts of the The Heraldry & Genealogy Society Of Canberra Inc for the financial year ended 30 June 2020.

Council Members

The names of Council members at the date of this report are:

Nick Reddan (President), Continuing
Jenny Higgins (Vice-President), Resigned 5 November 2019
Rosemary McKenzie (Vice President), Appointed 5 November 2019
Gina Tooke (Secretary), Resigned 5 November 2019
Cheryl Bollard (Secretary), Appointed 5 November 2019
Neville Morrison (Treasurer), Continuing
Rosemary McKenzie (Executive Councillor), Resigned 5 November 2019
Gina Tooke (Councillor) Appointed 5 November 2019; (Executive Councillor) Appointed 27 November 2019
Cheryl Bollard (Minute Secretary, Resigned 5 November 2019
Anne Beasley (Councillor), Continuing
Sue Pillans (Councillor), Continuing
Michele Rainger (Councillor), Continuing
Francine Morrison (Councillor), Continuing
Howard Viccars (Councillor,) Appointed 27 November 2019

Principal Activities

The principal activities of the association during the financial year were: Support The Study And Preservation Of Family History And Associated Activities.

Significant Changes

No significant change in the nature of these activities occurred during the year.

Operating Result

The profit from ordinary activities after providing for income tax amounted to

Year ended	Year ended
30 June 2020	30 June 2019
\$	\$
12,858	(65,897)

Signed in accordance with a resolution of the Members of the Council on 3 November 2020

Nick Reddan
President

Neville Morrison
Treasurer

The Heraldry & Genealogy Society of Canberra Inc ABN 50 317 924 321

Profit and Loss Statement
For the year ended 30 June 2020

	2020	2019
	\$	\$
Operating profit before income tax	12,858	(65,897)
Income tax (credit) attributable to operating profit (loss)	-	-
Operating profit after income tax	12,858	(65,897)
Retained profits at the beginning of the financial year	122,334	188,231
Total available for appropriation	135,192	122,334
Retained profits at the end of the financial year	135,192	122,334

The accompanying notes form part of these financial statements.

Balance Sheet as at 30 June 2020

	Note	2020 \$	2019 \$
Assets			
Current Assets			
Cash assets	3	76,003	63,161
Receivables	4	726	-
Other	5	75,615	71,448
Total Current Assets		152,344	134,609
Non-Current Assets			
Property, plant and equipment	6	20,594	27,664
Total Non-Current Assets		20,594	27,664
Total Assets		172,938	162,273
Liabilities			
Current Liabilities			
Payables	7	346	63
Current tax liabilities	8	38	(221)
Other	9	37,361	40,097
Total Current Liabilities		37,746	39,939
Total Liabilities		37,746	39,939
Net Assets		135,192	122,334
Members' Funds			
Retained profits		135,192	122,334
Total Members' Funds		135,192	122,334

The accompanying notes form part of these financial statements.

**Notes to the Financial Statements
For the year ended 30 June 2020**

Note 1: Summary of Significant Accounting Policies

This financial report is a special purpose financial report prepared in order to satisfy the financial reporting requirements of the Associations Incorporations Act of the Australian Capital Territory. The Council has determined that the association is not a reporting entity.

The financial report has been prepared on an accrual 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.

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

(a) Receivables

Accounts receivable and other debtors include amounts due from members as well as amounts receivable from donors. Receivables expected to be collected within 12 months of the end of the reporting period are classified as current assets. All other receivables are classified as non-current assets.

(b) Property, Plant and Equipment (PPE)

Leasehold improvements and office equipment are carried at cost less, where applicable, less any accumulated depreciation.

The depreciable amount of all PPE is depreciated over the useful lives of the assets to the association commencing from the time the asset is held ready for use.

Leasehold improvements are amortised over the shorter of either the unexpired period of the lease or the estimated useful lives of the improvements.

(c) Impairment of Assets

At the end of each reporting period, the entity reviews the carrying values of its tangible and intangible assets to determine whether there is any indication that those assets have been impaired. If such an indication exists, the recoverable amount of the asset, being the higher of the asset's fair value less costs to sell and value in use, is compared to the asset's carrying value. Any excess of the asset's carrying value over its recoverable amount is expensed to the income statement.

(d) Cash and Cash Equivalents

Cash and cash equivalents include cash on hand, deposits held at call with banks, and other short-term highly liquid investments with original maturities of three months or less.

(e) Revenue and Other Income

Revenue is measured at the fair value of the consideration received or receivable after taking into account any trade discounts and volume rebates allowed. For this purpose, deferred consideration is not discounted to present values when recognising revenue.

Interest revenue is recognised using the effective interest rate method, which for floating rate financial assets is the rate inherent in the instrument. Dividend revenue is recognised when the right to receive a dividend has been established.

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

All revenue is stated net of the amount of goods and services tax (GST).

(f) Goods and Services Tax (GST)

The Heraldry & Genealogy Society of Canberra Inc is registered for GST concessions effective from 7/5/2019.

(g) Trade and Other Payables

Trade and other payables represent the liability outstanding at the end of the reporting period for goods and services received by the association during the reporting period, which remain unpaid. The balance is recognised as a current liability with the amounts normally paid within 30 days of recognition of the liability.

**Notes to the Financial Statements
For the year ended 30 June 2020**

(i) Income Tax

The Heraldry & Genealogy Society of Canberra Inc has been granted income tax exemption under Subdivision 50-B of the Income Tax Assessment Act 1997 effective from 7/5/2019.

(j) Deductible Gift Recipient (DGR) Status

The Heraldry & Genealogy Society of Canberra Inc has DGR status from the Australian Taxation Office for the Public Library. As such all donations made to the Association's Public Library are tax deductible and the funds can only be expended for appropriate purposes as defined in Item 12.1.2 of subdivision 30-B of the Income Tax Assessment Act 1997.

(k) Charity Registration

The Heraldry & Genealogy Society of Canberra Inc is registered as a Charity with the Australian Charities and Not-for-profits Commission effective from 7/5/2019.

(l) Rental Relief

The Heraldry & Genealogy Society of Canberra Inc received Rental Relief of \$9,567 for the period from April to June 2020 due to the impact of the Corona Virus. Rental relief has also been granted to the Council from July to December 2020.

Notes to the Financial Statements

For the year ended 30 June 2020

Cash Flow From Operating Activities	2020	2019
	\$	\$
Receipts from customers	78,474	76,171
Payments to Suppliers and employees	(61,342)	(69,624)
Asset and inventory purchases	(4,416)	-
Interest received	1,966	1,726
Net cash provided by (used in) operating activities (note 2)	14,682	8,273
Net increase (decrease) in cash held	14,682	8,273
Cash at the beginning of the year	125,320	117,047
Cash at the end of the year (note 1)	140,002	125,320

Statement of Cash Flows
For the year ended 30 June 2020

	2020	2019
	\$	\$

Note 1. Reconciliation Of Cash

For the purposes of the statement of cash flows, cash includes cash on hand and in banks and investments in money market instruments, net of outstanding bank overdrafts.

Cash at the end of the year as shown in the statement of cash flows is reconciled to the related items in the balance sheet as follows:

Bendigo - to sign	2,477	8,435
Bendigo - debit card	2,009	1,184
Bendigo - Gift Fund	11,015	6,687
ME Bank	59,424	45,109
Paypal	241	398
Westpac - Business One	586	643
Westpac - Debit Card	-	455
Cash on hand - Floats	250	250
Term Deposit	-	62,160
Term Deposit	64,000	-
	140,002	125,320

Note 2. Reconciliation Of Net Cash Provided By/Used In Operating Activities To Net Profit

Operating profit (loss) after tax	12,858	(65,897)
Depreciation	8,843	7,860
Changes in assets and liabilities net of effects of purchases and disposals of controlled entities:		
(Increase) decrease in Assets/Impairments	(4,061)	64,298
(Increase) decrease in trade and term debtors	(726)	206
Increase (decrease) in trade creditors and accruals	283	63
Increase (decrease) in other creditors	221	3,537
Increase (decrease) in sundry provisions	(2,736)	(1,794)
Net cash provided by operating activities	14,682	8,273

Statement of Cash Flows
For the year ended 30 June 2020

	2020	2019
	\$	\$
Note 2: Revenue		
Operating Activities:		
Other sales revenue	77,929	76,090
Interest revenue	1,966	1,726
Government subsidies	9,567	-
Other operating revenue:		
Other income	49	93
	89,511	77,910
Note 3: Cash assets		
Bank accounts:		
Bendigo - to sign	2,477	8,435
Bendigo - debit card	2,009	1,184
Bendigo - Gift Fund	11,015	6,687
ME Bank	59,424	45,109
Paypal	241	398
Westpac - Business One	586	643
Westpac - Debit Card	-	455
Other cash items:		
Cash on hand - Floats	250	250
	76,003	63,161
Note 4: Receivables		
Current		
Trade debtors	726	-
	726	-
Note 5: Other Assets		
Current		
Short term deposits	64,000	62,160
Other	11,615	9,289
	75,615	71,448
Note 6: Property, Plant and Equipment		
Plant and equipment:		
- At cost	344,265	343,845
- Less: Accumulated depreciation	(332,416)	(327,388)
	11,849	16,457
Other plant and equipment:		
- At cost	185,057	183,387
- Less: Accumulated depreciation	(176,312)	(172,180)
	8,745	11,207
	20,594	27,664
Note 7: Payables		
Unsecured:		
- Trade creditors	346	63
	346	63
	346	63
Note 8: Tax Liabilities		
Current		
GST clearing	38	(221)
	38	(221)
Note 9: Other Liabilities		
Current		
Advance payments	37,361	40,097
	37,361	40,097

Statement of Cash Flows
For the year ended 30 June 2020

	2020	2019
	\$	\$
Note 10: Auditors' Remuneration		
Remuneration of the auditor of the company for:		
Auditing or reviewing the financial report	1,500	1,200
Other services	-	-
	1,500	1,200

Income and Expenditure Statement
For the year ended 30 June 2020

	2020	2019
	\$	\$
Income		
Membership	47,830	45,174
Bookshop sales	9,045	3,823
GRO Certificates	568	884
Educational Activities	9,117	17,998
Library	189	519
Other services	1,895	4,145
The Ancestral Searcher	183	65
Grants and Donations	9,102	3,483
Interest received	1,966	1,726
Other income	9	93
Subsidies received	9,567	-
Total income	89,471	77,910
Expenses		
Accountancy	-	318
Advertising & promotion	272	715
Audit fees	1,500	1,200
Bad debts	-	219
Bank fees & charges	862	1,183
Bookshop Expenses	4,897	-
Cleaning & rubbish removal	476	-
Computer expenses	2,359	1,949
Depreciation - Plant	8,843	7,860
Impairment - Asset	-	52,777
Impairment - Inventory	802	12,182
Other admin expenses	498	1,056
GRO Certificates expenses	486	729
Educational activities expenses	3,769	6,013
Library expenses	4,445	4,670
Other services expenses	-	274
The Ancestral Searcher expenses	-	7,900
Office Expenses	712	1,353
Insurance	2,507	4,388
Printing & stationery	5,110	-
Professional Fees	391	-
Rent on land & buildings	38,268	39,024
Utilities	415	-
Total expenses	76,612	143,807
Profit from ordinary activities before income tax	12,858	(65,897)
Income tax revenue relating to ordinary activities	-	-
Net profit attributable to the association	12,858	(65,897)
Total changes in equity of the association	12,858	(65,897)
Opening retained profits	122,334	188,231
Net profit attributable to the association	12,858	(65,897)
Closing retained profits	135,192	122,334

The accompanying notes form part of these financial statements.

The Heraldry & Genealogy Society of Canberra Inc ABN 50 317 924 321

**Statement by Members of the Council
For the year ended 30 June 2020**

In our opinion:

(a) Presents a true and fair view of the financial position of The Heraldry & Genealogy Society of Canberra Inc at 30 June 2020 and its performance for the year ended on that date in accordance with Australian Accounting Standard, mandatory professional reporting requirements and other authoritative pronouncements of the Australian Accounting Standards Board.

(b) There are reasonable grounds to believe that the Association will be able to pay its debts as and when they fall due.

Signed at: Canberra

Signed on 3 November 2020

Independent Auditor's Report to the Members

Report on the Audit of the Financial Report

Opinion

In my opinion, the accompanying financial report presents fairly, in all material respects, the financial position of the association as at 30 June 2019 and of its financial performance for the year then ended in accordance with the accounting policies described in Note 1 to the financial statements and the requirements of the Associations Incorporation Act 1991..

In my opinion, the accompanying financial report presents fairly, in all material respects, the financial position of the association as at 30 June 2019 and of its financial performance for the year then ended in accordance with the accounting policies described in Note 1 to the financial statements and the requirements of the Associations Incorporation Act 1991..

Basis for Opinion

I have conducted my audit in accordance with Australian Auditing Standards. My responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Report section of my report. I am independent of the association in accordance with 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 my audit of the financial report in Australia. I have also fulfilled my ethical responsibilities in accordance with the Code..

I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my opinion.

Emphasis of Matter – Basis of Accounting

I draw attention to Note 1 to the financial report, which describes the basis of accounting. The financial report has been prepared to assist the association to meet the requirements of Associations Incorporation Act 1991. As a result, the financial report may not be suitable for another purpose. My opinion is not modified in respect of this matter.

.Responsibilities of the Council for the Financial Report

The Council is responsible for the preparation and fair presentation of the financial report in accordance with the financial reporting requirements of the Associations Incorporation Act 1991 and for such internal control as the Council determines is necessary to enable the preparation and fair presentation of a financial report that is free from material misstatement, whether due to fraud or error.

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

Qualifications

As is common for organisations of this type, it is not practicable for The Association to maintain an effective system of internal controls over cash receipts/income until their entry in the accounting records. Accordingly, my audit in relation to this type of income was limited to the amounts as recorded in the books of account.

Auditor's Responsibilities for the Audit of the Financial Report

My 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 my 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 this financial report.

As part of an audit in accordance with Australian Auditing Standards, we exercise professional judgement and maintain professional scepticism throughout the audit. We also:

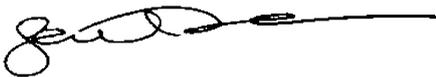
- Identify and assess the risks of material misstatement of the financial report, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.

Independent Auditor's Report to the Members

- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the association's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the Council.
- Conclude on the appropriateness of the Council's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the association's ability to continue as a going concern. If I conclude that a material uncertainty exists, I am required to draw attention in my auditor's report to the related disclosures in the financial report or, if such disclosures are inadequate, to modify my opinion. My conclusions are based on the audit evidence obtained up to the date of my auditor's report. However, future events or conditions may cause the association to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial report, including the disclosures, and whether the financial report represents the underlying transactions and events in a manner that achieves fair presentation.

I communicate with the Council regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during my audit.

Signed on : 3 October 2020



Gail Freeman, FCA,
Gail Freeman & Co Pty Ltd
PO Box 4641, Kingston ACT 2604

The Heraldry & Genealogy Society of Canberra Inc ABN 50 317 924 321

**Certificate by Member of the Council
For the year ended 30 June 2020**

I, Howard Viccars certify that:

- a. I attended the annual general meeting of the association held on 3 November 2020.
- b. The financial statements for the year ended 30 June 2020 were submitted to the members of the association at its annual general meeting.

Dated 3 November 2020

The accompanying notes form part of these financial statements.