



Victorian PRAHRAN
History MECHANICS'
Library INSTITUTE

ANNUAL REPORT

2020

1 January 2020 – 31 December 2020

Est. 1854
39 St Edmonds Road
PRAHRAN VIC 3181

ABN 13164635256

t: 03 9510 3393

e: library@pmi.net.au

w: www.pmi.net.au

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1. Our mission

To provide a circulating and reference library which shall include works on Victorian history and in particular history of Victorian places.

To organise and conduct educational activities for the benefit of members and the general public.

To encourage and facilitate historical and other educational research.

2. President's report

The year began with one shop in our Chapel Street building vacant which was worrying as far as the PMI's income stream is concerned, but nothing to what was coming after the first COVID 19 Lockdown in March.

In February we held interviews for the position of Marketing, Communications and Events Coordinator to replace Chris Moysey Barker who had left us at the end of 2019. The position was given to Vanessa O'Farrell. In mid-March we were in lockdown along with the rest of Australia and the library closed for two months. After the second and much longer lockdown it was evident that Vanessa could not take up the position. Most work at the library was being done by staff from home. Fortunately, staff were able to be paid through the government's Job Keeper program, although only a part time basis.

In mid-year we lost the tenant of the other shop in Chapel Street, leaving us in a very difficult financial situation. Many more shops closed in Chapel Street during the course of 2020 during with only essential businesses were allowed to remain open.

The situation remained the same after the library opened 3 days a week in November. The Secretary Librarian and Treasurer will report more fully on the situation and what is being done to ameliorate matters.

Throughout most of the year the committee met online on Zoom. On the whole it was very difficult to maintain anything but the most basic library operations.

I wish to thank the staff for their extraordinary commitment during the year to keeping the library going.

I resigned as President of the PMI at our belated 2019 AGM in November 2020 and Dr Michelle Negus Cleary was elected President.

Dr Judith Buckrich
President

3. Secretary Librarian's report

Unprecedented. Voted as the *People's Choice Word of 2020* by Dictionary.com and Oxford Language's *Word of the Year 2020* among many lexicographers. On reflection surely one of the most overused words to describe the year that was in 2020.

The COVID-19 pandemic certainly was the main focus of much of the world and indeed Australia and in particular Victoria and Melbourne throughout last year. I remember at our first PMI Committee meeting in January several members of the Committee were discussing the news that day about a new worrying viral strain that was emerging from China. A month later it was already established in Australia.

Coincidentally the day of the Committee meeting on Thursday 30 January 2021 was also the date of our first event for the year – a workshop as part of the MidSumma Festival. Apart from two Friends of the PMI Library family history workshops run in February and March it would be the last in person event at PMI for the rest of the year.

As we collectively watched the unfolding drama it felt like being in some sort of B grade dystopian science fiction movie. Events were moving at an incredible pace and there was considerable uncertainty and anxiety. Soon words like 'lockdown' and 'quarantine' were being used with increasing frequency from government announcements and media reports. Our changing new world was epitomised by my empty train carriage you can see in the photo spread, taken in May at 8:00am.

I do not want to dwell too much on the events in 2020, however it is important to note some key points that puts things in context.

Firstly, one of the priorities at the beginning of the year was to recruit a replacement Marketing and Communications Coordinator following the resignation of Chris Moysey-Barker at the end of 2019. After much consideration by Committee approval was granted and advertisements were placed far and wide to attract the best candidates. After a number of days interviewing and deliberation the recommendation was made to appoint Vanessa O'Farrell who previously worked at Frankston City Libraries as our new marketing person. Vanessa joined us in March and settled in well with the team and work started in earnest with planning our events and marketing strategy for the year. Sadly, due to the significant financial impact due to the loss of tenants in our Chapel Street properties and fact that Vanessa was not eligible for JobKeeper we had to stand her down along with our pool of casual staff. This was a very difficult time.

Unfortunately, due to the financial constraints placed on the organisation further difficult decisions were necessary which resulted in the reduction of the opening hours to three days a week, cessation of book purchasing and other activities and

commensurate reduction in staff hours and days. Thankfully due our success in obtaining several grants we were able to resume some of our book acquisitions.

A significant and critical priority therefore was to seek and apply for as many grant opportunities as possible to support our (restricted) activities in addition to the various State and Federal Government financial support initiatives such as JobKeeper. This work is further outlined in Section 8 of the report.

The lockdown and restrictions meant that vital priorities such as finding new tenants and refurbishing 261 Chapel Street was severely curtailed. Due to the economic uncertainty around COVID, approaches to several financial institutions to seek finance to support the redevelopment of 261 Chapel Street were unfortunately unsuccessful.

Working from home presented its own set of challenges – taking into consideration that the PMI is primarily a physical library, and we didn't have access to the physical collection. Thankfully we were able to access the server remotely which holds our online content including journals, reports and other material which meant a basic 'virtual' service was able to be provided. As restrictions eased we were able to provide a 'click and collect' service and also scan and email or post extracts from the collection or actual books to members if they were happy to cover the postage.

Despite the unprecedented changes to our daily lives during 2020 there was cause for some optimism. New members were still applying for membership and existing members renewed. Ironically, we had even several members join from interstate!

What was pleasing was the successful continual engagement we had with our members and the public through our social media channels such as Facebook and the newsletter. That interaction really helped keep morale up and people connected, which really underpins the importance of the role of libraries in keeping people engaged.

Zoom was another 'buzzword' of the day and we decided to dip our toes in the water so to speak and run several online events. To kick off proceedings we ran a very successful and enjoyable trivia night in August with over 60 in attendance. Further online events were run following the success of the trivia night.

It was good to come back and reopen our doors after the restrictions eased even though we were still operating three days a week – which would continue into 2021.

It was a tough year but we got through it. Summing up I would like to offer my gratitude to the hard working efforts of Ellen and Riannon who with their collective sense of good humour and patience keep us all going. Thank you. I wish to also say thank you to the Committee and in particular Ben keeping our finances going, Judith our outgoing President for her support and encouragement during the year and the

rest of the team in working together under trying circumstances and experiencing Committee meetings remotely. Thanks and farewell to Steve and John who left the Committee after many years of service.

A shout out to the volunteers, even though we didn't see much of the group face to face during the year, their willingness to work from home helped us keep going. Thanks also to the associated groups such as the Victorian Railway History Library. Our Wednesday chats about all things railway related are always enjoyable. Thanks also to the teams at CATHS and to Richard's one liners, the MIV and the ATA.

Finally, thank you to the members young and old from all across Victoria and indeed Australia. Thanks for your continual support, engagement and use of the PMI and its wonderful collection. There is always something new to learn.

Thank you all.

Steven Haby
Secretary Librarian

4. Treasurer's report

We are reliant on 3 main income sources to keep the library in operation:

1. Rental properties

The properties at 259 to 261 Chapel st comprise 3 tenancies and only one was tenanted during 2020. The rent was much lower than 2019 at \$34087 in 2020 compared with \$118990 the previous year. We are actively pursuing all avenues to find tenants however retail tenants are hard to come by and when we do find tenants, I expect there will be downward pressure on rents. The focus at present is to rejuvenate the shop front at 261 Chapel st to make this tenancy more appealing. Prospective tenants who have viewed both 259 and 261 Chapel Street have commented that 259 is a good space but 261 with a large roller door covering the front of the shop rather than a normal windowed shop front is an eyesore and needs replacing. Various commercial agents have made the same remarks.

2. Perpetual investment

The opening balance at 1/1/20 for the perpetual investment was \$1,668,708. The monies are invested in a conservative portfolio with approximately 63% exposure to Australian & International shares. The remainder is invested in fixed interest investments and cash. At the end of the year the portfolio had

decreased in value to \$1,604,293. There was 60,000 in capital withdrawn from the internal cash account made during the year to cover excess expenditure. The portfolio earned income of \$56,229 (previous period \$91,448), incurred management costs of \$16,694 and has unrealised losses of \$43,950 for the year. At one point the losses after the initial COVID shock was down \$246,791. So a good recovery since then but still down, However we did receive a refund of imputation credits valued at \$14,865. The net return on the investment after costs is therefore \$10,449 (prior year \$263,368) or 0.65%. A big drop from the previous year but not the trainwreck it was looking like at the end of March. The latest balance as at May 10 2021 was \$1.734,801.

3. Grants (see also Section 8 of the Annual Report)

We received many generous donations and grants throughout the year including \$2364 from a private charity - The Sir Wilfred Brookes Charitable Foundation, and \$10,000 from a bequest from the estate of Michael Macgeorge. As outlined in Steven's report we also received generous support from the Windsor community bank, and from the city of Stonnington and we thank the trustees and council for their continuing support. Covid related support included \$30,000 from the Victorian State Government, \$27,846 in Cash Flow Boost Stimulus, and \$68,100 in JobKeeper which also continued on into March this year. Without these donations, grants and subsidies, the library would not have been able to continue operations during the year even in the cut down version that we operated under. Grants that were not subject to committed expenditure were taken up as income when received.

Expenses

Our costs mostly centre around employee costs, building costs and books costs. Our salary and wage costs were well lower than expected due to the reduction in operations due to the extended lock down. All costs were cut back drastically due to the lockdown and loss on rental income. Expenditure was down \$161,000 compared to the same period last year.

Summary

The PMI is not performing well at the moment. We are able to settle our debts as they come due however this will become more difficult unless we receive additional grants and get new tenants for our buildings. Without this income we will have to access our perpetual investments to cover costs. This is far from ideal.

A loss of \$52,048 was not a pleasant number but it could have been much worse in an extremely difficult year. Drastic action needs to be taken and is being taken to rectify the situation. An ongoing commitment from Council or State Government agencies would help cover the increasing costs and allow us to maintain our capital base however to date approaches have been unsuccessful. Our main goal now is to spend money on the Chapel Street buildings to ensure they can be relet as soon as practical – a goal we did not meet last year sadly.

Ben Quin CPA
Treasurer

5. Collection's report

The library collection in 2020 was very different from normal, but despite all the challenges we still continued to expand the collection and continued to preserve, promote and protect the history of Victoria. Despite everything we still all up added 2,435 items to the collection, made up of 749 books, 568 periodicals and 1118 vertical file/ephemera items. You find a more in-depth breakdown in the statistics section of the Annual Report.

The year started ordinarily enough, but by March as with everywhere we were closed. From a collection perspective, this was breaking completely new ground. The PMI is a hard copy library primarily, so we had to work out how on earth we worked from home, and how we could still provide a service to our members. In lock down one, while some more movement was allowed, I was coming into the library to pick up books and periodicals to take home and catalogue (it really was an excellent opportunity to work through some of the backlog) every few weeks. But once lockdown two was announced we knew we wouldn't be allowed onsite for quite sometime, so I packed my car with all the to be catalogued books, worked with our IT support to be able to access our work computers and thus the PMI sever remotely (including the electronic resources), and collected a wide selection of books from the collection, so I could write about them. You can see my car all packed up, and my working from home set up in the photo spread.

So, from home I catalogued. This included working through a large donation from Moreland Libraries that came through in the three weeks we were open between lockdowns. Our blog Instituting the Past was incredibly important in 2020. I wrote articles using material from the collection, so members had some content to peruse. They examined: children's illustration in Australia, a brief history of the origin of Port Fairy, the history of Western Port, Australian English and Mulberry Hill.

I also wrote a series of posts called 'Collections Under COVID', which took members through what I was working on and what was happening in collections more generally. I used these posts to highlight the books I was adding to the collection, both donated and purchased, exploring their contents and telling a bit of their stories. This work was vitally important, for me and for the members as it allowed the PMI community to continue to be connected to the collection despite the lockdown. The blog can be found at <https://institutingthepast.wordpress.com/>

Along with cataloguing, I was also indexing historical society periodicals. While all the historical societies were closed, they still managed, working from home, to put out their periodicals. It was a really nice way to stay in touch with the outside world, and a great way to add the stories of these communities to the PMI's collection. Again, the lockdown gave me the time to break some of the backlog. We found some new periodicals too, to add to the collection including Prism the journal of Lighthouses of Australia.

We were also able to do a bit more work with the electronic collections, as we could access them from home. This enabled me to answer a few questions, including one about a painting held by the Brighton Historical Society, and to illustrate their importance and existence to members, as they often get forgotten about in all the very visible books.

I would also like to highlight the Bruce Turner Grant. In 2020 we received \$2,000 from Stonnington Council to grow the Bruce Turner Local History Collection. We are very grateful to Stonnington for this grant, because it was necessary to cut the book budget severely in 2020, this money enabled us to buy books specifically about Victoria, and thus to curate the collection again. You can find all the books that are part of the Bruce Turner Collection by searching the catalogue under the subject Bruce Turner Collection. This collection is named after former Secretary/Librarian Bruce Turner who was in charge when the PMI decided to specialise in Victorian history in the 1980s, so we are delighted to be able to honour his memory in this way.

When we were allowed back onsite one day a week, we ran a 'click and collect service' and it was wonderful to be able to be in the library and answer questions properly, as well as being able to provide books to members again.

We reopened to the public three days a week in November and, working with our COVID safe plan, quarantining books and wearing masks we still managed to open up and have the collection available to everybody again. It was amazing to be back in the library properly and to be able to work with members, helping them access the collection. Reference queries are one of my favourite parts of my job.

As soon as we were open again, the volunteers came back too and as always, their contribution to the collection and its management was invaluable. You can find

more about their work, both during and after lockdown, in the Volunteer Report. I would like to make special mention of the book carers who came in two days a week to work their way through the backlog of material catalogued during lockdown.

2020 was a difficult year to say the least and working from home was an interesting experience, but it gave me a chance to explore the collection in a different way. I was also helped by my working from home companion Clementine the Highland Cow and taking photos of her with the collection, gave me a scope to engage members in a fun way in a difficult time. You can see some in the photo spread section on page 13.

2020 also showed us how important the PMI's collection is to so many people, and how much of a community the PMI is. Members continued to renew and join, even when the only access we could provide was to the electronic materials.

The PMI's collection survived the challenges of COVID, and it continues to grow to represent the multiplicity of voices of Victorian History.

Ellen Coates
Collections Librarian

6. Volunteer report

I'm very sure everyone is very sick of hearing this word, but 2020 was an unprecedented year for the volunteers. We started the year with 20 volunteers and 5 friends working mainly onsite, on all aspects of the collection. Then, as for everyone, in March everything changed. Lockdown began and we had to work out if running a volunteer program was even possible. Our first consideration was, could any work be done from home?

We already had Tim and Lyn indexing books from home, so that was a good starting point. After assessing possible tasks we managed to isolate some that were doable from home, so Keith took on sourcing heritage studies, Aaron began work on sourcing theses, Elena started indexing back issues of periodicals (some that she was able to pick up in the first lockdown and others that were emailed), Renee was on social media, Anita was indexing the Australian Placenames journal, Sonya indexed the vertical file from home and the Friends began their historical database in earnest (I'll return to that).

We had to face the fact, though, that many of our volunteers wouldn't be able to do volunteer work during lockdown. We made two decisions, one that we would hold places in the program for everyone regardless of whether they could physically volunteer or not, and two that we'd keep in touch with everyone. Through the whole year we continued with monthly volunteer emails, keeping the whole group updated on what everyone was working on and what was happening at the PMI, but making it very clear that no one had to work from home if they didn't want to. These emails also became a bit of light in a difficult time, when I included my stalwart working from home companion Clementine the Highland Cow, and some volunteers shared theirs. So, Clementine got to have virtual adventures with Wally the Wombat and Jimmy the dog (you'll see some of their antics in the photo spread).

When we were able to open again, both for the short three weeks in between lockdowns and properly in November, we worked hard to get volunteers back onsite. We started by making it very clear that no one had to come back until they were comfortable. For everyone who did want to come back, we set up a COVID safe roster, to make sure social distancing was possible and that there was enough socially distant computers available. The volunteers were amazing as we worked out teething problems, and they adapted to mask wearing, and no mask wearing, and sanitiser everywhere. As Volunteer Coordinator, I've been incredibly grateful for their patience, and enthusiasm.

In 2020 the PMI volunteers put in an astonishing 2217 hours, which works out at 92 days, or 13 'and a bit' weeks. A formidable effort from our team.

I've touched on the work of some of the individual volunteers, but I want to acknowledge the others too. At the start of the year Han was in working on shelving and replacing our faded call numbers, Chi Lai was working on the periodical box project, Pamela was working on indexing.

Once we were able to open again Aaron began helping with the indexing back in the library, as well as working on hundreds of back issues of journals Elena helped with the National Library's Recent Additions List and sorting the second large donation from Moreland Libraries, Jake has almost finished the periodical box project (moving all the periodicals into new boxes physically and on the catalogue), Siti has been working on book repair and binding, Anita has been working on back issue indexing and book displays, Marie has finished categorising the Indigenous subjects, Pat Galvin has been indexing PMI minute books and Donna took on social media when Renee stepped down after an amazing effort for most of the year. The Book Carers: Jill, Kevin, Irene and John worked their way through the backlog of material I catalogued during lockdown even coming in a second day a week to catch up. Very sadly John died at the start of 2021 and has been much missed by the whole PMI community.

Finally, the Friends of the PMI: Wendy, Wendy, Robyn, Jenny and Jenny. They began a database of all Victorian towns and the historical sites that can be found there. I met with them on Zoom weekly to discuss how the project was going and at last count they had passed 34 000 entries, an incredible effort. The database will be available in 2021. As soon as they were able to be back in the library, they began to get ready for the booksale in April in 2021. Thanks as always to Wendy Eldridge who runs the Friends so ably.

I want to take the opportunity to sincerely thank all the volunteers for their dedication and enthusiasm for the PMI, and their flexibility as they worked with me through what was a very difficult year.

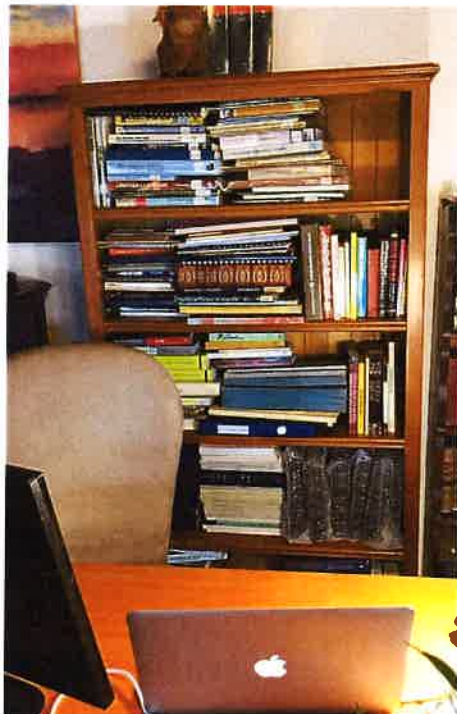
You'll see a few pictures in the photo spread of: volunteers working socially distanced in the library, some of the fun work from home companions, and while we weren't able to hold the annual volunteer function in 2020, we managed to hold it in February in 2021, so you'll see some photos of that too. I hope, along with this report they provide a snapshot of a very interesting 2020.

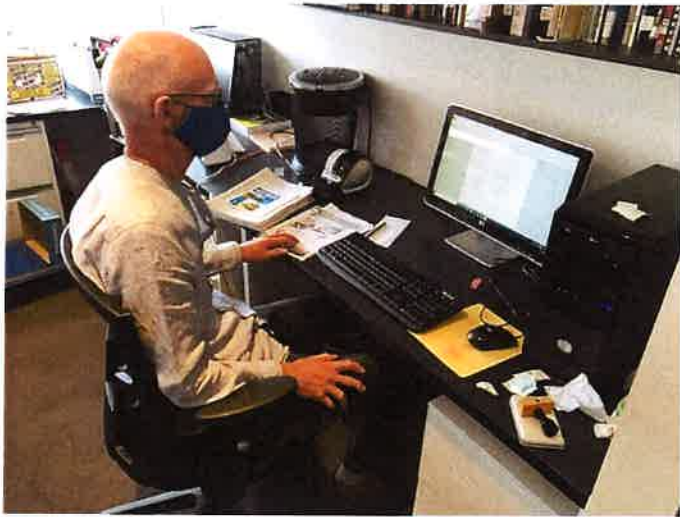
We go into 2021 with a robust volunteer program, and look forward to welcoming all the volunteers back into the library

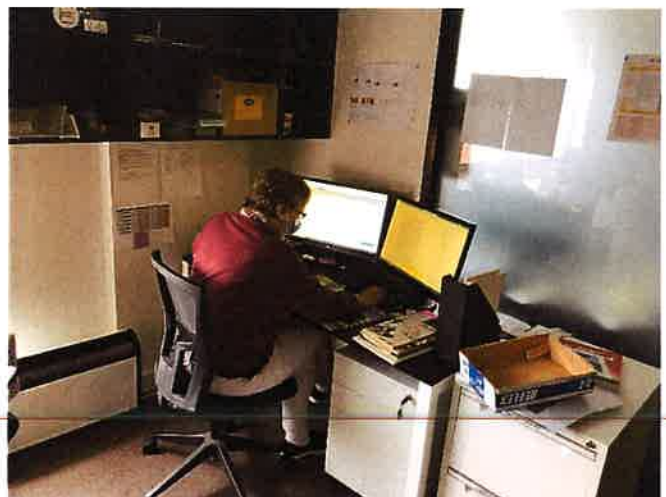
Ellen Coates

Volunteer Coordinator.

Photo Spread







7. Events

On Thursday 30 January 2020 from 7-8.30pm the PMI hosted *Ama-Zine adventures in remaking history* in partnership with the Australian Lesbian and Gay Archives (ALGA) for the *Midsumma Festival*. PMI provided the William Moss Room and materials to make zines (including access to the collection and photocopiers). Whilst ALGA presented on queer history in Melbourne. Participants were encouraged to bring their own ephemera and/or photos and be part of remaking history in Melbourne. 12 people attended none of whom were existing members which was quite exiting.

This was the last face to face event apart from some Friends of the PMI Library workshops that would take place for the year due to COVID.

Events that we had planned for the Australian Heritage Festival and Seniors Festival were delayed, rescheduled and ultimately cancelled all together due to COVID restrictions. A decision was made that if we were to offer anything it would be online and as a result PMI staff worked quickly to pivot and began delivering online events. Firstly, we invested in a paid Zoom account with the capacity to host an online event or meeting with up to 100 people. I set the parameters on the Zoom account to make access as easy as possible and so that members could choose to engage in whatever way they were most comfortable. After some trial and error, we decided that the best way to collect statistics during Zoom events was to pre-create a poll and for a staff member logged into the company account to run the poll and capture that data live.

Ellen, our Collections Librarian and Volunteer Coordinator, prepared an excellent trivia slide show and answer worksheet, that staff trialled with volunteers. Everyone being satisfied, we ran the *Zoom Trivia Night* on Tuesday 25 August at 7.30pm and were thrilled that we had 60 attendees! Congratulations go to the winner of bragging rights, Helen Doyle. The feedback that we received indicated that this was a high-quality event enjoyed by all. Based on this, we decided to aim for monthly Zoom events dependent on staffing capacity.

We followed up with *Zooming into Click and Collect*. I gave an overview of the functions of using Zoom and Ellen gave an overview of how our click and collect program would work. We had 14 people attend this program and some feedback that we received was: "Great being taught by a real human...and one who knows what they are talking about :-)"; "Excellent webinar. Thank you, both" and "Thank you. I found this session very interesting."

In October pre-COVID we would routinely host a number of Victorian Senior's Festival events. As it was cancelled in 2020, we decided to host two independent Zoom events: *Ephemera Roadshow* and *Book Chat* with 18 and 19 attendees respectively. Both events gave participants the opportunity to show off a piece of ephemera, or book, chat and ask questions of one another. These were very interesting events with so much to talk about we could have gone all day or night, and we had to set a time limit for each speaker!

To wrap up our Zoom events for the year, our head of the Friends of the PMI, Wendy, engaged Michael Madden, an expert medal historian based in Berwick, to give a presentation in November. Wendy prepared an introduction and list of talking points which we worked from together. Michael was a passionate speaker and was very willing to answer attendees' questions. We only had five attendees to this event, mainly due to some technical issues, but all who attended had only positive feedback, we are looking at running it again in 2021.

2020 was undoubtedly a challenging year for events, but between us the PMI managed to pull together an enjoyable program, and as always, we welcomed the enthusiastic support of our members. The use of the Zoom platform demonstrated that there was an appetite from our members and the community for online presentations in the future alongside our traditional face to face events.

Riannon Berkeley
Library Officer

8. Grants

Our Chapel Street properties traditionally have provided the bulk of our income in order to allow us to operate. The changing retail landscape in recent years has put pressure on the traditional 'strip' shopping areas such as Bridge Road in Richmond and Chapel Street in South Yarra and Prahran.

The PMI has not been immune to these changes and therefore it has been imperative to seek additional sources of funding, which is derived increasingly from grants to either support specific initiatives or for general operations.

The impact of the devastating bushfires in 2019 many funding initiatives were directed to support communities and businesses affected by these events rather than for general purpose funding. As a result, considerable investigative work and reworking of existing proposals with new pitches needed to be undertaken.

Then COVID changed the grants landscape further, and everything else, completely. A lot of the trusts and philanthropists that had turned their wallets to the bushfire recovery now committed their funding to direct COVID aid. Naturally these changing priorities required a change in direction (which we applauded) and it was necessary, more than ever, for me to find synergies between our needs/projects and what was attractive during the current world crisis to funding providers.

Thankfully both the Federal and State Governments rose to the challenge to support the community during these challenging times. We applied and were successful in obtaining the JobKeeper initiative and also the various 'business continuity' grants provided by the State Government. While this funding was essential, we still needed to explore the revenue streams that non-government grants provided.

By way of context, writing grant applications and acquittals in 2020 was comparable to a combination of essay writing, job applications and tax returns on steroids!

Detailed budgets, quotes for services and equipment, answers to every who, what where, when and why is required. Some applications also want biographies of people involved and letters of support. When we are successful, we usually have 12 months to acquit our grant (report how we have used the funds providing receipts and invoices, photographs, user feedback and statistics).

It almost goes without saying that this was a job that kept me very busy working from home, sometimes adjusting my working hours and days to work right up until an evening grant deadline rather than stop at the usual PMI close of business. Preparation and research included, brainstorming, editing and the submission processes easily takes a minimum of 3-4 full working days to complete a grant submission and about half of that for an acquittal. Rarely do grants just ask for a very basic overview of your project. I was helped by my working from home companion Sir Yack-a-lot who you can see in the photo spread.

My approach to grants was stay mindful that we were not able to compete with crisis providers, and, make sure that I 'sold' what the PMI does best. This has involved researching every organization that may have a grant available and determining those who had synergies between what they supported, what we offered and what we needed to do. I write grant applications with two main aims:

1. Firstly, pitch the projects that best match the eligibility criteria to create memorable well written achievable projects, and
2. Even if this application is unsuccessful, ensure a good impression is made and the organizations may look favorably on our future applications. It is a constant process of building relationships and re-evaluating processes and information.

The scope of projects applied for were varied and included:

- Completing the upgrade of our website;
- Upgrading our AV equipment to allow for remote working and volunteering in a more socially distanced way in the library space;
- Up-skilling/training in strategic plans in preparation for incorporation;
- A new library management system;
- Significance assessment of our library collection (to enable us to apply for significant funding from the National Library and to support insurance and audit purposes);
- Funding for volunteer equipment/training/awards and programs;
- Disaster management to protect and restore the collection in the event of damage from water, fire or other factors;
- Book budget supplement;

- Increased cleaning and PPE equipment and no touch taps and hand sanitisers to support a COVID safe work environment;
- Speaker fees for online events;
- Library outreach program and online programs/staffing support;
- Lighting and air conditioning upgrades; and
- Historical writing competition aimed at children as part of Children's Week 2020.

I am pleased to report that we were successful throughout 2020, including further strengthening our positive relationship with the City of Stonnington and the Windsor Branch of the Bendigo Community Bank from whom we have received funding across 2019 and 2020.

In total 170 grants, subsidies and partnerships were investigated, 31 applied for with eight being successful as outlined below:

January - June: Over \$10,000 in COVID-19 Government Business Support and \$7,300 in community grants

- We were fortunate to be eligible for \$10,000 in COVID-19 business support provided by the Victorian Government in April 2020.
- Jobkeeper, provided by the Federal Government throughout 2020.
- \$3,300 from the Bendigo Bank Windsor branch towards our Disaster Management People and equipment project (defibrillator, first aid training, first aid kit restocking, tailored disaster management plan by Artifact conservation.)
- \$2,000 from the City of Stonnington towards the same project.
- \$2,000 from the City of Stonnington to diversify and expand the Bruce Turner Collection to fund content from Victoria not just Melbourne. (Collection began with funding from the City of Stonnington in 2019)

July - December: Over \$15,000 in COVID-19 Government Business Support and \$1,500 in grants and subsidies

- Business continuity grants \$15,000 from the Victorian Government.
- \$500 Subsidy towards purchasing a defibrillator from Project De-Fib paying \$1,699 instead of \$2,199.
- Included in Ritchie's community benefits scheme so that as shoppers earn points, if they choose to nominate the PMI, the PMI will receive funding.

- \$1,000 from the Victorian Department of Education to run a Children's week activity in October 2020.

Riannon Berkeley
Library Officer

9. Reports from associated groups



REPORT TO THE PMI ANNUAL GENERAL MEETING - 2021

I am pleased to report to the PMI Annual General Meeting that CATHS has continued to thrive here at the PMI. Unfortunately, our membership has fallen slightly to 305, due mainly to resignations resulting from COVID restrictions.

Our archive activities here at PMI are continuing steadily. We have two regular groups who attend on Wednesdays and Thursdays, as well as the occasional other day. Over the past year, our volunteers have contributed a total of 700 hours to archive activities. This is somewhat reduced from previous annual totals because of our inability to access the archive at PMI during COVID lockdowns. We also have a Research Group that meet once a month at the PMI.

Much of our archiving activity has centred on increasing and improving the accuracy of our cinema venues database. We now believe we have close to 100% of all Australian theatres and cinemas which screened films on a commercial basis, with approximately 6000 venues listed, and in excess of 10,000 photos. However, these figures are fluid, in that there is always more information coming to us as a result of research by our members, as well as information received from the general public.

We have recently published Edition No. 109 of our quarterly magazine, CinemaRecord. The magazine started as a 20 page, photocopied publication. It is now produced at 40 pages on quality paper and is published almost completely in colour. We have also published a 60 page, all-colour special edition booklet entitled "Significant Country Theatres of Australia and New Zealand" as a means of keeping our members in contact with CATHS during recent COVID lockdowns. The booklet

was supplied free-of-charge to all CATHS membership as at the time of its publication. It is available to the general public at \$15.00 or \$20.00 posted.

During the past year we have had a number of people donate large collections of cinema themed books and images to our archive. In the case of books, many have been outside of our collection criteria and have been offered to members, the residual being sold through the PMI book sale days. We thank Wendy Eldridge and her team for making that possible.

Our website includes two searchable databases. The main one provides for the searching of our cinema and theatre listings. The result of a search now makes all of the details we have in our master database available to the public. We have been promoting this facility to other historical societies, as in many cases our listing shows Town Halls and Mechanics Institutes, which were formerly used in years past as venues for "the pictures". The other database provides for searching of the content of our magazine *CinemaRecord*.

As well as being on our website, the CATHS database is available to PMI visitors on the "public access" computers in the main library.

We thank all concerned here at the PMI, for the assistance and camaraderie we enjoy between the PMI staff and our archive volunteers.

Mike Trickett
Secretary
CATHS

VICTORIAN RAILWAY HISTORY LIBRARY (Former ARHS Library)

REPORT TO PRAHRAN MECHANICS INSTITUTE AGM, MAY 2020

This year has seen many challenges for the Victorian Railway History Library (formerly ARHS library). As noted in last year's report the ARHS (Victorian Division) has gone into liquidation and has been wound up. The cause of the demise of the association was the costs associated with legal claims against the society by victims of historical sex abuse.

This event does not materially affect the operations of the library. The collection remains at Prahran Mechanics Institute and the library team will continue as normal. A new incorporated association - the Victorian Railway History Library – has taken over the library assets of the ARHS.

The Victorian Railway History Library also is in possession of a large number of surplus and duplicate books which in the past have been stored in a container at

Newport. These items are disposed of at various events – swap meets, model rail exhibitions and by casual sales and provide some income for the VRHL. The demise of the ARHS meant that these items could no longer be stored at Newport. The Prahran Mechanics Institute has agreed to allow the storage of these items at the library and the Victorian Railway History Library is extremely grateful for this facility.

Of note is the book binding activity being carried out by volunteer John Anderson with the assistance of Milton Biddle. The aim is to have the library's collection of Australian journals fully bound with the potential of binding overseas journals in the future. Our appreciation is extended to John Anderson.

The Victorian Railway History Library has survived the disruptions of the past year and is in good shape for the future. This has been possible due to our dedicated team of volunteers – John Anderson, Chris Carter, Milton Biddle, Ian Deans, Peter Bronstring and Peter Cherny - and also to the good offices of the Prahran Mechanics Institute whose assistance is greatly appreciated.

Donald Barker for the VRHL library team



MECHANICS' INSTITUTES OF VICTORIA INC.

Like other 2020 was split into active and inactive at the MIV.

A key component of 2020 was government interface which began when a meeting with Local Government staff was facilitated in January 2020 with a view to securing a round of Library grants and another tranche to support the ongoing activities of the Mechanics' Institutes of Victoria. An ongoing project 'The Hall With it All' was progressed to the Treasurer, who has management of the Community Support Fund. We still await the outcome of our submissions.

MIV made a submission to the: Local Government Rates Review Panel about equitable distribution of Rates to Halls; State Revenue Office concerning Stamp Duty and Land Tax on Mechanics' Institute sites; and the Creative Arts Strategy, relative to the use Mechanics' Institute Halls.

Digitisation of Institute records continued paused for most of 2020. However, purchases and donations of monographs for the Mechanics' Institutes Resource Centre continued to grow the collection.

The usual three issues of our magazine *Useful Knowledge* were issued during the year, continuing with the regular features of: Around the Institutes; Wonderful
2020 Annual Report

World of Mechanics' Institutes; Book Reviews; People; and Ideas and Opportunities. The occasional features included: Curtain Call; Where They Stood; Featured Institute; Case Study; and Ex-Libris. Ongoing interest in the magazine kept our membership at a near static level.

Again we are most grateful to the Prahran Mechanics' Institute Board and Staff for hosting ongoing MIV activities, our meetings and our growing world collection of digital and monographs dealing with the history and management of Mechanics' Institutes and their ilk.

Jim Lowden
MIV Secretary

10. Statistics and appendices

10.1 Our members

Active members

2018	2019	2020
845	742	681

New members

2018	2019	2020
227	198	130

10.2 Our collection and loans

- 749 books added to the collection.
- 260 books were purchased.
- 52 suppliers including authors, bookshops, historical organisations and societies and publishers were used.
- 318 books were donated to the collection from 48 donors.
- 1,118 items were added to the vertical file collection.
- 568 periodicals were indexed from 171 different groups and organisations.
- 2,435 items were added in total to our collection.
- Books from the following literature prizes were added to the collection: Stella Prize, ABIA Award, Miles Franklin, Victorian Community History Award, Victorian Premier's History Award, Historical Novel Society of Australasia Award.

We gratefully thank the following donors who added 318 books to the collection:

Maryborough Ambulance Auxiliary	Lin Kosky
Aaron Edwards	Louise Wilson
Amanda Witt	Lowther Hall
Andy Miller	Mary Holmes
Anne Irwin	Mary Louise Phillips
April-Kaye Ikin	Moreland City Libraries
Bayside Library Service	Port Melbourne Historical and Preservation Society
Berwick Mechanics' Institute	Professor Andrew Vizard Chairman, The Vizard Foundation
Berwick-Pakenham Historical Society	
Boroondara Libraries	RHSV
Brian Clayton	Robyn Whiteley
Colin Davis	St Augustine's Parish History Project Team
Dr Katie Moss	St Paul's Lutheran Church Box Hill
Frank Van Straten	Steve Stefanopoulos
Irene Poon	
Jennifer O'Donnell	Steven Haby
Jill Davies and Abigail Belfrage	The Australian Government Office of Parliamentary Counsel
Jim Badger	Tim McKenna
John and Sally Osborne	Tony Tibballs
John Watt	Wallace Kirsop
Judith Buckrich	Warracknabeal Ladies Rest Rooms
Ken James	Wendy Eldridge
Kevin Powell	William Barlow
Landsborough and District Historical Society	Xavier College

The following suppliers were used throughout 2020:

ABC Maps	Gould Genealogy
Aesop's Attic	Hares and Hyenas
Alan McLean	HistorySmiths Pty Ltd
Anne Ridley	IMA Brisbane
Australian Scholarly Publishing	James Lerk
Automotive	Jim Connolly
Avenue	Kids' Own Publishing
Ben Carey	Law Institute of Victoria
Boat Books	M.33
Bookworld	Melbourne Books
Broadsheet	Melbourne University Publishing
Brunswick Street Books	Moe Historical Society
Camperdown Newsagency	Monash University Publishing
Carlton Community History Group	National Trust
Charlton Bowling Club	NGV
Christ Church St Kilda	Paperback books
Cockatoo History and Heritage Group	Pentridge Prison Inside out
CSIRO	Petersens
eBay	Queenscliff Museum
Echuca Historical Society	Robert Harold Hazeltine
Fay Woodhouse	Ron Blum
Fintona	Ted Bak-via Amazon
Friends of the Geelong Botanic Gardens	Time Booksellers
Golf Peninsula Vic	Train World

Veronika Lampkin

Warbi Books

Wakefield Press

Yolanda Reynolds

Loans (this includes books, journals and DVDs and CDs)

2018	2019	2020
2,500	2,278	1,574

Inter-Library Loans (where we loan material to other libraries)

2018	2019	2020
10	35	23

Inter-Library Loan Borrowers

The following libraries obtained material from us for their patrons on inter-library loan.

Adelaide Hills Council Library Service

Libraries ACT

Albury Wodonga Health

Libraries Tasmania

Australian War Memorial

Queensland University of Technology

Boroondara Library Service

Randwick Libraries

Brisbane City Council Library Service

Richmond-Tweed Regional Library

Charles Darwin University

State Library of Queensland

City of Sydney Library

University of Melbourne

Deakin University

University of Sydney

Defence Library Service – Albury

University of WA

East Gippsland Shire Library

University of Wollongong

Edith Cowan University

Victorian Government Library Service

Federation University Australia

Wellington Shire Library Service

Ku-Ring Gai Library

Wodonga Library

Latrobe University

10.3 Our volunteers

- 26 volunteers
- 2,217 hours were volunteered which equates to 92 days or just over 13 weeks
- From a dollar perspective where the rate is \$28 per hour, volunteers added \$62,076 in value to the organisation

10.4 Our events

Midsumma Festival – Ama-zine adventures in remaking history (30 January 2020)	
Attendees	12
PMI Staff	3
ALGA Staff	2
Volunteers	1
Total	18

Zoom Test Trivia session with volunteers (12 August 2020)	
Attendees/Volunteers	4
PMI Staff	3
Total	7

Zoom Trivia night (25 August 2020)	
Attendees	60
PMI Staff	3
Total	63

Zooming into click and collect (23 September 2020)	
Attendees	14
PMI Staff	2
Total	16

Zoom Book Chat (14 October 2020)	
Attendees	19
Staff	2
Total	21

Michael Madden PMI Talk (10 November 2020)	
Attendees	5
Staff	1
Speaker	1
Volunteer	1
Total	8

Zoom Ephemera Roadshow (6 October 2020)	
Attendees	18
Staff	2
Total	20

10.5 Summary of grants investigated and/or applied for

The following table summarises the grants and philanthropic initiatives that were investigated and/or applied for and the outcome.

Grant and amount available	Project and Comments	Status
January		
DELWP Combined MIV: \$10,000	Redo lighting in PMI's library space	Department restructured before a decision could be made.
February		
Budget Direct Community Sponsorships Round 3: \$5000	Disaster Management: People and Materials Part 1	Unsuccessful
Bendigo Bank Windsor Round 1: \$5000	Disaster Management: People and Materials Part 2	Successful
Bank of Melbourne Community Grants Round 1: \$50,000	N/A	Check back routinely
Helen McPherson Foundation Round 1: \$30,000	Fund Library Outreach program into bushfire effected areas. Ineligible: We needed collaborators, budget and program planned and be ready to roll out once funding was available/allocated. We were not ready with this level of detail.	Ineligible
Touring Victoria	To support our outreach program. Not eligible: Funding is for touring within regional Victoria and outer-metropolitan Melbourne. We are not based in Regional Victoria.	Ineligible
April		
City of Stonnington Community Grants: \$2000	Disaster Management: People and Materials Part 3	Successful
City of Stonnington Community Grants: \$2000	Expanding the Bruce Turner Collection from Melbourne to Victoria	Successful

Grant and amount available	Project and Comments	Status
City of Stonnington Community Grants: \$2000	Upgrading AV equipment in the Moss Room Part 1	Unsuccessful
City of Stonnington Community Grants: \$2000	Upgrading AV equipment in the Moss Room Part 2	Unsuccessful
City of Stonnington Community Grants: \$2000	Implementing increased Hygienic solutions for the PMI (No touch taps and hand sanitizer)	Unsuccessful
City of Stonnington Arts and Cultural Grants: Under \$20,000	An afternoon at the pictures' Charlie Chaplin film and music event	Unsuccessful
Victorian State Government Covid-19 Business support grant: \$10,000	Running costs	Successful
Business support grant Federal government auspiced by Windsor Branch Bendigo Community Grant: \$250,000	To upgrade Chapel St buildings for business longevity.	Unsuccessful
National Library Australia Community Heritage Grants: \$4,800.00	Funding for a significance assessment	Unsuccessful
National Library Australia Community Heritage Grants: \$11,0000	Upgraded Library Management System	Unsuccessful
Charities can apply for funding raised at the National Press Gallery Midwinter Ball.	Event and associated fundraising cancelled due to Pandemic.	Check back routinely
Dreams for a better world Sun Super: \$20,000	Supporting ageing population stream. Made it to the 2nd round of assesments	Unsuccessful
The Mazda Foundation awards grants to programs promoting: Education and literacy	Changed focus to only supporting local (American in this case).	Check back routinely
May		
Awesome Foundation Library Chapter: \$1,000	No touch taps and hand sanitizers	Unsuccessful

Grant and amount available	Project and Comments	Status
Creative Victoria: Sustaining Creative Workers Initiative - Metro and Outer Metro Creatives or Micro Organisations/Businesses	Book Budget for Cultural organisation. Ineligible: Not creative workers with a creative practice.	Unsuccessful
Australian Council for the Arts Resilience Fund: Survive stream: \$5000	Losses through events and room hire due to COVID-19	Unsuccessful
Budget Direct Community Sponsorships Round 4: \$5000	Disaster Management: People and Materials Part 1	Unsuccessful
June		
Seed of an idea by Seed Heritage: \$10,000	Upgraded Library Management System	Unsuccessful
AMP quick response COVID-19 grants: \$200,000	\$116,973 - Staffing, training, new tech and remote ways of working	Unsuccessful
Design 2 Thrive Business course with required copayment of \$10,500	Inappropriate co-payment amounts required	Did not apply
1:1 ratio of expenses covered to fund sustainability in workplaces that aim to reduce package and waste disposal into landfill.	Funding on a 1:1 ratio which we could not afford to initiate.	Did not apply
Government employment wage subsidies (age based hiring \$6500 - \$10,000)	Deferred to Steven	Did not apply
Business Victoria Instant asset write off \$150,000 and Fuel Tax credits	Funding on a 1:1 ratio which we could not afford to initiate.	Did not apply
Discounts for organisations that purchase energy efficient products.	Funding on a 1:1 ratio which we could not afford to initiate.	Did not apply
Funding for Screen Culture	Deferred to CATHS	Did not apply

Grant and amount available	Project and Comments	Status
Creative Partnerships Australia for Arts/Arts organisations via Match Lab \$10,000	Not creative workers with a creative practice.	Ineligible
DHHS Emergency Management training	Ineligible: Not eligible. Organisation not focussed on crime prevention.	Ineligible
Crime prevention Victoria	Not eligible not an emergency services organisation.	Ineligible
Copland Foundation	Ineligible: Focussed on museum or object collections and historical houses.	Ineligible
Charity TV Global	They fundraise for your charity whilst you nominate up to 12 people to do extreme sport activities for entertainment to raise money for your organisation.	Did not apply
July		
Jack Brokhoff foundation	Seek approval focus on community wellbeing for the disadvantaged targeting poverty. We didn't have a strong enough case to compete with organisations helping with housing and food aid. Now applications are by invitation only.	Ineligible
Australia Post Community Volunteer Grants: \$10000	Survive and Thrive: Enhancing and supporting the PMI's Volunteer Program.	Unsuccessful

Grant and amount available	Project and Comments	Status
Children's week activity Victorian Government/ Department of Education: \$1000	Co-produce a creative writing competition for children aged 4-12 asking children to: Write down a story told to you by a grandparent, parent, carer, aunty, uncle or elder, about their friends when they were your age. What kind of adventures did they get up to? How were things different then? What made their friendship special? Outcome: Successfully funded. Competition had to be rolled over to first quarter of 2021. We then had a number of entries, were able to award monetary prizes, feedback and produce a small book which each child/judge/PMI/SLV/NLA got a copy.	Successful
Project DeFib subsidy: \$500	Awarded a subsidy to purchase a fully automated Defibrillator with casing, stickers and training through Project De-Fib. \$1699 instead of \$2199. One of the limited applications approved this year which will extend our Bendigo Bank award into the other Disaster Management territory.	Successful
August		
Bendigo Bank Windsor Branch Round 2: \$5000	Supplement book budget.	Unsuccessful
Let's stay together Victoria grant: \$50,000	\$49,000 Chat online: Books on wheels. Online and in-person outreach program	Unsuccessful
City of Stonnington COVID-19 Business Grants : \$5,000	\$49,000 Chat online: Books on wheels. Online and in-person outreach program	Unsuccessful
Tucker Foundation: \$25,000	Library Management System and laptops.	Unsuccessful
September		
Bensen Family Fund arts/culture/jewish culture: \$10,000	Not eligible arts practioner	Ineligible
Bensen Family Fund general bequest: \$10,000	Survive and Thrive: Enhancing and supporting the PMI's Volunteer Program during COVID-19.	Unsuccessful

Grant and amount available	Project and Comments	Status
Ritchies Community Benefits - Based on shoppers points being allocated.	Successful inclusion in the program.	Successful
October		
Melbourne Racing Club : \$1000	Disaster management: people and materials	Unsuccessful
Andrews Foundation \$5,000	Disaster management: people and materials	Unsuccessful
Canon Australia Oceania Grants - Canon Equipment (Camera, Printer/Scanner)	Partnership with CATHS discussed but due to lockdown and remote working was not something that we could all complete by the deadline at this stage. Application required a video supporting document which was not something within the PMI's staff's scope to create. Outcome: Reconsider in future years when all back on site.	Did not apply
Bank of Melbourne Foundation \$50,000	We couldn't compete with food banks and housing providers	Did not apply
Dyson's Bus Lines \$1000	Speaker fees for in person or Zoom events and training on organisational restructure for PMI manager. Closed before advertised close date (application also required a video supporting document which was not something within the PMI's staff's scope to create.)	Did not apply
Other grants and philanthropic initiatives investigated		
Harcourts Foundation grants	Not eligible as there's no Harcourts in our area.	Ineligible
Andrews Foundation \$5,000	Small Grants for Smaller Community Organisations These Grants are aimed to help community organisations that are locally based to either get started or enhance an existing project. The Trust will look to significant contributions from volunteers and other community organisations when making a Grant. The usual limit for such a Grant is \$5,000.00.	Unsuccessful

Grant and amount available	Project and Comments	Status
ANZ \$20,000	Need to be endorsed by bank staff member	Ineligible
APRA/AMCOS	Musicians	Ineligible
Arts and disability mentoring scheme	Closed 2020 for those with lived experience of disability	Ineligible
Australian Children's Television Foundation	For children's TV	Ineligible
Australian Cultural Fund	Sign up, create a platform and register for donations	Check back routinely
Australian Psychological Society	Psychologists	Ineligible
Australian Research Council	Not currently available	Check back routinely
Be Connected	Have to connect with and register at less 20 elderly and work with them on the internet over 10 months then eligible for further grants.	Check back routinely
Bennelong Foundation	Healthier cohesive communities	Check back routinely
Black Rainbow	for LGBTIQ+ Indigenous Australians...collaboration	Check back routinely
Brotherhood of St Lawrence	Doesn't share focus 2020	Check back routinely
CAL Copyright Australia Limited	Generally for writer and established writer arts practitioner.	Check back routinely
Capstone Editing	For editors, researchers and students	Ineligible
Catholic Church giving program	We don't meet the criteria (we're not a Catholic organisation).	Ineligible
CBA Community Grassroots	Focus 2020: Children health and wellbeing	Check back routinely
Cemetery Trusts	Grants for cemetery organisations	Ineligible

Grant and amount available	Project and Comments	Status
Common Good	For medical students research and equipment	Ineligible
Community broadcasting foundation	For community broadcasting. CATHS collaboration	Check back routinely
Community Foundation	Need to be nominated by an MP	Check back routinely
Coopers Foundation	check back in for openings	Check back routinely
Copeland Foundation	More historic object focussed	Check back routinely
Creative Partnerships Australia MATCHlab	Matched crowdfunding/fundraising	Check back routinely
Creative Partnerships Australia Plus1 matched funding	Matched crowdfunding/fundraising	Check back routinely
Cultural Gifts Program	-	Check back routinely
Dancehouse	For arts practitioner dance.	Ineligible
Department of Premier and Cabinet Victoria	None currently	Check back routinely
Emergency Management Victoria	Funding to support emergency services volunteers or those effected by an emergency.	Check back routinely
Equity Trustees	Focus on ageing and dying	Ineligible
Feed appeal	Providing food to the needy	Ineligible
Film Victoria	Generally for film/screen arts practitioner.	Check back routinely
Flack Trust	Medical research or seniors who are disadvantaged and have to be invited to apply.	Ineligible
Freemason's	Closed for 2019/2020	Check back routinely
Fund for Good MacPac	Ethical manufacturing or environmental education	Ineligible
Gandel Philanthropy	Changed focus to only supporting pandemic relief. Need strategic plan etc in place	Ineligible
Google	Subsidised Google marketing. Not sure if PMI wants/needs?	Check back routinely

Grant and amount available	Project and Comments	Status
Gordon Darling Foundation	For arts practitioner visual arts,	Ineligible
Grill'd local matters	End of month \$500 split across groups \$300 for 1st, \$100 for 2nd and 3rd	Check back routinely
Gwen and Edna Jones Foundation	Health, welfare and education of the incapacitated, impoverished, young or aged Advancement of science and education Provision of cultural and recreational facilities for the public Providing opportunities for advancement for rural persons The Foundation prefers to support projects that benefit communities located in the Western District of Victoria.	Ineligible
HESTA	For health industry	Ineligible
Honda Foundation	Car hire or cash. Don't meet their criteria	Ineligible
Rodden Berry Foundation	Fellowships and grants for change makers on a big scale or those with measurable outcomes	Ineligible
Australian Geographic	Not sure - only could argue for funds to buy and preserve collections promoting natural heritage.	Check back routinely
Seed Heritage	Supporting a start up or charity	Unsuccessful
Worksafe	Community sponsorship by application only with initiatives that align with work safe.	Check back routinely
Ian Potter Cultural trust	Generally for arts practitioner.	Check back routinely
IGA community chest	Approach directly with pitch.	Check back routinely
Impact 1000 Melbourne	Subgroup of Lord Mayor Charitable fund	Check back routinely
Inger rice foundation	For children's health practitioner.	Ineligible
IOOF	Disadvantaged people living with an illness	Ineligible
Kiwanis https://aus.kiwanisone.org/Page/22121	For medical health research and humanitrium	Ineligible

Grant and amount available	Project and Comments	Status
Lord Mayor's Trust	Focus 2022: health, housing, homelessness	Check back routinely
Mantana for Young People	Aimed at youth	Ineligible
Mazda Foundation Australia	Community based organisations with projects supporting primary producers facing hardship.	Ineligible
McCusker Foundation	Focus in WA and health some broad Australian Arts but only once this is addressed.	Ineligible
Mediban k	Not open 2019/2020 check back	Check back routinely
Melbourne Disability Institute	Funds scientific research into disability	Ineligible
Melbourne University grants	Staff and students only	Ineligible
Natalie Millar Foundation	Women leadership in film	Ineligible
National Archives Australia Community Heritage Gants	Not available at present	Check back routinely
National Auslan Booking and interpretation service	NABS provides interpreters for hearing and vision impaired who use sign language and would like an interpreter for private health care appointments and events	Check back routinely
National Collecting Institutions Touring and Outreach Program.	We decided it is unwise in this current COVID climate to pursue an outreach/touring program.	Did not apply
National Cultural Heritage Account	Purchase significant items they couldn't otherwise afford. Mainly focussed around heritage listed houses and objects. Further investigation required.	Check back routinely
National Library Australia Community Heritage Grants	Applied for significance assessment and LMS equipment support.	Unsuccessful
Newsboys Foundation	For children suffering disadvantage	Ineligible
NIB	For an organisation promoting public health and healthy life choices particularly for young people.	Ineligible

Grant and amount available	Project and Comments	Status
patagonia	Environmental work only	Ineligible
Pearcy Foundation	For individuals who have made significant contributions to ITC in Australia	Ineligible
Phonographic Performance Company of Australia (ppca)	Trust for musicians	Ineligible
Pierce Foundation	Check back not sure	Check back routinely
Premier's Spirit of ANZAC Prize / Shrine	For students writing about and travel to learn about ANZACs	Ineligible
Pride Foundation	\$500 small grants to help advocate for or support the pride community. Could we use it for books on this subject or a Midsumma event?	Check back routinely
Qantas community grants	Currently suspended.	Check back routinely
RACGP Foundation	For GPs	Ineligible
RACV community donations program (target Rural/regional Victorians)	We decided it is unwise in this current climate to pursue an outreach/touring program.	Did not apply
RACV Community Donations Program	Social inclusion, cohesion and RACV values	Check back routinely
Regional Development Victoria	Regional Victoria	Ineligible
Regional Infrastructure fund	Regional Infrastructure	Ineligible
Register of Cultural organisations		Check back routinely
Reichstein Foudation	Not funding 2019/2020 check back	Check back routinely
Ross Trust	Changed focus to bushfire.	Ineligible

Grant and amount available	Project and Comments	Status
Rotary district grants	For bushfire or coronavirus and through nomination / Rotary person	Check back routinely
Royal Agricultural Society of Victoria	For involvement in the Royal shows	Ineligible
Rural Worker's Agency of Victoria	For doctors and training medical professionals on a rural placement	Ineligible
Saluting Their Service	Two categories of grants are available: Community Grants - \$10,000. Major Grants - Grants between \$10,001 and \$150,000	Check back routinely
Screen Australia	Generally for film/screen arts practitioner.	Check back routinely
Sidney Myer Fund & The Myer Foundation	Not currently taking applications.	Check back routinely
Slater and Gordon	Assisting people with disease and disability and promoting their participation and inclusion Addressing inequality and disadvantage Encouraging young people to engage in healthy activity and lifestyles	Ineligible
Social Change Central	Check back for openings	Check back routinely
South East Water	Conservation focussed	Ineligible
St George foundation	Supports at risk children or charities it has already supported in the last 5 years who are now affected by COVID	Ineligible
State Trustees	Vulnerable Victorians, environmental/animals, medical research and social inclusion of those with a disability https://www.statetrustees.com.au/philanthropy-and-charitable-giving/granting/community-inclusion	Ineligible
Steve Waugh Foundation	For rare diseases	Ineligible
Sustainability Victoria	Matched funding to increase sustainable packaging	Check back routinely

Grant and amount available	Project and Comments	Status
The Audi foundation	Supports: Innovative approaches to medical technology and treatment Education & career futures – particularly in STEM Positive mental health outcomes	Ineligible
The Bupa Health Foundation	(Foundation) is seeking to invest \$1 million in an alliance of organisations who collectively have the capacity and capability to deliver research that leads to improvements in the Mental Health and Wellbeing for children and adolescents (4-17 years).	Ineligible
The Foundation for Regional & Rural Renewal (FRRR)	Regional Victoria only	Ineligible
The Grahame F Smith Peace Foundation	Grants for artists and art practitioners/organisations	Ineligible
The National Association for Visual Arts (NAVA)	For arts practitioner visual arts,	Ineligible
Toyota Foundation	Organisational help/mentoring for NFP	Check back routinely
Tucker Foundation: \$25,000	Eligible under stream 1 closes The Tucker Foundation will be accepting grant applications from eligible organisations from Monday 15th June to Friday 14th August 2020. No late applications will be accepted. Organisations will be advised of the outcome of their application in November and grants will be disbursed to the successful applicants in December 2020. Applied.	Unsuccessful
Universal Charitable Fund http://ucf.org.au/apply/	Closed 2020	Check Back routinely
Vic Health Arts Victoria partnerships	Not currently. Check back.	Check back routinely

Grant and amount available	Project and Comments	Status
VicDeaf	for deaf engagement...collaboration opportunity	Check back routinely
VicHealth	Not available at present	Check back routinely
Victorian Department of Education and Training	For education department and training centres	Check back routinely
Victorian Law Foundation	Legal support and education opportunities for your organisation to promote legal awareness	Check back routinely
Victorian Property fund grants	Under section (h) projects regarding: (i) the development of environmentally sustainable housing(ii) the protection of Victoria's natural and architectural heritage. https://www.consumer.vic.gov.au/clubs-and-fundraising/funded-services-and-grants/victorian-property-fund-grants/victorian-property-fund-grant-application-guide	Check back routinely
Victorian Women's Trust	Entirely woman focussed	Check back routinely
Virgin Australia sponsorship program	By application only	Check back routinely
Wallace Global Fund	International projects.	Ineligible
Walter and Eliza Hall Tust	Families and children and health	Ineligible
Westpac foundation	We don't meet the criteria of what they support currently	Check back routinely
Westpac scholars	For individuals making social change, leadership or scientific research	Ineligible
Wettenhall environment trust	For environmental conservation	Ineligible
With One Voice Community Choir	For choirs	Ineligible

10.6 Our Committee and staff

The names of Committee members throughout 2020 were:

Ben Quin CPA
Denys Correll (elected 24 November 2020)
Chris Michalopoulos
John Chandler OAM (resigned 24 November 2020)
Dr Judith Buckrich (resigned 24 November 2020)
Judith Ellis (elected 24 November 2020)
Dr Michelle Negus-Cleary (re-elected 24 November 2020)
Cr Mike Scott (Stonnington Council representative)
Steve Stefanopoulos (resigned 24 November 2020)
Tim McKenna (resigned 14 November 2020)

The 2020 Committee comprised the following:

President	Dr Michelle Negus-Cleary
Vice President	Cr Mike Scott
Treasurer	Mr Ben Quin CPA
Stonnington Council representative	Cr Mike Scott
Committee Member	Chris Michalopoulos
Committee Member	Denys Correll
Committee Member	Judith Ellis
Committee Member	Tim McKenna

Following the 2019 AGM in November 2020 the Committee comprised the following:

President	Dr Judith Buckrich
Vice President	Cr Steve Stefanopoulos
Treasurer	Mr Ben Quin CPA
Stonnington Council representative	Cr Steve Stefanopoulos
Committee Member	Cr John Chandler OAM
Committee Member	Dr Michelle Cleary-Negus
Committee Member	Mr Chris Michalopoulos
Committee Member	Mr Tim McKenna

The staffing structure comprised:

Secretary Librarian	Steven Haby
Marketing and Communications Coordinator	Vanessa O'Farrell (until April 2020)
Collections Librarian and Volunteer Coordinator	Ellen Coates
Library Officer	Riannon Berkerley

10.7 Financial statements

Quin&Bourke

CERTIFIED PRACTISING ACCOUNTANTS

BUSINESS ADVISORS

Level 5, 606 St Kilda Road, Melbourne 3004

Tel. (03) 9867 6044

quinmail@quinandbourke.com.au

www.quinandbourke.com.au



Quin & Bourke is a CPA Practice

Andrew W. Quin *CPA*

Ben Quin *CPA*

Consultant

John X. Quin *CPA*

PRAHRAN MECHANICS INSTITUTE INC ABN 13 164 635 256

FINANCIAL REPORT FOR THE YEAR ENDED 31 DECEMBER 2020

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ABN 13 164 635 256

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PRAHRAN MECHANICS INSTITUTE INC
ABN 13 164 635 256

COMMITTEE'S REPORT

Your committee members submit the financial report of the PRAHRAN MECHANICS INSTITUTE INC for the financial year ended 31 December 2020.

Committee Members

The names of committee members throughout the year and at the date of this report are:

Ben Quin
Chris Michalopoulos
Judith Ellis (Elected 24/11/2020)
Michelle Cleary (Elected 24/11/2020)
Mike Scott
Denys Correll (Elected 24/11/2020)
Tim McKenna (Resigned 14/12/2020)
Judith Buckrich (Resigned 24/11/2020)
Steve Stefanopoulos
John Chandler (Resigned 24/11/2020)

Principal Activities

The principal activities of the association during the financial year were:

Operation of a Lending Library

Significant Changes

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

Operating Result

The loss after providing for income tax amounted to \$(52,048.69).

Signed in accordance with a resolution of the Members of the Committee.

Committee Member: _____
Ben Quin

Committee Member: _____
Michelle Cleary (Elected 24/11/2020)

Dated this **day of**

PRAHRAN MECHANICS INSTITUTE INC
ABN 13 164 635 256

INCOME STATEMENT
FOR THE YEAR ENDED 31 DECEMBER 2020

	Note	2020 \$	2019 \$
INCOME			
Subscriptions		8,689.84	6,974.06
Donations		14,738.15	11,149.01
Library Sales		851.83	12,413.81
Book Sales		876.55	-
Grants		42,000.00	-
		67,156.37	30,536.88
OTHER INCOME			
Interest Received		-	45.29
Perpetual Investment Return		39,535.14	74,053.74
Movement in Net Market Values		(43,950.91)	160,666.46
Franking Credits		14,865.00	28,648.00
Other Income		764.04	1,715.20
Government Subsidies		95,946.00	-
Gross profit from rental operations		12,844.60	72,672.95
		120,003.87	337,801.64
		187,160.24	368,338.52

The accompanying notes form part of these financial statements.
These statements should be read in conjunction with the attached compilation
report of Quin & Bourke.

PRAHRAN MECHANICS INSTITUTE INC
ABN 13 164 635 256

INCOME STATEMENT
FOR THE YEAR ENDED 31 DECEMBER 2020

	Note	2020 \$	2019 \$
EXPENDITURE			
Accountancy Fees		-	2,400.00
Auditor's Fee		27.27	3,600.00
Bank Charges		314.36	233.65
Books		15,936.82	26,083.94
Computer Expenses		8,264.57	14,286.40
Cleaning		2,200.99	8,793.93
Depreciation - Buildings		21,863.90	21,863.90
Depreciation - Office Furniture & Equipment		6,050.91	6,050.91
Filing Fees		-	36.00
Holiday Pay		2,315.00	-
Insurance		9,604.75	6,202.20
Interest Paid		81.03	852.00
Legal Costs		74.00	1,412.73
Postage, Printing & Stationery		10,805.00	11,460.97
Promotions		1,980.34	5,737.83
Press Expenses		-	8,330.00
Rates & Taxes		3,150.44	3,721.80
Repairs & Maintenance		5,135.00	17,183.67
Salaries & Wages		122,491.15	219,987.17
Security Costs		600.00	1,450.91
Staff Amenities		1,244.54	4,767.68
St Edmonds Road Expenses		10,471.58	15,002.76
Sundry Expenses		750.43	(984.64)
Superannuation Contributions		10,607.75	18,117.47
Telephone		3,488.79	3,139.01
Travelling Expenses		-	257.49
Worksafe		1,750.31	681.52
		<u>239,208.93</u>	<u>400,669.30</u>
Loss before income tax		<u>(52,048.69)</u>	<u>(32,330.78)</u>
Loss for the year		<u>(52,048.69)</u>	<u>(32,330.78)</u>
Retained earnings at the beginning of the financial year		<u>11,485,774.18</u>	<u>11,518,104.96</u>
Retained earnings at the end of the financial year		<u><u>11,433,725.49</u></u>	<u><u>11,485,774.18</u></u>

The accompanying notes form part of these financial statements.

These statements should be read in conjunction with the attached compilation
report of Quin & Bourke.

PRAHRAN MECHANICS INSTITUTE INC
ABN 13 164 635 256

BALANCE SHEET
AS AT 31 DECEMBER 2020

	Note	2020 \$	2019 \$
ASSETS			
CURRENT ASSETS			
Cash and cash equivalents	3	41,264.71	18,788.71
Trade and other receivables	4	14,865.00	(50.00)
Financial assets	5	1,604,293.04	1,668,708.81
TOTAL CURRENT ASSETS		<u>1,660,422.75</u>	<u>1,687,447.52</u>
NON-CURRENT ASSETS			
Property, plant and equipment	6	9,791,587.42	9,819,502.23
TOTAL NON-CURRENT ASSETS		<u>9,791,587.42</u>	<u>9,819,502.23</u>
TOTAL ASSETS		<u>11,452,010.17</u>	<u>11,506,949.75</u>
LIABILITIES			
CURRENT LIABILITIES			
Trade and other payables	7	18,284.68	21,175.57
TOTAL CURRENT LIABILITIES		<u>18,284.68</u>	<u>21,175.57</u>
TOTAL LIABILITIES		<u>18,284.68</u>	<u>21,175.57</u>
NET ASSETS		<u>11,433,725.49</u>	<u>11,485,774.18</u>
MEMBERS' FUNDS			
Retained earnings	8	11,433,725.49	11,485,774.18
TOTAL MEMBERS' FUNDS		<u>11,433,725.49</u>	<u>11,485,774.18</u>

The accompanying notes form part of these financial statements.
These statements should be read in conjunction with the attached compilation
report of Quin & Bourke.

PRAHRAN MECHANICS INSTITUTE INC
ABN 13 164 635 256

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2020

The financial statements cover PRAHRAN MECHANICS INSTITUTE INC as an individual entity. PRAHRAN MECHANICS INSTITUTE INC is a not for profit incorporated body in Victoria under the Prahran Mechanics Institute Act 1899.

The principal activities of the Association for the year ended 31 December 2020 were Historical Lending Library.

Comparatives are consistent with prior years, unless otherwise stated.

1 Basis of Preparation

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

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

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

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

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

2 Summary of Significant Accounting Policies

Plant and Equipment

Plant and equipment is carried at estimated cost less, where applicable, any accumulated depreciation.

The depreciable amount of all plant and equipment is depreciated over the useful lives of the assets to the Association commencing from the time the asset is held ready for use.

PRAHRAN MECHANICS INSTITUTE INC
ABN 13 164 635 256

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2020

Impairment of Non-Financial Assets

At the end of each reporting period the association determines whether there is an evidence of an impairment indicator for non-financial assets.

Where this indicator exists and regardless for goodwill, indefinite life intangible assets and intangible assets not yet available for use, the recoverable amount of the asset is estimated.

Where assets do not operate independently of other assets, the recoverable amount of the relevant cash-generating unit (CGU) is estimated.

The recoverable amount of an asset or CGU is the higher of the fair value less costs of disposal and the value in use. Value in use is the present value of the future cash flows expected to be derived from an asset or cash-generating unit.

Where the recoverable amount is less than the carrying amount, an impairment loss is recognised in profit or loss.

Reversal indicators are considered in subsequent periods for all assets which have suffered an impairment loss , except for goodwill.

Employee Benefits

Provision is made for the association's liability for employee benefits arising from services rendered by employees to the end of the reporting period. Employee benefits have been measured at the amounts expected to be paid when the liability is settled, plus related on-costs.

This is the second year of recognition.

Cash and Cash Equivalents

Cash and cash equivalents comprises cash on hand, demand deposits and short term investments which are readily convertible to known amounts of cash and which are subject to an insignificant risk of change in value.

PRAHRAN MECHANICS INSTITUTE INC
ABN 13 164 635 256

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2020

Revenue and Other Income

Revenue is recognised when the amount of the revenue can be measured reliably, it is probable that economic benefits associated with the transaction will flow to the association and specific criteria relating to the type of revenue as noted below, has been satisfied.

Revenue is measured at the fair value of the consideration received or receivable and is presented net of returns, discounts and rebates.

Rental income

Investment property revenue is recognised on a straight-line basis over the period of the lease term so as to reflect a constant periodic rate of return on the net investment.

Interest revenue

Interest revenue is recognised using the effective interest rate method.

Rendering of services

Revenue in relation to rendering of services is recognised depending on whether the outcome of the services can be estimated reliably. If the outcome can be estimated reliably then the stage of completion of the services is used to determine the appropriate level of revenue to be recognised in the period. If the outcome cannot be reliably estimated then revenue is recognised to the extent of expenses recognised that are recoverable.

If the outcome cannot be reliably estimated then revenue is recognised to the extent of expenses recognised that are recoverable.

Revenue from training services is generally recognised once the training has been delivered.

Goods and Services Tax (GST)

Revenue, expenses and assets are recognised net of the amount of goods and services tax (GST), except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO).

Receivables and payables are stated inclusive of GST.

PRAHRAN MECHANICS INSTITUTE INC
ABN 13 164 635 256

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2020

	2020 \$	2019 \$
3 Cash and Cash Equivalents		
CBA 3830 Online Saver	34.34	34.34
Petty Cash	1,939.50	1,874.50
PMI	37,762.50	16,019.69
PMI Press	193.51	193.51
PMI Card	1,073.69	57.18
Paypal	261.17	609.49
	<u>41,264.71</u>	<u>18,788.71</u>
4 Trade and Other Receivables		
Current		
Sundry Debtors	<u>14,865.00</u>	<u>(50.00)</u>
5 Other Financial Assets		
Current		
Perpetual Trustees at Market Value	<u>1,604,293.04</u>	<u>1,668,708.81</u>
6 Property, Plant and Equipment		
Land and Buildings		
259-261 Chapel Street	4,700,000.00	4,700,000.00
39 St Edmonds Road	4,234,090.91	4,234,090.91
Property Improvements - St Edmonds Road	874,556.00	874,556.00
Less: Accumulated Depreciation	<u>(131,183.40)</u>	<u>(109,319.50)</u>
	743,372.60	765,236.50
Total Land and Buildings	<u>9,677,463.51</u>	<u>9,699,327.41</u>
Furniture & Fittings at committee valuation	20,000.00	20,000.00
Furniture & Fittings at cost	40,339.37	40,339.37
Less: Accumulated Depreciation	<u>(36,215.46)</u>	<u>(30,164.55)</u>
	4,123.91	10,174.82
Book Collection at committee valuation	<u>90,000.00</u>	<u>90,000.00</u>
Total Plant and Equipment	<u>114,123.91</u>	<u>120,174.82</u>
Total Property, Plant and Equipment	<u>9,791,587.42</u>	<u>9,819,502.23</u>

These notes should be read in conjunction with the attached compilation
report of Quin & Bourke.

PRAHRAN MECHANICS INSTITUTE INC
ABN 13 164 635 256

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2020

	2020 \$	2019 \$
7 Accounts Payable and Other Payables		
Current		
Superannuation Payable	2,098.78	4,693.47
GST Control	765.31	295.53
Amounts Withheld	1,023.33	4,104.31
Provision for Holiday Pay	14,397.26	12,082.26
	<u>18,284.68</u>	<u>21,175.57</u>
8 Retained Earnings		
Retained earnings at the beginning of the financial year	11,485,774.18	11,518,104.96
Net loss attributable to the association	<u>(52,048.69)</u>	<u>(32,330.78)</u>
Retained earnings at the end of the financial year	<u>11,433,725.49</u>	<u>11,485,774.18</u>

9 Statutory Information

The registered office of the association is:

39 St Edmonds Road Prahran VIC 3181

The principal place of business is:

39 St Edmonds Road Prahran VIC 3181

PRAHRAN MECHANICS INSTITUTE INC
ABN 13 164 635 256

STATEMENT BY MEMBERS OF THE COMMITTEE

The committee has determined that the association is not a reporting entity and that this special purpose financial report should be prepared in accordance with the accounting policies outlined in Note 2 to the financial statements.

In the opinion of the committee the financial report as set out on pages 1 to 9:

1. Presents a true and fair view of the financial position of PRAHRAN MECHANICS INSTITUTE INC as at 31 December 2020 and its performance for the year ended on that date.
2. At the date of this statement, there are reasonable grounds to believe that PRAHRAN MECHANICS INSTITUTE INC will be able to pay its debts as and when they fall due.

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

President: _____
Michelle Cleary

Treasurer: _____
Ben Quin

Dated this **day of**

**COMPILATION REPORT
TO PRAHRAN MECHANICS INSTITUTE INC
ABN 13 164 635 256**

We have compiled the accompanying special purpose financial statements of PRAHRAN MECHANICS INSTITUTE INC which comprise the balance sheet as at 31 December 2020, profit and loss statement for the year then ended, a summary of significant accounting policies and other explanatory notes. The specific purpose for which the special purpose financial statements have been prepared is set out in the notes to the accounts.

The responsibility of the committee of management

The Committee of Management of PRAHRAN MECHANICS INSTITUTE INC is solely responsible for the information contained in the special purpose financial statements, the reliability, accuracy and completeness of the information and for the determination that the basis of accounting used is appropriate to meet their needs and for the purpose that the financial statements were prepared.

Our responsibility

On the basis of the information provided by the committee of management we have compiled the accompanying special purpose financial statements in accordance with the basis of accounting as described in the notes to the financial statements and APES 315: Compilation of Financial Information.

We have applied professional expertise in accounting and financial reporting to compile these financial statements in accordance with the basis of accounting described in the notes to the financial statements. We have complied with the relevant ethical requirements of APES 110 Code of Ethics for Professional Accountants.

Assurance Disclaimer

Since a compilation engagement is not an assurance engagement, we are not required to verify the reliability, accuracy or completeness of the information provided to us by management to compile these financial statements. Accordingly, we do not express an audit opinion or a review conclusion on these financial statements.

The special purpose financial statements were compiled exclusively for the benefit of the committee of management who are responsible for the reliability, accuracy and completeness of the information used to compile them. We do not accept responsibility to any other person for the contents of the special purpose financial statements.

Ben Quin is a partner at Quin & Bourke and Treasurer of the PMI

Name of Firm: Quin & Bourke
Certified Practising Accountants

Address: 5/606 St Kilda Road Melbourne VIC 3004

Dated this **day of**

PRAHRAN MECHANICS INSTITUTE INC
ABN 13 164 635 256

CERTIFICATE BY MEMBERS OF THE COMMITTEE

Annual Statements Give True and Fair View of Financial Position of Incorporated Association

I, Michelle Cleary being a member of the Committee of PRAHRAN MECHANICS INSTITUTE INC certify that:

The statements attached to this certificate give a true and fair view of the financial position of the PRAHRAN MECHANICS INSTITUTE INC during and at the end of the financial year of the association ending on 31 December 2020.

Dated this **day of**

Committee Member: _____
Michelle Cleary