

MALAYALI ASSOCIATION ANNUAL GENERAL MEETING 2016

**19th MARCH 2017
INDIAN ASSOCIATION OF BELAIT HALL, SERIA**

Agenda

- 1. Review and approve the Minutes of Meeting of the AGM held on 20th March 2016**
- 2. Presentation of Annual report of the year 2016.**
- 3. Review and approve the financial statement for the year 2016.**
- 4. Receive and adopt the tentative budget for the year 2017**
- 5. Appointment of Auditor**
- 6. Resolutions – If any.**
- 7. Election of office bearers for the term 2017**
- 8. Any Other Business**



Malayali Association, Brunei Darussalam Minutes of Third Annual General Meeting

Day & Date	Sunday, 20th March 2016	Time of meeting	16.00 hrs.
Venue	Serikandi Ball room. KUALA BELAIT		
Subject	Annual General Meeting 2016		
Attendance	66	Attendance list is attached.	

AGENDA:

1. Review of 2015 AGM Minutes of Meeting and approval of the minutes
2. Presentation of Annual report for the past term
3. Review and approve the Income and Expenditure statement for the year ending December 2016.
4. To review the tentative budget for year January 2017 to December 2017.
5. Appointment of Auditor
6. Election of New Office Bearers
7. Any Other Business

Discussions held during Annual General Meeting

1	<p>Annual General Meeting commenced at 17.15 hours by welcoming the Malayali Association members to the meeting by the president Mr. Renjith Gopalakrishnan after the quorum being met.</p> <p>The president reviewed the minutes of the Annual General Meeting held on 20th March 2016 at 17.15 hours at Serikandi Ball room, KB.</p> <p>Mr Leo John proposed the Minutes of Meeting seconded by Mr. Alex Jacob and was officially approved.</p>
2	Honorary Secretary General Mr. Anup Vijai presented the Annual Report for the year 2015
3	The Income and Expenditure Statement for the year 2015 ending in December was presented by Honorary Treasurer Mr. Bobby Mottengadan
4	Mr Bobby M tabled the Tentative budget for the year 2016 and was explained to the members.
5	Mr Varghese Mathew was nominated as the auditor for the year 2016 and was unanimously appointed by the members present in the Annual General Meeting.

6	<p>Election of New Governing Body for the year 2016:</p> <p>The President thanked all the committee members for all the hard work and dedication that they have shown during the last year. He requested the MA Committee to vacate their respective office positions to continue the election process for selecting the new Governing Body of Malayali Association. The Committee vacated their office. He then invited the Chief Election Officer Mr. Ramachandran Menon.</p> <p>The CEO briefly explained the rules to be followed to conduct the election process for the information of the members present.</p> <p>He then informed everyone that, there is no election as all office bearers were elected unopposed.</p> <p>The Chief Electoral Officer supported by three election officers. The Chief Election officer later announced the Management Committee for the year 2016.</p> <p><u>Governing Body of Malayali association for the year 2016.</u></p> <table border="0"> <tr> <td>1.President</td><td>Ajayan P Vasu</td></tr> <tr> <td>2.Vice President</td><td>Boby Mottengadan</td></tr> <tr> <td>3.Honorary Secretary General</td><td>Avinash Jayakumar</td></tr> <tr> <td>4.Honorary Deputy Secretary General</td><td>Jose Kuncheria</td></tr> <tr> <td>5.Honorary Treasurer</td><td>Sreejith P Nair</td></tr> <tr> <td>6.Honorary deputy Treasurer</td><td>Tojo Jacob</td></tr> <tr> <td>7.Honorary Secretary of Moral and culture</td><td>Anup Vijai</td></tr> <tr> <td>8.Honorary Secretary of sports</td><td>Sunil Krishnan A G</td></tr> <tr> <td>9.Honorary Secretary of Education</td><td>Rajith C Rajan</td></tr> <tr> <td>10.Honorary secretary of Development and social Welfare</td><td>Arun Kumar</td></tr> <tr> <td>11.Honorary Secretary of Information</td><td>Chinthu R Panicker</td></tr> <tr> <td>12.Ordinary Committee Member</td><td>Anil Kumar T V</td></tr> <tr> <td>13.Ordinary Committee Member</td><td>Renjit Ambika Gopalakrishnan</td></tr> <tr> <td>14.Ordinary Committee Member</td><td>Revi T Bhaskaran</td></tr> <tr> <td>15.Ordinary Committee Member</td><td>Baiju Kootala</td></tr> <tr> <td>16.Ordinary Committee Member</td><td>Alex Jacob</td></tr> <tr> <td>17.Ordinary Committee Member</td><td>Ibrahim Idessery</td></tr> </table>	1.President	Ajayan P Vasu	2.Vice President	Boby Mottengadan	3.Honorary Secretary General	Avinash Jayakumar	4.Honorary Deputy Secretary General	Jose Kuncheria	5.Honorary Treasurer	Sreejith P Nair	6.Honorary deputy Treasurer	Tojo Jacob	7.Honorary Secretary of Moral and culture	Anup Vijai	8.Honorary Secretary of sports	Sunil Krishnan A G	9.Honorary Secretary of Education	Rajith C Rajan	10.Honorary secretary of Development and social Welfare	Arun Kumar	11.Honorary Secretary of Information	Chinthu R Panicker	12.Ordinary Committee Member	Anil Kumar T V	13.Ordinary Committee Member	Renjit Ambika Gopalakrishnan	14.Ordinary Committee Member	Revi T Bhaskaran	15.Ordinary Committee Member	Baiju Kootala	16.Ordinary Committee Member	Alex Jacob	17.Ordinary Committee Member	Ibrahim Idessery
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7	<p>Any Other Business:</p> <p>Mr Cyril Joseph, a member raised few points</p> <ul style="list-style-type: none"> • He advised the committee to include all activities like MA participation in HM Birthday celebration, Republic day celebration, Vice president of India Visit and interactions with other associations to be added in the AGM report. • Suggested to make budget for each department. • Suggested the Auditors review and report should be included in the AGM report. • Management Audit should be done. • Suggested to make changes in the following clause in the Notice for AGM <i>While we encourage active participation of any member to submit nomination to be an office bearer in the management committee, as guidance, we like to inform you that all your particulars will be submitted to the respective authorities and subject to police verification. Also, our advice is to obtain prior consent of your employer to avoid any further complications.</i> <p>Mr Cyril suggested that the above clause can discourage some members to come forward for nomination.</p> <p>Mr Cyril was informed that the above points are noted and will be taken into consideration by the next committee.</p>
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Prepared by:



.....
Avinash Jayakumar
Secretary

Name
(Proposed by)

Signature

Approved by:



.....
Ajayan P Vasu
President

Name
(Seconded by)

Signature

Annual Report of the Malayali Association 2016

Malayali Association(MA) was established with laid down objectives to serve as a platform for Malayalees to meet and exchange views and foster friendly relationship within as well as with local and other Indian communities.



The present committee of Malayali Association officially assumed charges on 20th March 2016 during the AGM held at Serikandi Café and Restaurant, Kuala Belait.

The committee has met 11 times for monthly meetings with an average attendance of 75%. In addition to the Management Committee, subcommittee members were also invited from the MA members, aimed to provide a platform for the community to work with the Management Committee in certain areas.

A lot of activities and programmes were organised under the banner of Malayali Association. The number of memberships has become 134 in 2016, even though 22 MA members have left Brunei Darussalam for good. 17 new members have registered during this term and most of the existing members have renewed their memberships.

Social and Welfare

Social and welfare section of Malayali Association initiated a lot of programmes to fulfil one of the main objectives of the association, welfare of the local and Indian community. Malayali Association organized a blood donation drive with the support of Raja Isteri Pengiran Anak Saleha (RIPAS) Hospital Blood Donation Centre on 13th November 2016 at Indian Association of Belait s to support the local community for a noble cause. Around Sixty people from the Kerala community and other Indian communities stepped forward to make a donation



The Malayali Association (MA) marked the Earth Day by organising a beach cleaning campaign on 1st May 2016 at Silver Jubilee Park, Kuala Belait. The initiative was inaugurated by Awang Ramli Bin Haji from Bandaran. Around 125 members of the Malayali community in Belait District volunteered to help maintain the cleanliness of a four-kilometre stretch of the beach.



AS PART of Malayali Association's (MA) welfare objectives to support the local Bruneian community, MA with the support of the Penghulu of Mukim Seria organised a charity drive on 26th June 2016, distributing food kits to the underprivileged families around Belait District. During this joint effort – which took place at Pusat Insani Seria in the presence of the Penghulu of Mukim Seria, Haji Jamail bin Haji Linap, local authorities and MA committee members – MA distributed food kits to 26 less fortunate families chosen by the Mukim Seria Consultative Council.



As part of the association's welfare commitment to local community, it donated BND\$500 to Belait District's Orphans Fund, which was handed over to the Belait District Officer, Awang Haji Haris bin Othman. The association also donated a wheelchair to a person in need, identified by the Penghulu of Mukim Belait, Haji Pungut bin Ali.



As part of the Malayali Association's established objectives to serve the local community, a second blood donation drive was organised on 5th February 2017 Sunday at the Blood Bank Centre of Suri Seri Begawan Hospital in Kuala Belait. Around 40 donors from MA, and other nationalities, participated and donated blood.



MA Management Committee extended financial support to Mr Madanan, Mr Shivaraman Pillai and Mr Bijesh

Moral and Cultural

The main event under Moral and Culture wing was the cultural performances on the day of Onam Celebration with the approval of the local authorities concerned was held on 18th September 2016 at Pusat Insani. Her Excellency Mrs Nagma M Malik was the Chief Guest of the Onam Celebration 2016. About 500 guests attended the programme including invited guests. The other guests include DO ,Penghulu Mukim Kuala Belait, and representatives from other local government bodies.

The Cultural Committee managed to organize variety of entertainments for Onam Celebration. The participants, choreographers and the cultural committee worked hard for five months to make this programme successful. A review discussion with choreographers and cultural committee was also held after the Onam Celebration.



A gathering was organized on November 3 at Serikandi Café and Restaurant hall on the occasion of Kerala Piravi and Hari-raya Haji (Bakrid).

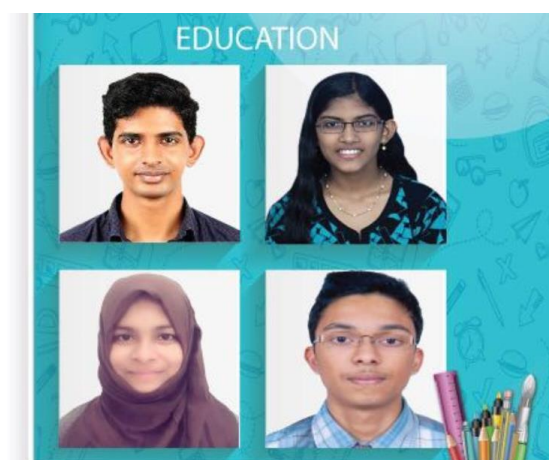


Education

In connection with Onam celebration a colouring competition was organized on 10th September 2016 at Indian Association of Belait hall. There were four categories in this competition. Trophies were presented to the winners during Onam Celebration.



MA has presented Malayali Association Merit Awards 2016 to students within its members who have academically excelled in the local school examinations. These awards were handed over to the winners during the Onam Celebrations 2016 at Pusat Insani, Seria.



Edu Fun, a workshop to improve the public speaking skills of MA kids was organized on 14th August 2016 at Serikandi Café and Restaurant. Around 40 children from our community attended this activity.



Information

Information wing has managed to maintain a communication with members regarding the MA Programmes and activities.

MA also maintains a friendly relationship with local media and press. Our cultural programmes and other activities are widely covered in newspapers.



Sports

In conjunction with Onam celebrations 2016 onam sports titled Ona Kalikal was organized at IAB Hall, Seria. This year on experimental basis with contrast to previous years the games was conducted during evening time with around 15 various games for different age groups and couples. The attendance this time like earlier years was encouraging. Onakkalikal ended with a fantastic feast as usual.

Malayali Association Cricket Club (MACC) participated in three tournaments this year including Tamil Cup, APJ Abdul Kalam Memorial Cup and BSRC Onam cup. In APJ Abdul Kalam Cup MACC entered the quarter finals.



In an effort to maintain a healthy community, MA has initiated to form a Hike Brunei club under the leadership of Mr. Bobby which organises hiking once a week in Sungai Liang (KM4 trial) . Now the club is very active with 20 members participating in hiking.



Keeping in view to develop a strong MACC team, MA sports committee with the support of many of the other committee members this time was able to conduct regular practice for MACC during weekends and other public holidays.

Other Activities

No	Name of Event	Date	Venue	Invitees
1	The Second International Day of Yoga	19th June 2016	The India House	All Members
2	India's 70th Independence Day Flag Hoisting Ceremony	15 August, 2016	High Commission of India Chancery premises	All Members
3	Independence Day Celebration	15th August 2016	ICC, Bandar	President, Vice President & Secretary
4	India Naval Ship Airavat	May 1 to May 5, 2016.	Brunei Maura Port	All Members
5	125th Birth Anniversary Celebration of Dr. B. R. Ambedkar	14th May 2016	High Commission premises	All Members
6	Meeting with IHC	20th October 2016	Kuala Belait	All Committee members
7	SRAVANOLSAVAM	5th November 2016	ICC	Executive Committee
8	Celebration of birth anniversary of Sardar Vallabhbhai Patel	11th November 2016	High Commission of India Chancery premises	All Members
9	Briefing session on illegal manpower trafficking on Saturday	11th December 2016	High Commission of India Chancery premises	President
10	REPUBLIC DAY CELEBRATION	26th January 2017	Empire	President, Secretary and Treasurer
11	Kathak dance performance	27th January 2017	Jerudong International School Auditorium	All Members

We are proud the committee was able to bring the community together into a common platform through all these programmes which thrived the association into a level of professionalism as well as productivity. The committee is thankful to the entire Malayali Association members and the other supporters for their cooperation and support.

Once again thank you all for your sincere support and looking forward your cooperation and help in the years to come.

Thank you all.

**MALAYALI ASSOCIATION MANAGEMENT COMMITTEE
NEGARA BRUNEI DARUSSALAM**



MALAYALI ASSOCIATION, BRUNEI DARUSSALAM

AUDIT OBSERVATIONS

AUDIT REPORT		AUDIT No. : MA- AA- 2017	
		DATE : 10/03/2017	
Audit AREA	: 1. Financial affairs for the year	Name of Auditee	: 1, Avinash Jayakumar Hon Sec.G 2. Sreejith P Nair Hon .Trsar.
	2. Overall Functioning and affairs	Name of Auditor	: Varghese K Mathew Hon .Auditor.

Objective and Scope of Annual Audit – Ref. Document- MA revised Constitution

- a) Audit the financial affairs of the association to express an opinion based on the accounting books and records.
- b) Overall audit on the functioning and affairs of the association based on all the activities of the association, minutes of meetings and other secretarial document
- c) To audit and report that the assets of the association are safeguarded and proper inventory is maintained
- d) Prepare the annual audit report and offer necessary explanation in the AGM

Audit Findings

Audit findings based on documents submitted

- 1 2016 Annual activities – Plan – identified 21 activities- which covers MA's- overall Objectives of functioning.- off which all major plans achieved and few items not done, which are explained with valid reason.
- 2 2016 Annual activities – actual – identified with 16 activities which fulfill the areas of MA's key objectives.
- 3 List of Other activities in which MA committee / members involved -In addition to the planned activities MA has initiated and participated 11 items with Indian Highcom and Indian Association in Brunei
- 4 Register of MOM submitted- Except in the month of December 2016 all other meetings had been performed and recorded with MOM details – For the Month of Dec 2016 – Reason explained- unavailability of all committee members –
- 5 Financial affairs for the year 2016 – submitted for review in details , found acceptable.-
- 6 Budget : Reviewd the copy of Budget submitted for AGM- not done any revision and update periodically .
- 7 MA's assets and inventory of items purchased so far;- reviewed the register and noted as part of audit.

Audit findings based on MA revised Constitution.

1. Overall functioning and affairs of association is aligned with the "Aims and Objectives of MA".
2. Need more initiatives for getting support and involvement of all levels of Malayalees to meet and exchange their views and ideas and to provide assistance to the needy.
3. Overall initiative for Malayalee children involvements and participation are excellent except to learn the language
4. Overall initiatives to engage in educational, social, charity and welfare activities and other services for those in need in Negara Brunei Darussalam is meeting the expectations' MA, need to focus new areas to avoid repetitive events.
5. Budget control need to be implemented and to be reviewed and accepted in monthly meetings periodically and updated as document evidence.


Auditor signature / Date


Copy Distributed to : Auditee / Auditor / All MA Members attending AGM

MALAYALI ASSOCIATION
Kualal Belait
Brunei Darussalam

Income & Expenditure for the period from 1st Jan 2016 to 31st Dec

All in BND	
Description	31-12-2016
<u>INCOME:</u>	
Annual Subscription & Membership Fee	2,810.00
Onam Collections	30,336.99
Contributions received - Other	616.00
Donation for Blood Donation Campaign	500.00
Total Receipts	34,262.99
<u>EXPENDITURE:</u>	
Printing & Stationery	349.90
Govt Fees for Cultural Programme approval	250.00
Food & Refreshment for various Program	1,092.30
Sports Expenses	545.70
Prize & Mementos	445.00
Donation to Charity	3,116.80
Meeting expenses	1,530.00
Bank Charges	-
Onam expenses	26,328.78
Other Expenses	196.90
Unrealised written off from Year _____	-
Total Payments	33,855.38
 EXCESS OF INCOME OVER EXPENSES	 407.61

Prepared by:



Checked by:



Audited by:





MALAYALI ASSOCIATION
Kuala Belait
Brunei Darussalam

Receipts & Payments - 1st Jan Year to 31st Dec 2016

All in BND

Description	31-12-2016
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RECEIPTS:

Opening Balance on 1st Jan 2016 - CASH	1,052.95
Opening Balance on 1st Jan 2016 - BAIDURI	11,546.64
Annual Subscription & Membership Fee	2,810.00
Onam Collections	30,336.99
Contributions received - Other	616.00
Year 2014 collection	
Total Receipts	46,362.58

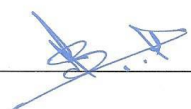
PAYMENTS:

Printing, Stationery & Other miscellaneous items	349.90
Govt Fees for Cultural Programme approval	250.00
Food & Refreshment for various Program	1,092.30
Sports Expenses	419.70
Prize & Mementos	445.00
Donation to Charity	3,116.80
Meeting expenses	1,530.00
Bank Charges	-
Onam expenses	25,818.78
Any Other	196.90

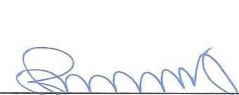
Total Payments	33,219.38
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Excess of receipts over payments	13,143.20
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Prepared by:



Checked by:



Audited by:



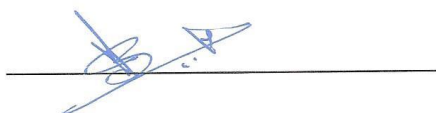
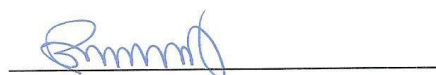


MALAYALI ASSOCIATION**Kualal Belait****Brunei Darussalam**

PO Box 150, KA1189, Brunei

BALANCE SHEET AS AT 31-12-2016**YEAR 2016**

ASSETS	BND
<u>Current Assets</u>	
Cash at Bank - Baiduri Bank	12,840.73
Cash in hand	302.47
Accrued Donation	500.00
TOTAL DEPOSIT	13,643.20
LAIBILITIES	
Previous Years balance carried forward	12,599.59
Accrued Payables	636.00
Excess of Income over expenditure	407.61
TOTAL LAIBILITIES	13,643.20

Prepared by:

Checked by:

Audited by:



TENTATIVE BUDGET FOR FINANCIAL YEAR 2017

MALAYALI ASSOCIATION

Kuala Belait

Brunei Darussalam

BND

INCOME:

Annual Subscription & Membership Fee	3,000.00
Onam Collections	27,000.00
Other Receipts - Donations & contributions	1,000.00
Total Expected Revenue	31,000.00

EXPENDITURE:

Education	1,000.00
Welfare	3,000.00
Sports	1,000.00
Onam	23,000.00
Admin	1,500.00

Total Payments	29,500.00
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Excess Income over Expenses	1,500.00
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