

Sussex Neighbourhood House Inc.

2018-2019

ANNUAL

REPORT



***Our Community's Heart,
Where Everyone is Welcome***



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Sussex Neighbourhood House Inc. acknowledges the Aboriginal custodians of this land and we pay our respects to their culture, their people and elders past, present and future.



SUPPORTS

ENGAGES

CONNECTS

EXCITES

Our Vision

Our community's heart, where everyone belongs

Our Mission

Sussex Neighbourhood House provides a relevant hub that supports, engages, connects, and excites our community through lifelong learning, social activities and by responding to community needs.

ABOUT US

In 1991, Sussex Neighbourhood House (SNH) at 235 Sussex Street, Pascoe Vale was officially opened by the then Premier of Victoria Joan Kirner and Hazel Hawke, wife of the local federal member and Prime Minister, Bob Hawke.

Twenty-six years later, in January 2018 we moved into a new purpose built site at 7 Prospect Street, Pascoe Vale, where we have maintained our identity and purpose. Through the services that SNH provides, we strive to make a positive difference in peoples lives. We are an incorporated association, with membership from the local community.

The activities and programs we provide are developed in response to the needs of the community. Our brand is built not from our communication materials or our mission statement, but rather by the day to day interactions we have with community. We are a not-for-profit organisation where funds are combined with a strong staff and volunteer input to ensure maximum benefit to our diverse community.

Our funding support comes from a range of funding agencies, including Dept. of Health and Human Services, Dept. of Education & Training, and Moreland City Council. We operate to our Constitution, a three year Strategic Plan, and the Neighbourhood Houses Good Practice Standards.

Our values:

We value diversity, accessibility and inclusiveness

We value knowing our community

We value supporting and empowering each other

We value learning for everyone

We value community ownership and involvement

We value environmental sustainability.

COMMITTEE OF GOVERNANCE



Dr Anthony Engwirda
Committee Member



Ms Claire Martin
Chairperson



Ms Lisa Tricarico
Committee Member



Ms Donalee Weis
Deputy Chairperson



Ms Skye Griffiths
Committee Member



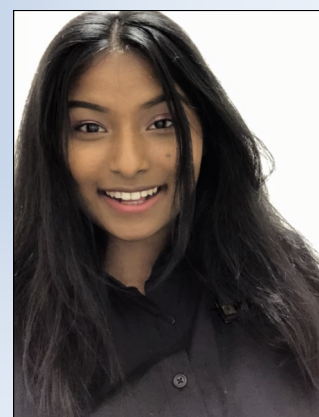
Mr John Cataldo
Com. M'br (resign. 15/2/19)



Mr John Watson
Treasurer



Ms Nancy Vanin
Secretary



Ms Loonibha Karki
Committee Member



Mr Victor Issell
Manager - Ex Officio

STAFF MEMBERS 2018-2019

Manager
Office Coordinator
Volunteer & Events Coordinator
ACFE Coordinator
Finance Officer, MYOB & Bookkeeping
Community Development Officer
Administration Support

Victor Issell
Alex Fletcher-Hoerner
Kylie Gerber
Louise Pacor
Alfina Astuto
Thea Bates
Kylie Gerber, Louise Pacor & Melanie Fisher

Basket Weaving
Community Choir Leader
Clay Art Tutor
Card Making / Papercraft
Computer & Technology Tutors
Creative Movement & Dance
Creative Writing
Disability Aides, Assistants & Bus Driver

Anne Newton
Phil Hudson
Ursula Dutkiewicz
Jo Weedon
Tim Beacham, Dinesh Perera, Rana Jarrari
Simone Litchfield
Anna Fern
Simone Litchfield, Sam Vains,
Melodie Radatti, Steve Whan
Dinusha Perera, Asha Prakash
Cherie Roe
Tad Davis
Tim Beacham

English as an Additional Language
Floristry
Guitar & Keyboard
Info. Technology Support

Melodie Radatti
Tania Sangiorgio
Christine Hill
Angela Stock
Andrea Rodriguez & Toula Zoumboulakis
Jan Bowles & Chiara Zeta
Averil Lewis
Ben Winspear
Simone Litchfield, Rachael King
Yulay Perez

Kids Create
Kids Cooking
Knitting
Mixed Media
Relaxation & Meditation
Sewing & Textiles Workshops
Tai Chi
Watercolour & Drawing
Yoga
Zumba

OFFICE & PROGRAM VOLUNTEERS

Art Space
Book Club & Sussex Family History Group
Clay Art

Computers/Smart Devices
Grants Writer
Kids Create

Knitters, Crochet & Quilters
Mixed Media

Office Volunteers

English as a Second Language

Older Mens Group (OMG)

Jennifer Burnett
Jan Bowles
Amanda Latham , Gloria Dellora &
Ozlem Mehmet-Radji
Debbie Skinner
Louise Pacor
Tiff Yong

Mary Scanlon & Marie English
Eliza Cameron

John Wloch, Anne Wertheim
Anna Deamicis & Michael Freiberg
Patrick Saunders, John Wloch,
Sulaf Al Godi, Lyn Ong & Pauline Rogan
John Wloch

LEADERSHIP REPORT

The Committee of Governance (CoG) has experienced a very busy, exciting year, enjoying operating in the spacious, bright spaces and with the help of all of the wonderfully talented staff, tutors and volunteers. As you read this report, share with us a sense of belonging, as the House on this new site, is your House .

As the business of the Committee is governance, time was spent in monthly meetings updating the Strategic Plan for 2018-2020; reviewing and introducing new policies; analysing the financial position; participating in the Moreland City Council yearly Annual Organisation Health Check; overseeing grants for funding of various activities; fulfilling government's compliance obligations; taking part in an internal Governance Review; and forming partnerships with organisations looking for space to hold their meetings and seminars.

**“THE GREATNESS OF A COMMUNITY
IS MOST ACCURATELY MEASURED BY THE
COMPASSIONATE ACTIONS OF ITS MEMBERS”**

Coretta Scott King

As the year progressed we were conscious of the many people who passed through the House: stopping for a coffee and studying the program notice board, or deciding to stay and enrol in a particular course or activity.

We enjoy making use of the reception area with a “resident artist” and wonderful display of art work on the walls: and delicious smells drifting from the kitchen. Dropping into the book exchange or “surfing the net” at the community WiFi is also on offer.

It has been a year of substantial consolidation, programmatically and financially rewarding. We have focused on fostering and promoting the new centre as a place of welcome. A key aim as manager of the centre is to ensure it is used as much as possible by the community. The report on Room Hire indicates we have made substantial progress.

During the next year we will turn our attention to what is possible in the surrounding spaces.

The possibilities are endless for neighbourhood houses. We will continue to seek to balance our ideas and dreams with our available resources and ensure we manage our development responsibly.

Thank you to the Moreland City Council officers and staff, the State Member for Pascoe Vale the Hon Lizzie Blandthorn MP, and Peter Khalil Federal Member for Wills., our funding agencies, community support agencies, and local businesses.

Sincere thanks to the Committee of Governance members for their continuing valuable support of the House; House Members; the great staff and volunteers. Thank you for coming on the journey with Sussex Neighbourhood House this year. Enjoy the stories, photos, and statistical information that inform the year's great achievements.

Claire Martin
Chairperson

Victor Issell
Manager

COURSE & SUPPORT GROUP PARTICIPATION

Enrolments by Term 2015-2016-2017-2018-2019

	Term 1	Term 2	Term 3	Term 4	Totals (approx)
2015	111 (at 16 Feb)	103 (at April)	158 (at 27 July)	115 (at 12 October)	487
2016	147 (at 11 Feb)	163 (at 2 May)	153 (at 8 August)	227 (at 3 November)	690
Variation	+ 36	+ 60	-5	+ 108	
% change	32% increase	58% increase	3 % decrease	97 % increase	
2017	304 (at 1 March)	302 (at 23 May)	302	358 (at 13 Nov)	1266
Variation	+ 157	+139	+149	+120	
% change	107%	85%	97%	58%	
2018	311 (at 14 March)	348	474	404	1537
Variation	+7	+46	+172	+46	
% change	2%	15%	57%	13%	
2019	469 at 12 Mar	463 at 20 May			
Variation	+158	+115			
% change	51%	33%			

Total Annual Enrolment

Terms 3 & 4 for 2018 and Terms 1 & 2 for 2019

1810

TREASURER'S REPORT

The Sussex Neighbourhood House continues to improve its financial position with a healthy surplus of \$26,675 from turnover of \$438,174 or 6% return on turnover compared to 3% the previous year. The net assets position improved by 27% due to additional funds held in the SNH bank accounts.

The increase in attendance at the program classes and the utilization of the House for functions lead to the growth of the bottom line. We expect this to continue with a budgeted increase in turnover by another 12% in 2019/20 period. Staff costs remain the highest expense to the House with 84% of total expenses this year compared to 81% the previous year, due to a twice yearly increase of award wages. Such costs for 2019/20 are expected to fall back to 81% of total expenses due to a shift in the hours and rostering of staff over the next 12 months.

This is the third increase in surplus in my period as Treasurer and I expect it to continue into the future with good governance from Vic as Manager, Alfina as bookkeeper, Ryk as the Auditor, staff who help with the handling of finances, directly and indirectly and myself as the Treasurer. Thanks to all members for attendance at the programs and spreading the work of the House.

John Watson

FIPA, Treasurer

ACKNOWLEDGEMENTS

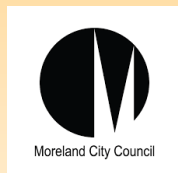
OUR THANKS

We have many organisations to thank for working together with SNH to meet our mission.

Also we acknowledge with sincere thanks, the support of our local members:

Hon Lizzie Blandthorn MP, State Member for Pascoe Vale

Hon Peter Khalil MP, Federal Member for Wills



COMMUNITY DEVELOPMENT

This was a year of settling into our new building and consolidation of programs in which my community development role has been to generate and support new ideas and possibilities, responsive to community needs, to seek funding and continue to promote Sussex NH to the broader community.

It began with the Welcome Ceremony and launch of the Welcome Wall, project managed by Melodie Radatti which speaks to visitors and participants in many languages and cultural symbols reflecting the much-valued diversity of our community.

Since then, we have scoped a potential mural project to offer training and employment for young unemployed artists and sought funding from Melbourne Airport. Regrettably, that was not successful, however, the ten-week action learning course I designed potentially has other applications in the SNH program, still to be fully explored in 2020.

I have written numbers of funding submissions: to MCC-Arts Activation Grants for our festival 2020, DHHS for a seniors' program, DEAT for our Children's Week Picnic 24 October 2019, and Melbourne Airport to

"Buoyed by community reaction to the art, we are planning an 'Arty Party' exhibition and celebration 14 December 2019 to showcase students' "

At the end of 2018 I worked closely with the Manager, the Committee of Governance and staff in the development of the SNH 2019-2021 Strategic Plan and subsequent strategies.

'The Mural Crew' community planning and consultation. I have liaised with community organisations and individuals, service providers, schools, Moreland City Council and NH network members to link and promote our house and all it offers.

Following a 2017 agreement to make SNH the heART of Pascoe Vale, I put together an Arts and Creativity Policy to guide our exhibition spaces that have since supported six seamless exhibitions of individuals and community organisations. Buoyed by community reaction to the art, we are planning an 'Arty Party' exhibition and celebration on 14 December 2019 to showcase students' beautiful work.

Thea Bates

Community Development Officer

Back in April we partnered with Active Moreland to deliver a successful Pascoe Vale Festival at the Pool.



VOLUNTEER COORDINATION

Thank you to the people who volunteer many hours of their time to help SNH meet its goals and mission. By having volunteers within our organisation, we are able to offer many additional social groups, help classroom participants and manage the organisation.

Our volunteer base has grown significantly over the last 12 months. We do advertise for volunteers, but have been overwhelmed by the number of people who walk into SNH and ask to volunteer. We are able to run the Family History Group, Book Club, Art Space and the Knitters, Crochet & Quilter groups based on volunteers alone.

Our EAL classes have the highest number of volunteers in attendance. This is of great assistance to our EAL Tutor, Asha Prakash. The assistance that is provided enables her to assist and diversify the classroom learning to suit the students.

Thank you, we couldn't have done it without you.

Kylie Gerber
Volunteer Coordinator



Volunteering is a way to meet people, make new friends or try something different. Making a difference to the community and having a sense of purpose are also popular reasons for volunteering. Join the great bunch of dedicated volunteers who already support SNH.

Phone 9354 2210 and speak to Kylie, the Volunteer Coordinator,
she'd love to hear from you.

6,590 people volunteer at Victorian Neighbourhood Houses each week.
Your contribution keeps houses like this one running and communities thriving. For that we say . . . thank you

EVENTS & PARTNERSHIPS

The year saw SNH collaborate with YMCA / Active Moreland for the Pascoe Vale Festival At The Pool. The community enjoyed and engaged in market, information and activity stalls, community groups and free access to the Pascoe Vale Outdoor Pool. The temperature of the day did deter some residents from coming to the event, but did see many come out to see the activities and utilise the free access to the pool.

The collaboration of both parties to bring the event to the community was an overwhelming success. SNH and YMCA / Active Moreland worked well together.



COMMUNITY CONNECTIONS

SNH had representation on and membership of

North West Neighbourhood Houses' Network
Neighbourhood Houses Victoria
Jobs Australia
Our Community
Older Person's Reference Group MCC

Developed or maintained valuable partnerships and supportive relationships with

Maternal and Child Health

Zero Waste

Autism Carers Support

Yellow Lady Bugs

YMCA / Active Moreland

Moreland Toy Library

Glenroy Art Group

Pascoe Vale Spinners & Weavers

Moreland Libraries: Book Club

Pascoe Vale Rotary Club

Pascoe Vale Girls College

St Dominics Primary School

Bunnings North Coburg

Pascoe Vale Primary School



Management & Office Staff



Thea Bates, Vic Issell, Archana Nayak, Asha Prakash (EAL Tutor), Alex Fletcher-Hoerner, Alfina Astuto.



Louise Pacor & Kylie Gerber

PROGRAM SNAPSHOTS

Creative Movement and Dance invites people to share their ideas and dance together. During class various textures and dynamics of movement and music are explored and at times participants learn short dance sequences or make up some dance moves together. For those who like to dress up and perform, they are given the opportunity to present their dancing to the rest of the class. This inclusive class creates a sociable and fun environment, which gets the muscles moving and lengthening to develop flexibility and strength throughout the whole body. Games are played to increase coordination and reflexes, while some gentle yoga practice helps to restore balance to the nervous system and give a general sense of wellbeing. The end of year was celebrated by participants engaging in the “Wizard of Oz”.

Simone Litchfield—Tutor



PROGRAM SNAPSHOTS

Artist in Residence - John Whittam

In March, John was advised that carrying out voluntary work in an area of interest and passion would be beneficial for him. John had recently retired and was searching for some fulfilment.

Art is an area John had a particular interest in. He was a hobby artist with an interest in portrait painting using acrylic paint. He is self-taught and didn't have a teaching background but thought he might like to be involved with small groups of people, irrespective of age, to learn the basics of painting and how enjoyable and fulfilling it could be particularly if carried out with a group of like-minded people.

John was advised to contact the Manager of SNH. Subsequently John met with Vic and a discussion took place about John's interest in Art and the possibilities of John being involved at SNH.

After some discussion it was suggested that perhaps John set up in a suitable space in the House and do some 'live' painting sessions. People in the vicinity would be welcome to watch, ask questions and generally engage. John could be regarded as an 'artist in residence'.

As a result, John started setting up and painting in the community hub. During July John completed his first painting at Sussex NH, a portrait of Vic in his office standing in front of a Van Gogh print. Late September John completed his second Project in, a portrait of Jack Jones, a WW2 vet who fought in New Guinea and at the conclusion of WW2 played for Essendon FC for a number of seasons including 3 Premierships.

John is currently considering his third project and will start work on it later in October after taking a short holiday break. The concept of an 'Artist in Residence' has been successful and mutually beneficial for both John and Sussex NH and has attracted much interest from visitors and regular users of the House.

The concept of an 'Artist in Residence' has been successful and mutually beneficial for both John and SNH and has attracted much interest from visitors and regular users of the House.



PROGRAM SNAPSHOTS

Kids Create

The Kids Create crew enjoyed another year of open ended art making and creative expression in the art room.

This year we painted to music inspired by Wassily Kandinsky and explored circular art after studying his famous colour studies. We told stories, both real and imagined using the written word and colourful 'story box' dioramas. We dreamt up quirky aliens, formed them out of clay and created wacky habitats for them to live in.

Taking advantage of our lovely open space, the kids contributed to some great communal art pieces such as a large Gratitude Tree, Kindness Wall, collaborative story using post-it notes and a giant mandala.

It's been a big year, full of creativity and laughter and I feel very blessed to work with such a great bunch of young artists. We were joined again by our long term volunteer Tiff Yong who has been an essential and much loved part of the team. Melodie Radatti - Tutor



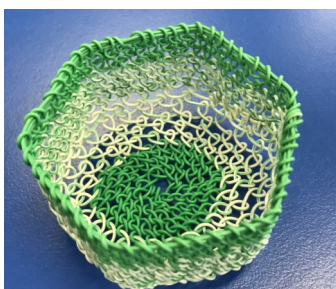
Basket Weaving

Welcome to Anne Newton our new Basket maker extraordinaire and new facilitator at SNH.

Basket Weaving was a new class that ran in Term 1, proving popular enough to evolve into an ongoing social group Pascoe Vale Basket Makers.

The class covered seven traditional techniques and made a melon basket and a number of smaller baskets using materials as varied as recycled telephone wire, paper, plastic bread bags and natural fibres found in local gardens.

Further basketry classes are planned for 2020.



PROGRAM SNAPSHOTS

Clay Arts

Clay Art for Adults - an inclusive clay pottery hand building class. It was a great year with students making some wonderful art.

Classes have been close to capacity and everyone seems to really enjoy the creating process and participating in the class.



Clay Art for Kids - experience having fun and creating with clay. Each week a different project emerges through learning to make, decorate and glaze.

It has been fun this year making some wonderful creations including Finger Puppets, Bowls, Tiles, and so much more. The class has been well attended and it's great to watch the children making friends.



Small Objects in Clay - create unique small works of art like, pinch pots, plates, and spoons for your home or for gifts using basic hand building techniques. You will learn to create and glaze. For beginners and more experienced potters.

Small Objects in Clay is constantly full of eager students and has a waiting list. Participants are exploring different techniques in making, decorating, and the art of glazing and constantly bouncing ideas off each other which makes for an enjoyable Tuesday evening.

Ursual Dutkiewicz - Tutor



PROGRAM SNAPSHOTS

Older Men's Group (OMG)

The group has steadily grown in numbers during the year with 15 men being involved. It is a diverse group with a range of backgrounds. It is a supportive and educational group and there have been a number of highlights:

- ♦ Visits to the Strathmore Men's Shed and the TAA Aviation Museum.
- ♦ Helping to organise a Heart Health Community Education workshop.
- ♦ John Whittam's exhibition and his discussion of his art.
- ♦ Receiving \$500 grant from Australia Post.
- ♦ BBQs and group discussions.



Drawing & Watercolour

Welcome Ted Dansey, local artist and new tutor at SNH. *"I begin my inaugural report by saying how much I've enjoyed the community spirit of SNH and the people involved in its success. From the top down to the dedicated office staff, fellow tutors and students."*

The class concentrates heavily on the use of traditional watercolour techniques and drawing skills and has been a very enjoyable experience. The students are enthusiastic, cheerful and with a degree of talent that is their own. I look forward to continuing in 2020 should student enthusiasm allow."



Meet Ted Dansey

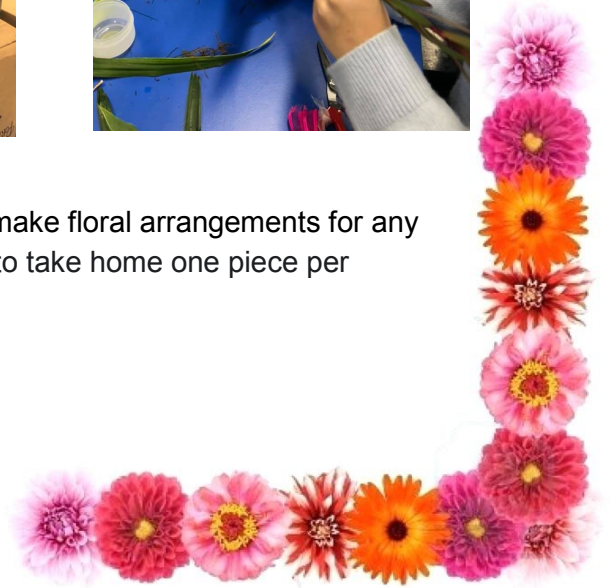


PROGRAM SNAPSHOTS

Hobby Floristry—by Cherie Roe



Ever wanted to learn floristry? We did, we learnt how to make floral arrangements for any occasion. All materials were provided and we were able to take home one piece per session.



Become a **MEMBER** of Sussex Neighbourhood House Inc.

We are always looking for new members which are the foundation and driving force of SNH. Our members elect the Committee of Governance every year at the Annual General Meeting .

Any person who lives, works, studies, volunteers or participates in the neighbourhood area of SNH and supports the aims of the House is eligible to become a member. Membership is \$5 per calendar year.

Ten years continuous membership entitles you to Lifetime Membership status - no fees required.

A Member or a child of a Member will receive 10% discount on any full priced SNH Program enrolment.

*Eva Stein is receiving her
10 year member status at
the 2018 Annual General
Meeting*



PASCOE VALE COMMUNITY CENTRE COMMUNITY USAGE REORT

Sussex Neighbourhood House moved into the Pascoe Vale Community Centre early 2018. One of the key changes for our organisation is our responsibility for a much larger space. One of our main goals is to ensure the centre is used as much as possible by the community.

It is an increasingly busy centre and we believe, to this point, we have been very successful in meeting a wide range of community needs.

The community's 'lounge room'

The changing demographics and housing of the Pascoe Vale area has seen many units and apartments being built and occupied by young families. Often, they don't have the space for celebrations and they have seen the upstairs multipurpose room as ideal. In the 2018 - 2019 year there have been:

21
first birthday parties
14
other kids' birthday parties
5
baby showers
One each of holy communion, Christening, Ramadan, 70 th birthday party, Christmas party and a dinner gathering.

Since July 2018, there has been, or will be 54 events/occasions/celebrations; and the number of people catered for is approximately 2,500.

The choice of community organisations

We have a range of organisations who are hiring our spaces on an on-going basis or as required. The table below lists organisations which are both hiring the multi-purpose space upstairs as well as downstairs spaces.

Name of organisations	
Mind Australia	Annecto
Australian Breast-feeding Association	Tweddle Child and Family Health Service
I'm still learning	Playgroups Victoria
Independence Australia	Melbourne City Mission
Merri Health	Tipping Foundation
Relatewell	Moreland City Council
Art of living	OCTEC
Yooralla	Weight Watchers
Yellow Lady Bugs	Merri Health
My Time play-group	

Diversity in use

We have a wide range of use over and above the categories listed above.

Our rooms are being used regularly by both local and state government.

For example, Moreland City Council has used the rooms for planning workshops for various departments and committees. These include Open Spaces, Social Development, Libraries, Maternal and Child Health, Aged Care and Disability. Monthly immunisations are also held in the multipurpose room.

Moonee Valley Council used our rooms for community infrastructure planning. The Victorian Government's Department of Health and Human Services is a regular user. The Hon. Peter Khalil, the federal member for Wills has hired space along with the Pascoe Vale Branch of the ALP for their monthly meetings.

Other organisations who have hired space are schools, wellbeing organisations, mental health services and private organisations.

Uses include AGMs, first aid courses, last day of school breakfast, curriculum days, art therapy, professional training and development, workshops, team meetings.

Approximately another 1000 people have used the rooms for these purposes.

Sussex Neighbourhood House also uses the multipurpose space for a range of our courses which are not suited to the spaces downstairs, given the nature of the activity and the number of people engaged. For example, creative movement and dance, mixed media, zumba and yoga.

Summary of key aspects of the space for room hire

Several thousand people have used the space for a range of uses.

A range of community organisations have used the space.

In the twelve months, members of the Pascoe Vale community have been introduced to their new community centre and neighbourhood house and have demonstrated their preference and commitment to hiring it for all kinds of events and gatherings.

Importantly, it is a safe and familiar place for vulnerable groups which includes people with dementia, autism, isolation, life challenges and a range of disabilities and health issues.

An important sense of connection, safety and support is guaranteed for vulnerable groups interacting with SNH staff and other community groups and members all around.

This sense of security and belonging leads to further bookings, e.g. one party begets other parties as participants see the value and suitability.

The space provides community engagement opportunities and encourages diversity of use.

It has become a de facto 'community lounge room' for some for their important occasions. The community have embraced the space.

It works brilliantly as a multi-purpose space.

Importantly, it underpins the suite of activities and opportunities we provide to the community.

A most important point is that this space cannot be replicated elsewhere, either downstairs or in the hall next door. The size is critical but also that the space is kid friendly for a wide range of activities. Part of the size issue is storage space for the various groups using upstairs. And the playgroups all need access to the playground.

It provides important revenue raising to support and cross subsidise our community services and to offset the costs of managing, administering and administering the centre.

Multi-purpose room, level 1



Cumberland Road entrance, Pascoe Vale



COMMUNITY SERVICE SNAPSHOTS



COMMUNITY GROCER offers a range of fruit and vegetable box services for households, organisations and businesses. Your box helps them to do what they do best—run weekly, affordable, fresh food markets to support healthy connected communities.

THANK YOU!

Before the cold weather set in, SNH delivered knitted goodies to the Asylum Seeker & Refugee Service in Tinning Street. A big thank you to our knitting group, locals who collected and returned completed items, and staff and students!

20+ beanies, 8 scarves, 10+ pram & cot

blankets




We asked—you gave—we needed a trolley for the scarves going to the **Cancer Council** for women going through chemo.

FREE INFO SESSION

An Introduction to Living Sustainably and Eliminating Plastic and Waste was presented by local resident, Sylvia LoPiccolo, and Treasurer of ZERO WASTE Vic. She shared how she has removed almost all plastics from her kitchen, bathroom, cleaning and shopping. Informative information was given enabling participants an opportunity to walk away with simple and practical tips and DIYs for reducing, re using and recycling with your family.



CONTACT DETAILS



Sussex Neighbourhood House Inc.
7 Prospect Street
PASCOE VALE 3044

Phone: 9354 2210

Email: enquiries@sussexnh.org.au

Website: www.sussexnh.org.au

ABN: 45 620 743 392

Inc. No: A0024700T

SUSSEX NEIGHBOURHOOD HOUSE INC

**Financial statements
For the year ended 30 June 2019**

SUSSEX NEIGHBOURHOOD HOUSE INC

ABN: 45 620 743 392

Contents

For the year ended 30 June 2019

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SUSSEX NEIGHBOURHOOD HOUSE INC

ABN: 45 620 743 392

Committee's report

For the year ended 30 June 2019

Your committee members submit the financial report of SUSSEX NEIGHBOURHOOD HOUSE INC for the financial year ended 30 June 2019.

Committee members

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

Claire Martin (President)
John Watson (Treasurer)

Principal activities

The principal activity of the association during the financial year is:

Providing of community services

Significant changes

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

Operating result

The profit of the Association for the financial year after providing for income tax amounted to \$26,675.

Signed in accordance with a resolution of the members of the committee:

Claire Martin (President)

John Watson (Treasurer)

Dated 08 September 2019

SUSSEX NEIGHBOURHOOD HOUSE INC

ABN: 45 620 743 392

Income statement

For the year ended 30 June 2019

	2019 \$	2018 \$
Income		
Donations	3,226.20	15,169.92
Fund Raising Activities	893.37	2,011.06
Government Subsidies	280,554.62	279,417.12
Interest Received	2,246.37	2,447.96
Loss on Sale of Non-current Assets	-	(1,429.00)
Non-Government Subsidies	5,090.91	-
Other Revenue	35,334.51	11,404.72
Profit on Sale of Non-current Assets	-	60.00
Program Service Fees	110,828.38	77,993.98
	438,174.36	387,075.76
Expenses		
Administration fees	-	400.90
Advertising	3,340.37	4,075.28
Asset write offs	191.82	236.36
Auditor's Remuneration	1,850.00	1,800.00
Bank Charges	803.59	573.06
Computer expenses	5,237.96	8,741.31
Consumerable Items	31.82	424.98
Depreciation	890.00	1,293.00
Employees' Amenities	2,270.67	1,808.15
Filing Fees	180.60	113.80
Insurance	652.07	1,062.39
Lease Fee	1,824.00	912.00
Light & Power	1,163.64	3,580.05
Long Service & Annual Leave	522.11	6,651.02
Postage	1,458.46	1,199.91
Printing & Stationery	3,927.72	2,399.38
Program Costs	17,640.16	14,031.95
Rates & Taxes	1,532.22	725.52
Recruitment Fees	590.91	348.67
Removal/Relocation	-	2,440.91
Rent	-	314.18
Repairs & Maintenance	12,886.59	10,097.68
Security Costs	429.50	457.03
Staff Training	2,881.02	2,890.00
Subcontractors	107,727.19	90,037.50
Subscriptions	1,054.54	1,036.36
Superannuation Contributions	36,324.58	33,154.59
Telephone	4,002.81	4,649.37
Wages	198,620.34	174,990.45
Waste Disposal	907.40	181.48
Workcover	2,557.74	3,031.72
	411,499.83	373,659.00

The accompanying notes form part of these financial statements.

These statements should be read in conjunction with the attached compilation report of Wykco Pty Ltd.

SUSSEX NEIGHBOURHOOD HOUSE INC

ABN: 45 620 743 392

Income statement

For the year ended 30 June 2019

	2019	2018
	\$	\$
Net profit	26,674.53	13,416.76
Retained earnings at the beginning of the financial year	60,430.69	47,013.93
Retained earnings at the end of the financial year	87,105.22	60,430.69

The accompanying notes form part of these financial statements.
These statements should be read in conjunction with the attached compilation report of Wykco Pty Ltd.

SUSSEX NEIGHBOURHOOD HOUSE INC

ABN: 45 620 743 392

Notes to the financial statements

For the year ended 30 June 2019

The financial statements cover SUSSEX NEIGHBOURHOOD HOUSE INC as an individual entity. SUSSEX NEIGHBOURHOOD HOUSE INC is a not-for-profit association incorporated in Victoria under the Associations Incorporation Reform Act 2012 ('the Act').

The principal activity of the association for the year ended 30 June 2019 is:

Providing of community services

Comparatives are consistent with prior years, unless otherwise stated.

1 Basis of preparation

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

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

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

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

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

Income tax

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

2 Summary of significant accounting policies

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.

SUSSEX NEIGHBOURHOOD HOUSE INC

ABN: 45 620 743 392

Notes to the financial statements

For the year ended 30 June 2019

Interest revenue

Interest is recognised using the effective interest 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.

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

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.

Property, plant and equipment

Each class of property, plant and equipment is carried at cost or fair value less, where applicable, any accumulated depreciation and impairment.

Property, plant and equipment is depreciated on a straight-line basis over the asset's useful life to the Association, commencing when the asset is ready for use.

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 that are expected to be wholly settled within one year have been measured at the amounts expected to be paid when the liability is settled.

Employee benefits expected to be settled more than one year after the end of the reporting period have been measured at the present value of the estimated future cash outflows to be made for those benefits. In determining the liability, consideration is given to employee wage increases and the probability that the employee may satisfy vesting requirements. Cash flows are discounted using market yields on high quality corporate bond rates incorporating bonds rated AAA or AA by credit agencies, with terms to maturity that match the expected timing of cash flows. Changes in the measurement of the liability are recognised in profit or loss.

SUSSEX NEIGHBOURHOOD HOUSE INC

ABN: 45 620 743 392

Notes to the financial statements

For the year ended 30 June 2019

	Note	2019 \$	2018 \$
3 Cash and cash equivalents			
Petty Cash		100.00	100.00
Cash on Hand		2.85	842.60
ANZ Banking Corp'n Ltd Cheque A/C		113,654.88	68,004.00
ANZ Banking Corp'n Ltd Cash Manag't & Term Deposits A/C's		107,962.78	105,716.41
AXA/AMP Investment A/C		135.15	135.15
		221,855.66	174,798.16
4 Trade and other receivables			
Current			
Trade Debtors		5,282.00	3,436.00
		5,282.00	3,436.00
5 Other assets			
Current			
Prepayments		2,738.91	1,136.67
		2,738.91	1,136.67
6 Property, plant and equipment			
Plant and equipment			
Plant & Equipment		4,450.00	4,450.00
Less Accumulated Depreciation & Impairment		(2,784.73)	(1,894.73)
		1,665.27	2,555.27
		1,665.27	2,555.27
7 Trade and other payables			
Current			
Sundry Creditors		11,611.76	10,100.43
Trade Creditors		11,784.29	11,299.03
Accrued Expenses		13,332.22	1,953.00

These notes should be read in conjunction with the attached compilation report of Wykco Pty Ltd.

SUSSEX NEIGHBOURHOOD HOUSE INC

ABN: 45 620 743 392

Notes to the financial statements

For the year ended 30 June 2019

Note	2019 \$	2018 \$
	<u>36,728.27</u>	<u>23,352.46</u>

8 Provisions

Current

Provision for Annual Leave	8,410.12	12,101.91
Provision for Long Service Leave	14,192.65	9,978.75
Provision for Superannuation	-	8,250.04
Provision for PAYG W	4,534.00	3,166.00
	<u>27,136.77</u>	<u>33,496.70</u>

9 Other liabilities

Current

Income in Advance	80,571.58	64,646.25
	<u>80,571.58</u>	<u>64,646.25</u>

10 Retained earnings

Retained earnings at the beginning of the financial year	60,430.69	47,013.93
Net profit	26,674.53	13,416.76
	<u>87,105.22</u>	<u>60,430.69</u>

11 Events occurring after the reporting date

No matter or circumstances have arisen since the end of the financial year which significantly affected or may significantly affect the operations of the association, the results of those operations or the state of affairs of the association in future financial years.

12 Statutory information

The registered office and principal place of business of the association is:

SUSSEX NEIGHBOURHOOD HOUSE INC
7 Prospect St., Pascoe Vale, Vic., 3044.

SUSSEX NEIGHBOURHOOD HOUSE INC

ABN: 45 620 743 392

Notes to the financial statements

For the year ended 30 June 2019

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 assets 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.

Provisions

Provisions are recognised when the association has a legal or constructive obligation, as a result of past events, for which it is probable that an outflow of economic benefits will result and that outflow can be reliably measured.

SUSSEX NEIGHBOURHOOD HOUSE INC

ABN: 45 620 743 392

Balance sheet

For the year ended 30 June 2019

	Note	2019 \$	2018 \$
Current assets			
Cash and cash equivalents	3	221,855.66	174,798.16
Trade and other receivables	4	5,282.00	3,436.00
Other current assets	5	2,738.91	1,136.67
Total current assets		229,876.57	179,370.83
Non-current assets			
Property, plant and equipment	6	1,665.27	2,555.27
Total non-current assets		1,665.27	2,555.27
Total assets		231,541.84	181,926.10
Current liabilities			
Trade and other payables	7	36,728.27	23,352.46
Provisions	8	27,136.77	33,496.70
Other current liabilities	9	80,571.58	64,646.25
Total current liabilities		144,436.62	121,495.41
Total liabilities		144,436.62	121,495.41
Net assets		87,105.22	60,430.69
Members' funds			
Retained earnings		87,105.22	60,430.69
Total members' funds		87,105.22	60,430.69

The accompanying notes form part of these financial statements.
These statements should be read in conjunction with the attached compilation report of Wykco Pty Ltd.

SUSSEX NEIGHBOURHOOD HOUSE INC

ABN: 45 620 743 392

Statement by members of 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.

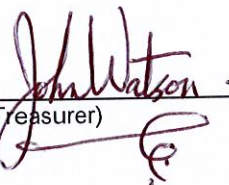
In the opinion of the committee the financial report:

1. Presents fairly the financial position of SUSSEX NEIGHBOURHOOD HOUSE INC as at 30 June 2019 and its performance for the year ended on that date.
2. At the date of this statement, there are reasonable grounds to believe that SUSSEX NEIGHBOURHOOD HOUSE 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:



Claire Martin (President)



John Watson (Treasurer)

Dated 08 September 2019

SUSSEX NEIGHBOURHOOD HOUSE INC

ABN: 45 620 743 392

Independent audit report to the members of association, SUSSEX NEIGHBOURHOOD HOUSE INC

Report on the audit of the financial report

Opinion

I have audited the accompanying financial report, being a special purpose financial report, of SUSSEX NEIGHBOURHOOD HOUSE INC (the association), which comprises the balance sheet as at 30 June 2019, the income statement, and notes to the financial statements, including a summary of significant accounting policies and the statement by members of the committee.

In my opinion, the accompanying financial report of the association for the year ended 30 June 2019 is prepared, in all material respects, in accordance with the Associations Incorporation Reform Act 2012.

Basis of opinion

I conducted my audit in accordance with Australian Auditing Standards. My responsibilities under those standards are further described in the auditor's responsibilities for the audit of the financial report section of my report. I am independent of the association in accordance with the auditor independence requirements of the ethical requirements of the Accounting Professional and Ethical Standards Board's APES 110 Code of Ethics for Professional Accountants (the code) that are relevant to my audit of the financial report in Australia. I have also fulfilled my other ethical responsibilities in accordance with the code.

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

Emphasis of matter - basis of accounting

I draw attention to note 1 of the financial report, which describes the basis of accounting. The financial report is prepared to assist the association in . As a result, the financial report may not be suitable for another purpose. My report is intended solely for the association and should not be distributed to or used by parties other than the association. My opinion is not modified in respect of this matter.

Responsibility of management and those charged with governance

Management is responsible for the preparation and fair presentation of the financial report in accordance with the Associations Incorporation Reform Act 2012, and for such internal control as management determines is necessary to enable the preparation of the financial report is free from material misstatement, whether due to fraud or error.

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

Those charged with governance are responsible for overseeing the association's financial reporting process.

SUSSEX NEIGHBOURHOOD HOUSE INC

ABN: 45 620 743 392

Independent audit report to the members of association, SUSSEX NEIGHBOURHOOD HOUSE INC

Auditor's responsibilities for the audit of the financial report

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

Ryk Eksteen

127 Paisley St

08 September 2019

SUSSEX NEIGHBOURHOOD HOUSE INC

ABN: 45 620 743 392

Certificate by members of committee

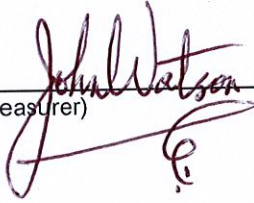
Annual statements give true and fair view of the financial position of incorporated association.

We, being the members of the Committee of the SUSSEX NEIGHBOURHOOD HOUSE INC, certify that -

The statements attached to this certificate give a true and fair view of the financial performance and position of SUSSEX NEIGHBOURHOOD HOUSE INC during and at the end of the financial year of the association ending on 30 June 2019.



Claire Martin (President)



John Watson (Treasurer)

Dated 08 September 2019

SUSSEX NEIGHBOURHOOD HOUSE INC.
STATEMENT OF CASH FLOWS FOR THE YEAR ENDED 30 JUNE 2019

	Note	2019 \$	2018 \$
CASH FLOWS FROM OPERATING ACTIVITIES			
Receipts from Government Grant Recurrent Funding		296,480	274,802
Receipts from Customers		153,527	108,866
Payments to Suppliers and Employees		(405,196)	(353,056)
Interest Received		2,246	2,448
Net Cash Generated From/ (Used in) Operating Activities	i	<u>47,058</u>	<u>33,060</u>
CASH FLOWS FROM INVESTING ACTIVITIES			
Payments for Property, Plant and Equipment		-	-
Net Cash (Used in)/ Provided by Investing Activities		<u>-</u>	<u>-</u>
Net Increase/ (Decrease) in Cash Held		47,058	33,060
Cash and Cash Equivalents at Beginning of Financial Year		174,798	141,738
Cash and Cash Equivalents at End of Financial Year	ii	<u>221,856</u>	<u>174,798</u>

NOTES TO THE STATEMENT OF CASH FLOWS FOR THE YEAR ENDED 30 JUNE 2019

	2019 \$	2018 \$
Note i - Net cash generated from/ (used in) operating activities		
Net (Deficit)/ Surplus for the Year	26,675	13,417
Non-Cash Flow Item: Depreciation	890	1,293
Non-Cash Flow Item: Loss on Disposal of Assets	-	1,369
(Increase)/ Decrease in Trade and Other Receivables	(1,846)	2,286
(Increase)/ Decrease in Prepayments	(1,602)	(305)
Increase/ (decrease) in Trade and Other Payables	6,494	4,399
Increase/ (Decrease) in Income Received in Advance	15,925	(4,615)
Increase/ (Decrease) in Provisions	522	15,216
	<u>47,058</u>	<u>33,060</u>

Note ii - Cash and cash equivalents at end of financial year

Cash on Hand	103	943
Cash at Bank	113,655	68,004
Cash on Deposit	108,098	105,851
	<u>221,856</u>	<u>174,798</u>

Page 14.

The Statement of Cash Flows is to be read in conjunction with the audit report
and the notes to the financial statements.

**SUSSEX NEIGHBOURHOOD HOUSE INC
A.B.N. 45 620 743 392
INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS**

Opinion

I have audited the accompanying financial report of Sussex Neighbourhood House Inc (the Association), which comprises the balance sheet as at 30 June 2019, and the income statement, statement of changes in equity and cash flow statement for the year ended on that date, a summary of significant accounting policies and other explanatory notes and the statement by the members of the Board.

In my opinion, the financial report of the Association is in accordance with *the Australian Charities and Not for Profits Commission Act 2012* and *the Associations Incorporation Reform Act 2012*, including:

- i. giving a true and fair view of the Association's financial position as at 30 June 2019 and of its performance for the year ended; and
- ii. complying with Australian Accounting Standards as per Note 1, *the Australian Charities and Not for Profits Commission Act 2012* and *the Associations Incorporation Reform Act 2012*.

Basis for Opinion

I conducted my audit in accordance with Australian Auditing Standards. My responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Report section of our report. I am independent of the Association in accordance with the ethical requirements of the Accounting Professional and Ethical Standards Board's APES 110 Code of Ethics for Professional Accountants (the Code) that are relevant to my audit of the financial report in Australia. I have also fulfilled our other ethical responsibilities in accordance with the Code.

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

Emphasis of Matter - Basis of Accounting and Restriction on Distribution

I draw attention to Note 1 to the financial report, which describes the basis of accounting. The financial report has been prepared to assist Sussex Neighbourhood House Inc to meet the requirements of the *Australian Charities and Not for Profits Commission Act 2012* and *the Associations Incorporation Reform Act 2012*. As a result, the financial report may not be suitable for another purpose. My opinion is not modified in respect of this matter.

Responsibilities of Management and Those Charged with Governance for the Financial Report

Management is responsible for the preparation and fair presentation of the financial report in accordance with the financial reporting requirements of the applicable legislation and for such internal control as management determines is necessary to enable the preparation and fair presentation of a financial report that is free from material misstatement, whether due to fraud or error.

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

Those charged with governance are responsible for overseeing the Association's financial reporting process.



Auditor's Responsibilities for the Audit of the Financial Report

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

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

- Identify and assess the risks of material misstatement of the financial report, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for my opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the registered entity's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the responsible entities.
- Conclude on the appropriateness of the responsible entities use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the registered entity's ability to continue as a going concern. If I conclude that a material uncertainty exists, I am required to draw attention in my auditor's report to the related disclosures in the financial report or, if such disclosures are inadequate, to modify my opinion. My conclusions are based on the audit evidence obtained up to the date of my auditor's report. However, future events or conditions may cause the registered entity to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial report, including the disclosures, and whether the financial report represents the underlying transactions and events in a manner that achieves fair presentation.

I communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal controls that I identify during my audit.

Auditor: Frederik Ryk Ludolf Eksteen

ASIC Registration Number: 421448

Address: Collins & Co, 127 Paisley Street, FOOTSCRAY VIC 3011

A handwritten signature in black ink, appearing to be 'FRE', followed by a horizontal line.

Signature:

Date: 16 September 2019