

ANNUAL REPORT 2020/2021






**Sussex Neighbourhood House
celebrating 30 years**



**Our Community's Heart,
Where everyone is welcome**



TABLE OF CONTENTS

	PAGE
	Vision & Mission 1
	Committee of Governance Members 2
	Staff Members & Volunteers 3 & 4
	Leadership Report 5
	Course & Support Group Participation 8
	Treasurer's Report 9
	Acknowledgements 10
	Events & Partnerships 11
	Volunteer Coordination 12
	Program Snapshots 13 - 17
	Pascoe Vale Food Collective 18 - 19
	Community Service Snapshots 20
	Contact Details 21
	Financials Attached

We respectfully acknowledge the Wurundjeri People of the Kulin Nation, who are the Traditional Owners of the land on which Sussex Neighbourhood House operates in Pascoe Vale and in the area now known as Moreland. We pay our respect to their Elders past, present and emerging.

We are honoured to recognise our connection to Wurundjeri Country, history, culture and spirituality through these locations, and strive to ensure that we operate in a manner that respects and honours the Elders and Ancestors of these lands.



VISION & MISSION

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.

supports

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.

engages

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.

connects

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.

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.

COMMITTEE OF GOVERNANCE MEMBERS



MRS CLAIRE MARTIN
CHAIRPERSON



MS ANGELA GIOULEKAS
SECRETARY



MR JOHN WATSON
TREASURER



MS RUTH ROBLES MCCOLL
DEPUTY CHAIRPERSON



MR PREET TOKI
COMMITTEE MEMBER
JOINED 16/11/20



MRS LARA DENES
COMMITTEE MEMBER
JOINED 4/11/20



MS SIMONE CRANKSHAW
COMMITTEE MEMBER
JOINED 16/11/20



MR JOE CASSAR
MANAGER EX-OFFICIO



MR JAMES ANASTASIOS
COMMITTEE MEMBER
RESIGNED 1/3/21



STAFF MEMBERS & VOLUNTEERS

Manager

Joe Cassar, Elizabeth Cleland, Victor Issell

Office Coordinator

Alex Fletcher-Hoerner

Volunteer, Events & Program Coordinator

Kylie Gerber

ACFE Coordinator

Louise Pacor

Finance Officer

Alfina Astuto

Community Development Officer

Louise Pacor, Thea Bates

Administration Support

Kylie Gerber, Louise Pacor, Huma Mittro, Rachel Currao

Active Adults Gentle Exercise

Jesse Rocco

Career Planning

Kylie Gerber

Community Choir Leader

Phil Hudson

Clay Art Tutor

Ursula Dutkiewicz

Computer & Technology Programs

Tim Beacham, Dinusha Perera

Creative Movement & Dance

Simone Litchfield

Creative Writing

Anna Fern

Disability Aides, Assistants & Bus Driver

Steve Whan, Melodie Radatti, Tiffeny Yong

English as an Additional Language

Asha Prakash, Dinusha Perera, Marzia Niaz

Floristry

Cherie Roe

Guitar & Keyboard

Tad Davis

Homework Club

Campbell Rider

Info. Tech Support

Tim Beacham

Kids Create

Tiffeny Yong, Melodie Radatti

Kids Sewing

Fiona Figliomeni

Knitting

Christine Hill

Little Artists

Catalina Bilikopf

Mixed Media

Angela Stock

Sallywags Playtime

Rose Van Herk, Rachael Singh

Sewing & Textiles Workshops

Janette Bowles

Spanish language

Catalina Bilikopf

Tai Chi

Averil Lewis

Ukulele for Adults

Phil Hudson

Watercolour & Drawing

Ted Dansey

Yoga

Simone Litchfield, Melisa Chabierski, Simona

Zumba

Schmidt

Yulay Perez

SUSSEX NEIGHBOURHOOD HOUSE VOLUNTEERS

Art Space

Book Club & Sussex Family History Group

Clay Art

In House Artist

Kids Create

Knitters, Crochet & Quilters

Pascoe Vale Makers & Menders

Office Volunteers

English as an additional language

Older Men's Group (OMG)

Student Placement

**Jennifer Burnett & Julie
Hartnett**

Janette Bowles

Ozlem Mehmet-Radji

John Whittam

**Karina Walsh, Shradha
Jain**

**Mary Scanlon & Marie
English**

Anne Newton

John Wloch, Huma

Mittro, Rachel Currao,

Irene Wloch, Zeynep

Serbetei

John Wloch

John Wloch

Abraham Polatkesen

2020 - 2021 LEADERSHIP REPORT

Governance

It is my honour on behalf of the Committee of Governance (CoG) to present the 2020-2021 Annual Report on the activities of Sussex Neighbourhood House Inc (SNH). In doing so, there's no escaping the issues that have over-shadowed all else for the past 18 months - the Covid-19 pandemic, and its consequences. These years and beyond will be remembered as a period of the most unsettled and difficult years in our experience and working through these difficult times has brought one significant outcome for us, the acceleration of the shift to digital.

In response to the Covid-19 virus overtaking our community in 2019 we acted quickly to meet the challenges that faced us, and since then we have continued to update and follow through on our Covid-19Safe, and Business Continuity Plans. Swift action by our Federal and State Governments to introduce financial assistance cushioned the initial shock for us. We were able to offer a working from allowances to staff, who adapted well to working from home (albeit frustrating at times). With the tremendous support of staff, tutors, and volunteers we were able to continue to “keep our doors open virtually”. The acceleration of the shift to digital helped us continue to present many of our programs and activities online, also attend all meetings via video conferencing.

Nothing says more about our staff's commitment than the way they have continued to handle the workload to keep us operating; ensuring our community could continue accessing our services. I would like to sincerely thank all of our CoG and House Members, Staff, Tutors, and Volunteers for their selflessness in being there throughout the continued tough times.

Apart from managing the Covid-19 pandemic, the committees' priorities for the year consisted of, welcoming and settling in three new members to our committee, improving communication with the installation of new financial, office, administrative and bookings software, reviewing programs to a virtual capability, and reviewing policies and maintenance/security protocols. We met all compliance obligations to all levels of government, and prepared submissions for government grants. Our thanks to government for ample financial and business partnership support allowing for a sound financial position, as set out in this report.

2020 - 2021 LEADERSHIP REPORT

As Mr John Watson has completed three terms as our Treasurer, this will be his last report, so we take this opportunity to thank him for six years of diligent service to the House, and wish him well in his future endeavours.

And through it all, the Mission Statement of the SNH has remained our focal point, which is to provide a relevant hub that Supports, Engages, Connects, and Excites our community through lifelong learning, social activities and by responding to community needs.

We are pleased to report that on 4th May 2021 we welcomed Mr Joe Cassar to the position of General Manager of Sussex NH, taking the place of Mr Vic Issell who retired in October 2020. It was a lengthy journey to find a new manager, and Joe was an outstanding candidate. He's had many years' experience working closely with community, directly contributing with hands on experience in service management, planning and organisational development, people and relationship management, volunteer leadership, policy and systems development, and experience in financial management. We would also like to thank Ms Elizabeth Cleland who undertook an Interim Management role, filling the gap between managers. Her expertise and support was greatly valued.

The very best thing to lift our spirits and give us much joy this year, is the celebration of our 30th Anniversary in August. For all of those years, we have been supporting and serving our community as one of Moreland City Council's seven neighbourhood houses. Not all of us have been with the House for the 30 years, but those who have, we know that they, along with current supporters have loved every year of those 30. We appreciate your involvement in getting us to where we are today. We have shared 30 instalments of memories of those years on Facebook. And we have celebrations planned for later this year, for you to join us in reminiscing over all of the wonderful years.

We look forward to the coming year and our continuing community involvement. We are mindful that we have a challenge in keeping our organisation strong, and it's clear that the Covid-19 pandemic will be with us for the foreseeable future. With your support and the incorporation of short and longer-term strategies we will endeavour to incorporate what we have learnt over the past two years, and are optimistic that we will rise to the challenges as we progress in creating our 2022-2025 Strategic Plan. It will be a privilege to have you join us on the future journey of SNH.

2020 - 2021 LEADERSHIP REPORT

Operations

The achievements of the Sussex Neighbourhood Neighbourhood House (SNH) over the last 12 months have been truly remarkable. SNH has continued to support the Pascoe Vale community during a time of significant disruption and change.

As the new manager I would firstly like to acknowledge the management baton passed on from Liz and Vic. Vic, it must be said has left strong foundations in place with healthy relationships - participants and community partners alike. The move to the Moreland City Council purpose-built facility at the Pascoe Vale Community Centre has been a game changer and sets the House up beautifully for the future. Liz has done an amazing job whilst the centre was predominantly in and out of lock down, in not only competently 'holding the fort' but in developing a raft of internal business improvements. Her ongoing mentorship and support to SNH in all things related to the business and local community has been invaluable.

Whilst maintaining services has been the primary focus of the House, the auspice leading to the development and establishment of the Pascoe Vale Food Collective truly warrants recognition and our admiration. Their contribution to sustainable and ethical local wholesome food supply fulfils an identified local need and has been embraced enthusiastically by the local community.

Also of note was the establishment of the Homework Club - providing tutoring in the first instance to students from the Pascoe Vale Girls High School. The Homework Club has already proven itself to be popular across other local high schools and is expanding into VCE school holiday intensives and VCE exam support preparation.

The social demographics of Pascoe Vale are changing noticeably, with an increased population of younger families and youth living in the area. With an eye to the future our role is to remain relevant and responsive to current community needs and desires.

**Claire Martin
Chairperson**

**Joe Cassar
General Manager**

COURSE & SUPPORT GROUP PARTICIPATION

	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 Nov	690
Variation	+36	+60	-5	+108	
% change	32%	58%	-3%	97%	
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 March	463 at 20 May	573	571	2076
Variation	+158	+115	+99	+164	
% change	51%	33%*	21%	41%	
2020	571 at 21 March	117*	120**	120**	928
Variation	+102	-346	-453	-451	
% change	22%	74%	79%	79%	
2021	378	409			
Variation	-193	+292			
Change	34%	250%			

Total Annual Enrolment

Terms 3 & 4, 2020 and Terms 1 & 2, 2021

= 1,027

*2020 Global Pandemic

**Estimates based on Term 2, 2020

TREASURER'S REPORT

With the House's activities decreasing, one would expect that the turnover would reflect that. However, the turnover of the House was virtually the same. In fact, only a modest \$265 increase to \$598,711. This was due to an increase in Local, State and Federal Government Subsidies and Grants which covered the decrease in Facility Hire and Service Fees for Programs.

Our operating expenses increased due to an increase in award rates for wages, change in programs with a range of new sub-contracted tutors, pay-out to the former House Manager, engagement of an Interim Manager longer than planned, additional cleaning requirements after non-occupation of the facility during COVID restrictions, review of computer capacity and capabilities and some additional administration costs. Total expenses were \$539,804 with a Net Operating Surplus of \$58,907.

Our bank accounts remain quite healthy with an increase of 50.8% over the previous year and covers our liabilities by 3.08% compared to 2.85% the previous years.

Several of the state government grants were not assigned to specific expenditure. Some of these monies have been used in the computer review. The review found that the computers memories were nearly full, software licences were out-of-date and were old versions of newer more modern software. It was decided to use the grants to replace monitors, upgrade the software, purchase new laptops and personal computers with an upgrade in WIFI access. The expenditure will all be shown in the 2022 financial reports. The COG also agreed to the purchase a new photocopier/scanner/fax machine which will negate the necessity to outsource of future program leaflets.

I leave the House in a healthy positive position from when I first became Treasurer just over 6 years ago.

I thank all current and past members of COG for their co-operation in these difficult times in which we are living. I thank our bookkeeper for carrying out the weekly duties making my duties easier. I thank the previous House Managers for their inputs into my role. I now go into the back stalls to mentor the new Treasurer for several months. The 2022 financial reports will be fully produced in the Zero accounting software which has been implemented since July this year.

I wish everyone the best of luck for the future.



**John T Watson, FIPA, Accountant,
Treasurer of the House.
19th September 2021.**

ACKNOWLEDGEMENTS

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

We would like to acknowledge and thank sincerely, the support of our local members:

Hon Lizzie Blandthorn MP, State Member for Pascoe Vale

Hon Peter Khalil MP, Federal Member for Wills

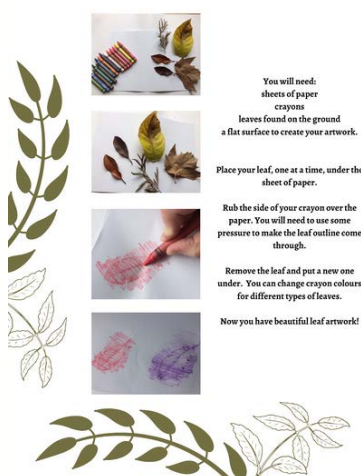
We acknowledge the support of our local councillors and council staff:
Councillor Annalivia Carli Hannon, Mayor, fellow councillors and council staff, including Maternal & Child Health Services.



EVENTS & PARTNERSHIPS



Leaf Art Activity



Children's Week 2020

Children's Week Picnic Plans

This year, Sussex Neighbourhood House contributed by preparing information on activities and items to include in the Children's Week Picnic Pack. We put together close to 90 packs. The Glenroy Library provided a 'click and collect' for those who registered for a Picnic Pack.

A big thank you goes out to all those who helped the Children's Week Picnic Packs 2020 happen, MCC, Merri Health, SNH Staff & Volunteers and the Department of Education & Training for the Children's Week Grant.

Kylie Gerber, Event Coordinator

Children's Week Backyard Picnic Activity Ideas



VOLUNTEER COORDINATION

Sussex Neighbourhood House would not be the place it is without our wonderful Volunteers. Many of whom run our social groups, volunteer in the office, assist in our classrooms and form our Committee of Governance.

We would like to say a massive Thank You to you all for your continued support at Sussex Neighbourhood House and your continuous support during the COVID19 times.

Kylie Gerber, Volunteer Coordinator



There are 2.3 million (or 42.1% of) Victorians over 15 years of age who volunteer in Victoria.

Statistics obtained from State of Volunteering in Victoria 2020

www.volunteeringvictoria.org.au/advocacy-policy-research/researchandreports1/



PROGRAM SNAPSHOTS

ACFE (Adult Community Further Education) Program Report

Delivering ACFE programs in 2020 – 2021 through Covid 19 related restrictions, proved to be challenging. All of Term 3 and part of Term 4 was in lockdown with students where possible attending via videoconferencing and home workbooks. Online learning however did not always suit everyone. We found for example that:

- **People with low levels of English found it difficult to engage online as literacy is linked to many online tasks.**
- **Not all students have access to digital devices and the data required.**
- **Parents with school aged children had their hands full with home schooling.**

Our dedicated tutors, Dinusha & Asha, adapted their teaching methods and managed to keep students engaged with their learning. Our English as an additional Language (EAL) students displayed resilience and a strong commitment to learning. We were also extremely pleased that Tim & Anna were able to engage new students to the organisation via online learning with ‘Excel’ and ‘Get to the point’ (writing and CV development).

Asha and Dinusha participated in ACFE supported personal development training in the Adult Literacy and Numeracy Practitioners Program and gained a lot from the opportunity. Louise, the coordinator, participated in the free ACFE Outreach, Pathways and Marketing training.

We didn’t manage to deliver all our contracted student hours in 2020. We were however very appreciative of the concessions made by the ACFE Board in recognising the difficulties in delivering programs by releasing all 2020 payments.

We moved into 2021 with much enthusiasm for the new year and no sign of lockdown, with students invited back to face to face classes in the house. Our delivery plan was improved and aligned more closely with the 2020 – 2025 ACFE strategic plan. In Term 2, we ran a new program ‘Career Planning’ with OCTEC, a disability employment provider referring a good number of their clients to the program. We also began discussions with MAX Employment a disability employment provider on possible program partnership opportunities.

Louise Pacor , ACFE Coordinator

PROGRAM SNAPSHOTS

Mixed Media and Creative Movement and Dance



Some of the Mixed Media crew joined us online for terms 3 and 4 in 2020.

Simone, from the Creative Movement and Dance, and Ange, from Mixed Media, presented Zoom Art and Wellbeing to 14 participants from 8 different homes.

It was a big team effort to create some art, play some games, see some smiling faces whilst we moved and danced each week. We thank the carers in the homes for their fantastic support as well as the great staff in the office at SNH who ordered materials, called houses and even dropped off art-packs to ensure the participants had what they needed to be creative.

We were all REALLY excited being back together in person in February 2021. Sadly, with no Moreland City Council bus being offered due to the pandemic, few regulars could not find another way to get to our Tuesday night class, so unfortunately missed out on being able to attend. We missed them!

When Ange was on leave, Tiffeny stepped up as lead facilitator assisted by Steve. They did a fantastic job and were helped by many others including Liz and Bianca and Anne Newton. Thank you everyone, very much appreciated!

Unfortunately as we thought this year's lockdowns looked like they might be shorter, we decided to not offer the Zoom option so we've not been together since the end of May!



Ange Stock, Mixed Media Tutor



PROGRAM SNAPSHOTS

Drawing & Watercolour 20-21

This last year has certainly had its challenges - with so much lost to lockdown.

Thankfully, through to the hard work of all at SNH we managed to put the classes together with some modifications.

Class numbers were cut to accommodate covid restrictions and an extra class was added to accommodate class student numbers. Pleasingly, numbers have been sufficient to allow both classes to proceed.

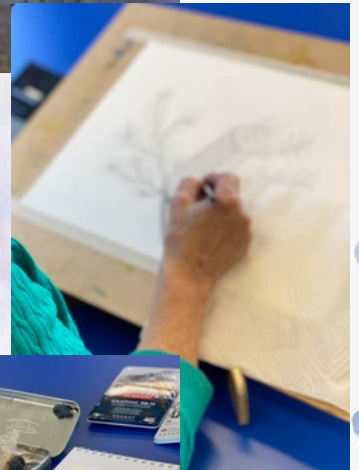
I take a certain amount of enjoyment in seeing the progress of students along the way and I believe that they get a certain amount of enjoyment in the experience of being creative.

Thanks to Alex, Kylie and all the staff for their tireless effort at SNH and in making it the welcoming place it is.

Ted Dansey, Tutor



Art Space 2021



As for everyone, the Covid pandemic has made life interesting for the Art Space participants over the last year. During the 2020 lock down, some participants continued the group via Zoom, and when we were able, we met in the park behind SNH for outdoor classes, and at café's when we could.

We were all happy to return to SNH in 2021, and Julie Hartnett kindly volunteered to become joint facilitator of the group. With an average of ten participants and the two facilitators, the pandemic room limits presented some challenges but we've managed to work around it. We are still zooming when we need to and keeping in touch via phone and social media. We can't wait until we are able to meet up again, and show our work, once pandemic measures allow.

Jennifer Burnett, Tutor

PROGRAM SNAPSHOTS

Clay Art 2020 – 2021

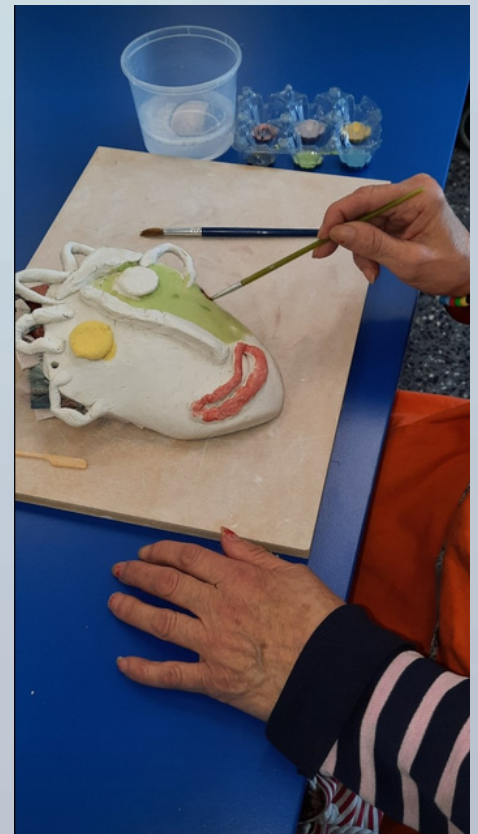
After a year of lockdowns coming and going, I wish to thank the Staff of SNH for being such a great support during these uncertain times. The Clay Classes that have managed to run during the year, were really enjoyed by participants and appreciated all the more when we could run them. The work coming out of our classes is wonderful and it is always a joy to open the kiln and see the finished work.



Clay Art for Adults

The classes that we did manage to have over the last year were always filled with creativity, conversation and laughter. Through this time, I have had to streamline the class and have been surprised how much participants have enjoyed and adapted to the changes. I have been especially grateful for the addition of Tiffeny to our Team who has helped in creating a vibrant and uplifting atmosphere.

Our 'Clay Art for Adults' class continues to provide a place where creativity and connection help in supporting our wellbeing, as participants tell me it is something they look forward to and really miss during lockdown.



PROGRAM SNAPSHOTS

Clay Art 2020 - 2021 continued.

Clay Art for Kids

Our 'Clay Art for Kids' has seen the making of many wonderful creations from lizards, sea creatures, tiles, mushrooms and all sorts of amazing characters.

We learnt to use many of the techniques that teach participants to understand the basics of making with clay through pinching pots, rolled slabs, coils and the joining of clay using slip as a glue. We also had play clay time allowing for self-expression and setting the imagination free to explore the medium and its possibilities, plus to simply have a lot of fun playing with mud.



Many thanks to our wonderful Volunteer helper Ozlem Mehmet-Radji for all her input during the year it was much appreciated and added so much to our classes.

Small objects in clay

Our 'Small Objects in Clay' class remains popular and close to fully booked each Term. This class is full of students eager to let their creativity free and enjoy the many possibilities of the medium. It is also a fun night with equal amounts of concentrated making and enjoyable conversation and sharing ideas.



Ursula Dutkiewicz, Clay Art Tutor



PASCOE VALE FOOD COLLECTIVE

The idea for a Food Co-op or Collective in Pascoe Vale started in late 2019 and was mainly driven due to a lack of wholesome food supply in the Pascoe Vale area especially via sustainable and ethical means. It was identified that there was no supermarket in Pascoe Vale and with food insecurity in the area making it difficult for residents to purchase local, ethical and package-free non-perishable food and cleaning products. The idea also included a vision where the community could meet in a welcoming space and volunteers and members could help and support and form new friendships.

Following some initial conversations and huge support from the Sussex Neighbourhood House, the Pascoe Vale Food Collective was established. Together we signed an Auspice agreement in June 2020. Shortly thereafter, Moreland Council offered a permanent small space in the Pascoe Vale Senior Citizens Centre for the storage of food, and this was to become our home. The Council also granted us a food licence.

A planning committee was established in July 2020 and we quickly took the opportunity to apply for a Council project grant and a smaller grant from the Inner North Community Foundation. The grants were so important to help us purchase equipment like scales and tablets, but more so, for the initial cost of purchasing the bulk food, and meant that we could start purchasing without concerns about fundraising or donations.

Throughout the rest of the 2020 year, the committee developed a Charter, outlining the roles and responsibilities of the committee, and continued to plan and fit-out our small space in the hall, ready and waiting to start. But it wouldn't be until March 2021 that the Collective would be able to have its first Distribution Day, and this was all due to the Covid19 pandemic and the many restrictions in place until that time. In March we celebrated the launch with a small celebration and speeches by Claire Martin and Liz Cleland, declaring the official opening of the Collective. We were very lucky with timing to be able to have a Makers Market on the day to support some local businesses. And we all can't forget the beautiful music and singing by a local duo on the day.

Since that day, the Collective has continued to be an essential service to the community and holding distribution days on the second Saturday of each month. We operate as an essential service in accordance with a strict Covid Safe Plan – and the ongoing pandemic has highlighted how critical food security is to a community like ours.

The PVFC is accepting of anyone in the community who wishes to join us on distribution days, although our preference is to recognize and acknowledge our members who support us through regular purchases and volunteering efforts. Our membership base for the period ending June 2021 was 34 and this continues to grow.

PASCOE VALE FOOD COLLECTIVE

The PVFC stocks 64 items including flours, rice, pastas, nuts, seeds, vinegars, oil, honey, coffee, spices, and some washing and cleaning products. Where possible we source as local and ethical as possible, trying to minimize excessive food miles and excessive packaging, and ensuring that growers are reasonably paid for their work. Members and casual visitors are able to bring their own containers to be filled with as much or as little as they need. Packaging is minimized and the Collective ensures responsible re-use or recycling of the packaging we receive. Our supplier of cleaning products will collect empty buckets from us to be re-filled again.

Our sales each month have progressively increased, as has the volume of shoppers on each day. Up until June 2021 we sold \$2764 worth of products and collected \$897 in membership fees. For the same period we outlaid \$4880 to purchase products. Our bank balance on 30 June was \$3595.

It has been an exciting year, meeting members and sharing our values relating to care for the earth through a practical approach to reducing consumption of packaged goods. Strengthening connections with the broader community around our shared values is encouraging.

We look forward to the continuing success of the Collective and have ambitious plans to expand in the future.

Acknowledgements and Thanks

I'd like to acknowledge Vic Issell the former manager of the SNH who embraced the idea of the Food Collective and his amazing support is sincerely appreciated and never forgotten.

Following Vic, Liz was also such a big help and we're grateful for her time and knowledge during her time as interim manager.

Thank you also to the Committee of Governance of SNH for their continuous support and kindness.

Thank you to Lee Tozzi, Laura Matricciani from Council and Jess Dorney when she was Councillor for all their help and support to secure the space at the hall.

I'd like to thank and acknowledge the PVFC committee for all their hard work, time, enthusiasm, passion and great ideas;

- Lisa O'Halloran, our deputy Chair, Covid Marshall and Grant-writing queen,
- Angela Gioulekas – our Secretary, and part-time socials influencer,
- Damian Nippard our first Treasurer, replaced by Heather Wymer in May,
- Bec Drake, our Purchasing Manager and Lyn MacFarland also in our Purchasing committee,
- Lauren Barnao, our Memberships coordinator,
- Louise Beaumont, our Volunteers coordinator who commenced in March, replacing Susan Nippard,
- Greg Arnold for looking after our socials during our promotional period before launching.

And lastly, our members who come along on distribution day with their smiling faces and lovely words of encouragement and for their eagerness to help, thank you.

Sylvia Lo Piccolo
Chair

COMMUNITY SERVICE SNAPSHOTS



Auspice of Pascoe Vale Food Collective.
Find out more information by visiting:
www.facebook.com/pascoealefoodcollective

SUSSEX AUTISM CARER SUPPORT GROUP

THURSDAY 2 SEPT 11AM

A support group for carers of children on the autism spectrum

GUEST SPEAKER:
HOLLY BRIDGE, AUTHOR, "REFRAME YOUR THINKING AROUND AUTISM"

TOPIC:
Reframing Autism

WE WELCOME PARENTS AND CARERS OF CHILDREN UP TO 18 YEARS OLD

Holly Bridges is the internationally acclaimed author of 'Reframe Your Thinking Around Autism'.

Incorporating principles of codesign and brain plasticity, she developed the Autism Reframe Therapy program, teaching techniques that help restore connection between the brain and nervous system.

COVID SAFE - ONLINE SUPPORT GROUP
TO ATTEND PLEASE EMAIL YOUR NAME & CONTACT NO. TO
enquiries@sussexnh.org.au

Sussex Neighbourhood House
7 Prospect St, Pascoe Vale - ph 9554 2210 - e: enquiries@sussexnh.org.au

SNH provides a meeting space for the Sussex Autism Carers Support Group. This group has grown in numbers and interested participants. They have had many guest speakers at their meetings.



SNH became a collection point for the Big Group Hug campaigns. The community were very generous in their donations.

BREAD TAGS FOR WHEELCHAIRS

Please save your bread tags - they will be recycled to fund wheelchairs in South Africa.

Bread Tags for Wheelchairs has been recycling bread tags in South Africa since 2006. They currently collect about 500kg/month, which funds 2-3 wheelchairs. Now we are collecting in Australia too!

What can I do?
It's easy save your bread tags for a while and then drop them off at one of our collection points. Ask your family, friends, school and local café to help.

Contact us for signage, to find your nearest collection point, or to host a collection point.

breadtagsforwheelchairs@gmail.com www.breadtagsforwheelchairs.org.au 0412 857 072

[facebook](https://www.facebook.com/breadtagsforwheelchairs) [instagram](https://www.instagram.com/breadtagsforwheelchairs) [linkedin](https://www.linkedin.com/company/breadtagsforwheelchairs)

SNH is one of the many organisations that collect Bread Tags for Wheelchairs. Thank you to our community for bringing in their bread tags for us to donate. We have taken many kilos of bread tags to them.

CONTACT DETAILS



SUSSEX NEIGHBOURHOOD HOUSE INC

7 PROSPECT STREET
PASCOE VALE 3044

PHONE: 03 9354 2210

EMAILS: 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 2021

SUSSEX NEIGHBOURHOOD HOUSE INC

ABN: 45 620 743 392

**Contents
for the year ended 30 June 2021**

Committee's Report	1
Income Statement	2
Notes to the Financial Statements	4
Balance Sheet	9
Statement by members of the committee	10
Statement of Cash Flow	11
Independent Audit Report	12
Certification by members of the committee	14

Sussex Neighbourhood House Inc

ABN: 45 620 743 392

Committee's Report

For the year ended 30 June 2021.

Your committee members submit the financial report of Sussex Neighbourhood House Inc for the financial year ended 30 June 2021.

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

Claire Martin (Chairperson)

John Watson (Treasurer)

Principal Activities:

The principal activity of the association during the financial year is the providing of Community services.

Significant Changes

The House's activities has been affected by the medical emergency economic measurements implemented by the Federal & State Governments since March 2020.

Operating Result

The net profit of the Association for the financial year after providing for income tax amounted to \$58,907. However, as a non-for profit organization, the House pays no income tax.

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



Claire Martin (Chairperson)



John Watson (Treasurer)

Dated: 20th October 2021.

SUSSEX NEIGHBOURHOOD HOUSE INC**ABN: 45 620 743 392****Income Statement****For the year ended 30 June 2021.**

	2021	2020
	\$	\$
Income:		
Donations	1,483	3,327
Facility Hire	26,175	53,685
Fund Raising Activities	-	2,101
Government Grants	307,933	320,700
Government Subsidies	197,668	132,530
Interest from Banks	542	2,793
Private Organizations grants	-	455
Program Service Fees	62,564	82,855
Long service & Annual Leave overprovided	2,346	-
Total Income	598,711	598,446
Operating Expenses:		
Administration Fees	1,030	-
Advertising	636	-
Assets write offs	3,951	3,159
Auditor's Remuneration	1,950	1,900
Bad Debts	856	-
Bank Fees	366	847
Computer exp	10,501	7,569
Consumerable Items	45	-
Depreciation	775	890
Employee Amenities	1,092	1,909
Insurance	615	778
Lease Fee	1,368	1,824
Light, power & heating	4,326	6,423
Long Service & Annual Leave	-	5,800
Postage	329	2,662
Printing & Stationery	3,620	10,893
Program Costs	13,328	20,308
Rates & Taxes	4,424	2,338
Recruitment Fees	12,682	275
Rent	345	-
Repairs & Maintenance	29,141	20,163

The accompanying notes form part of the financial statements and these statements should be read in conjunction with the auditor's report.

SUSSEX NEIGHBOURHOOD HOUSE INC

ABN: 45 620 743 392

Income Statement

For the year ended 30 June 2021.

	2021	2020
	\$	\$
Salaries & Wages	312,299	289,725
Security Patrols	-	600
Staff Training	418	180
Sub-Contractors	103,155	70,249
Subscriptions	4,432	1,913
Superannuation	20,255	36,331
Telephone and Internet	4,107	4,638
Work cover	3,759	4,220
Total Operating Expenses	539,804	495,594
Net Surplus	58,907	102,852

The accompanying notes form part of the financial statements and these statements should be read in conjunction with the auditor's report.

SUSSEX NEIGHBOURHOOD HOUSE INC

ABN: 45 620 743 392

Notes to the financial statements for the year ended 30 June 2021.

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 Incorporated Reforms Act 2012 ("The Act").

The principal activity of the association for the year ended 30 June 2021 is providing community services.

Comparatives are consistent with prior years, unless otherwise stated.

1. Basis of preparation

In their opinion of the Committee of Governance, 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 Statements of Cash Flows and AASB 108 Accounting Policies.

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 methods modified, where applicable by the measurement at fair value of selected non-current assets and liabilities.

2. Income Tax.

The association is exempt from income tax under Division 50 of the Income Tax Assessment Act of 1997 as amended,

The accompanying notes form part of the financial statements and these statements should be read in conjunction with the auditor's report.

SUSSEX NEIGHBOURHOOD HOUSE INC

ABN: 45 620 743 392

Notes to the financial statements for the year ended 30 June 2021.

3. Summary of significant accounting policies

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.

Interest is recognized using the effective interest method.

Revenue in relation to rendering of services is recognized depending on whether the outcome of the services can be estimated reliably. If the outcome can be estimated 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 recognized to the extent of expenses that are recoverable.

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

Cash and cash equivalents comprise 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.

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

Plant and equipment is depreciated on a diminishing method over the useful life to the Association, commencing when the asset is ready for use.

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 when the liability is settled.

The accompanying notes form part of the financial statements and these statements should be read in conjunction with the auditor's report.

SUSSEX NEIGHBOURHOOD HOUSE INC

ABN: 45 620 743 392

Notes to the financial statements for the year ended 30 June 2021.

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 deterring 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 bonds 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 recognized in profit or loss.

4. Cash and cash Equivalents.

	2021 \$	2020 \$
Petty Cash	103	100
Cash on Hand	157	3
ANZ Banking Corporation Cheque A/C	250,373	129,063
ANZ Banking Corporation Term Deposits A/CS	111,433	110,891
	<u>362,066</u>	<u>240,057</u>

5. Trade and other receivables

Trade Debtors	1,540	6,059
Sundry Debtors - Cash Boost & JobKeeper	-	44,304
	<u>1,540</u>	<u>50,363</u>

6. Other Assets

Prepayments	253	509
	<u>253</u>	<u>509</u>

7. Plant & Equipment

Plant & Equipment	4,450	4,450
Less Accumulated Depreciation	<u>(4,450)</u>	<u>(3,675)</u>
	<u>-</u>	<u>775</u>

The accompanying notes form part of the financial statements and these statements should be read in conjunction with the auditor's report.

SUSSEX NEIGHBOURHOOD HOUSE INC**ABN: 45 620 743 392****Notes to the financial statements
for the year ended 30 June 2021.**

	2021	2020
	\$	\$
8. Trades and other payables		
Sundry Creditors - GST for June quarters	5,355	7,232
Trade Creditors	5,935	4,178
Accrued Expenses	962	370
	<u>12,252</u>	<u>11,780</u>
9. Provisions		
Provision for Annual Leave	10,353	12,339
Provision for Long Service Leave	10,886	11,709
Provision for Superannuation	-	2,101
Provision for PAYG W	7,196	8,998
Provision for Non-ABN Disclosure	508	-
	<u>28,944</u>	<u>35,147</u>
10. Other Liabilities		
Income in Advance	73,903	54,821
	<u>73,903</u>	<u>54,821</u>
11. Retained Earnings:		
Balance at the Start of the Financial Year	189,957	87,105
Current Year Surplus	58,907	102,852
	<u>248,864</u>	<u>189,957</u>

12. Provisions

Provisions are recognized 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.

The accompanying notes form part of the financial statements and these statements should be read in conjunction with the auditor's report.

SUSSEX NEIGHBOURHOOD HOUSE INC

ABN: 45 620 743 392

**Notes to the financial statements
for the year ended 30 June 2021.**

13. Events occurring after the reporting date:

The current medical emergency economic measurements are expected to continue will into the 2022 calendar year. This will continue to have an impact on the operations of the association and its results for the association in future financial years.

14. Statutory Information

The registered office and principal place of business of the association is 7 Prospect St., Pascoe Vale, Vic., 3044.

The accompanying notes form part of the financial statements and these statements should be read in conjunction with the auditor's report.

SUSSEX NEIGHOURHOOD HOUSE INC

ABN: 45 620 743 392

**Balance Sheet
as at 30 June 2021**

	Note	2021 \$	2020 \$
Current Assets			
Cash and Cash Equivalents	4	362,066	240,057
Cash under Auspice arrangements		3,596	-
Trade and other receivables	5	1,540	50,363
Other current assets	6	253	509
Total		<u>367,455</u>	<u>290,929</u>
Non-Current Assets			
Plant & Equipment	7	-	775
Total		<u>-</u>	<u>775</u>
Total Assets		<u>367,455</u>	<u>291,705</u>
Current Liabilities			
Trade and other payables	8	12,252	11,780
Provisions	9	28,944	35,147
Income in Advance	10	73,903	54,821
Funds under Auspice arrangements		3,492	-
Total		<u>118,591</u>	<u>101,747</u>
Total Liabilities		<u>118,591</u>	<u>101,747</u>
Net Assets		<u>248,864</u>	<u>189,957</u>
Member's Funds			
Retained Earnings		248,864	189,957
Total Members' Funds		<u>248,864</u>	<u>189,957</u>

The accompanying notes form part of the financial statements and these statements should be read in conjunction with the auditor's report.

SUSSEX NEIGHBOURHOOD HOUSE INC

ABN: 45 620 743 392

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:

1. Presents fairly the financial position of Sussex Neighbourhood House Inc as at 30 June 2021 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 on behalf of the committee by:



Claire Martin (Chairperson)



John Watson (Treasurer)

Dated: 20th October 2021.

SUSSEX NEIGHBOURHOOD HOUSE INC.
STATEMENT OF CASH FLOWS FOR THE YEAR ENDED 30 JUNE 2021

	Note	2021 \$	2020 \$
CASH FLOWS FROM OPERATING ACTIVITIES			
Receipts from Government Grant Recurrent Funding		327,015	294,949
Receipts from Customers		339,059	229,872
Payments to Suppliers and Employees		(544,607)	(509,413)
Interest Received		542	2,793
Net Cash Generated From/ (Used in) Operating Activities	i	<u>122,009</u>	<u>18,201</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		122,009	18,201
Cash and Cash Equivalents at Beginning of Financial Year		240,057	221,856
Cash and Cash Equivalents at End of Financial Year	ii	<u>362,066</u>	<u>240,057</u>

NOTES TO THE STATEMENT OF CASH FLOWS FOR THE YEAR ENDED 30 JUNE 2021

	2021 \$	2020 \$
Note i - Net cash generated from/ (used in) operating activities		
Net (Deficit)/ Surplus for the Year	58,907	102,852
Non-Cash Flow Item: Depreciation	775	890
(Increase)/ Decrease in Trade and Other Receivables	48,823	(45,081)
(Increase)/ Decrease in Prepayments	256	2,230
Increase/ (decrease) in Trade and Other Payables	472	(18,383)
Increase/ (decrease) in Funds under Auspice Arrangements	(103)	-
Increase/ (Decrease) in Income Received in Advance	19,082	(25,751)
Increase/ (Decrease) in Provisions	(6,203)	1,444
	<u>122,009</u>	<u>18,201</u>

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

Cash on Hand	260	103
Cash at Bank	250,373	129,063
Cash on Deposit	111,433	110,891
	<u>362,066</u>	<u>240,057</u>

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



Collins & Co Audit Pty Ltd

127 Paisley Street
Footscray VIC 3011
Australia

Phone (03) 9680 1000
Fax (03) 9689 6605

www.collinsco.com.au

**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 2021, 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 2021 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.



Collins & Co Audit Pty Ltd

127 Paisley Street
Footscray VIC 3011
Australia

Phone (03) 9680 1000
Fax (03) 9689 6605

www.collinsco.com.au

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 Audit Pty Ltd, 127 Paisley Street, FOOTSCRAY VIC 3011

Signature:

Date: 20 October 2021

SUSSEX NEIGHBOURHOOD HOUSE INC

ABN: 45 620 743 392

Certification by members of the committee.

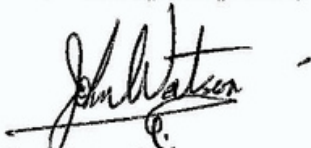
The annual statement give a true and fair view of the financial position of the incorporated association,

We, being the members of the Committee of the Sussex Neighbourhood House Inc, do certify that -

The statements attached to the certificate give a true and fair view of the financial performance of the Sussex Neighbourhood House Inc during and at the end of the financial year of the association ending 30 June 2021.



Claire Martin (Chairperson)



John Watson (Treasurer)

Dated: 20th October, 2021.