

Bennettswood Neighbourhood House

Inc. No. A00028651L ABN27675966331



2017 Annual Report

Presented at the
Annual General Meeting on
Monday 16th October 2017



*Bennettswood Neighbourhood House
Annual General Meeting
Monday 16th October 2017*

*Lunch at 12:15 pm for 12:30 pm
AGM at 1:15 pm*

MEETING AGENDA

Opening and Welcome

Apologies Received

Confirmation of AGM 2016 Minutes

Presentation of Annual Reports

Presentation of Audited Financial Statement

Appointment of Auditor for 2017/2018

Election of Committee of Management

2017/2018

Presentation of Volunteer Certificates

Awarding of Life Membership/s

Close of Meeting



Neighbourhood Houses
The heart of our community

About Bennettswood Neighbourhood House

Bennettswood Neighbourhood House

Annual Report 2017

Our Mission Statement

Bennettswood Neighbourhood House aims to be a friendly and welcoming place, offering informal learning and social activities for all the community.

Our Vision

Our vision is of a just and empowered local community in which people are provided with opportunities for participation, social interaction and informal learning, in a supportive and friendly environment.

Our Volunteers

We acknowledge and thank our volunteers in 2016/2017. Thank you for your valuable contributions in the office and reception, around the House and garden, representing the House at community festivals and events and on the Committee of Management.

George Ansell

Gwen Bradley

Michael Crichton

Thomas Fagernes

Rowena Garrett

Fred Hillas

Quang Minh Nguyen

Soon Ooi

Vicki Price

Livia Rushworth

Shirley Short

Lyn Ansell

Fiona Callaghan

Susan Croft

Brian Foley

Zane Garrett

Jenny Liddle

Enio Orlandi

Shirley Orchiston

Christine Ramsay

Vendulka Sekker

Tai-Jane Smith

Daryl Beach

Margaret Crichton

Steve Edward

Abbey Garrett

Barbara Holah

Ray Matthews

Hilda O'Connor

Alan Price

Denise Rogers

Maggie Shipley

Margaret Weir

Our Funding

Bennettswood Neighbourhood House gratefully acknowledges financial support from:

Department of Health and Human Services (NHCP)

City of Whitehorse

Other funding, grants and generous donations were gratefully received from:

Australian Government Broadband for Seniors

Mission Op Shop



Committee of Management 2016/2017

Bennettswood Neighbourhood House
Annual Report 2017

Executive



Michael Crichton
President



Ron Carroll
Vice President



Vicki Price
Treasurer



MaryAnne Mahoney
Secretary

Ordinary Committee Members



Ray Matthews



Margaret Crichton



Thomas Fagernes



Bryan W. Foley



Julie Melia (Ex-officio)

Minutes of Annual General Meeting on 17th October, 2016 at 1.15pm

Bennettswood Neighbourhood House

Attendance:

Julie Melia (Manager), Tom Fagernes (COM), Michael Crichton (Vice-President), Vicki Price (Treasurer/Secretary), Alan Price, Enio Orlandi, Ron Carroll, Barbara Holah, Tai-Jane Hu Smith, Brian W. Foley, Russell Green, Ray Matthews, Margaret Matthews, Margaret Crichton (President), Douglas Evans, Paul Garner, Susan Croft, Bill Cartledge, Shirley Cartledge, Graham Watt (MP), Yvonne Tabe, Marlene West, Christine Green, Ange Rizzuto, Linda Nicholls, Julie Garner, Fiona Callaghan, Jenny Liddle, Rowena Garrett, Merial Clark (NIECH), Vendulka Sekker, Dilnaz Billimoria, Julie Lyons (COW), Marion Gyarmathy, Christine Ramsay

Apologies:

Denise Rogers (COM), Lyn Hoare (RMIT), Pam Mills (BHSNH), Sue Dunn (Clota Cottage NH), Fred Hillas, Irene Wakeman, Cr Sharon Ellis, Cr Andrew Davenport, MaryAnne Mahoney

Confirmation of previous minutes:

The minutes of the 2015 Annual General Meeting were printed and distributed to those present and accordingly, a motion for their acceptance was moved.

Moved: Michael Crichton
Seconded: Christine Ramsay

Annual Reports:

President:

Adoption of report presented:

Moved: Margaret Crichton
Seconded: Vicky Price

Treasurer:

Adoption of report presented:

Moved: Rowena Garrett
Seconded: Tom Fagernes

Manager:

Adoption of report presented:

Minutes of Annual General Meeting on 17th October, 2016

at 1.15pm

Bennettswood Neighbourhood House

Moved: Julie Melia

Seconded: Jane Smith

Acceptance of audited Financial Statement

Moved: Michael Crichton

Seconded: Rowena Garrett

Auditor:

The independent Auditor, J Stephen Nolan, has carried out the audit of the accounts and his report is attached.

It was moved that he continue to be the auditor of the Bennettswood Neighbourhood House for 2016/2017.

Moved: Michael Crichton

Seconded: Ray Matthews

Election of office bearers for 2016/2017:

President: Michael Crichton

Vice President: Ron Carroll

Treasurer: Vicki Price

Secretary: MaryAnne Mahoney

Ordinary Committee Members:

Margaret Crichton

Thomas Fagernes

Brian W. Foley

Ray Matthews

Ex-Officio:

Julie Melia

The nominations for each position were presented and as there were no further nominations, all were duly elected.

Presentation of Volunteer Appreciation Certificates

Announcement of 2016 Life Memberships

Alan Price, Vicki Price

Meeting closed: 2.07pm

President's Report

Bennettswood Neighbourhood House

Annual Report 2016 / 2017

Well here I am again, back in the President's seat and excited to be part of the continued growth of the House. Thanks to the previous President, Margaret for her three-year stint, support and advice.

I am delighted to report that we are rapidly becoming a hub for community music in the City of Whitehorse thanks to Margaret Crichton's leadership and musical ability. These activities include a monthly evening music session - Bennettswood Acoustic Music Session, (BAMS), day-time and evening ukulele classes and participation in several festivals and events, including our own Victorian Seniors Festival Come 'n Try Ukulele session in October 2016 which was a great success.

I had the pleasure of videotaping the BUGSS (Bennettswood Ukulele Group & Sing-along & String-along) gig at Ringwood Folk Club in November 2016 and BUGSS had another performance at DRUKE (Dandenong Ranges Ukulele Festival) in May.

The House was well promoted at Whitehorse Community Festivals including the Global Fiesta in March and Spring Festival in October.

Our Manager, Julie Melia, chalked up three years in May and continues to provide the expertise, leadership and management skills that lead the smooth running and continuing development of the House.

After 17 years of outstanding service with us, MaryAnne Mahoney has resigned as a member of staff, but has generously stayed on as a committee member and continues to provide invaluable guidance and training to enabling a smooth staff transition.

Rowena Garrett has stepped up into the finance role and is currently completing Certificate IV in Bookkeeping. Former volunteer in 2016, Vendulka Sekker, joined us as a staff member in April, taking on a role as Administration Assistant and is fitting in extremely well.

On the Committee of Management, Ron Carroll has stepped up to the role of Vice President.

Technology tutor Thomas Fagernes has developed a successful computer training program and provides invaluable assistance in the IT at the House, as well as volunteering as a member of the committee.

Regretfully, Mission Op Shop, which has been our special supporter since 2011, closed its doors in Feb 2017. We are very grateful to Operations Manager Ada Wong, Geoffrey Cage and the other directors for their generous donations over the years.

Thanks to the staff, committee members and volunteers for their continued support. The search never stops for new committee members and other volunteers.

Michael Crichton

Finance Officer's Report

Bennettswood Neighbourhood House

Annual Report 2016 / 2017

Yet another financial year has come and gone way too quickly. This financial year we have made a surplus of \$6101. We received \$28,814 from the City of Whitehorse and \$57,206 from DHHS and Broadband for Seniors \$360 for our recurring grants. We are very grateful for these recurrent grants which enable our House to continue to operate. This year we have again been lucky in receiving a very generous donation from Mission Op-Shop for which we are very thankful.

Tutorial fees have increased by \$8,513. Ukulele (Beginners and Intermediate classes) and Sing & String-along (ukulele and singing) have been very successful. Also income from Drawing & Painting, Gentle Exercise, Strength Training and Tai Chi for Arthritis classes have increased too. There have been a couple of classes (Asian Cooking, Sewing) where our income has decreased and group numbers are down in some long-term activities such as Solo and Community Lunch.

We have secured new venue hirers which has allowed us to maintain almost the same level of income from venue hire as the previous year.

Interest received decreased by \$262 due to a number of reductions in interest rates on our saver accounts. Rates decreased during the year from 1.75% - 1.5% in August 2016, to 1.4% in November 2016 and then to 1.3% in March 2017.

Employment expenses have increased due to the annual Minimum Wage Review decision and the Equal Remuneration Order made by the Fair Work Commission. The increases will be applied gradually to social and community services industry workers and the ERO increases will apply in full by 2020. We have provided another \$3,000 for the replacement of staff for such events as a staff member needing to take extended leave or resigning.

Electricity and gas costs have slightly increased. Cleaning costs have slightly increased. Repairs and maintenance expenses decreased despite computer repairs and website upgrades being needed.

The largest asset purchased this financial year is the new 55" high-definition Smart TV and soundbar which has been wall-mounted in the front room. We also purchased new roller blinds for the office.

The Financial Reports of Bennettswood Neighbourhood House for the year ending 30 June 2017 are attached. The Financial Accounts have been audited by Stephen Nolan and the audit report included.

Thank you to Maryanne Mahoney (Finance Manager - resigned March 2017), Julie Melia (Manager), Barbara Holah (MYOB volunteer) and the Committee of Management for all their work, help and support during the year.

Rowena Garrett
Finance/Administration Officer

Profit & Loss [Cash]

July 2016 To June 2017

Income		
Tutorial Fees		\$38,507.00
Council Grant		\$28,814.00
DHHS Grant		\$57,206.33
Donations		\$2,436.85
Fundraising		\$888.20
Programmed Activities		\$5,290.00
Interest Received		\$1,152.79
Room Rental		\$5,765.00
Sundry Income		\$360.00
Total Income		\$140,420.17
Total Cost of Sales		\$0.00
Gross Profit		\$140,420.17
Expenses		
Audit Fees		\$400.00
Computer Expenses		\$1,465.00
Memberships & Subscriptions		\$1,845.80
Fundraising Expenses		\$265.80
Programmed Activities Expenses		\$470.77
Insurance		\$687.54
Office Expenses		\$687.67
Sundry Expenses		\$735.16
Professional Development		\$295.45
Repairs & Maintenance		\$481.68
Equipment		\$45.06
Postage		\$57.50
Tutors		\$21,998.00
Employment Expenses		
Superannuation	\$7,733.75	
Wages & Salaries	\$88,472.82	
Workcover	\$690.89	
Telephone & Internet		\$1,080.37
Cleaning		\$3,870.00
Electricity		\$858.85
Gas		\$986.18
Water		\$904.23
GST rounding & adjustments		\$8.02
Total Expenses		\$125,815.34
Operating Profit		\$14,604.83
Total Other Income		\$0.00
Other Expenses		
Depreciation		\$2,285.18
Staff Entitlements (Prov'd)		\$1,996.77
Replacement of Staff (Prov'd)		\$4,321.70
Total Other Expenses		\$8,503.65
Net Profit/(Loss)		\$6,101.18

This report includes Year-End Adjustments.

Profit & Loss [Last Year Analysis]

July 2016 To June 2017

	This Year	Last Year	\$ Difference	% Difference
Income				
Tutorial Fees	\$38,507.00	\$29,994.00	\$8,513.00	28.4%
Council Grant	\$28,834.00	\$28,750.00	\$84.00	2.0%
DEHS Grant	\$57,206.33	\$54,496.42	\$2,709.91	5.0%
Donations	\$2,436.85	\$6,500.00	-\$4,063.15	(62.5)%
Fundraising	\$888.20	\$2,076.10	-\$2,087.90	(70.2)%
Programmed Activities	\$5,290.00	\$6,373.65	-\$1,083.65	(17.0)%
Interest Received	\$1,152.79	\$1,415.22	-\$262.43	(18.5)%
Room Rental	\$1,765.00	\$5,830.00	-\$4,065.00	(71.3)%
Sundry Income	\$360.00	\$360.00	\$0.00	0.0%
Total Income	\$140,420.17	\$136,192.39	\$4,227.78	3.1%
Total Cost of Sales	\$0.00	\$0.00	\$0.00	NA
Gross Profit	\$140,420.17	\$136,192.39	\$4,227.78	3.1%
Expenses				
Audit Fees	\$410.00	\$400.00	\$10.00	2.5%
Computer Expenses	\$1,465.00	\$2,326.22	-\$861.22	(36.8)%
Memberships & Subscriptions	\$1,845.80	\$1,911.68	-\$65.88	(3.4)%
Fundraising Expenses	\$265.60	\$2,048.85	-\$1,783.25	(87.0)%
Programmed Activities Expenses	\$470.77	\$921.96	-\$441.19	(48.4)%
Insurance	\$607.54	\$575.74	\$31.80	5.5%
Office Expenses	\$687.67	\$1,126.48	-\$428.81	(38.4)%
Sundry Expenses	\$735.36	\$774.37	-\$39.01	(5.1)%
Professional Development	\$295.45	\$862.12	-\$566.67	(65.7)%
Repairs & Maintenance	\$401.68	\$1,238.63	-\$836.95	(67.6)%
Equipment	\$49.06	\$0.00	\$49.06	NA
Postage	\$57.50	\$18.18	\$39.32	216.3%
Tutors	\$21,998.00	\$28,890.00	-\$2,108.00	(10.6)%
Employment Expenses				
Superannuation	\$7,733.75	\$7,309.51	\$424.24	5.8%
Wages & Salaries	\$80,472.82	\$76,550.09	\$3,922.73	5.1%
Workcover	\$690.89	\$728.88	-\$37.99	(5.2)%
Telephone & Internet	\$1,001.37	\$1,268.19	-\$266.82	(24.3)%
Cleaning	\$3,870.00	\$3,690.00	\$180.00	4.9%
Electricity	\$858.85	\$810.05	\$48.80	6.0%
Gas	\$986.18	\$943.18	\$43.00	4.6%
Water	\$904.23	\$842.64	\$61.59	7.3%
GST rounding & adjustments	\$8.02	-\$1.43	\$9.45	600.8%
Total Expenses	\$125,815.34	\$124,205.34	\$1,610.00	1.3%
Operating Profit	\$14,604.83	\$11,987.05	\$2,617.78	21.8%
Total Other Income	\$0.00	\$0.00	\$0.00	NA
Other Expenses				
Depreciation	\$2,285.18	\$2,764.30	-\$481.12	(17.4)%
Staff Entitlements (Prov'n)	\$1,996.77	\$1,329.69	\$667.08	5.0%
Replacement of Staff (Prov'n)	\$4,223.70	\$2,000.00	\$2,223.70	111.2%
Total Other Expenses	\$8,505.65	\$6,093.99	\$2,411.66	39.6%
Net Profit/(Loss)	\$6,109.18	\$5,893.06	\$216.12	3.7%

This report includes Year-End Adjustments.

Balance Sheet

As of June 2017

Assets**Current Assets**

Cash On Hand		
Bank Account	\$3,366.21	
Staff Entitlements	\$23,943.95	
Petty Cash	\$148.95	
ESaver	\$72,489.56	
Cash Float	\$100.00	
Total Cash On Hand		\$90,047.67
GST Assets		
GST Paid	\$322.19	
Total GST Assets		\$322.19
Total Current Assets		\$90,369.86

Fixed Assets

Equipment		
Equipment at Cost	\$38,604.33	
Equipment Accum Dep'n	-\$38,363.02	
Total Equipment		\$241.31
Building Improvements		
Building Improvements at Cost	\$2,242.00	
Building Improve Accum Dep'n	-\$2,242.00	
Total Building Improvements		\$0.00
Total Fixed Assets		\$241.31
Total Assets		\$90,611.17

Liabilities**Current Liabilities**

GST Liabilities		
GST Collected	\$1,453.72	
Total GST Liabilities		\$1,453.72
Payroll Liabilities		
Fringe Tax Payable	\$2,064.00	
Superannuation Payable	\$1,684.50	
Total Payroll Liabilities		\$3,748.50
Income received in advance	\$24,759.29	
Total Current Liabilities		\$29,961.51

Long-Term Liabilities

Provision - Staff Entitlements	\$12,192.10	
Provision- Replacement of staff	\$10,000.00	
Total Long-Term Liabilities		\$22,192.10
Total Liabilities		\$52,153.61

Net Assets		\$38,457.76
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Equity

Retained Earnings	\$32,356.58	
Current Year Surplus/Deficit	\$6,101.18	
Total Equity		\$38,457.76

This report includes Year-End Adjustments.

INDEPENDENT AUDIT REPORT
TO THE MEMBERS OF
BENNETTSWOOD NEIGHBOURHOOD HOUSE INC

We have audited the attached special purpose financial report comprising the Profit and Loss Statement and Balance Sheet of Bennettswood House Inc. for the year ended 30th June 2017. The Committee is responsible for the financial report and have determined that the accounting policies used are appropriate to meet the Association Incorporation Act (Vic) and the needs of the members. We have conducted an independent audit of the financial report in order to express an opinion on it to the members. No opinion is expressed as to whether the accounting policies used are appropriate to the needs of the members.

The financial report has been prepared for distribution to members for the purpose of fulfilling the financial reporting requirements under the Association Incorporation Act (Vic). We disclaim of responsibility for any reliance on this report on this report to which it relates to any person other than the members, or for any purpose other than that for which it was prepared.

Our Audit has been conducted in accordance with the Australian Auditing Standards. Our procedures included examination, on a test basis, of evidence supporting the accounts and other disclosures in the financial report. These procedures have been undertaken to form an opinion whether, in all material respects, the financial report is presented fairly in accordance with the accrual basis of accounting. The audit opinion expressed in this report has been formed on the above basis.

AUDIT OPINION

Our audit has been limited to checking the attached statements for accuracy and ensuring payments have appropriate supporting documentation. It is impracticable to verify the receipts due to their nature.

In our opinion, except, for the issue noted above, the financial report presents a true and fair view of the Bennettswood Neighbourhood House Inc. financial position as at 30 June 2017 and its performance for the year ended on that date.

SBA Blackburn/Vermont



I Stephen Nolan
Principal

10th October 2017

Manager's Report

Bennettswood Neighbourhood House

Annual Report 2016 / 2017

The annual report is an opportunity to reflect on our achievements over the past year as well as on some changes that have impacted our House. By far the biggest change was in staffing when MaryAnne had decided it was time to move on from her role as Finance Manager. We are most fortunate to have had MaryAnne's professional expertise and friendly face over her more than seventeen years and we are delighted that she remains a member of the committee. After volunteering in the office for most of 2016, Vendulka Sekker commenced in April 2017, as Administration Assistant position, joining Rowena Garrett (Administration Assistant from February 2015, and Finance/Administration Officer from April) and myself (Manager for three years in May 2017). Rowena also commenced a Certificate IV in Bookkeeping and the committee offered her some financial support to complete the qualification. Thank you to MaryAnne for guidance and support of Rowena in ensuring a smooth transition into the finance role.

Newly developed position descriptions have further enhanced our closely aligned teamwork environment supporting me as Manager to implement the goals and directions for the House set by Committee of Management. In a workplace and sector adapting to change, staff professional development is most important, especially in areas of online information technology, financial management, compliance and governance training. The Manager completed DHHS My Agency Funded Agency Channel and Neighbourhood Houses and Adult Community Education Centres Collective Agreement 2016 training and attended the Our Community 'Communities in Control' Conference in May. Staff have also commenced the process of updating their First Aid / CPR accreditation.

We continued the process of differentiating our House in the area of community music in 2016-17. Growth in this area has been made possible by a combination of the energy, talent and musical leadership of tutor Margaret Crichton and my own background in community arts administration. Margaret commenced a monthly evening music session - Bennettswood Acoustic Music Session (known by the acronym BAMS) and a new day time ukulele class for beginners was added to the two existing ukulele groups, the three groups coming together collectively as Bennettswood Ukulele Group Sing & String-along or BUGSS. BUGSS participated in several events including running our own Victorian Seniors Festival Come 'n Try Ukulele workshop in October; a great success, with thirty-two new people coming to the House for the first time and generating some new enrolments. Inclusion in the printed Victorian Seniors Festival program distributed Victoria-wide also provided free extensive advertising exposure for the House.

BUGSS had their first public performance at Ringwood Folk Club, supporting The Simpson Three - which was sell-out show, in November 2016 and also played at DRUKE (Dandenong Ranges Ukulele Festival) in June 2017. Partnering with events and festivals are a wonderful way for us to participate while providing excellent promotion for our House. Whitehorse community festivals (Global Fiesta in March and Spring Festival in October) also provided opportunities to promote the House through a joint display with the Whitehorse Community Houses (WCH) network. Thank you to staff members Vendulka and Rowena and Vice-President Ron Carroll for representing the House at the Whitehorse Global Fiesta and Spring Festival.

Manager's Report

Bennettswood Neighbourhood House

Annual Report 2016 / 2017

The Term program continues to offer activities in health and wellbeing, arts/crafts and technology/computing for beginners and participants who enjoy the informal learning and social opportunities offered at the House. Our excellent tutors do their utmost to facilitate worthwhile, quality activities and most classes and groups are well attended. Staff work closely with community groups assisting and supporting their programs and we welcome community networks to the House to hire our rooms, including women's and youth groups, technology clubs and other interest groups. Stability of the venue hire program has helped us maintain a similar level of income as in the previous year.

Neighbourhood houses could not run without the generosity of volunteers who regularly give of their time and skills; whether in setting up chairs for a class, putting out rubbish bins, giving the kitchen cupboards a clean out, tidying the bookshelves, taking donations to the Op Shop, assisting as leaders or facilitators or distributing Term brochures, all is appreciated. Some volunteers deserve our very special thanks: Christine Ramsay who keeps the database class records up-to-date (and making the annual compliance DHHS / NHV survey easy to complete), Barbara Holah who inputs receipts into MYOB, Enio Orlandi who keeps the garden and lawn attractive and tidy, Jenny Liddle who puts out the weekly class attendance records and our next-door neighbour Fred Hillas who brings the bins in each Friday.

Committee of Management members are also very important volunteers. In addition to a stable team of long-term committee members, we are fortunate to have some newer members bringing some fresh and varied perspectives to our House. I would like to thank the Committee of Management whose commitment to attending meetings is much appreciated. Thanks to committee member Tom Fagernes for sharing his IT expertise with the office. Thanks also to retired member Denise Rogers (October 2014 to November 2016). We will need to source more new committee members in the coming year and people interested in assisting with House governance are invited to put their hands up for this rewarding and valued role.

We have had fantastic support from the City of Whitehorse, especially the Social Planning Officer Julie Lyons and Facilities Maintenance and Capital Works teams, who together have facilitated significant improvements to the House. We are extremely grateful for the repairs and upgrades, including removal of the asbestos eaves and reinstatement of new eaves, installation of energy efficient external and internal lighting, roof replacement and solarguard roof panelling in the shed, a new House sign and removal of the old signs.

We were saddened to see Mission Op Shop close its door in February 2017. Mission Op Shop has been our special supporter since 2011 and having donated funds to us over six years. Purchases made with the funds have enabled grassroots changes and the House is a far more amenable place for staff, volunteers and community. We will continue to see the benefits of these changes as the 2017 – 2021 Strategic Plan is developed and implemented. On behalf of participants and the Committee of Management, I would like to thank Operations Manager Ada Wong, Geoffrey Cage and other directors for their generosity.

Julie Mella
Manager

Bennettswood Neighbourhood House Inc

*extends our sincere thanks and appreciation to
the named members for their generous and long
-standing commitment and support*

Life Member Award 2017

MaryAnne Mahoney

**"Appreciation is a wonderful thing; it makes what is
excellent in others belong to us as well." Voltaire**

Bennettswood Neighbourhood House

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Neighbourhood Houses
The heart of our community