



35-39 Tortice Dve  
Ringwood North



# 2019 ANNUAL GENERAL MEETING



# NORTH RINGWOOD COMMUNITY HOUSE INC.



## VISION

An engaging, supportive and responsive Community House.

## MISSION

North Ringwood Community House Inc provides a welcoming and inclusive environment creating opportunities for lifelong learning and social connection.

## VALUES

**Respectful:** Practising the values of openness and tolerance in the way that staff, trainers, volunteers and participants work together, and with the community.

**Inclusive:** Accessible by and inclusive of all individuals.

**Committed:** To understanding and responding to the needs of the community.

**Encouraging:** Provide support and encouragement in a friendly environment.

# North Ringwood Community House Inc.

## Annual General Meeting

18<sup>th</sup> March 2020 at 10am

### A G E N D A

1. Welcome by Chairperson
2. Apologies
3. Guest speaker – Shirley Deane – Bush Nomads Leader
4. Guest Speakers – Sung and Iang – Current students from our “Certificate III in Individual Support” class
5. Passing of 2018 AGM Minutes
6. Business arising from the 2018 AGM minutes – Annual membership subscription
7. 2019 Committee of Governance Report – Julie Reid
8. 2019 CEO report – Helen Ferguson
9. 2019 Financial Report – Yanti Tanto
10. Appointment of Auditor
11. Election of the 2020/2021 Committee of Governance members– Rose Ensor (MCC)
12. Election of 2020/2021 Committee of Governance Executive positions – Rose Ensor (MCC)
13. **Special Resolution:** It is intended that the following resolution be proposed as a special resolution that “the proposed updates to North Ringwood Community House Inc’s 2013 Rules for the Incorporated Association (sent out to all members 21 days prior to this AGM) be adopted in full.”
14. Next Committee of Governance meeting
15. Guest author- Fran Collings
16. Closure of AGM

# North Ringwood Community House Inc

## 2019 Committee of Governance, Staff & Volunteers

### Committee of Governance

**Chairperson**

Julie Reid

**Vice Chairperson**

Carole Poustie

**Organisational Secretary**

Pat King

**Treasurer**

Jules Jenkins/Yeo Jin Song

**Committee**

Eileen Hurley, Isobel Valotto & Anna Ballinger



Julie Reid



Carole Poustie



Pat King



Jules Jenkins



Yeo Jin Song



Eileen Hurley



Isobel Valotto



Anna Ballinger

### Staff

**CEO**

Helen Ferguson

**Finance Officer**

Yanti Tanto

**Accredited Training Coordinator**

Linda Pedersen

**Programs Officer**

Gaye Angus

**Receptionist**

Bron Rossi /Corinna West

**Cleaners**

Jennifer Deakin & Ngun Nei Tial



Helen Ferguson



Yanti Tanto



Linda Pedersen



Gaye Angus



Bron Rossi



Corinna West



Jennifer Deakin



Ngun Nei Tial

### Volunteers:

**Walking Group Coordinator**

Shirley Deane

**Craft Morning & Tuesday Movies**

Isobel Valotto

**Office Administration**

Isobel Valotto, Liz Spry & Cathie Manning

**Gardener**

Lindsay Coombs

**Quilting & Crochet**

Karen Calder & Sam Ruwoldt



## North Ringwood Community House Inc.

Annual General Meeting  
19<sup>th</sup> March, 2019

Meeting opened at 1.35pm

### **Present & Welcome by Chairperson:**

Gaye Angus, Michael Sukkar MP, Pat King, Maureen McConnell, Linda Pedersen, Carole Poustie, Rose Ensor, Andrew Binks, Helen Ferguson, Yanti Tanto, Steve Allen, Julie Reid, Eileen Hurley, Bette Martin, Jane Coysh, Sophie McKenzie, Bron Rossi, Mal Sawm Par, Dot Andrews, Cr Mike Symon

### **Apologies:**

Ron Barker, Rosalba Drummond, Marg Kyle, John Kyle, Diane Plant, Cr Kylie Spears, Anne Keegel, Anna Ball, Marian Kratina, Sam Blackwell, Jules Jenkins, Cr Nora Lamont

**Minutes of Previous Annual General Meeting:** Tabled and read. Accepted

### **Business Arising:**

- No annual membership subscription will be charged for the year 2019.

All in Favour.

Moved – Pat King

Seconded – Julie Reid

**Chairperson's Report:** As attached

Moved – Linda Pedersen

Seconded – Yanti Tanto

Carried

**Manager's Report:** As attached

Moved – Julie Reid

Seconded – Eileen Hurley

Carried

Helen thanked Steve for all the time and effort he has put towards the Community House and presented him with a small gift.

Helen thanked Julie, Yanti, Linda and Gaye for their efforts in 2018 and presented them with a personal gift each.

**Financial Report:** As attached

Moved – Linda Pedersen

Seconded – Pat King

Carried

### **Appointment of Auditor:**

Paul Fox from Super Audit Services Pty Ltd in Mornington.

Moved – Eileen Hurley

Seconded – Pat King

Carried

**Accredited Training Update:** Linda Pedersen

**VCAL Update:** Julie Reid

### **General Business:**

Nil.



## CHAIRPERSON'S REPORT

When reflecting on the past year, thoughts that come to mind include: gratitude, hard work, learning curves, teamwork, new beginnings, positive energy, community connection and celebration.

These concepts shine through on the following pages and are a clear endorsement of the staff and volunteer team, ably led by CEO, Helen Ferguson. Her dedication, resolve and resilience, coupled with the unwavering commitment of staff, volunteers and the Committee of Governance (COG) has transformed this organisation and inspired all involved to strive for goals that a year ago, would have been unreachable.

Although having the potential to write much about what has happened over the past year, I wish to highlight four main things; COG changes, the official closure of the Childcare Centre, the Christmas Celebration lunch and the updating of the Model Rules.

Near the end of the 2019, Jules Jenkins, Treasurer, resigned and we welcomed Yeo Jin Song. Yeo Jin has a wealth of accounting experience and the COG have thoroughly benefited from her input. At the same time, Anna Ballinger also came on board. Anna is an energetic person with many years of experience in the Community Sector and has been a welcome addition to the COG.

Due to the previous suspension of the Childcare Centre and in response to a detailed Briefing paper relating to its future viability, it was decided by the COG on the 11<sup>th</sup> June 2019 to cancel the DHHS license to operate occasional childcare. This was a difficult decision that was based on a number of factors, predominantly the financial and staffing resources required to facilitate the Childcare Centre in a competitive market. I would like to take this opportunity to acknowledge all the staff and volunteers that made the NRCHI Childcare Centre a vibrant and engaging environment for many children over many years.

I would also like to thank the many staff, volunteers and family members who assisted in the cleaning out, cleaning up, organisation and sale of the hundreds of books, toys and resources from the Childcare Centre. This was a mammoth effort and not only resulted in many community organisations and community members being showered with reasonably priced/free items, but the development of a multipurpose space that can now be hired out and used to foster community connections.

As mentioned in Helen's CEO report, much of 2019 was focussed on putting the 'Community' back in the 'Community House'. This involved a number of things including hosting a 'Christmas Celebration' lunch. This was a special time where staff, volunteers, COG members, NRCHI members, students, participants and patrons enjoyed good food and conversation. It also provided us with an opportunity to acknowledge many volunteers, staff and Tutors who have faithfully served NRCHI for over 10 years. It is people such as these that form the backbone of places like NRCHI.

Another key focus area for the COG in 2019 was updating the Model Rules of the Association. The aim being to ensure that they accurately reflect the current operations of NRCHI. This required hours of work and I thank the COG for their time spent on this important document.

I cannot conclude my report without commending the staff and COG on the small, but extremely important financial surplus that has been achieved this year. This figure is a credit to all who have been involved in financial management and strategic decisions and stands us in good stead to continue to build our capacity in 2020 and beyond.

Julie Reid  
Chairperson  
On behalf of the NRCHI Committee of Governance

## CEO'S REPORT

2019 was a very busy year as we worked towards creating a vibrant and positive community organisation which is supported by a great team of staff, volunteers, teachers, trainers and facilitators. We pride ourselves on offering a friendly and welcoming environment for everyone who walks through our door.

We strove to bring the 'community' to the Community House by valuing and responding to the diversity of the local community with a range of leisure and social programs and services to meet community needs and expectations.

We worked towards being responsive to learner's needs and we developed and revised programs to deliver the best services to our students.

We developed and strengthened partnerships with industry and networks to improve our organisational knowledge and quality and consistency of service.

Much of the year was also spent consolidating core business and striving to meet strategic plan objectives. Some of the highlights of 2019 include:

- We finalised a 2019-2020 Strategic Plan
- We developed a 2019-2020 Marketing Plan
- Committee of Governance and Management participated in the Eastern Volunteer's Governance Health Check and were presented with a Board Improvement Plan
- We carried out an Emergency Management and WHS review
- We had a lovely morning tea with members of the CALD community thanks to the Neighbourhood House Moveable Feast Project
- We ran 5 accredited courses, 1 of which catered to the CALD community
- We delivered over 3,800 hours of pre-accredited training
- We ran a minimum of 40 classes/social groups each week
- Our room hire more than doubled
- We were successful in our application for the ACFE Capacity and Innovation Fund (CAIF) grant in partnership with 3 other Maroondah Community Houses to link learning pathways in Maroondah
- We participated in the Gender Equality Clothesline Project with outer east community houses, CHAOS, EACH, EDVOS and Women's Health East to be part of a region-wide promotion during the 16 Days of Activism to raise awareness of violence against women.
- We implemented a risk appetite statement and updated our risk register and risk tolerance plan
- We partnered with the North Ringwood Playgroup to use our childcare space
- We initiated a partnership with Melba Support Services to facilitate activities with their participants and our accredited students
- We had a successful Worksafe audit
- All NRCHI policies were reviewed and updated
- We participated in a joint stand at the MCC Senior's Week Festival at Karralyka Theatre with the Maroondah House Network
- We participated in a joint stall at the Maroondah Festival with the Maroondah House Network

On top of all of these achievements we also managed to halt the financial losses experienced over the past 3 years and we made a small profit.

We welcomed Bron Rossi and Corinna West to the administration team. I am very fortunate to have such experienced and capable staff who are so passionate and committed to the success of NRCHI. Thank you to Linda, Yanti and Gaye who have worked alongside me for the year. Thanks also to our wonderful cleaners, Jennifer and Ngun, who keep the Community House clean and tidy.

My thanks go to our trainers and facilitators, some of whom have been at the Community House for many years. They are dedicated, highly qualified and experienced which enables us to be confident that the programs we deliver are of excellent quality and meet the needs of participants.

NRCHI relies heavily on its many volunteers; I would like to thank each volunteer for donating their valuable time throughout 2019. Thank you to Isobel, Shirley, Lindsay, Liz, Cathie, Sam and Karen.

I'd also like to make mention of our valuable volunteer committee members – Steve (early 2019), Ron (early 2019), Julie, Carole, Pat, Jules, Isobel, Eileen, Yeojin and Anna. My 18 months in this role has not been without its challenges. The committee members have been incredibly supportive and I am genuinely grateful to them all for their support.

Finally, I would like to thank Maroondah City Council, DHHS and DET for their ongoing financial support.

To date 2020 has been very busy with a strong start to the year. The dedicated and motivated NRCHI team look forward to building upon the successes of 2019 and will continue to provide a welcoming and inclusive environment creating opportunities for lifelong learning and social connection in our community.

Helen Ferguson  
CEO



Gender  
Equality  
Clothesline  
Project



Moveable  
Feast Project



Some of our  
students who  
received their  
accredited  
qualifications

## COURSES AND ACTIVITIES

Accredited Training on Scope of Registration		Computer & Workskills
Certificate III in Individual Support Certificate IV in Leisure & Health Certificate IV in Disability Work Diploma of Leisure & Health		Basic Computer Skills for Beginners Beyond Basic Computer Skills Return to Work Word & Excel Digital Literacy for Smart Devices Professional Creative Writing Provide First Aid Provide CPR Responsible Service of Alcohol Intro to Office Skills Pathway to Aged Care Pathway to Disability Pathway to Leisure & Health
Languages		Health & Fitness
Italian Language Spanish Language English Language Education Support		Meditation & Mindfulness Pilates Bush Nomads (Bushwalking) Strong People Stay Young Tai Chi for Beginners Tai Chi Hatha Yoga Chair Yoga Zumba Gold Belly Dancing
Special Interest		
Wiser Driver Coffee & Craft		Fab Group Meet Me At The Movies
Art & Craft		
Porcelain Dolls Leadlighting Drawing & Painting Crochet		Watercolour Painting Copper Foil Workshop Quilting

## TRAINERS & FACILITATORS

Noel Ashby  
Rosalba Drummond  
Annette Sims  
Caroline Gerber  
Diane Plant  
Nick Fisher  
Sam Ruwoldt  
Zabelle  
Paris Karvelis  
Shirley Deane  
Sanett Botha

Judy Sammut  
Karen Calder  
Nicola Shepherd  
Joyce Murphy  
Linda Pedersen  
Marina Riddiford  
Elly Miller  
Angela Harris  
Janice Zurzolo  
Betha Woods

Carole Poustie  
Susan Maughan  
Feza Gallagher  
Pene Hingston  
Kirsten Casey  
Aurora Chighine  
Isobel Valotto  
Melody Knight  
Rowan Barr  
Bette Attwood

## ORGANISATIONS WHO HAVE HIRED ROOMS AT NRCHI

Indie School  
Calvary Care  
Sanett Fitness  
G8 Education  
Maroondah Photographic Society  
Ringwood Historical Society  
Neil Wilson Pty Ltd  
Futurewood  
Mathew John (Bible Study)  
Mindful Living  
Anglicare  
Maroondah Toy Library  
Probus  
Dirtscape Dreaming  
Zoie Janssen (Soaps)  
Erin Hardy (Networking)  
Kanga Training

Eastern Volunteers  
Messy Play  
Betamc Yoga  
Maroondah City Council  
International Promotions  
Station Eight Church  
Australian School of Performing Arts  
United Voice  
Sterling Properties  
Trade Winds Australia  
MDL Healing  
Sonali Emmanuel (kitchen space)  
Neami National  
Emma Butler (Jewellery)  
Parents & Carers Choir  
Paul Mischefski  
North Ringwood Playgroup

### Private functions:

During the year rooms were hired out for thirteen private parties

## ACCREDITED TRAINING COORDINATOR'S REPORT

2019 has been a year of growth for our accredited courses.

We purchased new learner guides and course material for all courses. The material covers all elements and performance criteria for each unit and the design of each lesson is carefully spelled out providing students with an enhanced learning experience.

In 2019, five accredited qualifications commenced with 55 enrolled students enrolled.

Certificate III in Individual Support – 11 students completed in December 2019

Certificate III in Individual Support for CALD students – 13 students to complete in July 2020

Certificate IV in Disability – 11 students to complete in May 2020

Certificate IV in Leisure and Health – 10 students completed in December 2019

Certificate IV in Leisure and Health Mid-Year – 9 Students to complete in July 2020

In 2019, we were unable to secure a Diploma of Leisure and Health trainer, so unfortunately had to postpone enrolments. We now have a well-qualified trainer and are able to offer this qualification in 2020.

Through our networking with Melba Support Services we trialed a community project where students ran a social support day for some of their participants. Our first event was held in October by the Certificate IV Leisure and Health students. This was a fabulous day with plenty of fun for all. We have scheduled one social day per month for the students across all accredited courses in 2020, giving them the opportunity to respond to the diverse needs, identities and strengths of participants who attend.

Certificate IV in Leisure and Health commenced in 2020 with 12 students.

A big thank you to the current students enrolled in our Certificate III in Individual Support who have appreciated the support from all at NRCHI and introduced us to friends who have enrolled.

Through “word of mouth” from our current students from Myanmar we have also commenced a new Certificate III in Individual Support in 2020 with 16 students enrolled.

Thank you to all staff and trainers for their support. I look forward to continuing to coordinate the provision of accredited adult education courses to the NRCHI community.

**Linda Pedersen**

Accredited Training Coordinator

## What students in our accredited training courses have to say:

*“Loved the class and we all interacted easily with each other”*

*(Cert IV Leisure & Health student)*

*“Enjoy the practical information and what the trainer brings to the course”*

*(Cert IV Leisure & Health student)*

*“The trainer has made this course fulfilling, upbeat and interactive. Sharing personal stories has created further interest in the course and her outlook on disability is so refreshing, compassionate & dynamic”* *(Cert IV Disability student)*

*“The trainer is fantastic & well prepared”*

*(Cert IV Disability student)*

*“Fun & interactive course structure”*

*(Cert IV in Disability student)*

*“Trainer was great, she explained everything”* *(Cert III Individual Support student)*

*“I gained confidence throughout the year doing this course”*

*(Cert III Individual Support student)*

*“I have learnt so much and enjoyed doing this course very much”*

*(Cert III Individual Support student)*

*“Trainer was a really good teacher, the course was really enjoyable”*

*(Cert III Individual Support student)*

*“Trainer put me at ease and helped to make it an enjoyable experience and has made me want to further my studies”*

*(Cert III Individual Support student)*

## PROGRAM OFFICER'S REPORT

### Community Programs

2019 saw an increase in enrolments in our General Adult Education classes. Enrolments increased from 1417 in 2018 to 1559 in 2019.

### Pre-Accredited Training

In 2019 our popular ACFE courses included Basic Computer Skills for Beginners, Beyond Basic Computer Skills and Word & Excel. These all continued with pleasing participant numbers. Our ever popular Professional Creative Writing class also continued to grow. We enrolled a total of 167 people in our pre-accredited training courses.

### Health & Fitness

Our fitness classes, which include Zumba Gold, Hatha Yoga, Tai Chi, Pilates, Strong People Stay Young and Belly Dancing maintained steady enrolments throughout the year.

### Art & Craft

2019 saw the commencement of a new Drawing & Painting class. After a slow start, the class proved quite popular with increasing attendance during the year. It was very pleasing to see the community coming together in such a creative space.

Our Leadlighting group continued with steady enrolments and saw successful evening classes run in Terms 1 and 2.

### Languages

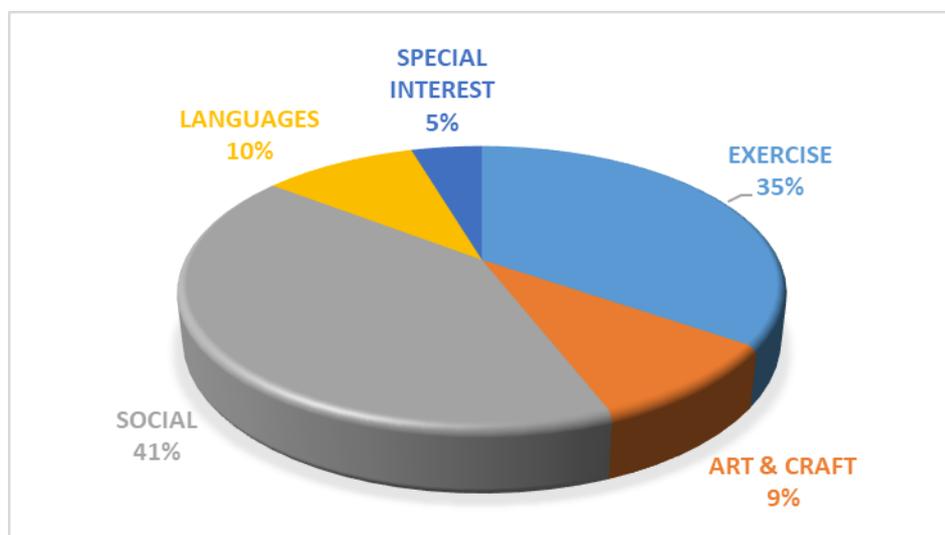
Our Spanish and Italian language classes always prove popular with students returning for multiple terms and continues to grow in numbers.

### Special Interest

Social groups continued to flourish with a new Quilting group joining our existing groups. Participant numbers increased in Bush Nomads, the Monthly Movie Tuesday group and the Fab 50s group.

In October, Maroondah Council Council held a Beginners Compost, Worm Farm and Bokashi workshop for us. They also facilitated a Waste and Recycling workshop in November. These sessions provided beneficial information to the community. Both events boasted great attendance.

2019 Community Course Participation



**Gaye Angus**  
Programs Officer

## **What our users say is the best thing about participating in a class or activity at NRCHI:**

*“Companionship, laughter, sharing of knowledge”* (Coffee & Craft Participant)

*“The social aspect – the opportunity to meet new friends”* (Fab 50’s Participant)

*“Atmosphere, good instructor”* (Pilates participant)

*“Locality and lovey premises”* (Spanish student)

*“Good facility, rooms, knowledgeable teacher, close to home”* (Italian student)

*“Meeting like minded people and making life long friends”*  
(Professional Creative Writing student)

*“The social aspects as well as the price”* (Watercolour Painting student)

*“Locality and meeting people from neighbourhood”* (Zumba Gold participant)

*“Meeting people and socialising. It’s been good to develop a sense of community and friendship”* (Leadlighting student)

*“Great tutor, small group, easy to follow”* (Tai Chi participant)

*“Having fun and learning a new skill”* (Leadlighting student)

*“The approachable, professional yet friendly atmosphere of the group”*  
(Professional Creative Writing student)

*“The teacher makes class time fun and interesting”* (Spanish student)

*“Close to home, friendly staff, great trainer”* (Introduction to Computers student)

## FINANCIAL REPORT FROM 1<sup>ST</sup> January 2019 – 31<sup>ST</sup> December 2019

The audit report for North Ringwood Community House Inc. has been duly audited by Paul Fox CPA from Super Audit Services and is presented for your information.

The continuing teamwork and tireless efforts from management and staff since 2018 has produced steady growth for the Community House.

As a result, the Community House in 2019 year is in a better financial position with small net profit of \$1,643. As a comparison, the Community House concluded 2018 with net loss of \$17,437.

In 2019, we streamlined our business plan to achieve better efficiency. NRCH Inc. ceased to offer VCAL and Child Care. Instead, we focussed on delivering quality popular courses that were in demand in our local community. We will continue to strengthen this approach as part of the strategy to maintain sustainable revenue growth for the Community House in the future.

NRCH Inc greatly increased its marketing efforts to broaden the reach to local communities through brochures, co-operation with other community houses, social media (i.e. Facebook and Instagram), and word of mouth from present and past students. All these efforts resulted in consistent number of students enrolled in our GAE, pre-Accredited and Accredited courses and an increase in Room Hire income by an additional \$16,598 to a total of \$32,760 in 2019.

Other than streamlining revenue, NRCH Inc. also suspended loss making divisions while simultaneously bolstering efforts and spending in divisions with higher earning potential. Collaborative team efforts in controlling operating costs saw a cost reduction from \$803,308 to \$505,174. This gave the Community House enough balancing force to stabilise the lessening income from grants which was down from \$785,871 to \$506,817.

Even though there are continuing challenges in ensuring profitable and sustainable operations of our Community House, continuing efforts in providing training and services that are relevant to local communities are showing promising results that shall continue to improve the overall financial position into the future.

**Yanti Tanto**  
Financial Administrator

# SUPER AUDIT SERVICES

Certified Practising Accountants

PO Box 552, Dromana, Victoria, 3936

Telephone: (03) 5987 1908

ABN 44 942 769 277

## INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS

### Report on the Audit of the Financial Report

I have audited the financial report, being a special purpose financial report, of North Ringwood Community House Inc, which comprises the statement of financial position as at 31 December 2019, the statement of profit or loss and other comprehensive income, statement of changes in equity and statement of cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies, and the statement by the Committee.

In my opinion the financial report of North Ringwood Community House Inc presents fairly, in all material respects, the association's financial position as at 31 December 2019 and of its financial performance for the year then ended in accordance with the accounting policies described in Note 1 to the financial statements and the *Associations Incorporations Reform Act 2012* of Victoria and *Australian Charities and Not-for-Profits Commission 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 my 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 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 to the financial report, which describes the basis of accounting. The financial report has been prepared for the purpose of fulfilling the association's financial reporting responsibilities under the *Associations Incorporations Reform Act 2012* of Victoria and *Australian Charities and Not-for-Profits Commission 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 the Committee for the Financial Report

The committee are responsible for the preparation of the financial report that gives a true and fair view and have determined that the basis of preparation described in Note 1 to the financial report is appropriate to meet the requirements of the *Associations Incorporations Reform Act 2012* of Victoria and *Australian Charities and Not-for-Profits Commission Act 2012* and the needs of the members. The committee's responsibility also includes such internal control as they determine is necessary to enable the preparation of a financial report that gives a true and fair view and is free from material misstatement, whether due to fraud or error.

In preparing the financial report, the committee are 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 the committee either intend to liquidate the association or to cease operations, or have no realistic alternative but to do so.

# SUPER AUDIT SERVICES

Certified Practising Accountants

PO Box 552, Dromana, Victoria, 3936

Telephone: (03) 5987 1908

ABN 44 942 769 277

## INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS (Continued)

### 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 the financial report.

As part of an audit in accordance with Australian Auditing Standards, I exercise professional judgment 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 controls 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 fund's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the trustees.
- Conclude on the appropriateness of committee's 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 fund's ability to continue as a going concern. If I conclude that a material uncertainty exists, I am required to draw attention in the 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 the auditor's report. However, future events or conditions may cause the fund 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 the committee regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that I identify during the audit.



PAUL FOX, CPA

Dated this 10th day of March 2020

**NORTH RINGWOOD COMMUNITY HOUSE INC.**

**ABN: 78 052 679 939**

**Statement by Members of the Committee  
for the year ended 31 December 2019**

In the opinion of the committee members:

- 1 there are reasonable grounds to believe that the registered entity will be able to pay its debts, as and when they become due and payable; and
- 2 The financial statements and notes are in accordance with the Australian Accounting Standards to the extent described in Note 1, the *Association Incorporation Reform Act 2012* (VIC) and the *Australian Charities and Not-for-profits Commission Act 2012*.

Signed in accordance with subsection 60.15(2) of the *Australian Charities and Not-for-profit Commission Regulation 2013*.

Julie Reid, Committee Member.....



Yeo Jin Song, Committee Member.....



Dated this 10 day of March 2020

**NORTH RINGWOOD COMMUNITY HOUSE INC.**  
**ABN: 78 052 679 939**  
**STATEMENT OF FINANCIAL POSITION**  
**AS AT 31 DECEMBER 2019**

	Note	2019	2018
		\$	\$
<b>CURRENT ASSETS</b>			
CBA Cheque Account		107,603	130,237
CBA Term Deposits		98,360	97,192
Petty Cash		200	300
Accounts Receivable		331	2,071
Accrued Revenue		13,649	12,371
Prepaid Expenses		571	-
<b>TOTAL ASSETS</b>		<u>220,714</u>	<u>242,171</u>
<b>NON-CURRENT ASSETS</b>			
Right to Use Property	5	724	-
Plant & Equipment at Cost - ACFE Funded		47,081	47,081
Accumulated Depreciation - ACFE Funded		(39,265)	(37,550)
Plant & Equipment at Cost		28,318	28,318
Accumulated Depreciation		(21,100)	(19,515)
Leasehold Improvements at Cost		28,474	28,474
Accumulated Depreciation		(23,730)	(18,984)
<b>TOTAL NON-CURRENT ASSETS</b>		<u>20,502</u>	<u>27,824</u>
<b>TOTAL ASSETS</b>		<u>241,216</u>	<u>269,995</u>
<b>CURRENT LIABILITIES</b>			
PAYG Payable		8,252	11,982
Superannuation Payable		4,091	6,421
Accounts Payable		172	4,271
GST Collected		12,181	16,144
Accrued Expenses		4,360	230
Grants Received in Advance		-	27,486
Prepaid Fees		9,553	9,146
<b>TOTAL CURRENT LIABILITIES</b>		<u>38,609</u>	<u>75,680</u>
<b>NON-CURRENT LIABILITIES</b>			
Lease Liability	5	724	-
Provision for Long Service Leave		49,574	43,649
<b>TOTAL NON-CURRENT LIABILITIES</b>		<u>50,298</u>	<u>43,649</u>
<b>TOTAL LIABILITIES</b>		<u>88,907</u>	<u>119,329</u>
<b>NET ASSETS</b>		<u>152,309</u>	<u>150,666</u>
<b>MEMBERS' FUNDS</b>			
Personal Leave Reserve		14,498	14,498
Retained Surplus		137,811	136,168
<b>TOTAL MEMBERS' FUNDS</b>		<u>152,309</u>	<u>150,666</u>

The accompanying Notes form part of these Financial Statements

**NORTH RINGWOOD COMMUNITY HOUSE INC.**  
**ABN: 78 052 679 939**  
**STATEMENT OF PROFIT OR LOSS AND OTHER COMPREHENSIVE INCOME**  
**FOR THE YEAR ENDED**  
**31 DECEMBER 2019**

	Note	2019	2018
<b>REVENUE FROM ORDINARY ACTIVITIES</b>		<b>\$</b>	<b>\$</b>
Government Grants	2	178,326	194,534
Course Fees		280,114	527,749
Creche Income		-	24,098
Rental Income		32,760	16,162
Manual Sales		9,393	13,102
Interest Income		1,201	1,594
Other Income		5,023	8,632
<b>TOTAL REVENUE FROM ORDINARY ACTIVITIES</b>		<u>506,817</u>	<u>785,871</u>
<b>EXPENSES FROM ORDINARY ACTIVITIES</b>			
<b>ACFE Related Expenses</b>			
Administration Salaries		-	5,085
Tutor Salaries		12,703	11,795
Tutor Expenses		8,680	25,760
Responsiveness Grants		11,726	12,264
Training Delivery Support		5,500	5,500
<b>Total ACFE Related Expenses</b>		<u>38,609</u>	<u>60,404</u>
<b>Administration Expenses</b>			
House Occupancy Expenses		15,503	14,974
Administration & General Wages		245,767	212,402
Superannuation		32,285	48,709
Employee Provisions		8,508	32,352
Workcare		4,229	7,075
Advertising		5,539	8,407
Depreciation		8,046	8,770
General Administration Costs		25,906	22,521
<b>Total Administration Expenses</b>		<u>345,783</u>	<u>355,210</u>
Adult Education Expenses		44,255	70,027
Adult Education Salaries		76,527	105,785
Creche Salaries		-	37,914
Creche Other Expenses		-	2,873
DPCD Co-ordination Wages		-	69,890
VCAL Salaries		-	101,205
<b>TOTAL EXPENSES FROM ORDINARY ACTIVITIES</b>		<u>505,174</u>	<u>803,308</u>
<b>NET SURPLUS/(DEFICIT)</b>		<u>1,643</u>	<u>(17,437)</u>
<b>TOTAL COMPREHENSIVE INCOME</b>		<u>1,643</u>	<u>(17,437)</u>

The accompanying Notes form part of these Financial Statements

**NORTH RINGWOOD COMMUNITY HOUSE INC.**

ABN: 78 052 679 939

**STATEMENT OF CHANGES IN EQUITY**

**FOR THE YEAR ENDED**

**31 DECEMBER 2019**

	NOTE	2019 \$	2018 \$
<b>Members' Funds</b>			
<b><u>Retained Surplus</u></b>			
Balance at the beginning of the financial period		136,168	153,605
Total Comprehensive Income for the year		1,643	(17,437)
Transfer to Personal Leave Reserve		-	-
<b>Balance at the end of the financial period</b>		<u>137,811</u>	<u>136,168</u>
<b><u>Personal Leave Reserve</u></b>			
Balance at the beginning of the financial period		14,498	14,498
Transfer from Retained Surplus		-	-
<b>Balance at the end of the financial period</b>		<u>14,498</u>	<u>14,498</u>
<b>Total Members' Funds</b>		<u>152,309</u>	<u>150,666</u>

The accompanying Notes form an integral part of these financial statements

**NORTH RINGWOOD COMMUNITY HOUSE INC.**

ABN: 78 052 679 939

**STATEMENT OF CASH FLOWS  
FOR THE YEAR ENDED  
31 DECEMBER 2018**

	2019	2018
	\$	\$
<b>Cash Flows from Operating Activities</b>		
Receipts from Customers & Funding Agencies	510,840	880,913
Interest Received	1,201	1,594
Payments to Suppliers & Employees	<u>(533,607)</u>	<u>(822,757)</u>
<b>Cash Flows from Operating Activities</b>	<b>(21,566)</b>	<b>59,750</b>
<b>Cash Flows from Investing Activities</b>		
Payments for Plant & Equipment	<u>-</u>	<u>-</u>
<b>Cash Flows from Investing Activities</b>	<b>-</b>	<b>-</b>
<b>Net Cash Flows from Financing Activities</b>	<u>-</u>	<u>-</u>
Net Increase/Decrease for the period	(21,566)	59,750
Cash at the Beginning of the period	<u>227,729</u>	<u>167,979</u>
Cash at the End of the period	206,163	227,729
<b>Reconciliation of Cash</b>		
CBA Cheque Account	107,603	130,237
CBA Term Deposits	98,360	97,192
Petty Cash	<u>200</u>	<u>300</u>
	206,163	227,729
<b>Reconciliation of Cash Flows from Operating Activities with Operating Profit</b>		
Net Profit/(Loss)	1,643	(17,437)
Depreciation	8,046	8,770
(Increase)/Decrease in Prepaid Expenses	(571)	972
(Increase)/Decrease in Accounts Receivable	1,740	(711)
(Increase)/Decrease in Accrued Revenue	(1,278)	25,374
Increase/(Decrease) in PAYG payable	(3,730)	(2,063)
Increase/(Decrease) in Superannuation payable	(2,330)	6,421
Increase/(Decrease) in Accounts payable	(4,099)	4,271
Increase/(Decrease) in GST Collected	(3,963)	8,168
Increase/(Decrease) in Accrued Expenses	4,130	(7)
Increase/(Decrease) in Prepaid Fees	407	(2,664)
Increase/(Decrease) in Grants Received in Advance	(27,486)	14,644
Increase/(Decrease) in Long Service Leave Provision	<u>5,925</u>	<u>14,012</u>
<b>Net Cash Flows from Operating Activities</b>	<b>(21,566)</b>	<b>59,750</b>

The accompanying Notes form part of these Financial Statements

**NORTH RINGWOOD COMMUNITY HOUSE INC.**  
**ABN: 78 052 679 939**

**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED**  
**31ST DECEMBER 2019**

**1 Statement of Accounting Policies**

The members of the committee have prepared the financial statements on the basis that the association is a non-reporting entity because there are no users dependent on general purpose financial statements. These financial statements are therefore special purpose financial statements that have been prepared in order to meet the requirements of the *Associations Incorporation Reform Act 2012* and the *Australian Charities and Not-for-profits Commission Act 2012*. The association is a not-for-profit entity for financial reporting purposes under Australian Accounting Standards.

The financial statements have been prepared in accordance with the requirements of the *Australian Charities and Not-for-profits Commission Act 2012* and the following Australian Accounting Standards: AASB 101 Presentation of Financial Statements, AASB107 Statement of Cash Flows, AASB108 Accounting Policies, Changes in Accounting Estimates and Errors, AASB 1046 Interpretation of Standards; and AASB 1054 Australian Additional Disclosures. No other applicable Accounting Standards, Australian Accounting Interpretations or other authoritative pronouncements of the Australian Accounting Standards Board have been applied.

The financial statements, except for the cash flow information, have been prepared on an accrual basis and are based on historical costs unless otherwise stated in the notes. Material accounting policies adopted in the preparation of these financial statements are presented below and have been consistently applied unless stated otherwise. The amounts presented in the financial statements have been rounded to the nearest dollar.

**(a) Cash**

Cash and cash equivalents in the statement of financial position comprise cash at bank and in hand and short-term deposits with an original maturity of three months or less where the investment is convertible to known amounts of cash and is subject to insignificant risk of changes in value. For the purposes of the statement of cash flow, cash and cash equivalents consist of cash and cash equivalents as defined above, net of any outstanding bank overdrafts.

**(b) Property, Plant & Equipment**

Property, plant and equipment are brought to account at cost, less, where applicable, any accumulated depreciation or impairment in value. The carrying amount of property, plant and equipment is reviewed annually by the Committee to ensure it is not in excess of the recoverable amount from these assets. The recoverable amount is assessed on the basis of the expected net cash flows which will be received from the assets employment and subsequent disposal. The expected net cash flows have not been discounted to their present values in determining recoverable amounts.

The carrying values of plant and equipment are also reviewed for impairment when events or changes in circumstances indicate the carrying value may not be recoverable. If any impairment exists, the assets are written down to their recoverable amount and the loss recognised in the statement of comprehensive income.

**(c) Depreciation**

The depreciable amount of all fixed assets are depreciated on a diminishing value basis, with the exception of leasehold improvements which are depreciated on a prime cost basis over the term of the lease, commencing from the time the asset is held ready for use.

The depreciation rates used for each class of depreciable assets are: Plant & Equipment - 18%. Leasehold Improvements - 17%.

The residual values, useful lives and depreciation methods are reviewed, and adjusted if appropriate, at each reporting date.

Where purchases relate to additions or alterations to the Council owned property they are expensed immediately.

**NORTH RINGWOOD COMMUNITY HOUSE INC.**  
**ABN: 78 052 679 939**

**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED**  
**31ST DECEMBER 2019**

**(d) Employee Entitlements**

Provision is made for the association's liability for annual leave entitlements based on the amount expected to be paid when the liability is settled, plus related on-costs.

Provision is made for the association's liability for long service leave entitlements based on a thirteen week accrual after ten or fifteen years of service (depending on the Award) prorated for eligible staff with greater than five years service. The association accrues for all eligible staff from the date of employment using the most recent pay rates, plus related on-costs.

**(e) Revenue**

Revenue is recognised when it is probable that the economic benefit will flow to the incorporated association and the revenue can be reliably measured. Revenue from fees and other income is recognised upon the delivery of the goods and services to customers.

Non- reciprocal revenue from grants is recognised as income when it is controlled by the Association. When there are specific conditions attached to the use of grants received they are initially recognised in the statement of financial position as a liability until such conditions are satisfied or services provided.

**(f) Goods & Services Tax (GST)**

Revenues, expenses and assets are recognised net of the amount of GST unless the GST incurred is not recoverable from the Australian Taxation Office, in which case it is recognised as part of the cost of acquisition of an asset or as part of an item of expense. Receivables and payables are recognised inclusive of GST. The net amount of GST recoverable from or payable to the Australian Taxation Office is included as part of receivables or payables in the statement of financial position. Cash flows are presented on a gross basis. The GST components of cash flows arising from investing or financing activities which are recoverable from, or payable to the tax authority, are presented as operating cash flows.

**(g) Taxation**

The association is a not-for-profit organisation established to provide a variety of educational services to the local community and is hence specifically exempted from income tax on all its income.

In 2013 the association established a Gift Fund which has Deductible Gift Recipient status. No gifts or donations have been received into this Fund to date.

The association is a registered charity with the Australian Charities and Not-for-profit Commission.

**(h) New Accounting Standards and Interpretations not yet mandatory or early adopted**

Accounting Standards and Interpretations that have recently been issued or amended but are not yet mandatory, have not been early adopted by the association for the annual reporting period ended 31 December 2019. The incorporated association has not yet assessed the impact of these new or amended Accounting Standards and Interpretations.

**(i) Personal Leave Reserve**

To ensure that sufficient funds are available to meet contingent personal leave liabilities the Committee established a Personal Leave Reserve in 2012. An annual transfer of funds is made from the retained surplus to this reserve to ensure that the reserve reflects the value of personal leave entitlements accrued to balance date.

**(j) General Information**

The financial statements cover North Ringwood Community House Inc as an individual entity. The financial statements are presented in Australian dollars.

The association is a not-for-profit incorporated association, incorporated and domiciled in Australia. Its registered office and principal place of business is:

35-39 Tortice Drive  
RINGWOOD NORTH VIC 3134

**NORTH RINGWOOD COMMUNITY HOUSE INC.**  
**ABN: 78 052 679 939**

**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED**  
**31 DECEMBER 2019**

<b>2</b>	<b>Government Grants</b>	<b>2019</b>	<b>2018</b>
		<b>\$</b>	<b>\$</b>
	<i>Grants were received from the following Government Agencies:</i>		
	City of Maroondah	40,431	39,552
	Adult, Community & Further Education Board	56,752	85,092
	Department of Health and Human Services	81,143	69,890
		<u>178,326</u>	<u>194,534</u>

**3 Expenses**

**Net surplus includes the following specific expenses**

Remuneration of the auditors for -			
- Financial Statement Audit/Review	1,500		1,500
- Other Services	-		-
Depreciation Expense	8,046		8,770
Lease Expenses	685		648

**4 Movements in carrying amounts**

	Plant and Equipment (ACFE)	Plant and Equipment (Other)	Leasehold Improvements
<b>Balance at 1 January 2018</b>	11,623	10,735	14,236
Additions	-	-	-
Depreciation Expense	(2,092)	(1,932)	(4,746)
<b>Balance at the beginning of the year</b>	<u>9,531</u>	<u>8,803</u>	<u>9,490</u>
Additions	-	-	-
Depreciation Expense	(1,715)	(1,585)	(4,746)
<b>Carrying amount at the end of the year</b>	<u>7,816</u>	<u>7,218</u>	<u>4,744</u>

**5 Lease Liability**

The association is committed to paying a peppercorn lease of \$724 per annum to Maroondah City Council for the next twelve months for use of the property. The right to use this property and the associated lease liability are recorded at cost in the Statement of Financial Position.



## ACKNOWLEDGEMENTS

NORTH RINGWOOD COMMUNITY HOUSE INCORPORATED acknowledges the support of:



### North Ringwood Community House Inc.

35-39 Tortice Drive, Ringwood North 3134

PO Box 2489, Ringwood North 3134

Telephone: 9876 3421

Email: [admin@nrch.org.au](mailto:admin@nrch.org.au)

[www.nrch.org.au](http://www.nrch.org.au)

Facebook: [www.facebook.com/NorthRingwoodCHi](http://www.facebook.com/NorthRingwoodCHi)

(ABN 78 052 679 939)

(TOID 6434)