



Annual Report

**2017-18 Financial Year
presented to the Annual General Meeting
12 September 2018**



Leongatha Community House Inc. Agenda for Annual General Meeting

12th September 2018

- ❖ Open Meeting
- ❖ President's Welcome
- ❖ Apologies
- ❖ Presentation of Membership Register
- ❖ Confirmation of minutes of AGM 13th September 2017
- ❖ President's Report
- ❖ Treasurer's Report
 - Presentation of Financial Statements
 - Resolution 1: membership fees
- ❖ Election of Committee for 2017-2018
 - Resolution 2: number of ordinary Committee members
- ❖ Close Meeting



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AGM Minutes for 13th September 2017 at 13:30hrs

ATTENDEES	As per separate sheet	
APOLOGIES	Helen Vos	
CHAIRPERSON	Jeanette Pierce	
MINUTES	Margaret Turra	
PRESIDENTS WELCOME AND REPORT	Pat Dale welcomed Jeanette for chairing this meeting. Pat also thanked the member for Attending. She welcomed all the new members that attended.	
MEMBERSHIP REGISTER	Membership register was handed round.	
RETIRING COMMITTEE	Pat thanked the outgoing committee for all their hard work during the past year.	
INCOMING COMMITTEE	The nominations for executive committee members were read out. 1,Pat Dale will continue uncontested as President.2, Linda James will take over as Secretary from Margaret Turra. Pru Timpson will continue as Vice - President. There was 2 nominations for Treasurer, Pam Gaskell and Margaret Turra.	A ballot was taken for the treasures position. Chairperson Jeanette oversaw the ballot. Blank pieces of paper were given to all in attendance. Result of the ballot was as follows; Margaret Turra 12 votes. Pamela Gaskell 3 votes. Margaret Turra will take over as Treasurer.

<p>NOMINATIONS FOR THE GENERAL COMMITTEE</p>	<p>There are 5 positions for general committee members and 7 nominations.</p>	<p>A ballot was taken as protocol, papers were given out, members were to choose 5 names out of the 7 for the general committee. Chairperson Jeanette oversaw the ballot. Result of the ballot was as follows;</p> <ol style="list-style-type: none"> 1. Zelda Petherick 2. Pam Gaskell 3. Helen Vos 4. Denise sheen 5. Antoinette Daniel
<p>THANK YOU</p>	<p>Denise thanked Pam Gaskell for all the hard work she has contributed over the many years she has been involved with The Community House</p>	
<p>CLOSE OF MEETING</p>	<p>Pat thanked Jeanette for attending from Foster. The meeting was declare closed at 14:05</p>	

Leongatha Community House Management Committee. 2017/18

President Pat Dale. Annual Report.

September 2018

The Leongatha Community House is a place many of us come to for the enjoyment it can offer, and I have to say that for the most part I have enjoyed my time interacting with the people on this Committee

We were sorry to see our Treasurer Marg Turra resign at our May meeting and grateful that Prue Timpson our Vice President was willing to fill this position, thank you Prue. The big job of rewriting old policies for presentation to the Committee, was taken on by Toni Daniel. Toni was also the Committee nominated contact person with our Co-ordinator Eunice. We have had a huge increase in Membership during 2017-18--- due to the persistent chasing of new members by our diligent Secretary Linda James, thank you Linda. The main drive for this Committee was to see the improvements to the house both in replacing the old chairs and seeing to the upgrade of the old kitchen. This was to be part of our Strategic planning in 2017, a new person to lead this discussion day has yet to be appointed.

In 2017 an opportunity presented itself with shire staff to refurbish the kitchen in 2017/18 it was unexpected – happening so soon. The committee agreed to move towards seeing to the refurbishment in 2018-----with myself mainly being in discussion with Eunice and the Shire budget controlled the type of kitchen we could get –and I think everyone is thrilled with the result. The Committee had spare finance available and had offered to replace the floor covering as our part of the contribution towards the final cost.

Our Co-ordinator Eunice presented a plan under Strategic Planning to our March meeting this year; this was a suggestion that she change her Annual leave into two blocks, to start from June/ July of this year. This was passed and the house is settling into this change with only two weeks break from Christmas to New Year 2019.

LCH needs a committee to qualify for Government funding some of the present Committee will be retiring this year, me included, so we need new members to step up and fill the vacancies for the next two years. This is the time suggested in the Constitution. If you enjoy your time at the House and want to see it continue then please, can you give some thought to nominating for the Committee.

I thank Eunice for her contribution to the house especially the work she has put into the programmes –offering an assortment of ideas and useful information that invite people to come and enjoy our Community House.

I am grateful to all of the Committee of 2017/18 and thank them for their commitment, we could not have continued without you.

Pat Dale.

LEONGATHA COMMUNITY
HOUSE INC.

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SPECIAL PURPOSE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2018

LEONGATHA COMMUNITY HOUSE INC.

A0001136L

INCOME AND EXPENDITURE STATEMENT

FOR THE YEAR ENDED 30 JUNE 2018

	2018	2017
INCOME		
DHS/NHCP funding	90,587	85,809
Operational income:		
- Hire - Equipment etc.	271	97
- Hire – Room	1,877	1,947
- Photocopying/printing/telephone	48	240
Donations/gift income:		
- Community/public	174	88
- Tea/coffee	152	97
- User groups	9,252	2,016
Classes	3,946	10,430
Interest income	1,161	2,259
Reimbursement expenses	456	-
Grants:		
Veterans Affairs	-	500
Digital Literacy	1,500	-
Disability Action	500	-
SGSC Community Grant	1,500	-
NDIS services	925	-
Defibrillator	2,000	-
Total income	114,349	103,483
EXPENDITURE		
Advertising & marketing	1,507	1,733
Administration	263	-
Bank fees	121	130
Bookkeeping	1,540	2,289
Catering	34	-
Cleaning expenses	3,934	4,124
Computer/IT expenses	524	980
Conferences & seminars	377	-
Consultants fees	-	1,060
Electricity expenses	2,471	2,286
Gardening	525	923
Gas expense	-	168
General repairs & maintenance	1,414	903
House equipment	1,440	797
House supplies	1,537	808
Insurance expense	326	536
Internet	544	654
Legal expenses	235	1,119
Office equipment	-	345
Office supplies	622	506
Photocopying/printing	138	3,591
Police checks	50	235
Program/events expenses	3,689	1,073
Postage	-	72
Rent/rates	-	729
Repairs & maintenance	5,684	-
Safety equipment	47	-
Subscriptions/membership fees	2,241	635

LEONGATHA COMMUNITY HOUSE INC.

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INCOME AND EXPENDITURE STATEMENT
FOR THE YEAR ENDED 30 JUNE 2018

EXPENDITURE (continued)	2018	2017
Telephone expense	2,245	2,334
Tutor fees	6,101	9,778
Waste disposal	673	-
Grant expenses:		
Defibrillator	2,350	-
- SGSC community grant	1,423	-
- Veteran Affairs	-	518
Payroll expenses:		
- Wages & salaries	64,612	78,814
- Workcover premium	619	51
- Superannuation	5,893	5,211
- Annual leave provision expense	206	3,601
- Staff training expenses	437	369
- Other employee expenses	-	465
Total expenditure	113,822	126,837
Net surplus / (deficit) for the financial year	527	(23,354)

The accompanying notes form part of this financial report.

LEONGATHA COMMUNITY HOUSE INC.

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BALANCE SHEET

FOR THE YEAR ENDED 30 JUNE 2018

	NOTE	2018	2017
CURRENT ASSETS			
Cash on hand		99	175
Cheque account		31,845	31,882
Term deposit # 1		32,014	31,203
Term deposit # 2		20,818	20,468
Total cash		84,776	83,728
Accounts receivable		-	565
TOTAL CURRENT ASSETS		84,776	84,293
NON-CURRENT ASSETS			
Property, plant & equipment	3	9,649	7,739
TOTAL NON-CURRENT ASSETS		9,649	7,739
TOTAL ASSETS		94,425	92,032
CURRENT LIABILITIES			
GST payable		2,184	4,576
Superannuation payable		2,301	1,029
PAYG withholding payable		4,385	-
Annual leave provision		3,808	3,601
TOTAL CURRENT LIABILITIES		12,678	9,206
TOTAL LIABILITIES		12,678	9,206
NET ASSETS		81,747	82,826
EQUITY			
Opening accumulated surplus		82,826	106,180
Adjustment to accumulated surplus		(1,606)	-
Current year surplus / (deficit)		527	(23,354)
TOTAL EQUITY		81,747	82,826

The accompanying notes form part of this financial report.

LEONGATHA COMMUNITY HOUSE INC.

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NOTES TO THE FINANCIAL REPORT

FOR THE YEAR ENDED 30 JUNE 2018

NOTE 1: STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES

This financial report is a special purpose financial report prepared in order to satisfy the financial reporting requirements of the *Associations Incorporation Reform Act (Vic) 2012* and the *Australian Charities and Not-for-profits Commission Act 2012*. The committee has determined that the association is not a reporting entity.

The financial report has been prepared on a cash basis and is based on historical costs and does not take into account changing money values or, except where specifically stated, current valuations of non-current assets.

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

Accounting Policies

- (a) Income Tax**
The association is exempt from income tax due to the nature of its activities.
- (b) Inventories**
All costs except for fixed asset purchase are expensed at the date of purchase. No amount is brought to account for consumable stocks held on the balance day.
- (c) Plant and Equipment**
Plant and equipment are recognised as an asset on a cost basis.
Depreciation has not been calculated to date for all assets.
- (d) Employee Benefits**
Provision is made for the association's liability for employee benefits arising from services rendered by employees to balance date. All employee benefits which are expected to be settled within one year and have been measured at their nominal amounts.
- (e) Revenue**
Revenue is recognised when the entity obtains control over the funds which is generally at the time of receipt.
- (f) Goods and Services Tax**
Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Tax Office. In these circumstances the GST is recognised as part of the cost of the acquisition of the asset or as part of the item of expense.

NOTE 2: RELATED PARTIES

Members of the committee receive no payment or other consideration for their services as committee members. Where a member of the committee is engaged to teach courses or to act in a managerial capacity that person receives no special advantage or other consideration when compared with other employees or tutors.

NOTE 3: PLANT & EQUIPMENT

	2018	2017
Office equipment at cost	5,279	3,369
Computers at cost	4,370	4,370
Total	9,649	7,739

LEONGATHA COMMUNITY HOUSE INC.

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STATEMENT BY MEMBERS OF THE COMMITTEE

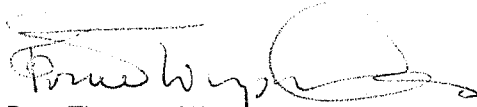
FOR THE YEAR ENDED 30 JUNE 2018

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 1 to the financial statements.

In the opinion of the committee, the financial report as set out on pages 2 to 4:

1. Presents a true and fair view of the financial position of Leongatha Community House Inc. as at 30 June 2018 and its performance for the year ended on that date.
2. At the date of this statement, there are reasonable grounds to believe that Leongatha Community House Inc. will be able to pay its debts as and when they fall due.

This statement is made in accordance with a resolution of the committee and is signed for and on behalf of the committee by:



Prue Timpson-Wearne
Vice-President

12 September 2018

COORDINATOR'S REPORT and Summary of Operations 2017-18

I'm delighted to present my second annual report as Coordinator of Leongatha Community House.

The major component of the Coordinator's role is, of course, the programming of a variety of activities, classes, workshops, and information sessions to meet the requirements of our funding contract with the Department of Health and Human Services.

The funding contract requires us to do two things:

- To ensure the Community House is open for 1560 hours in each financial year (or 30 hours per week); and
- To provide 1560 hours per year (or 120 hours per month) of activities.

In the 2017-18 financial year, a total of 1843 hours of programs and activities were delivered through the Community House, which far exceeds our requirement.

This summary of the year's operations has been prepared to provide members and residents with an overview of the activities and programs undertaken within the Leongatha Community House during the 2017-18 financial year. More information on all of the items mentioned is available to interested members by asking the Coordinator.

1. Programs

A variety of programs was offered through the year, incorporating the ongoing regular groups that are so important to the functioning of the House, along with short-term and one-off classes and workshops, as well as accredited training opportunities. Some were, of course, more successful than others!

We thank all tutors, both paid and voluntary, for their commitment to adult learning and for their willingness to share their knowledge and skills. Thanks must also go to those "students" who have taken up the opportunities provided to them with gusto 😊

2. Room Hire and Community Use

An important function of the House is the provision of low-cost accessible venues for meeting space.

During the year, rooms within the House were used by a number of other community groups including:

- South Gippsland Walking and Adventure Club
- Leongatha Horticultural Society
- Leongatha Arts & Crafts Society
- TOPIC
- Woorayl Probus
- Leongatha Probus
- Woorayl CERC
- Leongatha Stamp Club
- Fibre Group

We thank all of these groups – and any others that may have been overlooked! – for their continued support of the House and we are pleased that many continue to use our facilities.

3. Networks and Partnerships

As Coordinator of Leongatha Community House, I participate in networks that support the functioning of the House and the needs of residents in the Leongatha district. These include:

- *Neighbourhood Houses Gippsland (NH)*
- *South Coast Preventing Men's Violence Against Women Network*
- *Active Retirees Advisory Committee to South Gippsland Shire Council*
- *South Gippsland Suicide Prevention Network*
- *Youth in Transition Network*
- *Volunteering Victoria Volunteer Managers Network*

Over the year, LCH has worked with a number of partner organisations and assisted with a number of community events and activities including:

- 16 Days of Activism "Orange the World" activities
- "Enabling Young Women" leadership project, supporting young women with disabilities
- Youth Week event – "Pathways to Work"
- Responsible Gambling Awareness Week forum and information session

4. Volunteers and Students

The life of LCH would be much poorer without the contributions of our amazing volunteers who fill many roles. From governance to gardening, from cooking to cleaning and tidying and keeping our biscuit barrels full, their impacts are outstanding. I want to especially thank Shahni Hance and Diane Sheedy for their commitment, enthusiasm, hard work, and support.

Through the year, we've also benefited from the input of students whose tasks have included working with young people, writing procedures, and reviewing barriers to access.

In conclusion, I want to thank the outgoing Committee of Management members for their support and for their ongoing belief in the importance of the Leongatha Community House, and I look forward to working with the new Committee to continue to grow and improve the organisation.

I also want to thank the many wonderful people who visit and use the House. It is a joy to meet each and every one of you, and I hope that your participation and involvement in the Community House is positive and uplifting.

Eunice Donovan
Coordinator
August 2018