



Annual Report

**2015-16 Financial Year
presented to the Annual General Meeting
26 October 2016**



Leongatha Community House Inc. Agenda for Annual General Meeting

26th October 2016

Leongatha Community House acknowledges the traditional custodians of this land on which we live, work and play; and pays respects to the elders past, present and future.

- ❖ Open Meeting
- ❖ Presidents Welcome
- ❖ Apologies
- ❖ Presentation of Membership Register
- ❖ Confirmation of minutes of AGM 29th October 2015
- ❖ President's Report
- ❖ Treasurer's Report
 - Presentation of Financial Statements
 - Special Resolution 1: membership fees
- ❖ Election of Committee for 2016-2017
 - Special Resolution 2: number of ordinary Committee members
- ❖ Close Meeting

PRESIDENT'S REPORT

Welcome to Leongatha Community House's Annual General Meeting!

The House has been open for 35 years and I hope it continues for many more years.

The House has seen many changes over this time, but has remained true to its service to the people of Leongatha. In my time here, I have seen many Committee members and Coordinators pass through the House. I would like to thank them all, as well as the cleaners and gardeners who work behind the scenes to keep this House running.

I hope the new Coordinator and Committee have a happy time at the House, as I have had.

Thank you once again.

Pam Gaskell
20 October 2016

**Leongatha Community House
Annual General Meeting
Held at 16 Bruce Street, Leongatha Vic 3953
29th October 2015
Minutes**

Chairperson: Pam Gaskell

Minute Taker: Rasme Young

Meeting Opened: 11:10 am

Present: Pam Gaskell, Helen Vos, Daryl Hoarse, Rasme Young and Pat Dale.

Apology: Cate Garrett and Denise Sheen.

Committee Elected

Nominations

President: Pam Gaskell

Nominated: Daryl Hoarse **Seconded:** Helen Vos

Vice President: Daryl Hoarse

Nominated: Pam Gaskell **Seconded:** Helen Vos

Secretary: Rasme Young

Nominated: Pam Gaskell **Seconded:** Helen Vos

Treasurer: Pam Gaskell

Nominated: Daryl Hoarse **Seconded:** Rasme Young

O.H.S. Officer: Daryl Hoarse

Nominated: Helen Vos **Seconded:** Rasme Young

Committee Member: Pat Dale

Nominated: Daryl Hoarse **Seconded:** Helen Vos

Rasme declared All position filled. Pam re-took the Chair.

A.G.M. Finished: 11:35 am

SUMMARY OF OPERATIONS

This summary of the year's operations has been prepared to provide members and residents with an overview of the activities and programs undertaken by the House during the 2015-16 financial year.

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!

Regular Groups:

- 500 Card Group
- Solo Card Group
- Scrabble Group
- Craft in Company
- Knitting & Crochet Group

Classes/Workshops/Information Sessions

- Drawing & Painting Group
- Consumer rights workshops – avoiding scams; buyer's rights
- Basketry workshops
- Yoga classes
- Work Readiness sessions – writing resumes and applications

Accredited Training

- Construction Induction (White Card)
- Traffic Management
- Chainsaw Operations
- First Aid

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
- Narcotics Anonymous
- Scope
- Woorayl CERC
- Citizens Advice Bureau
- South Gippsland Labor Branch

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 be use our facilities.

Schedule 1
Regulation 15
Form 1

Associations Incorporation Reform Act 2012

Sections 94 (2)(b), 97 (2)(b) and 100 (2)(b)

**Annual statements give a true and fair view of financial performance and position
of incorporated association**

We Pamela Gosbell and _____ being members of the
committee of the Leongatha Comm. House Inc. certify that –

“The statements attached to this certificate give a true and fair view of the financial
performance and position of the above named association during and at the end of
the financial year of the association ending 30 June 2016.”

Signed: Pamela E Gosbell

Date: 20.10.16

Signed: Robert White

Date: 25.10.16

Balance Sheet

As of June 2016

ABN: 48 180 414 316

Email: lch@sgcommunityhouses.org.au

Assets		
Current Assets		
Bank Accounts		
Cheque Account	\$56,578.58	
Term Deposit #1	\$29,411.72	
Term Deposit #2	\$20,000.00	
Cash Tin	\$75.00	
Petty Cash	\$11.35	
Total Bank Accounts		\$106,076.65
Other Current Assets		
Trade Debtors	\$207.90	
Total Other Current Assets		\$207.90
Total Current Assets		\$106,284.55
Non-Current Assets		
Computers		
Computers At Cost	\$4,370.00	
Total Computers		\$4,370.00
Total Non-Current Assets		\$4,370.00
Total Assets		\$110,654.55
Liabilities		
Current Liabilities		
GST Liabilities		
GST Collected	\$18.90	
GST Clearing	\$2,264.00	
Rounding	\$0.19	
Total GST Liabilities		\$2,283.09
Total Current Liabilities		\$2,283.09
Total Liabilities		\$2,283.09
Net Assets		\$108,371.46
Equity		
Current Year Surplus/Deficit	\$16,454.57	
Historical Balancing	\$91,916.89	
Total Equity		\$108,371.46

This report includes Year-End Adjustments.

Profit & Loss [With Year to Date]

July 2015 To June 2016

ABN: 48 180 414 316

Email: Ich@sgcommunityhouses.org.au

	Selected Period	% of Sales	Year to Date	% of YTD Sales
Income				
OPERATIONAL INCOME				
Hire - Equipment etc	\$29.55	0.0%	\$29.55	0.0%
Hire - Room	\$2,081.86	2.3%	\$2,081.86	2.3%
Photocopy/Printing/Telephone	\$107.46	0.1%	\$107.46	0.1%
FUNDING				
DHS/NHCP Funding	\$81,744.64	89.2%	\$81,744.64	89.2%
DONATIONS/GIFT INCOME				
Donation- Community/Public	\$34.90	0.0%	\$34.90	0.0%
Donation - Tea/Coffee	\$40.30	0.0%	\$40.30	0.0%
Donation - User Groups	\$2,343.30	2.6%	\$2,343.30	2.6%
Class - GST	\$2,703.62	3.0%	\$2,703.62	3.0%
Class - GST FREE	\$2,550.00	2.8%	\$2,550.00	2.8%
Total Income	\$91,635.63	100.0%	\$91,635.63	100.0%
Total Cost Of Sales	\$0.00	0.0%	\$0.00	0.0%
Gross Profit	\$91,635.63	100.0%	\$91,635.63	100.0%
Expenses				
General Expenses				
Accounting/Bookkeeping Fees	\$1,275.60	1.4%	\$1,275.60	1.4%
Advertising & Marketing	\$1,613.50	1.8%	\$1,613.50	1.8%
Bank Fees	\$69.15	0.1%	\$69.15	0.1%
Cleaning Expenses	\$3,183.77	3.5%	\$3,183.77	3.5%
Computer/IT Expenses	\$619.92	0.7%	\$619.92	0.7%
Consultant Fees	\$15,242.69	16.6%	\$15,242.69	16.6%
Electricity Expenses	\$1,951.64	2.1%	\$1,951.64	2.1%
Gardening	\$704.40	0.8%	\$704.40	0.8%
Gas Expenses	\$50.00	0.1%	\$50.00	0.1%
General Repairs & Maintenance	\$589.22	0.6%	\$589.22	0.6%
House Equipment	\$342.06	0.4%	\$342.06	0.4%
House Supplies	\$316.09	0.3%	\$316.09	0.3%
Internet	\$662.63	0.7%	\$662.63	0.7%
Legal Expenses	\$653.00	0.7%	\$653.00	0.7%
Office Equipment	\$35.00	0.0%	\$35.00	0.0%
Office Supplies	\$143.55	0.2%	\$143.55	0.2%
Photocopying/Printing	\$2,117.15	2.3%	\$2,117.15	2.3%
Police Checks	\$76.82	0.1%	\$76.82	0.1%
Postage	\$62.00	0.1%	\$62.00	0.1%
Rent/Rates	\$679.40	0.7%	\$679.40	0.7%
Subscriptions/Membership Fees	\$1,090.28	1.2%	\$1,090.28	1.2%
Telephone Expenses	\$2,357.98	2.6%	\$2,357.98	2.6%
Tutor Fees	\$4,920.00	5.4%	\$4,920.00	5.4%
Waste Disposal	\$229.00	0.2%	\$229.00	0.2%
Total General Expenses	\$33,759.03	36.8%	\$33,759.03	36.8%
Payroll Expenses				
Wages & Salaries Expenses	\$28,925.13	31.6%	\$28,925.13	31.6%
Work Cover Premiums	\$582.59	0.6%	\$582.59	0.6%
Medical Expenses	\$58.00	0.1%	\$58.00	0.1%
Staff Training Expenses	\$9.09	0.0%	\$9.09	0.0%
Superannuation	\$2,683.55	2.9%	\$2,683.55	2.9%
Travel & Accom. Expenses	\$163.10	0.2%	\$163.10	0.2%

This report includes Year-End Adjustments.

Profit & Loss [With Year to Date]

July 2015 To June 2016

ABN: 48 180 414 316

Email: lch@sgcommunityhouses.org.au

	Selected Period	% of Sales	Year to Date	% of YTD Sales
Other Employer Expenses	\$3,728.50	4.1%	\$3,728.50	4.1%
Total Payroll Expenses	\$36,149.96	39.4%	\$36,149.96	39.4%
Insurance Expenses				
Business Insurance	\$46.25	0.1%	\$46.25	0.1%
Total Insurance Expenses	\$46.25	0.1%	\$46.25	0.1%
Total Expenses	\$75,181.06	82.0%	\$75,181.06	82.0%
Operating Profit	\$16,454.57	18.0%	\$16,454.57	18.0%
Total Other Income	\$0.00	0.0%	\$0.00	0.0%
Total Other Expenses	\$0.00	0.0%	\$0.00	0.0%
Net Profit/(Loss)	\$16,454.57	18.0%	\$16,454.57	18.0%

This report includes Year-End Adjustments.



16 Bruce Street
Leongatha Victoria 3953
Phone: 5662 3962
Fax: 5662 5670
Email: office@leongathacommunityhouse.org.au
Website: www.leongathacommunityhouse.org.au
Registration No: A1136L
ABN 48 180 414 316

NOTICE OF SPECIAL RESOLUTIONS

NOTICE is hereby given that at the Annual General Meeting of the Leongatha Community House Inc to be held at 16 Bruce Street Leongatha VIC on 26th October 2016 at 11am, the business of the meeting will include the following Special Resolutions, proposed by the Committee of Management for consideration, and if thought fit, passing by the members in attendance and entitled to vote at the meeting.

SPECIAL RESOLUTION 1

"That the annual membership fee will remain at NIL for the period from 1 July 2017 to 30 June 2018."

Explanatory Message to Members

1. Clause 12 of the Constitution of the Leongatha Community House Inc. empowers the members, at the Annual General Meeting each year, to set a membership fee for the *following financial year*.
2. At the AGM in 2017, members will vote on the membership fee for the 2018-19 financial year.
3. The Committee of Management has debated the matter of a membership fee for some time, and can see no real benefit for the organisation in charging a fee at this time.

SPECIAL RESOLUTION 2

"That the number of ordinary Committee members for the 2016-17 term be set at 5."

Explanatory Message to Members

1. Clause 53(1) of the Constitution requires members to decide on the number of ordinary Committee members that are to be elected to the Committee of Management.
2. Setting the number of ordinary Committee members at 5 will contain the full complement of Committee of Management members to 9.
3. This is a functional size for a Committee.
4. A complement of 9 sets the quorum for Committee of Management meetings at 5 (a majority of the members holding office, as per Clause 63(2) of the Constitution).
5. A quorum of 5 allows for informed decisions to be made, while also allowing for absences by Committee members.