



# **Annual Report**

**2016-17 Financial Year  
presented to the Annual General Meeting  
13 September 2017**



***The purposes for which Leongatha Community House Inc. exists are to establish and operate a centre which will:***

- (i) Meet the needs of the changing structure of the community of Leongatha and district.
- (ii) Provide an 'open house' for all members of the community
- (iii) Run programmes which foster general wellbeing and advancement for all members of the community.
- (iv) Provide a venue for local groups, support services and family care.
- v) Promote a sense of belonging and community spirit.

***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.***

***Leongatha Community House is committed to child safety. We support and respect all children, as well as our staff and volunteers. We are committed to the cultural safety of Aboriginal children, the cultural safety of children from culturally and/or linguistically diverse backgrounds, and to providing a safe environment for children with a disability.***





# Leongatha Community House Inc. Agenda for Annual General Meeting

**13<sup>th</sup> September 2017**

- ❖ Open Meeting
- ❖ President's Welcome
- ❖ Apologies
- ❖ Presentation of Membership Register
- ❖ Confirmation of minutes of AGM 26<sup>th</sup> October 2016
- ❖ 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





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

**Leongatha Community House  
Annual General Meeting  
Held at 16 Bruce Street, Leongatha Vic 3953  
26<sup>th</sup> October 2016**

**MINUTES**

**Chairperson:** Pam Gaskell

**Minute Taker:** Eunice Donovan

**Meeting Opened:** 11:04 am

**Present:** Morris Burton, Sarah Battersby, Roslyn Battersby, Prue Timpson, Pam Gaskell, Pat Dale, Margaret Jenner, Zeldia Petherick, Marg Turra, Helen Vos, Daryl Hoarse, Denise Sheen, Margaret Balfe, Eunice Donovan (Coordinator), Barbara Look (South Gippsland Shire Council)

**Apologies:** Jill Markley, Rasme Young, Jeanette Teague, Sharon Nicita, Colleen Touzel

**Proxy Votes:** 1 proxy vote received from Colleen Touzel

**1. Membership Register**

The Membership Register for 2016/17 was tabled.

*Moved by Pam Gaskell and seconded by Helen Vos that the Membership Register for 2016/17 is accepted.*

**2. Minutes of Last AGM**

The Minutes of the AGM held on 29<sup>th</sup> October 2015 were read and adopted as true and correct.

*Moved by Pat Dale; Seconded by Daryl Hoarse*

**3. President's Report** – included in Annual Report

**4. Treasurer's Report** – included in Annual Report

*Moved by Pat Dale and seconded by Marg Turra that the Treasurer's Report be accepted.*

**5. Special Resolution 1**

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

*Moved by Sarah Battersby; Seconded by Roslyn Battersby. Carried unanimously (including proxy vote).*

**President handed over control of the meeting to Barbara Look, Community Strengthening Officer, South Gippsland Shire Council**

Barbara thanked the outgoing Committee members for their efforts and their contribution to the organisation, then declared all positions vacant.

## 6. Special Resolution 2

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

*Moved by Daryl Hoarse; Seconded by Prue Timpson. Carried unanimously (including proxy vote).*

## 7. Election of Committee

### President:

- Pat Dale  
**Nominated:** Marg Turra      **Seconded:** Prue Timpson  
**Elected unopposed**

### Vice President:

- Pam Gaskell  
**Nominated:** Daryl Hoarse      **Seconded:** Helen Vos
  
- Marg Turra  
**Nominated:** Marg Turra      **Seconded:** Sarah Battersby

Secret ballot was held: results Pam Gaskell 4 votes; Marg Turra 9 votes  
**Successful nominee – Marg Turra**

### Secretary:

No nominations received

### Treasurer:

- Pam Gaskell  
**Nominated:** Pam Gaskell      **Seconded:** Prue Timpson  
**Elected unopposed**

### Committee Members:

- Daryl Hoarse  
**Nominated:** Pam Gaskell      **Seconded:** Helen Vos
- Prue Timpson  
**Nominated:** Prue Timpson      **Seconded:** Zelda Petherick
- Zelda Petherick  
**Nominated:** Prue Timpson      **Seconded:** Pat Dale
- Denise Sheen  
**Nominated:** Denise Sheen      **Seconded:** Pat Dale
- Sarah Battersby  
**Nominated:** Pat Dale      **Seconded:** Roslyn Battersby
- Helen Vos  
**Nominated:** Helen Vos      **Seconded:** Daryl Hoarse

Because no nominations were received for Secretary, the meeting resolved to accept the 6 nominations and to fill the Secretary's position from within those 6 members at the first Management Committee meeting following the AGM.

**Barbara declared all positions filled, and congratulated the incoming Committee. The meeting was handed over to the new President, Pat Dale, who thanked all for attending and closed the meeting with an invitation to stay for light refreshments.**

**Meeting closed: 11:36 am**



## **Leongatha Community House 2016-17 Presidents annual report.**

This is my first year as President of the LCH Committee of Management and I came to the post with some new projects in mind for the house, in some ways it has been challenging---but for the most part it has been enjoyable as I watched the new committee and new Co-ordinator form a bond of support for the house.

The new Networker Antonia Halloran-Lavelle of the Gippsland Regional Neighbourhood House Inc based in Warragul---has been a great support to myself and to this house this past year as she also settles into her new position, her advice as been constructive and helpful.

The house is funded with an allowance from Department of Health and Human Services--- for 1560 hrs per year and it is the job of our Co-ordinator Eunice to see to it that we achieve a set number of hours—Eunice has worked diligently to achieve this and her friendly disposition welcomes all her come through our front door and I am grateful for the assistance she is always ready to offer me as I continue to learn about the system that works to keep our house running so it is A BIG THANK YOU EUNICE for all of your help.

We were successful in our application for a Shire Community grant and received \$1500 towards the purchase of the 16 new chairs you see in this room today, the house had to balance this grant in kind—and so we have paid for 18 chairs plus a new office chair for Eunice, they were all purchased through a local business .

A new printer replaced our old 9 yr old one, a new Urn was required to keep up a supply of hot water for Tea and Coffee for meeting etc.

The house has also seen a new Cleaner employed and a new Gardener, we also have a small group of volunteers who work in the native garden when needed. The house has a group of volunteers who support Eunice—I have not met all of these people as yet—but am aware of your support and the committee offers it's thanks to you all.

Both Eunice and I have met with Shire representatives, regarding the replacement of our old un- hygienic kitchen. This house is owned by the Shire and I am happy to say that they have included this job in their new budget and we hope to see this happen in the December –January this break. What a pleasure it will be for all who use the house—new Drawers and Cupboards, new sink, benches with more space—easy to clean—Wow!

I wish to thank my committee for their support this year it was a new experience for some and they came through when needed, Sarah has indicated that they will not stand again, I thank you for the support you have given this past year.

Pat Dale

President LCH 2017



## **COORDINATOR'S REPORT and Summary of Operations**

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

I started in the role as a locum/temporary employee in July 2016, and was fortunate to be appointed to the position in October 2016.

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 2016-17 financial year, a total of 1501 hours of programs and activities were delivered through the Community House, and this is expected to rise during 2017-18 as the profile of the organization grows and as I better understand the needs of the community.

A second part of our accountability is the Annual Survey, conducted by Neighbourhood Houses Victoria, and then forwarded to the Department of Health and Human Services.

In the 2016 calendar year, the number of visits to the Community House rose from 50 per week to 75 per week, and by the end of June 2017, weekly visits reached 100.

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 2016-17 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
- Painting & Drawing Group
- Painting with Acrylics Group
- Pain Support Group
- Walking Group

#### Classes/Workshops/Information Sessions

- Basketry workshops
- Wet Felting workshops

that the Community House connects with, and is aware of, programs and services that can support individuals when they need it.

- Over the course of the year, I've developed a strong working partnership with the Hair and Beauty School at Community College Gippsland.

Students of the Hair and Beauty School at the Community College have provided free manicure/hand massage sessions at the Community House as part of Volunteers Week. In addition, House users are invited to use the services offered by the students as they learn, at a discounted rate. In this way, students get the experience they need, and some of our House users get the pampering they need.

**In conclusion**, I want to thank the Committee of Management members for their support and for their ongoing belief in the importance of the Leongatha Community House.

Thanks, too, to the many volunteers who contributed to improving both the physical environment and the welcoming atmosphere of the House. Your enthusiasm and generosity makes such a difference through the House!

I also want to thank the many wonderful people who visit the House. You have made me feel very welcome and it is a joy to meet and support each and every one of you. I hope that your participation and involvement in the Community House is positive and uplifting, and I look forward to welcoming you back.

Eunice Donovan  
Coordinator

**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 Pam Gaskell and Marg Turra being members of the  
committee of the Leongatha Community 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 30.06.2017.”

Signed: 

Date: 12.9.17.

Signed: 

Date: 12/9/17



MRS PAT DALE

PRESIDENT

LEONGATHA COMMUNITY HOUSE

16 BRUCE STREET

LEONGATHA VIC 3953

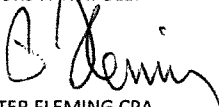
DEAR PAT,

I HAVE EXAMINED THE BOOKS FOR THE ABOVE AND BELIEVE THEY REPRESENT A TRUE AND FAIR FINANCIAL POSITION WITH THE FOLLOWING QUALIFICATIONS

1. I HAVE NOT VALIDATED ANY ASSETS OR LIABILITIES APART FROM THE 3 BANK ACCOUNTS
2. THE TREATMENT OF INTEREST ARISING FROM THE TWO TERM DEPOSITS
3. THE TRANSFER OF SURPLUS/DEFICIT FOR PROFIT AND LOSS TO BALANCE SHEET
4. THE BREAK UP OF GST LIABILITY
5. THE TREATMENT OF SANDIE WILLIAMSON'S INVOICE NO LCH1

ANY QUERIES PLEASE FEEL FREE TO CONTACT THE WRITER

YOURS FAITHFULLY

A handwritten signature in black ink, appearing to read 'Peter Fleming', written over the typed name.

PETER FLEMING CPA

**Balance Sheet**

As of June 2017

ABN: 48 180 414 316

Email: lch@sgcommunityhouses.org.au

<b>Assets</b>		
Current Assets		
Bank Accounts		
Cheque Account	\$31,881.83	
Term Deposit #1	\$31,203.05	
Term Deposit #2	\$20,467.72	
Cash Tin	\$75.00	
Petty Cash	\$100.00	
<b>Total Bank Accounts</b>		<b>\$83,727.60</b>
Other Current Assets		
Trade Debtors	\$565.00	
<b>Total Other Current Assets</b>		<b>\$565.00</b>
<b>Total Current Assets</b>		<b>\$84,292.60</b>
Non-Current Assets		
Office Equipment		
Office Equipment At Cost	\$3,369.69	
<b>Total Office Equipment</b>		<b>\$3,369.69</b>
Computers		
Computers At Cost	\$4,370.00	
<b>Total Computers</b>		<b>\$4,370.00</b>
<b>Total Non-Current Assets</b>		<b>\$7,739.69</b>
<b>Total Assets</b>		<b>\$92,032.29</b>
<b>Liabilities</b>		
Current Liabilities		
GST Liabilities		
GST Collected	\$2.27	
GST Clearing	\$4,575.00	
Rounding	-\$1.60	
<b>Total GST Liabilities</b>		<b>\$4,575.67</b>
Payroll Liabilities		
Superannuation Fund #1	\$1,029.42	
Annual Leave Provision	\$3,601.25	
<b>Total Payroll Liabilities</b>		<b>\$4,630.67</b>
<b>Total Current Liabilities</b>		<b>\$9,206.34</b>
<b>Total Liabilities</b>		<b>\$9,206.34</b>
<b>Net Assets</b>		<b>\$82,825.95</b>
<b>Equity</b>		
Retained Earnings		\$16,454.57
Current Year Surplus/Deficit		-\$23,354.26
Historical Balancing		\$89,725.64
<b>Total Equity</b>		<b>\$82,825.95</b>

This report includes Year-End Adjustments.



**Profit & Loss Statement**

July 2016 To June 2017

ABN: 48 180 414 316

Email: office@leongathacommunityhouse.org.au

Income		
OPERATIONAL INCOME		
Hire - Equipment etc	\$96.81	
Hire - Room	\$1,947.30	
Photocopy/Printing/Telephone	\$240.05	
FUNDING		
DHS/NHCP Funding	\$85,809.48	
DONATIONS/GIFT INCOME		
Donation- Community/Public	\$87.91	
Donation - Tea/Coffee	\$97.10	
Donation - User Groups	\$2,015.95	
Class - GST		\$6,770.90
Class - GST FREE		\$3,659.00
<b>Total Income</b>		<b>\$100,724.50</b>
<b>Total Cost Of Sales</b>		<b>\$0.00</b>
<b>Gross Profit</b>		<b>\$100,724.50</b>
Expenses		
General Expenses		
Advertising & Marketing	\$1,733.58	
Bank Fees	\$129.90	
Bookkeeping	\$2,289.00	
Cleaning Expenses	\$4,123.77	
Computer/IT Expenses	\$979.92	
Consultant Fees	\$1,059.70	
Electricity Expenses	\$2,285.95	
Gardening	\$922.55	
Gas Expenses	\$168.18	
General Repairs & Maintenance	\$902.80	
House Equipment	\$796.82	
House Supplies	\$808.21	
Internet	\$653.95	
Legal Expenses	\$1,119.44	
Office Equipment	\$345.36	
Office Supplies	\$505.83	
Photocopying/Printing	\$3,590.73	
Police Checks		\$234.63
Programs/Events Expenses		\$1,073.35
Postage	\$71.64	
Rent/Rates	\$728.80	
Subscriptions/Membership Fees	\$635.00	
Telephone Expenses	\$2,334.12	
Tutor Fees		\$9,778.00
<b>Total General Expenses</b>		<b>\$26,185.25</b>
Payroll Expenses		
Wages & Salaries Expenses	\$78,814.21	
Work Cover Premiums	\$51.53	
Staff Training Expenses	\$369.09	
Superannuation	\$5,211.33	
Travel & Accom. Expenses	\$285.45	
Annual Leave Provision	\$3,601.25	
Other Employer Expenses	\$180.00	

This report includes Year-End Adjustments.

**Profit & Loss Statement**

July 2016 To June 2017

ABN: 48 180 414 316

Email: office@leongathacommunityhouse.org.au

Total Payroll Expenses	\$88,512.86
Insurance Expenses	
Business Insurance	\$535.54
Total Insurance Expenses	\$535.54
<b>Total Expenses</b>	<b>\$126,319.63</b>
Operating Profit	-\$25,595.13
Other Income	
Interest Income	\$2,259.05
Veteran Affairs Grant	\$500.00
Total Other Income	\$2,759.05
Other Expenses	
Vet Affairs Grant	\$518.18
Total Other Expenses	\$518.18
<b>Net Profit/(Loss)</b>	<b>-\$23,354.26</b>

This report includes Year-End Adjustments.