



ASHBURTON
COMMUNITY
CENTRE

ANNUAL REPORT 2016 - 2017



Our Community Bookshelf

Our community bookshelf was set up in May 2017 and has proven to be a well-supported project with a consistently full bookshelf.

We have created a welcome space with the bookshelf and lounge chairs positioned immediately to the left of the entrance to the Centre. We find members arriving a few minutes early to visit the bookshelf before a class, library patrons dropping by to take a look and each week there is a steady flow of swapping, donated books and coin donations for books taken.



Seed Swap Table & Coffee Grounds Table

A Seed Swap table is an opportunity for local gardeners to donate, exchange or purchase seeds. These are usually fruit and vegetable seeds and it can also be a place to swap recent issues of gardening magazines, books and seedlings and plants.

Our Seed Swap table is located just inside the door to the Centre and anyone can get involved – you don't need to be a member of the Centre.

How it Works:

Adding Seeds: If you would like to add seeds to our collection please take an envelope, complete the label, and return it with your seeds.

Swapping Seeds: You can swap the seeds you bring in for any other seeds in the collection. If you don't have any seeds to add, but you'd like to take seeds home to grow you are welcome to take seeds in exchange for gold coin donation, or bring along a new batch of seeds at the end of your harvest.

Growers Notebook: Anyone involved in the Seed Swap is welcome to contribute to our Growers Notebook. Let us know your growing tips and feedback to help other local growers!

Anyone is welcome to visit the Seed Swap Table during our opening hours from 9.00am to 2.30pm week days and have a browse.



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Our Brand

The Ashburton Community Centre was rebranded in March 2016.

The aim of the brand revision was to continue the essence of the brand identity and its connection to the Apple Myrtle tree at the front of the Centre while providing an approachable, modern and clearly recognisable identity.

The 'leaf' design has been retained, but revised to more closely reflect the longer shape of the myrtle leaf. It has also been separated from the text (in the previous logo the green leaf was positioned overlapping text) and the two leaves form an informal 'A' to echo the 'A' in Ashburton.

A complementary colour palette of branding colours to use across all business stationery and marketing material has been developed to incorporate the colours of the Apple Myrtle bark and the colours found within the Centre's building.



Our Vision, Mission & Values

Our Vision

A Centre for inspiration, growth and enjoyment.

Mission

To connect and engage with our community and respond to their needs

Values

Respectful, honest and open

Professional and accountable

Collaborative, inclusive and embracing diversity

About Us

The Ashburton Community Centre offers courses, workshops and programs that primarily service people from Glen Iris, Ashwood/Ashburton, Camberwell, Mount Waverley and Malvern East.

Population

Ashburton has an estimated population of 7,906 people and is part of the City of Boroondara. Compared to the Boroondara average, Ashburton has a larger proportion of families with young children, with 21.7% of the population aged between 0-14, compared to 17.2% across Boroondara. 14.1% of people in Ashburton are over 65 years. 45% of Ashburton's households are made up of couples with children compared to 35% in the City of Boroondara.

Glen Iris has an estimated population of 16,206 people and a similar demographic, with 20.6% of the population between 0-14 and a lower proportion of older age groups. Camberwell has an estimated population of 24,092 people, with 17.6% of people between 0-14, yet has a larger percentage of people in older age groups (65+) with 18.9%.

Where do we come from?

Ashburton has 24.4% of the population born overseas; the largest non-English speaking country of birth is China (5.2%). Glen Iris has 21.6% of the population born overseas, with the largest non-English speaking country of birth being China (4.4%). Camberwell has 26.5% of its population born overseas and the largest non-English speaking country of birth is China (5.5%)

Where are our members located?

Local members

The majority of our members live within 6km of Ashburton.

Wider community members

People are willing to travel to attend some of our unique courses. For example, we have people travelling from places as far a field as Mordialloc (18km), Oak Park (28km) and Officer (42km) to attend classes on a weekly basis.

Membership By Age

The majority of our members are aged between 50-84 years.

Many of our members have either retired or are close to retirement and are looking for ways to stay fit and healthy, as well as meet people within their local community.

85% of participants are female.

Our location

Ashburton is bounded by the Ferndale Trail, the Alamein railway line and a line that runs east-west to the north of Baker Parade in the north, Warrigal Road in the east, Gardiners Creek in the south, a line that runs east-west to the south of Dent Street, a line that runs north-south to the west of Munro Street, High Street and a line that runs north-south to the east of Summerhill Road in the west.

Source: profile.id.com.au



Our Services

Ashburton Community Centre is a community owned and managed not-for-profit organisation offering activities and programs developed in response to the needs of the community. We came into being in the mid 1980s out of local community need and through the vision and hard work of a group of local community representatives.

Since its inception the Centre has grown steadily in size, out growing the original building that once was a Doctor's surgery and undergoing a redevelopment in 2013 to a purpose-built meeting and activity space. This facility was built by the City of Boroondara with the Centre co-locating with the Ashburton Library.

Our Centre works within a community development framework and is guided by the principles of community ownership, empowerment, community participation, access and equity, life-long learning, inclusion, networking, advocacy, self-help and active citizenship. As a direct outcome of these values we aim to build stronger communities; communities that are active, confident and resilient.

Costs are kept low and class sizes small to encourage all to be active members of the Centre.

We receive some funding from the City of Boroondara, with more than half our income being self generated. We are governed by a volunteer committee who are members of the local community, Centre participants and interested persons who wish to have an input into the policy and direction of the Centre. The committee meets monthly, delegating the day-to-day management of the Centre to the Executive Officer.

In their governance the Committee ensures the Centre achieves its vision, mission and strategic goals as well as fulfilling its ethical, legal, financial and constitutional obligations. Office staff are all part-time. The Centre employs a contracted book keeper and cleaner.

Ashburton Community Centre has enhanced the lives of many people within the local community through the provision of a suite of courses, workshops and events based on community need. We welcome people from all walks of life and encourage opportunities through our classes and activities for individuals and groups to enrich their lives.



Our Staff & Committee

Office Staff

The Ashburton Community Centre is staffed from 9am to 2.30pm Monday to Friday (excluding public holidays).

Geraldine Farrell - Executive Officer

Natasha Kuperman - Partnerships & Marketing Officer

Tony Crawford - Bookkeeper

Judy Little - Administration Assistant (Monday, Tuesday & Wednesday)

Shannon Newport - Administration Assistant (Thursday & Friday)

Committee of Management

Official Office Bearers

President - Liz Webb

Treasurer - Michael Read

Secretary - Sid Naidoo

General Committee Members

Barbara Boxhall

Ginia Reddaway

Peter Choma

Jenny Yarwood

Minutes Secretary

Carol Schoknecht



Our Tutors

We pride ourselves on the quality and professionalism of the tutors who facilitate the courses, workshops and events.

The Ashburton Community Centre works with tutors from diverse backgrounds, many of whom are professional artists, instructors and teachers with national and international recognition and awards.

Over 50 individual courses and workshops have been offered at the Centre, delivered by our amazing tutors throughout the year. Some of our tutors are new this year and others have been with the Centre since its inception in the 1980's. We have over 160 years of collective experience at the Centre.

Tutors who offered courses in 2016/2017 are:

Catherine Bainbridge	Jean Marc Lopez
Michelle Barca	Karyn Montgomery
Jennifer Biggin	Carolyn Morpeth
Josie Brennan	Lisa O'Keefe
Martine Bourbon	Alan Rawady
Trish Bourke	Lisa Ryan
Barbara Boxhall	Elizabeth Sadler
Jane Creasey	Mary Thow
Natalie Fernandes	Norma Turner
Linda Grigg	Maxine Wade
Ulla Jones	Echo Wu



Our Volunteers

Our limited resources mean we depend on volunteers to assist and support the provision and expansion of our services. Volunteer workers are the lifeblood of organisations like ours; the day-to-day operations of the Centre could not be managed without their considerable involvement. We rely on our volunteer's help to co-ordinate our groups and keep costs low for various workshops, activities and events. Volunteer positions range from group co-ordinators, brochure walkers, fundraising assistance, housekeeping duties, maintenance, children's course assistants, office and reception assistants and tutors who volunteer their time at events.

We had over 20 volunteers work at the Centre during the year. The sum of the individuals working together is incredibly inspiring and an important expression of community spirit.

Our Centre is highly synergetic and the sum of the individuals working together is incredibly inspiring. Thank you to everyone!

Activity Snapshot

Meeting our Community's Needs

Neighbourhood Houses bring people together to connect, learn and contribute in their local community through social, educational, recreational and support activities, using a unique community development approach.

Community development enables communities to identify and address their own needs. It starts from the assumption that communities have existing strengths and assets that make them part of the solution.

As part of our community development practise our Centre delivers programs and events that are based on identified needs of the local community.

Here of some of the classes, workshops and groups that we had on offer during the year:

Courses

Acrylic Painting
Ageless Grace®
Better Sleep
Bobbin Lace
Caroline's Little Stars
Chinese Painting
Drawing & Thinking
Excercise to Music
Floral Art
Floristry - Contemporary
French for Beginners
Italian Intermediate
Keep Fit
Kids Spanish Classes
Kitchen Basics
Life Drawing
Mah-jong (Western) Lessons
Meditation & More
Men Making Meals
Men Making More Meals
Mindfulness
Primary Colours (Children's Art)
The Joy of Good Books
Watercolour
Watercolour & Mixed Media
Yoga & Pilates
Yoga Beginners
Yoga Continuing
Your Healthy Spine

Workshops

Jewellery Making
Life Drawing
Watercolour
School Holiday Crafts
Art Gallery Floortalks
Decluttering
Choosing the right dog for you
Fit Food
Jam Making
Your Garden Workshop Series
Garden Starter Program
Wiser Driver/ Wiser Traveller

Groups

Acoustic Music
Blues Music
Book Group (Afternoon & Evening)
Cryptic Crosswords
Foreign Film Group
Ashburton Garden Group
Mahjong (Western)
Mis Amigos (Spanish playgroup)
Patchwork and Quilting
Spinners and Knitters
Table Tennis
Walking for Health and Fitness

Members Mothers Day Morning Tea

We held a members Mothers Day Morning Tea for our members on May 8 with plenty of homemade sweet treats, tea and coffee.



Room Hire

The Ashburton Community Centre has various facilities to hire for community groups, not-for-profit organisations and for commercial use. The venues are suitable for a variety of different functions, including meetings, classes, general interest gatherings and workshops.

The Ashburton Community Centre is located on High Street and is co-located with the Ashburton Library.

The Centre is within walking distance of public transport, has accessible and convenient parking, and beautiful, light and bright rooms. These features have contributed to the revenue raised from our Room Hire options increase from year to year.

Our rooms have been hired for over 700 hours this financial year.

Who hires our rooms?

We offer affordable room hire to meet community need. The rooms vary in size and have tiered pricing and a range of facility options to accommodate a variety of groups.

Room hirers are wide-ranging in their needs and purpose and can be either casual, short term or long term hirers. Various small business, support groups and philanthropic groups have taken advantage of our exceptional facilities to run workshops, training sessions, meetings and interviews.

Room hirers have included the Camberwell Area Multiple Birth Association, the Canterbury Chess Club, Deakin University and Kids Coding Club, along with a wide range of other local businesses and community groups seeking quality spaces and modern facilities.

Many of the hirers take advantage of the breakout space for catering and tea and coffee facilities, and appreciate the sense of space that the outdoor decks provide.



President's Report

The Ashburton Community Centre is governed by a Committee of Management. The Centre delivers a range of classes and social groups to meet the needs of our local community as well as hiring our rooms to local community groups and businesses.

In 2016/2017 people from all ages participated in our classes and social groups from pre-school aged children involved in story times and music classes through to exercise classes for older adults.

Our programs in 2016/2017 included:

- Delivering over 90 class programs with over 800 participants. Class programs included, Chinese Painting, French, Italian and Spanish language, Floristry, Life Drawing, Watercolour Painting and Yoga.
- Holding over 60 social group programs including Book Groups, Cryptic Crosswords, Table Tennis and Walking groups. Over 700 individuals participated in the group programs.
- Hiring rooms to 36 groups and organisations including for meetings by local agencies and community groups. Rooms in the Centre were utilised for over 2815 hours in 2016/2017.

The Centre regularly surveys participants for feedback on its classes and programs. The results of surveys conducted in 2016/2017 indicate high levels of satisfaction including 100% of respondents rating the quality of teaching and their overall satisfaction as good to excellent and 98% rating that the class content was good to excellent.

The Centre's activities could not be delivered without the assistance of volunteers. In 2016/2017 over 20 volunteers assisted in the operation of the Centre. Volunteers worked in a number of different areas including administration and facilitating groups and I thank them for their support.

In the year ahead the Committee of Management will further develop the range of programs the Centre offers and continue to seek and act on feedback from our local community on how we can better meet their needs.

The support provided by the City of Boroondara is greatly appreciated. I would like to express my appreciation for their continued support of the Centre.

I would like to particularly thank my fellow Committee Members for their support and contribution to the Centre in 2016/2017. Their ongoing volunteer involvement is critical to the continued success of the Centre. I would also like to thank our wonderful tutors whose expertise we value greatly. Finally I would like to thank the Centre's staff, Geraldine, Natasha, Judy, Shannon and Tony for their fantastic work in 2016/2017.

Liz Webb, President

Treasurer's Report

The Year in Review

The Centre has seen further increases in the number of members, and member participation this year, utilising courses and programs on offer, leading to a healthy increase in revenue earned.

The Operating result was a Profit \$14,921 compared with the prior year's Profit \$7,422.

Statement of Financial Performance

Income from all activities increased 5% over last year, with excellent uptake by members in classes. The number of activities undertaken increased, whilst participation has improved in key age groups, and health and fitness courses, leading to a revenue increase 16%.

Room hire income increased another 34% over last year, continuing its importance as an income stream for the centre. Council Grants received are as reported, with an increase over last year, based on a cpi adjustment. There were no specific purpose grants this year.

Interest income decreased due to a fall in interest rates during the year.

Expenses increased 12% compared to last year, with some one-off costs not recurring, while primary costs such as wages continue to increase.

Staff wages increased with award adjustments, and recognition of leave entitlements due. Award rate changes remain underpinned by guaranteed rate increases for the next few years. A policy change has occurred this year, to recognise a portion of long service leave in advance of the employee's legal entitlement, which is set out in Note 4 of the Financial Statements.

Other costs continue to be well managed, with savings resulting from some rearrangements of certain services provided, including assistance from Council.

Statement of Financial Position

The Member Funds at June 2017 is an accumulated position \$126,604.

Cash and equivalent assets amount to \$192,384 up from \$161,377 last year. The increase in cash is the consequence of the improved Operating result and higher fees paid in advance. Fees in advance is a good indicator of member interest in courses at the Centre for next financial year.

Liabilities were increased compared to last year, closing at \$71,131. The primary impact is the increase in staff employee entitlements that are legally payable under employment regulations.

The Year Ahead

The Centre continues to market courses of interest to the community, and offer greater opportunities for participation by members.

Our members remain our best ambassadors to spread the word to attract new members to the centre. Trialling new concepts and courses will continue to be a focus this year.

I would like to thank our bookkeeper, Mr Tony Crawford, Executive Officer Geraldine Farrell and the office staff for their assistance throughout the year, which assists me in the delivery of these accounts.

Michael Read, Treasurer

Executive Officer's Report

In seeking to build a strong and inclusive community our Centre has had a busy, rewarding and productive year. There have been challenges, but alongside challenges sit the opportunities and rewards of being part of this vibrant community.

This year's Annual Report documents our Centre's achievements, activities and performance. I look back on the year with pride as I read how much we have accomplished and how our membership has grown. It has been a busy year with our main focus on building community engagement and the use of our Centre. You will read in this report many fine examples of how we made a real difference to our community. We have encouraged local involvement and participation with a focus on health and wellbeing and visual arts, complemented by children's classes, general interest and language classes, together with self-support and social groups offering a quality program to our community.

In focusing on the future viability of the Centre, the Committee of Management looked at ways it could meet its strategic objectives of ensuring future financial sustainability and further community engagement. As part of these goals the Centre undertook a range of formal and informal methods to identify existing and emerging community needs and develop targeted programs and activities in response to those needs. An action plan was developed following recommendations arising out of last year's community strengthening project. A postcard mail-out gave us an insight to community awareness of our Centre, our reach and perceived position in the local area. In term one 2017 our Centre asked our participants to evaluate the courses and activities on offer. The survey was completed by 143 participants. The outcomes of all these methods will assist us with any changes and improvements for the coming year and allow us to make more targeted decisions regarding potential programming and match our courses to community needs. It will provide a means to increase the future community participation and build our revenue.

There has been much work undertaken by Committee of Management by way of policy development and the staff have had an active contribution in the decision making on how we can look for opportunities to keep our community engaged, identify new initiatives and source additional income streams.

As a community meeting place our Centre is committed to providing a safe and secure environment for all its employees, members, visitors and volunteers and particularly to children, the aged and vulnerable people. As part of this risk management expectation the Committee and staff have developed a Client Protection Policy and accompanying procedures. The Committee also spent substantial time looking at any financial risks such as salary increases, workplace agreement changes and their impact on the Centres future viability. A sub-committee was formed to look at the Centre's Risk Management processes with the identification of our risks and our treatment response to those risks presented to the Committee. January 2017 saw Victoria introduce compulsory minimum standards for organisations that provide services for children to help protect children from abuse. To ensure we maintained a child safe environment the Centre developed a suite of documents including a Child Safety Policy. These documents assisted in the education and awareness raising for all of our staff, tutors and volunteers.

I would like to thank the wonderful staff team at our Centre for another great year. To our administration staff Judy Little and Shannon Newport - you do a fabulous job, with such enthusiasm for your work, dedication to the people with whom you work, with commitment to our Centre and its community. Natasha Kuperman as our Partnerships & Marketing Officer and has "made her mark" at our Centre with her enthusiasm, new ideas and creative skills. Together we are all part time staff (the equivalent of a 1.4 full time position). My thanks also to Tony Crawford our bookkeeper, who kept our finances on track. My work here is made just that bit easier with all of your support!

Executive Officer's Report

cont.

The Centre benefits from a broad cross section of support and I would like to thank all donors, community and business partners who have helped support our activities over the year and who have been highlighted in our report. My thanks also to the City of Boroondara for their funding grant and for the provision of the premises from which we operate; our Centre although an independent legal entity, has the use of the building owned by the Council. We are also provided additional support through maintenance of the building, insurance and marketing and training opportunities. I would also like to acknowledge Alex Threlfall, Fiona Read, Tony Falkingham and Ria Mountford from the City of Boroondara for their support and advice. I am grateful that they are always on the other end of the phone (or computer) for assistance. I would also like to acknowledge Sue and the staff at the Ashburton Library with whom we share the building. The library staff are always helpful in promoting our services and we look forward to collaborating in the future.

Neighbourhood and Community Centres in general seem to be fortunate in the quality of people who choose to teach in our sector. I would like to thank and acknowledge our wonderful tutors. All are very experienced, talented and creative people whom we value very much. Our tutors are our best advertisement and we cannot thank them enough for their warmth, dedication and support. The success of our classes is very much due to the enthusiasm of these dedicated people. It is a credit to our tutors that word of mouth is still a predominant reason for people joining our Centre. As well as our paid tutors we have interest/support groups who have "unofficial" volunteer leaders. The volunteers are an important link between the office and their groups. Our thanks go to them for the wonderful job they do in keeping everyone, and everything, on track!

Thank you to those who have helped volunteer in our Centre during the past year. As well as our Committee of Management we have other volunteers who play an important role in our Centre and the day-to day operations are made just that little bit easier with their support. Our volunteers contribute in many varied roles at our Centre - in office administration, general housekeeping, events and maintenance. Thank you one and all. I would encourage anyone who has a skill they would like to share or even if it's simply that they want to give something back to the community to come and join our wonderful team of volunteers - our Community Centre would benefit from your contribution.

I would like to acknowledge our Committee of Management under the leadership of Liz Webb as President, for their commitment to our Centre and its community - they continue to provide strong governance and bring a wealth of skills and experience to our organisation. I would like to thank the Committee members for the support and guidance they gave me in my role as Executive Officer. My thanks to Michael Read, our Treasurer, for maintaining a watching brief on the monthly accounts and providing a link between staff and the Committee.

My acknowledgement also goes to my fellow Boroondara Neighbourhood and Community Managers. We work on many levels from sharing information and staff networking through to collaborative projects and I thank you for your support. Our combined Short Course Guide has provided us with an excellent way of advertising our courses and activities. I would also like to recognise the support we receive from NIECH - the Network of Inner East Community Houses and Merial Clark for her assistance and representation on our behalf.

Another group without whose support our Centre would not be the vibrant community hub it is, are our Members. It's widely acknowledged that the true strength of a community centre is reflected in its membership, and I would like to thank our Members for all the support they have shown to our Centre. It is a joy to connect with past committee members, volunteers, program participants and staff - some going back to the early beginnings of the Centre and to hear about what our Centre has meant to them. Stories, both poignant and funny, remind us of the vital role that Community Houses play in fostering caring and inclusive communities. We are very proud of our thirty year history. Our program outcomes and member testimonials in this year's annual report are proof that we are making a positive difference.

Executive Officer's Report

cont.

Looking to the future our challenge will be to continue to grow member numbers and increase participation in a tough financial, competitive and funding environment. The financial implications of our workplace agreement and minimum wage increases, together with the absence of state government funding will need to be closely monitored. Our capacity to increase student numbers in some classes is hampered by smaller size of the rooms within our facility. Unfortunately this has led to some groups looking elsewhere.

I am extremely proud of our achievements this past year; I'm sure you will all agree this Centre has been transformed into a vibrant, regenerated community facility. Our Centre brings together a diverse range of people, enriching the lives of children and adults of all ages and provides a base where much has been accomplished for our local community.

I look forward to the Centre's continued progress and growth and a successful year for everyone.

Geraldine Farrell, Executive Officer

Marketing Officer's Report

The role of our Centre is to offer a program of value and interest to the local community. Our activities this year have focused on providing more reasons for the local community to visit the Centre. In addition to participating in our programs, attending a workshop, joining a social group or hiring a room, we have introduced Centre initiatives such as the Seed Swap Table and our Community Bookshelf. Located in our foyer, both of these initiatives are aimed at encouraging the local community to visit the Centre, drive awareness of what we have to offer, and inspire them to become involved in Centre activities. Both the Community Bookshelf and Seed Swap Table have been very well supported since their inception.

Our Program

We are constantly reviewing our program based on member feedback and suggestions to create a relevant and engaging program. During 2016/2017 our program included a range of casual fitness and exercise classes, along with term-based classes in areas such as languages, creative arts, wellbeing and children's music and language classes. We are continually trialling new classes and various additions to our program. Building on the feedback and suggestions from members, we have introduced more one-off workshops and trial classes to gauge interest.

As in the previous year, our long-standing casual fitness classes continue to be popular, as do our creative courses in areas such as watercolour painting, drawing and floristry. Our programs are well supported by our members, and part of their popularity is due to the expertise of our tutors, some of which have been with the Centre for over 20 years.

Our social groups are an opportunity for our members to meet regularly in our Centre and we have groups that meet for music sessions, craft, book groups and more. Our Foreign Film group meet monthly on a Wednesday night and often have over 20 people attending with the films shown in the Copland Room followed by light refreshments and a discussion about the film.

Promotion & Communication

In July we launched our new website which has proven to be a valuable resource for new and existing members, providing a searchable list of our courses, news and events and details on room hire. We also use our social media accounts (Twitter, Facebook & Instagram) to keep our audience up to date with news at the Centre, and to promote courses and events. We produce an email newsletter that is sent out to our members every 4-6 weeks.

We produce our printed Course Guide twice a year which is available from the Centre along with individual course area brochures and flyers for workshops and special events. We are also part of the Boroondara Neighbourhood Houses group, and have our courses included in the Boroondara Short Course Guide which features the courses on offer across all 10 neighbourhood houses. We continue to utilise our shared entrance with the Ashburton Library where we have a prominent display stand. We have also used our display window to feature local artisans work along with more Centre focused promotions such as the prizes for our Ride2Work event in October.

I would like to thank the tutors, members, committee and staff for their valuable suggestions and feedback that assist in shaping and evaluating the programs and promotional activities of the Centre. To the office team - Geraldine, Shannon, Judy and Tony - along with our regular office volunteers, Carol and Linda, thank you for your continued support, feedback and encouragement.

Natasha Kuperman
Partnerships & Marketing Officer

Financial Statements

Ashburton Community Centre

160 High Street, Ashburton Vic 3147

ABN 55 622 841 337

Statement of Financial Performance

Year ended 30 June 2017

	2017	2016	2015
Income			
Membership Fees	5,275	6,015	5,467
Class Fees	131,748	114,070	107,185
Group Fees	11,122	9,102	6,842
Room Hire	11,926	8,849	6,626
Interest	3,753	3,905	3,232
Grants - Council	91,740	89,590	87,320
Grants - Other	0	12,825	3,641
Income - Other	1,978	2,046	1,179
Total Income	257,541	246,402	221,492
Expenses			
Audit Fees	1,800	2,200	2,400
Advertising	4,100	12,145	3,237
Bank Charges	1,621	1,080	1,394
Bookkeeping Fees	19,156	17,850	18,360
Cleaning	5,060	5,016	5,060
Class Supplies & Equipment	2,562	4,176	1,756
Computer Maintenance	80	357	140
Depreciation	2,480	1,734	3,541
Functions & Gifts	2,728	1,680	235
General Supplies	1,516	941	1,505
Insurances	3,278	3,749	3,949
Office Equipment & outgoings	341	356	0
Postage & Stationery	2,543	2,465	3,008
Room Hire	1,777	3,555	4,431
Staff Wages	112,223	103,274	94,639
Staff Recruitment	162	479	0
Superannuation	10,905	10,571	10,640
Telephone & Internet	1,782	1,891	2,471
Training & Subscriptions	1,884	3,555	1,708
Tutor Payments	64,665	58,003	55,847
Website	41	2,496	0
Workcover	1,917	1,407	1,599
Total Expenses	242,621	238,980	215,920
Net Profit/(Loss)	14,921	7,422	5,572

Financial Statements

Ashburton Community Centre

160 High Street, Ashburton Vic 3147

ABN 55 622 841 337

Statement of Financial Position

Year ended 30 June 2017

	<u>Note</u>	<u>2017</u>	<u>2016</u>	<u>2015</u>
CURRENT ASSETS				
Cash at Bank & on hand		12,962	3,295	3,902
Short Term Investments		178,222	155,471	145,686
Receivables & prepayments		1,200	2,611	3,032
Total CURRENT ASSETS		<u>192,384</u>	<u>161,377</u>	<u>152,620</u>
NON CURRENT ASSETS				
Furniture & Equipment - at Cost		18,064	18,064	18,064
Less Depreciation		(12,714)	(10,234)	(8,500)
Total NON CURRENT ASSETS		<u>5,350</u>	<u>7,830</u>	<u>9,564</u>
Total ASSETS		<u>197,734</u>	<u>169,207</u>	<u>162,184</u>
CURRENT LIABILITIES				
Trade & Other Payables		15,405	15,352	20,634
Fees in Advance		19,607	18,390	17,470
Provision Staff Annual Leave & Lieu		11,242	9,593	8,771
Provision Long Service Leave	4	24,877	14,189	11,047
Total CURRENT LIABILITIES		<u>71,131</u>	<u>57,524</u>	<u>57,922</u>
NET ASSETS		126,604	111,683	104,262
MEMBERS FUNDS	5	<u>126,604</u>	<u>111,683</u>	<u>104,262</u>

Financial Statements

Notes to and forming part of the Financial Statements

1 The Ashburton Community Centre is not a "Reporting Entity", and these Financial Statements are prepared as a Special Purpose Financial Report, to comply with Associations Incorporation Legislation.

2 The accruals basis of accounting has been used. Historical cost accounting has been adhered to.

3 No capital commitments, charges over assets or contingent liabilities existed as at 30 June 2017.

4 Contingent liability for Long Service Leave	<u>2017</u>	<u>2016</u>	<u>2015</u>
Employees approaching 5 years (EBA) Long Service Service not yet reached.			
Total as at 30 June 2017.	11,891	0	0
<u>30%* of the total LSL entitlements Incuded.</u>	<u>3,567</u>	<u>0</u>	<u>0</u>
Balance of LSL entitlements 70% not Incuded.	8,324	0	0

5 Statement of changes in Members Funds	<u>2017</u>	<u>2016</u>	<u>2015</u>
Retained Earnings			
Balance at beginning of period	24,184	16,762	12,725
Gain \ (Loss) from ordinary activities	14,921	7,422	4,037
Transfer to Corpus	-10,000	-	-
Balance at close of period	<u>29,105</u>	<u>24,184</u>	<u>16,762</u>
Corpus Fund §			
Balance at beginning of period	80,000	80,000	80,000
Transfer from retained earnings	10,000	-	-
Balance at close of period	<u>90,000</u>	<u>80,000</u>	<u>80,000</u>
Equipment Replacement Reserve	<u>7,500</u>	<u>7,500</u>	<u>7,500</u>
Members Funds	<u><u>126,604</u></u>	<u><u>111,683</u></u>	<u><u>104,262</u></u>

§ Corpus Fund: the capital generated for the continued sustenance of the Ashburton Community Centre

* 30% of the total LSL entitlements for employees approaching 5 years are included in the Profit & Loss and Balance Sheet to represent the number of staff who could possibly complete 5 years of service at the Ashburton Community Centre.

Independent Auditor's Report



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12 September 2017

Elizabeth Webb
President
Committee of Management
Ashburton Community Centre Inc.
160 High Street
Ashburton VIC 3147

Dear Madam,

**RE: Ashburton Community Centre (A.B.N. 55 622 841 337) ("the Association")
Audit for the Financial Year ended 30 June 2017**

We have completed the audit of the financial statements of the Association and attach the audit report for your attention.

Yours faithfully
GLANCE CONSULTANTS

A handwritten signature in black ink, appearing to be "J. Webb", with a long horizontal line extending to the right from the bottom of the signature.

Independent Auditor's Report

INDEPENDENT AUDIT REPORT

TO THE MEMBERS OF THE ASHBURTON COMMUNITY CENTRE INC. (A.B.N. 55 622 841 337)

We have audited the accompanying financial report, being a special purpose financial report, of Ashburton Community Centre for the year ended 30 June 2017 comprising the Statement of Financial Performance, Statement of Financial Position and explanatory notes forming part of the Financial Statements.

Scope and Committee's Responsibility for the Financial Report

The Committee is responsible for the preparation and fair presentation of the financial report and has determined that the accounting policies used and described in the Notes to the financial statements (which forms part of the financial report) are appropriate to meet the requirements of the Associations Incorporation Reform Act 2012 (Vic) and are appropriate to meet the needs of the members.

Auditor's Responsibility

We have conducted an independent audit of this financial report in order to express an opinion on it to the members of Ashburton Community Centre. No opinion is expressed as to whether the accounting policies used are appropriate to the needs of the members.

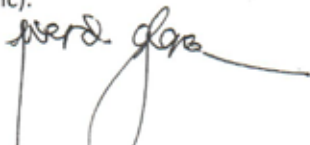
Our audit has been conducted in accordance with Australian Auditing Standards where applicable. Our procedures included examination, on a test basis, of evidence supporting the amounts and other disclosures in the financial report and the evaluation of significant accounting estimates. These procedures have been undertaken to form an opinion whether, in all material respects, the financial report is presented fairly in accordance with the accounting policies described in Note 1 so as to present a view which is consistent with our understanding of the Association's financial position, and performance as represented by the results of its operations and its cash flows. These policies do not require the application of all Australian Accounting Standards and other mandatory professional reporting requirements.

The financial report has been prepared for the purpose of fulfilling the requirements of the Associations Incorporation Reform Act 2012 (Vic). We disclaim any assumption of responsibility for any reliance on this report or on the financial report to which it relates to any person other than the members, or for any purpose other than that for which it was prepared.

The audit opinion expressed in this report has been formed on the above basis.

Auditor's Opinion

In our opinion, the financial report gives a true and fair view of the financial position of the Ashburton Community Centre as at 30 June 2017 and its financial performance for the year then ended in accordance with the requirements of the Associations Incorporation Reform Act 2012 (Vic).



Howard Glance CA
Registered Company Auditor

12 September 2017

AGM Meeting Minutes 2016

ASHBURTON COMMUNITY CENTRE
ANNUAL GENERAL MEETING
MINUTES

TUESDAY, 13 SEPTEMBER, 2016; 10:45 am for 11.00am start

1. Welcome

Meeting opened by Liz Webb, with welcome to country.

2. Apologies: Caroline Morpeth, Trish Bourke, Tony Crawford, Shannon Newport, Kelly O'Dwyer, Norman Gale, Michelle Barca, Joy Sayers, Wally Scharley, Ruth Scharley, Christine Barca, Merial Clark, Wendy Graham, Alexandra Frew, Barbara Timcke, Shelagh Amor, John Amor, Fiona Brown, Jim Parke (COB Mayor), Helen Thompson, Pam Case, Helen Caldwell, Nina Levi & Jane Broadhead, Margaret Maxwell, Peter Choma, Carol Schoknecht

Present: Helen McGrath, Judy Potkonen, Ria Mountford, Silke Trevascus, Majorie Wallace, Patricia Grunberg, Barbara Morton, Barbara Boxhall, Mary Thow, Alan Rawady, Michael Read, Ginia Reddaway, Garry Thompson, Jonathan Gosden, Liz Webb, Sid Naidoo, Shima Ibuki, Jenny Yarwood, Linda Grigg, Ulla Jones, Jack Lepedjian, Geraldine Farrell, Natasha Kuperman, Brian Bergin, Judy Little.

3. Confirmation of Minutes of the previous Annual General Meeting (2015)

Minutes of the AGM held on Tuesday, 6 October, 2015 tabled and confirmed by Alan Rawady and Barbara Morton

4. Business Arising from Previous Minutes

Nil

5. President's Report

Liz Webb presented the Presidents report. It was mentioned that it has been a really good year and ACC is moving from strength to strength. There are huge plans for next year. Liz Webb thanked the staff for the great job they do for the Centre.

6. Treasurer's Report

The Treasurer, Michael Read, presented the Financial Statement as reported in the Annual Report. It was stated that there has been a vastly improved result from last year due to good participation, good tutors and staff; next year will not see as grand a profit but should still be in the black. Geraldine and all in the office were thanked as well as the Bookkeeper, Tony Crawford. The Treasurer proposed adaption of the Accounts. Motion was passed by the meeting.

7. Executive Officer's Report

Geraldine Farrell mentioned Tutors, Volunteers, COB Community Development team, Library, friends of the centre, and Committee Members. The contribution from the staff was acknowledged. Geraldine thanked the Committee Members.

8. Appointment of Auditor for year ending 30 June 2017

The Treasurer, Michael Read, proposed to the meeting that, in the interest of good practice, the Centre may look to change auditors from the present firm NMM Audit and Assurance Pty Ltd who have been the Centres auditors for a number of years. The meeting agreed to this proposal.

9. Election of Committee Members

Ria Mountford held the election of new members. Virginia Reddaway, Peter Choma, Liz Webb, Michael Read, Barbara Boxhall, Jenny Yarwood, Sid Naidoo and Carol Schoknecht (Minute Secretary) were elected.

10. Recognition of Linda Grigg - retiring Tutor:

Geraldine Farrell thanked Linda Grigg for her contribution at ACC, on her retirement after 6 years teaching. A gift was presented.

11. Acknowledgement of ACC's 30 year Anniversary

Geraldine Farrell acknowledged ACC's 30 year anniversary. Ginia Reddaway a founding participant at that time cut the celebration cake.

12. Meeting closed

Liz Webb declared the meeting closed at 11.30am and invited all to Morning Tea.



'Stories that Shape Us', the current exhibition at the Ashburton Community Centre



**ASHBURTON
COMMUNITY
CENTRE**



Neighbourhood Houses
Boroondara



Neighbourhood Houses
The heart of our community



BOROONDARA
City of Harmony

Ashburton Community Centre
160 High Street, Ashburton 3147

Office Hours: 9am-2.30pm Monday to Friday (excluding public holidays)

Phone: (03) 9885 7952 **Email:** office@ashburtoncc.org.au

Website: www.ashburtoncc.org.au

ABN: 55 622 841 337