



ASHBURTON
COMMUNITY
CENTRE

ANNUAL REPORT 2017 - 2018



Introducing the Green Deck



The Green Deck project is designed to educate and inspire our members and the local Ashburton community to adopt sustainable practices such as small-scale food and herb gardening, composting and recycling food waste, which are all actions that support the reduction of organic waste into landfill.

The Green Deck is an eco-friendly space located on the front deck of the Centre. We welcome you and other community members to visit and learn more about the sustainable practices that we'd love to see more in our neighbourhood.

The Green Deck consists of raised garden beds, pots of edible plants and two Hungry Bin worm farms. The purpose of the project is to encourage conversations about practical methods that can be adopted to become more sustainable at home and at work. It is just one example of what can be done in a small space, and the same principles can also be adapted to suit a larger space.

Activities that are undertaken at The Green Deck include:

- the growing of herbs and leafy greens
- the propagation of seeds and seedlings
- the composting of organic waste & coffee grounds in our worm farms
- the production of worm tea and worm castings
- the collection of spent coffee grounds from local cafe, Mr Brownstone

Produce from the garden, worm tea and coffee grounds are available from the foyer of our Centre for a gold coin donation. Also located in our foyer is our complementary Seed Swap table initiative.

The establishment of the Green Deck has been funded with thanks to the City of Boroondara's Community Strengthening Grants and aims to be self-sustaining through the sale of items generated by the garden including the sale of seeds, seedlings and worm tea.

Products

Our thanks to Summit Select who donated Greenlife garden products including the mini greenhouses, planter boxes and trolley to the value of \$400:

www.greenlife.com.au

Our Hungry Bin worm farms were purchased from Worm Lovers:

www.wormlovers.com.au

Our raised garden bed and stand was purchased from Vegepod:

www.vegepod.com.au



The Green Deck was officially opened on May 3, 2018 by Tony Falkingham from the City of Boroondara.

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Strategic Plan 2018 - 2020



OUR VISION

A Community Centre for inspiration, growth, enjoyment and connection.

OUR MISSION

To connect and engage our community by responding to their needs.

OUR VALUES/BEHAVIOURS

- Respectful, honest and open.
- Professional and accountable.
- Collaborative, inclusive and embracing diversity.

OUR OBJECTIVES

1. Achieve community engagement and foster opportunities for members to connect.
2. Generate financial sustainability.
3. Increase participation of stakeholders and build effective partnerships to benefit the community.
4. Build high standards of governance.

OBJECTIVE 1: Achieve community engagement and enable opportunity for connections between participants.

- Grow programs and activities to stimulate and socially connect more individuals.
- Review, improve and optimize all resources of the Centre to assist with achieving high standards of communication and all functional systems to maximize opportunities for engagement.
- Increase reach and engagement of the community by identifying and targeting gaps in demographics.
- Regularly review programs and seek feedback in order to be proactive in development of courses and group activities.

OBJECTIVE 2: Generate financial sustainability

- Increase income by growing room hire, optimising usage by balancing programs.
- Identify and seek new grants and funding opportunities.
- Increase programs and memberships.
- Build and win potential sponsorship based on value propositions.
- Maintain funding levels through compliance and alliance with City of Boroondara Community Plan.

OBJECTIVE 3: Increase participation of stakeholders and build effective partnerships to benefit the community.

- Build strong stakeholder relationships through regular contact with Boroondara Council.
- Build partnerships with current and potential supporting local organisations such as child care, aged care to increase utilisation of the Centre and enable more diverse programs.
- Extend the role of Committee of Management in building strategic partnerships with stakeholders where appropriate.
- Continue to explore how the Centre can add value to the community.

OBJECTIVE 4: Build high standards of governance

- Develop processes to meet obligations of the Centre Constitution together with practices of good governance through policies and procedures that are reviewed and updated.
- Build on proven processes to meet obligations regarding funding agreements.
- Enhance the skillset of the Committee by active participation in relevant training opportunities.
- Regularly review implementation of strategic plan and direction.

About Us

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

Population

Ashburton has an estimated population of 8,429 people and is part of the City of Boroondara. The median age of resident is 39 and 19% of houses are single person households. There are 690 couples with young children in Ashburton, comprising 25.7% of households. 21.3% of Ashburton residents are over 60 years of age.

Glen Iris has an estimated population of 16,408 people and a similar demographic, with the same median age of 39, and 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% 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 Frankston, Sandringham, Mentone and Somers to attend classes on a weekly basis.

Membership By Age

The majority of our members are aged between 50-84 years and 82% of our participants are female.

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. The expansion of our children's program this year has also attracted more young families to our Centre.

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 were first established 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, outgrowing 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.

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.

Exercise to Music class with Ulla Jones



Acrylic Painting with Lisa O'Keefe



Our Staff & Committee

Office Staff

Geraldine Farrell - Executive Officer (*resigned August 2017*)

Sue Herbst - Executive Officer (*August - September 2017*)

Elana Bonner - Executive Officer (*September 2017 - June 2018*)

Natasha Kuperman - Partnerships & Marketing Officer

Tony Crawford - Bookkeeper (*contracted until March 2018*)

Judy Little - Administration Assistant (Monday to Wednesday) (*resigned Aug 2017*)

Jo Berryman - Administration Assistant (Monday to Wednesday) (*from September 2017*)

Shannon Newport - Administration Assistant (Thursday & Friday)

Committee of Management

Official Office Bearers

President - Liz Webb (July - August 2017), Michael Read (Sept 2017 - Feb 2018), Virginia Reddaway (from Feb 2018)

Vice President - Martin O'Dell (from February 2018)

Treasurer - Michael Read (July - September 2017), Sid Naidoo (from September 2017)

Secretary - Virginia Reddaway (July - February 2018), Lisa Wilcox (from February 2018)

General Committee Members

Peter Choma (July - August 2017)

Rhondda King (from February 2018)

Lisa Wilcox (Nov 2017 - Feb 2018)

Jenny Yarwood

Barbara Boxhall (July - August 2017)

Seshadri Varadhan (July - April 2018)

Minutes Secretary

Carol Schoknecht (July - August 2017), Barbara Boxhall (from September 2017)



Our Tutors

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

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 2017/2018 are:

Catherine Bainbridge
Michelle Barca
Marina Bassett
Barbara Bessant
Jennifer Biggin
Martine Bourbon
Trish Bourke
Barbara Boxhall
Jane Creasey
Margaret Crichton
Natalie Fernandes
Robyn Hall
Ursula (Ulla) Jones

Isabelle Martin
Karyn Montgomery
Carolyn Morpeth
Lisa O'Keefe
Robin Kendrick
Alan Rawady
Lisa Ryan
Michelle Saunders
Mary Thow
Norma Turner
Maxine Wade
Echo Wu



Natalie Fernandes, Watercolour and Mixed Media



Caroline Morpeth, Caroline's Little Stars



Jenny Biggins, Exercise to Music & Keep Fit

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!



Jenny Yarwood & Virginia Reddaway

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® - Fun Fitness for Brain & Body
Balance Back to Exercise
Bobbin Lace
Caroline's Little Stars
Chinese Painting
Drawing & Thinking
Exercise to Music
Fit Food Workshops
Floristry - Contemporary
French for Beginners
French Intermediate
Fun Brain Training for Kids
Italian Intermediate
Keep Fit
Kids Spanish Classes
Kitchen Basics
Life Drawing
Mah-jong (Western) Lessons
Meditation & More
Men Making Meals
Messy Mornings
Mini Groovers
Modern Floristry
Primary Colours (Children's Art)
The Joy of Good Books
Watercolour
Watercolour & Mixed Media
Ukelele
Yoga & Pilates
Yoga Beginners
Yoga Continuing
Your Healthy Spine

Workshops

Family Budgeting
Floortalks at Victorian Galleries
Declutter your Wardrobe
Make a Market Tote Bag
Transparent Glass Mosaics

Groups

Acoustic Jam
Blues Music Jamming
Book Group (Afternoon & Evening)
Cryptic Crosswords
Floral Art
Foreign Film Group
Ashburton Garden Group
Mahjong (Western)
Patchwork and Quilting
Spinners and Knitters
Table Tennis
The Ashy Sewing Lounge
Walking for Health and Fitness



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 year on year increase in revenue raised from our Room Hire. Our rooms have been hired for over 1450 hours this year, an increase from around 700 hours last financial year.

Who hires our rooms?

We offer affordable room hire to meet community needs. The rooms vary in size, we have tiered pricing and a range of facility options to accommodate the various requirements of our hirers.

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 Busy Bookworms, Always Meditation, Farolito Spanish, Super Speak, Kangatraining, Re-Invention Personal Training (Zumba) 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 during their sessions and appreciate the sense of space that our outdoor deck provides.



Community Initiatives

Seed Swap Table & Coffee Grounds

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

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.

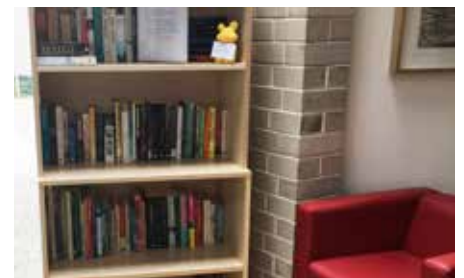
Swapping Seeds: You can swap the seeds you bring in for any other seeds in the collection. If you don't have any seeds to add, but you'd like to take seeds home to grow you are welcome to take seeds in exchange for gold coin donation, or bring along a new batch of seeds at the end of your harvest.

Also available from the foyer are used coffee grounds for your garden. Collected from our friends at Mr Brownstone and diverted from landfill, used coffee grounds are a great addition to your garden bed or compost. They are around 1.5% nitrogen and contain magnesium, calcium, potassium, and other trace minerals. Your plants will love them!



Community Bookshelf

You are invited to come and visit our Community Bookshelf in the foyer of our Centre. Please feel free to browse our books. You are welcome to swap, donate or take a book. We accept books in good, pre-loved condition. We do not accept text books, magazines or encyclopaedias. If you are taking a book, a gold coin donation to support our Centre would be appreciated. Thank you and happy reading!



Lions Eyeglass Recycling

In the foyer of our Centre we have a collection box for unwanted reading glasses to be donated to Lions International. Glasses are collected throughout the year by the Boroondara-Gardiners Creek Lions Club who deliver them to the Lions Eyeglass Recycling Centre. At the Recycling Centre volunteers clean, sort by prescription strength and package the glasses. The recycled glasses are distributed to people in need in low and middle income communities where they will have the greatest impact.



Pencils Community

We are a collection point for the Pencils Community, a social enterprise that takes your used and discarded pencils, pens, crayons and other stationery items, re-bundles them and gives them to children in need in Australia and around the globe. We Accept: used, new and discarded: Pencils, pens, crayons, textas, rulers, erasers, sharpeners, glue sticks, scissors, pencil cases, paper/ note books, paint /paint brushes, art & craft supplies and pretty much anything else you can think of that a child might want for school.



President's Report

The Ashburton Community Centre is governed by a Committee of Management made up of volunteers from its active membership and from the wider community. The Committee develops strategic and business plans with staff and determines policies that provide staff with direction for the day to day management of the Centre's activities.

Change has been the dominant feature of the Centre's last year; change and challenge! Geraldine Farrell retired from her position as Executive Officer in August after five successful years building the Centre and the membership back to strength after the demolition of the old building, organising temporary venues and then moving into the new premises at the end of 2013. We thank her for her wonderful contribution to the Centre.

In August a new Executive Officer, Sue Herbst, was appointed before soon leaving to pursue other roles. In September we welcomed Elana Bonner as our Executive Officer, with her background in early learning and community engagement. New programming additions and new ideas were introduced to help shape the Centre's direction throughout the year before her resignation in June. We wish Elana well in her new, full time position at the nearby Craig Family Centre which works closely with our own organisation.

In addition to changes in management, the staff have needed to adapt to many other big changes: to office equipment (not without hiccups!) and to new financial software systems introduced to simplify and enhance record keeping and create greater efficiency of administrative processes. During these 12 months of change, the staff members and office volunteers have kept operations running smoothly whilst no doubt feeling at times like ducks paddling madly beneath an apparently calm lake surface! They have shown great resilience providing support and encouragement to each other whilst operating as a tight knit, hardworking team. We on the Committee congratulate them.

Committee of Management: Whilst dealing with many difficult situations requiring hard decisions, the committee has borne a much heavier workload than would normally be expected; recruitment, selection and induction processes being the most time consuming. Three of the committee members withdrew during the year leaving six - three of whom had only a year or less experience on 'the job'. These remaining six have risen to the challenges magnificently, putting at the Centre's disposal considerable personal time and their many professional and life skills. I pay tribute to these members for their dedication to the task and thank them for their personal support of me. It has been a pleasure to work with each of them.

The Future: With the recent appointment of Rachel Morley as our new Executive Officer going forward, we are surely entering a period of stability and are confident of exciting developments. We delight in an impressive team of tutors leading classes and activities, and have an enthusiastic and hardworking office staff. Our finances are sound. The future is looking promising!

Virginia Reddaway President

Treasurer's Report

Overview

I am pleased to report that Ashburton Community Centre experienced the best performance in many years. The Centre utilisation and services has continued to improve resulting in a profit of \$47K (2017: \$14K) and total income increased by 16% to \$300K (2017: \$257K). This result helps to fund future services provided by the Centre at a reduced fee to members.

The Centre's management has improved financial governance and accounting processes by ensuring adequate reports and supporting documents are maintained.

Highlighted performance

The key performance of the Centre for 2017/2018 in comparison to 2016/2017 are as follows:

- Cash Reserves increased by 8% from \$191K to \$208K and a good positive cash flow was regularly maintained.
- Member funds increased by 36% to \$176K
- Grant income increased by \$8K to a total of \$100K including a new photocopier grant of \$2.7K and the Green Deck grant of \$3.7K.
- Expenses increased by 4% due to mainly higher tutor payments and contract staff.
- Room hire income increased by 263% from \$11K to \$40K
- Classes and group fee income increased by 4% to \$148K
- Membership fees income increased by 5% to \$5.5K

Non financial performance and contributions

The contributions, skills and experience by the various stakeholders does not form part of the annual financial statements. The grants and well managed buildings including cost of utilities provided by the City of Boroondara is a significant contributor to the sustainability of the Centre. The time and skills provided by volunteers and committee members also significantly contributes to the effective management of the Centre.

Outlook 2018/2019

Improvement in accounting systems and electronic record keeping and through implementation of latest IT systems should result in reduction in administration/accounting cost and improved service delivery to members and the community. The Centre recently implemented Xero accounting software for easy access to accounting information and maintaining electronic information for various users.

Thanks goes to committee members, staff and office volunteers for contributing to the outstanding financial performance of the Centre during the many changes and challenges this year. I wish for the future committee to continue to enjoy many more years of success and good leadership.

Sid Naidoo

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. 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, increasing internal capacity, ensuring high standards of governance and further community engagement. Internal capacity was enhanced by an update to the computer backups and protection. With the Centre becoming busier each year, further automation of membership and accounting software is anticipated for the coming year. There has been much work undertaken by our Committee of Management by way of policy development. 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. We continued our focus on building and maintaining relationship with stakeholders and community members with many opportunities presented. A strategic planning process was undertaken including a review of the Centre's vision and mission statement. This has resulted in the development of a Strategic Plan for 2018/2020 which is featured in this year's Annual Report.

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. 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.

I would like to thank the wonderful office staff at our Centre for another great year. Our administration staff Jo Berryman and Shannon Newport do a fabulous job, with such enthusiasm for their work, dedication to the people with whom they work and with commitment to our Centre and its community. Natasha Kuperman as our Partnerships & Marketing Officer 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 1.6 full time position. Our thanks also to Judy Little, one of our Administrative Assistants, who left the Centre during the year to pursue other work avenues within the sector. Our office volunteers Linda, Carol and Mandy have ably supported our administration team to help the office run smoothly. The role of an Executive Officer is made just that bit easier with all of your support. It has been a year of change for our office team and you are all to be congratulated for keeping everything on track.

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 (which was renewed for the next three years) 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 also received a Community Strengthening Grant from the Council for our Green Deck project. Additional support is given through maintenance of the building, insurance and marketing and training opportunities. I would also like to acknowledge Dr Helen Molnar, Fiona Brown, Tony Falkingham and Ria Mountford from the City of Boroondara for their efforts in supporting the Centre. I would also like to acknowledge Sue Sargeant and the staff at the Ashburton Library with whom we share the building who are always supportive in the promotion of our services and we look forward to collaborating in the future. Our thanks also to the Honourable Kelly O'Dwyer, Federal Member for Higgins who for the Stronger Communities grant which enable us to purchase a new photocopier.

Neighbourhood Houses 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 our social group co-ordinators who are 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 our groups engaged and involved here at the Centre.

Executive Officer's Report *cont.*

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. A change to the National Standards for Volunteer Involvement saw an assessment of our current standards and a commitment to continue to utilise the services of the Boroondara Volunteer Resource Centre. 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 Michael Read and in February onwards Ginia Reddaway as President, for their commitment to our Centre and its community - they provided strong governance and a wealth of skills and experience to our organisation. I would also like to thank the Committee members for the support and guidance they provided to the administration staff in a year of unexpected change with the office team. My thanks to Sid Naidoo, our Treasurer, for maintaining a watching brief on the monthly accounts and providing a link between staff and the Committee. Sid will also be instrumental in the Centre's upgrade to cloud-based accounting software in the coming year.

My acknowledgement also goes to my fellow Boroondara Neighbourhood and Community Centre Managers. We work together 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 an excellent way of advertising our courses and activities. We also worked closely with our two fellow Ashburton Community Houses - the Alamein Neighbourhood and Learning Centre and The Craig Family Centre and shared a marquee and activities at the Ashburton Community Festival in February. I would also like to recognise the support we receive from NIECH (Network of Inner East Community Houses) and Merial Clark and Nikki Madden for their network 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 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, reminded 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 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, Interim Executive Officer



Marketing Officer's Report

The Ashburton Community Centre's role is to offer a diverse program and activities that are of value and interest to the local community. We offer a range of term-based classes, casual classes and workshops for the community to participate in. We also support a range of social groups and activities here at the Centre along with room hire opportunities for groups, businesses and organisations.

Our Program

We regularly review our activities based on member feedback and suggestions to create a relevant and engaging program. During 2017/2018 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. We also introduced a new casual exercise class, Balance Back to Exercise, and expanded our children's programs to include Messy Mornings and Mini Groovers.

Our long-standing casual fitness classes continue to be popular, as do our creative courses in areas such as painting (watercolour, acrylic, mixed media, Chinese), drawing and floristry. Our programs are well supported by our members, and part of their popularity is due to the expertise of our wonderful and talented 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. We have groups that meet for music sessions, craft, book groups, our Foreign Film Group and more. This year we have introduced the Ashy Sewing Lounge, a social sewing group that meet monthly on a Sunday morning.

Promotion & Communication

The Ashburton Community Festival in February is a highlight in our Calendar. This year we shared a marquee with the Craig Family Centre and the Alamein Neighbourhood & Learning Centre promoting our programs together. We also hosted a marquee outside our Centre highlighting our children's programs.

Our website which includes news and events, our courses and activities and room hire continues to drive enquiries to the Centre. We also use social media (Twitter, Facebook & Instagram) to keep our audience up to date with news at the Centre and promote our courses and events. Our member email newsletter is also sent out regularly.

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 in Boroondara. We continue to utilise our shared foyer with the Ashburton Library where we have a prominent display stand.

We have a range of initiatives in place to encourage the local community to visit the Centre. This includes the Seed Swap Table, our Community Bookshelf, our Green Deck (launched in May), our Pencils Community collection and the Lions Glasses recycling box. All continue to be well supported by members and visitors to the Centre.

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 - Elana, Shannon and Jo - along with our regular office volunteers, Carol, Linda and Mandy - thank you for your continued support. I would also like to thank Zorica Meyer from Zed Imagery who attended the Centre on multiple occasions this year to document our Centre's activities and provide us with a wonderful set of photographs that capture the spirit of our Centre, many of which are featured in this report.

Natasha Kuperman
Partnerships & Marketing Officer

AGM Meeting Minutes 2017

ASHBURTON COMMUNITY CENTRE

ANNUAL GENERAL MEETING MINUTES

TUESDAY, 19 SEPTEMBER, 2017; 10:15 am for 10.30am start

1. Welcome

Meeting opened by Sue Herbst

2. Apologies:

Isobel Barnard, Catherine Bainbridge, Merlyn Bulte, Pam Case, Merial Clark, Antoinette Cardona, Louise Fletcher, Barbara Olney, Jan Rattray, Carol Schoknecht, Sue Sloan, Liz Webb.

Present:

Barbara Boxhall, Tony Crawford, Jill Hitchcock, Mira Holdun, Ula Jones, Elaine McCarthy, Sidhen Naidoo, Dustin Pham, Roma Pritchard, Michael Read, Ginia Reddway, Ruth Scharley, Wally Scharley, Cr. Garry Thompson, Mary Thow, Barbara Timcke, Jenny Yarwood.

3. Confirmation of Minutes of the previous Annual General Meeting (2016)

Minutes of the AGM held on Tuesday, 13 October, 2016 tabled and confirmed by Sid Naidoo and Jenny Yarwood.

4. Business Arising from Previous Minutes

Nil

5. President's Report

Sue Herbst presented the President's Report on behalf of Liz Webb. The report highlighted that in 2016/2017 over 90 class programs with over 800 participants were delivered through the Centre. On behalf of Liz, Sue thanked the volunteers, tutors and staff for their fantastic work in 2016/2017 and the outgoing Committee of Management for their contribution and support in 2016/2017.

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 an improved result from 2015/2016 as a result of increased membership and class and social group enrolments. Michael thanked his fellow Committee of Management Members as well as Geraldine and the Centre's Bookkeeper, Tony Crawford. The Treasurer proposed that the meeting accepts the 2016/2017 Accounts. Motion was moved by Michael Read and seconded by Wally Scharley.

7. Executive Officer's Report

Sue Herbst presented the Executive Officer's report on behalf of the 2016/2017 Executive Officer Geraldine Farrell. Sue reported that Geraldine had highlighted the role the Centre plays in strengthening connectedness. Geraldine had also thanked Boroondara Council for their continuing support and staff, tutors and volunteers for their contribution in 2016/2017.

8. Appointment of Auditor for year ending 30 June 2018

The meeting unanimously approved the Committee of Management's recommendation to appoint Glance Consultants of 217A High Street, Ashburton as the Ashburton Community Centre's auditor for 2017/2018.

9. Election of Committee Members

The meeting elected the following people to the Committee of Management of Ashburton Community Centre for 2017/2018: Barbara Boxhall, Martin O'Dell, Sid Naidoo, Michael Read, Virginia Reddaway, Seshadri Varadhan and Jenny Yarwood.

10. Meeting closed

Sue Herbst declared the meeting closed at 10.50 am and invited all to Morning Tea.

Financial Reports

ASHBURTON COMMUNITY CENTRE INC
ABN:55 622 841 337

ASHBURTON COMMUNITY CENTRE INC
ABN:55 622 841 337

COMMITTEE'S REPORT

The committee members submit the financial report of ASHBURTON COMMUNITY CENTRE for the financial year ended 30 JUNE 2018.

Committee Members

The following persons were the committee members during the year and until the date of this report:

Virginia Reddaway – President from 21 February 2018

Martin O'Dell – Vice – President from 21 February 2018

Sidhen Naidoo - Treasurer

Lisa Wilcox - Secretary

Barbara Boxhall

Rhondda King

Jenny Yarwood – Resigned 28 June 2018

Seshadri Varadhan – Resigned 17 April 2018

Michael Read – Resigned 21 February 2018

Principal Activities

The principal activities of the association during the financial year were to provide courses, workshops and programs that primarily service people from Glen Iris, Ashwood, Ashburton, Camberwell, Mount Waverley and Malvern East.

Significant Changes


No significant changes in the nature of the activities occurred during the year.

Operating Result

The Profit for 2018 financial year amounted to \$47,417 (2017: Profit \$14,921)

Signed in accordance with a resolution of the members of the committee


Virginia Reddaway
President


Sidhen Naidoo
Treasurer

Dated: 14 August 2018

Dated: 14 August 2018

STATEMENT OF INCOME AND EXPENDITURE FOR THE YEAR ENDED 30 JUNE 2018

	2018 \$	2017 \$
INCOME		
Class fees	134,626	131,748
Fundraising & Donations	1,853	1,978
Group fees	13,367	11,121
Grants - Council	94,492	91,740
Grant - Minor Equipment	2,700	0
Grant - Projects	3,790	0
Interest received	3,566	3,753
Membership fees	5,580	5,275
Room hire	40,103	11,926
	<u>300,077</u>	<u>257,541</u>
EXPENSES		
Advertising	3,024	4,100
Auditor's remuneration	1,200	1,800
Bank charges	1,930	1,621
Bookkeeping fees	22,256	19,156
Cleaning	6,830	5,060
Contract staff	3,553	0
Class Supplies & Equipment	2,346	2,562
Computer services	1082	80
Depreciation	4,455	2,480
General Supplies	1,147	1,516
Grants for projects	1,765	0
Insurances	3,204	3,278
Meetings, functions & gifts	1,842	2,728
Office Equipment	839	341
Photocopier, Postage & Stationery	2,932	2,543
Provision for staff annual leave	2,407	1,694
Repairs & Maintenance	14	0
Room hire	0	1,777
Staff recruitment	447	162
Superannuation	11,060	10,905
Salaries and wages	107,499	116,672
Telephone and internet	1,663	1,782
Training & Subscriptions	3,461	1,884
Tutor payments	65,341	58,521
Website	265	41
Workcover	2,099	1,917
	<u>252,661</u>	<u>242,620</u>
Current Profit before income tax	47,417	14,921
Income tax expense	0	0
Net current Profit after income tax	47,417	14,921
Transfer to Corpus Funds	0	(10,000)
Retained surplus at the beginning of the financial year	32,013	27,092
Retained surplus at the end of the financial year	<u>79,430</u>	<u>32,013</u>

The accompanying notes form part of these financial statements

Financial Reports

ASHBURTON COMMUNITY CENTRE INC
ABN:55 622 841 337

ASHBURTON COMMUNITY CENTRE INC
ABN:55 622 841 337

STATEMENT OF FINANCIAL POSITION AS AT 30 JUNE 2018

	Note	2018 \$	2017 \$
ASSETS			
CURRENT ASSETS			
Cash on hand	2	208,237	191,184
Trade and other receivables	3	4,905	1,200
TOTAL CURRENT ASSETS		<u>213,142</u>	<u>192,384</u>
NON CURRENT ASSETS			
Furniture and equipment	4	6,295	5,350
TOTAL NON CURRENT ASSETS		<u>6,295</u>	<u>5,350</u>
TOTAL ASSETS		<u>219,437</u>	<u>197,734</u>
CURRENT LIABILITIES			
Trade and other payables	5	33,653	32,102
Employee Provisions	6	8,854	36,119
TOTAL CURRENT LIABILITIES		<u>42,507</u>	<u>68,221</u>
NET ASSETS		<u>176,930</u>	<u>129,513</u>
MEMBERS' FUNDS			
Retained surplus		79,430	32,013
Corpus Funds		90,000	90,000
Equipment replacement reserve		7,500	7,500
TOTAL MEMBERS' FUNDS		<u>176,930</u>	<u>129,513</u>

The accompanying notes form part of these financial statements

STATEMENT OF CASH FLOWS AS AT 30 JUNE 2018

	Note	2018 \$	2017 \$
CASH FLOWS FROM OPERATING ACTIVITIES			
Receipts from community services and other income		174,778	163,266
Receipts from Grants		77,129	91,740
Payment to suppliers and employees		(243,820)	(226,339)
Interest received		3,566	3,752
Net cash generated from operating activities	7	<u>22,453</u>	<u>32,419</u>
CASH FLOW FROM INVESTING ACTIVITIES			
Payment for equipment		(5,400)	(0)
Net cash used in investing activities		<u>(5,400)</u>	<u>(0)</u>
Net (decrease)/increase in cash held		17,053	32,419
Cash on hand at the beginning of the financial year		191,184	158,765
Cash on hand at the end of the financial year	2	<u>208,237</u>	<u>191,184</u>

The accompanying notes form part of these financial statements

Financial Reports

ASHBURTON COMMUNITY CENTRE INC
ABN:55 622 841 337

ASHBURTON COMMUNITY CENTRE INC
ABN:55 622 841 337

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2018

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The financial statements are special purpose financial statements prepared in order to satisfy the financial reporting requirements of the Associations Incorporation Act of Victoria. The committee has determined that the association is not a reporting entity.

The financial statements have been prepared on an accrual basis and are based on historic costs and do not take into account changing money values or, except where stated specifically, current valuations of non-current assets.

(c) **Income Tax**
No provision for income tax has been raised as the entity is exempt from income tax under Div 50 of the Income Tax Assessment Act 1997.

(d) **Furniture and Equipment**
Furniture and equipment are carried at cost less, where applicable, any accumulated depreciation.
The depreciable amount of all furniture and equipment is depreciated over the useful lives of the assets to the association commencing from the time the asset is held ready for use.

(e) **Impairment of assets**
At the end of each reporting period, the committee reviews the carrying amounts of its tangible and intangible assets to determine whether there is any indication that those assets have been impaired. If such an indication exists, an impairment test is carried out on the asset by comparing the recoverable amount of the asset, being the higher of the asset's fair value less costs to sell and value in use, to asset's carrying amount. Any excess of the asset's carrying amount over its recoverable amount is recognised in the income and expenditure statement.

(f) **Employee Provisions**
Provision is made for the association's liability for employee benefits arising from services rendered by employee to the end of the reporting period. Employee provisions have been measured at the amounts expected to be paid when the liability is settled.

(g) **Cash on Hand**
Cash on hand includes deposits held at call with banks, and other short-term investments with original maturities of a year or less.

(h) **Trade and other receivables**
Trade and other receivables include fees due from room hire. Receivables expected to be collected within 12 months of the end of the reporting period are classified as current assets. All other receivables are classified as non-current assets.

(i) **Revenue and other income**
Revenue is measured at fair value of the consideration received or receivable. For this purpose, deferred consideration is not discounted to present values when recognising revenue.

Interest revenue is recognised using the effective interest method, which for floating rate financial asset is the rate inherent in the instrument.

Grant and donations income is recognised when the entity obtains control over the funds, which is generally at the time of the receipt. If conditions are attached to the grant that must be satisfied before the association is eligible to receive the contribution, recognition of the grant as revenue will be deferred until those conditions are satisfied.

All revenue is stated net of amount of goods and services tax.

(j) **Goods and Services Tax (GST)**
Revenue, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from Australian Taxation Office (ATO). Receivables and payables are stated inclusive of the GST receivable and payable. The net amount of GST receivable from or payable to, the ATO is included with other receivables or payables in the assets and liabilities statement.

(k) **Trade and other payables**
Trade and other payables represent the liability outstanding at the end of the reporting period for goods and services received by the association during the reporting period that remain unpaid. The balance is recognised as a current liability with the amounts normally paid within 30 days of recognition of the liability.

(l) **Corpus Funds**
The capital generated for the continued sustenance of Ashburton Community Centre.

2. Cash on hand

	2018	2017
	\$	\$
NAB Cheque account	16,579	12,262
NAB Cash Maximiser	41,574	15,272
Rabo direct	0	32,950
Rabo term deposits	0	130,000
Term deposit 1	100,000	0
Term deposit 2	50,000	0
NAB business card	0	300
Cash	84	400
	<u>208,237</u>	<u>191,184</u>

3. Trade and other Receivables

Fees receivable	3,369	0
Prepayments	1,536	1,200
	<u>4,905</u>	<u>1,200</u>

ASHBURTON COMMUNITY CENTRE INC
ABN:55 622 841 337

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NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2018

ANNUAL STATEMENTS GIVE TRUE AND FAIR VIEW OF FINANCIAL POSITION AND PERFORMANCE OF INCORPORATED ASSOCIATION

	2018	2017
	\$	\$
4. Furniture and Equipment		
Furniture & Equipment		
Cost	23,464	18,064
Less: accumulated depreciation	(17,169)	(12,714)
	<u>6,295</u>	<u>5,350</u>
5. Trade and other payables		
Trade Creditors	1,396	0
Accruals	2,129	5,483
Fees received in advance	17,045	19,607
Bonds for room hire	1,250	500
ATO	8,850	5,626
Superannuation	2,983	886
	<u>33,653</u>	<u>32,102</u>
6. Employee Provisions		
Annual leave & Time in Lieu	3,803	11,242
Long service leave	5,051	24,877
	<u>8,854</u>	<u>36,119</u>

7. Reconciliation of cash flow from operations with net current year surplus

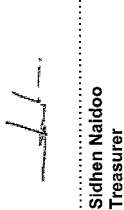
	2018	2017
	\$	\$
Net current year surplus	47,417	14,921
Non-cash flows in profit - depreciation	4,455	2,480
Changes in assets and liabilities:		
- (increase)/decrease in Trade and other receivables	(3,705)	1,411
- increase/(decrease) in Trade and other and provisions	(25,714)	13,607
Cash flows provided by operating activities	<u>22,453</u>	<u>32,419</u>

We, Virginia Reddaway and Sidhen Naidoo, being members of the committee of ASHBURTON COMMUNITY CENTRE, certify that:

The statements attached to this certificate give true and fair view of the financial position and performance of ASHBURTON COMMUNITY CENTRE during and at the end of the financial year of the association ending on 30 JUNE 2018


Virginia Reddaway
President

Dated: 14 August 2018


Sidhen Naidoo
Treasurer

Dated: 14 August 2018

Independent Auditor's Report



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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 2018 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.

Dear Sir,

**RE: Ashburton Community Centre (A.B.N. 55 622 841 337) ("the Association")
Audit Finalisation Letter for the Financial Year ended 30 June 2018**

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

Following the completion of the audit for the 2018 year, we suggest the following improvements (but not limited to) to the existing financial reporting system & maintenance of records:

- All invoices to customers (including remittance advices received for Council grants) and bills from suppliers (including tutor invoices) should be entered and maintained on Xero electronically.
- Fortnightly timesheets for staff (full time & part time) should be maintained on Xero payroll along with lodgement of TFN declaration forms for new employees.
- Long Service Leave should be brought in as opening leave balances for the relevant employees and maintained on Xero payroll going forward.
- Quarterly superannuation payments to all employees could be setup and paid via Xero superannuation clearing house.
- Fixed Asset Register for all new assets purchased going forward could be maintained on Xero.
- Lodgement of the quarterly BASs could be processed via Xero.

If you have any questions regarding the above, please do not hesitate to contact our office.

Yours faithfully
GLANCE CONSULTANTS

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 2018 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

14 August 2018

Director: Kavi Jayaweera B.comm CPA Affiliate ICAA **Director:** Vijay Subrahmanyan B.comm CA
Liability Limited by a Scheme approved under Professional Standards Legislation JayQ Holdings Pty Ltd **Consultant:** Howard Glance CA



**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