

Portarlington Neighbourhood House

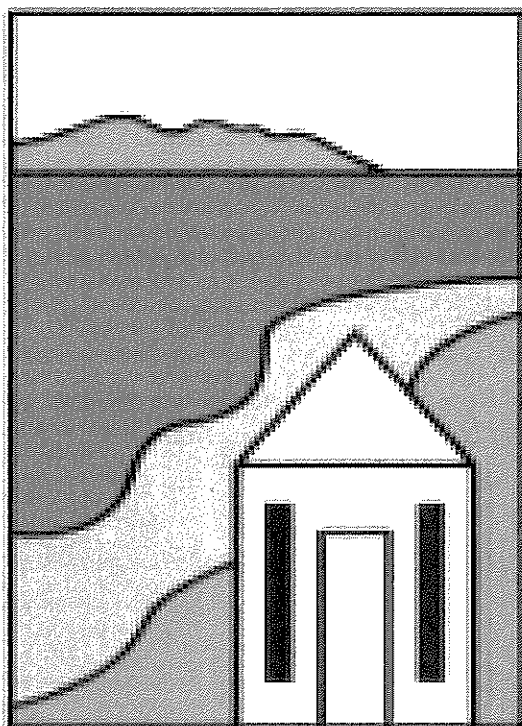
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Annual Report

2015

PORTARLINGTON NEIGHBOURHOOD HOUSE INC.

ANNUAL GENERAL MEETING

Saturday, 3 October 2015, 9.30am.
Portarlington Neighbourhood House
28 Brown Street. Portarlington

AGENDA

1. Welcome
2. Attendance
3. Apologies

4. Approval of Minutes of the previous AGM (04/10/14)

5. Business arising from the Minutes

6. President's Report

7. Treasurer's Report

8. No. of ordinary members of committee to be elected for next year.

9. Appointment of Auditor for 2015/16 (If Applicable)

ELECTION OF OFFICE BEARERS AND COMMITTEE MEMBERS:

President

Vice President

Secretary (Public Officer)

Treasurer

Committee Members

Other Business –

Close of Meeting

PORTARLINGTON NEIGHBOURHOOD HOUSE INC

MINUTES OF ANNUAL GENERAL MEETING

Date: Saturday October 4, 2014
Venue: Portarlington Neighbourhood House
28 Brown Street, Portarlington Vic 3223

Chairperson: Sue Wilson

Minute Taker: Pam Hateley

The meeting opened at 9:35 AM. Sue Wilson welcomed those present.

Present: Sue Wilson, Gemma Tobschall ,Pam Hateley, Jude Oakley, Marg Jucker, Alan Edlin,, Janine McGinness-Whyte, Ruth Wachtel, Robyn Hope, Rod Needham, Lesley Gordon, Helan Barr, Dorothy Bowen, Joan Orelli, John Robotham, Margaret Belfrage, John McMaster (part)

Apologies: , Jenny Macaulay ,Tony Meagher, Lorraine Stokes, John and Elaine Rae,

All present received a copy of the previous AGM minutes and current President's and Treasurer's Reports.

Motion: *That the minutes of the 2013 AGM be received.*

Moved: Lesley Gordon Seconded: Gemma Tobschall Carried

Business arising from the minutes: None

President's Report: Presented and read by Sue Wilson.

Motion: *That the President's report be received*

Moved: Alan Edlin Seconded: Rod Nedham. Carried

Treasurer's Report: Presented and read by Jude Oakley.

Motion: *That the Treasurer's report be received.*

Moved: Pam Hateley Seconded: Robyn Hope Carried

Auditor for 2014/2015: Not required but an Auditor could be appointed if the CoM decide this is necessary at some later date.

ELECTION OF OFFICE BEARERS AND COMMITTEE MEMBERS:

Sue thanked the outgoing committee then appointed Alan Edlin to take the Chair to announce the following Office Bearers and Committee Members. No election was required as there were no nominations over and above the committee's capacity. The resolution had been carried unanimously to appoint all nominees for the ordinary members of the Committee which was 9 in total (this included the position of Assistant Treasurer)

President:	Sue Wilson	Nom: Lorraine Stokes	Sec: Robyn Hope
Vice-President:	Gemma Tobschall	Nom: Eleanor Beasley	Sec: Sue Wilson
Secretary /Public Officer:	Pam Hateley	Nom: Judith Oakley	Sec: Sue Wilson
Treasurer:	Judith (Jude)Oakley	Nom: Pam Hateley	Sec: Sue Wilson
Assistant Treasurer :	Marg Jucker	Nom: Judith Oakley	Sec: Gemma Tobschall

Committee: (8)

Jenny Macaulay	Nom: Carol Edlin	Sec: Vivien Plant
Tony Meagher	Nom: Alan Edlin	Sec: Lorraine Stokes
Alan Edlin	Nom: Gemma Tobschall	Sec: Judith Oakley
Janine McGinness-Whyte	Nom: Sue Wilson	Sec: Jenny Macaulay
Ruth Wachtel	Nom: Jenny Macaulay	Sec: Gemme Tobschall
Robyn Hope	Nom: Lorraine Stokes	Sec: Jenny Macaulay
Rod Needham	Nom: Marg Jucker	Sec: Gemma Tobschall
Karina Arden	Nom: Vivien Plant	Sec: Robyn Hope

Sue Wilson resumed the Chair and welcomed the new committee members of the Portarlington House

Other Business:

General comment:

Gemma Tobschall thanked Sue and Julie (Co-Ordinator) for all their hard work and dedication to Portarlington Neighbourhood House.

Future Committee of Management meetings to be held on the third Monday of the month at 8:30 am.

Meeting Closed: 10.00 am.

**PORTARLINGTON NEIGHBOURHOOD HOUSE
COMMITTEE OF MANAGEMENT
PRESIDENT'S REPORT
October 3, 2015**

It is with much pride and pleasure that I present the 2015 Presidents Report.

2014/15 has seen the Portarlington Neighbourhood House consolidate from the sound base established over the previous 5 years and also establish the setting for the House to continue to flourish and grow in the years ahead. The very hard working Committee of Management and our Coordinator, Julie, have put in place a strong governance structure, with good operational policies and strategic and annual plans and this solid base was further strengthened when we obtained State Government funding for 10 extra funded coordinator hours.

Membership is now in the mid 500's and our already diverse program has expanded this year to include Ukulele, Clue Detectives Puzzle Club, Hand Clay Building, Building a Timber Bird House, Mosaicking a Bird House, Tai Chi, Calligraphy, Indian and Greek Cooking. We also offered a free Certificate 3 Course in Micro Business. On many days of the week it is standing room only at the House.

As part of our Community Development Project, which is partly funded by the City of Greater Geelong, we put together a Calendar of Art and Culture to try and offer the community access to events and programs not usually available in Portarlington. As part of this project we offer a Free Children's School Holiday Film Program with popcorn, a drink and activities provided. On the back of the success of this program Free Soup and Cinema Fridays, open to all in the community, has run throughout winter and Free Friday Flicks ran in the warmer months. This has now led to the forming of a Neighbourhood House Movie Group. Also as part of this program we have run a workshop tour to learn Easy Home Cheese Making, and Introduction to Indian and Greek Cooking classes. The annual Mid-Winter Words, Literary Event yet again proved to be a great success, building up the two writers groups that continue to flourish as part of our core programs. We were also able to once again bring to Portarlington the marvellous Savoy Opera Company, accompanied by a 20 piece orchestra, to present the much loved Gilbert and Sullivan production of Pirates of Penzance. A Makers Market, held at the neighbourhood house, highlighting the work of our local artists and artisans was also part of this program. To be able to offer the residents of a small town the same events and activities that larger towns take for granted is very rewarding.

I think the highlight of our year was our 5th Birthday Celebration and I must thank our wonderful anonymous benefactor for his contribution towards this special event. A DVD was produced to recognise, thank and celebrate all those volunteers – committee of management, tutors and office staff - who make the neighbourhood possible as well as acknowledge Julie's great contribution (that goes well beyond her designated hours). This DVD had its' debut screening at this event with an overwhelming response from the audience.

The support of our community to all the Portarlington Neighbourhood House programming validates the importance of organizations, such as ours, to a community. Portarlington has long been recognised as being both a socially and economically disadvantaged area so for residents to avail themselves of the neighbourhood house's minimal cost programs, free film and activity sessions, free information sessions ranging from Public Transport through to Safer Driving for Seniors or Budgeting, and entertainment and tours must bring immeasurable benefits. Many of the 350 to 500 people who attend the neighbourhood house per week would be denied, because of cost or lack of transport, the access to these programs and activities if they were not provided by the neighbourhood house in Portarlington. The wellbeing of the community must be greatly improved by enabling its' residents the means to be part of social inclusion, to have access to programs that promote a healthy, active mind and body and to provide the conductor for interaction with others.

I have watched the genuine care and support proffered by members of the Portarlington Neighbourhood House to their fellow members in times of need and it is heart-warming to realise that most of these people did not know each other until joining the neighbourhood house. I can only imagine how much poorer the lives of many in our community would be without the neighbourhood house.

Once again all this is only made possible with the generous support of all our volunteers, our community and the following sponsors – Thank you to -

The Grand Hotel Portarlington – for a very generous donation for our Trivia fundraising night.

Bellarine Community Bank – their grant helped us purchase a defibrillator.

CoGG Councillor Community Grant – for the purchase of new trestle tables

CoGG Senior's Festival Grant – for the hosting of our Rockin' Hoedown

CoGG Community Development Fund – helps us provide some programs and activities.

DHS – Coordinator Funding

Portarlington Film Society – yearly donation

Bellarine Community Health and Church by the Bay – free provision of their kitchens for community cooking classes.

To the City of Greater Geelong, Department of Human Services and the Barwon Network of Neighbourhood Houses and Learning Centres thank you for your much appreciated support and also the Hon. Lisa Neville, your continued support and interest is invaluable.

Hopefully the years ahead will see the Portarlington Neighbourhood House continue to prosper and grow and to do this we must recognise both our strengths and weaknesses and work with the community to move forward to a positive future.

Sue Wilson

President

Portarlington Neighbourhood House Committee of Management

Portarlinton Neighbourhood House Inc

COMMITTEE'S REPORT

Your committee members submit the financial report of the Portarlinton Neighbourhood House Inc. for the financial year ended 30 June 2015

The names of the committee members throughout the year and at the date of this report are:

Sue Wilson	Tony Meagher
Jenny Macaulay	Ruth Wachtel
Pam Hateley	Alan Edlin
Jude Oakley	Gemma Tobschall
Marg Jucker	Robyn Hope
Lorraine Stokes	

Rod Needham and Karina Arden (both retired through the year due to ill health)

Principal Activities:

The principal activities of the association during the financial year were to provide community classes, social outings, library, internet access and community information and referral.


Significant Changes:

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

Operating Result:

The profit from ordinary activities amounted to \$28,081.53. The Comprehensive Income for the year is \$28,081.53.

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

 PRESIDENT

 SECRETARY

Dated this 3rd day of October 2015.

Portarlington Neighbourhood House Inc.


STATEMENT BY MEMBERS OF THE COMMITTEE


The committee has determined that the association is not a reporting entity and this special purpose financial report should be prepared in accordance with the accounting policies significant to the Portarlington Neighbourhood House Inc.

In the opinion of the committee the financial report attached:

1. Presents the true and fair view of the financial position of Portarlington Neighbourhood House Inc. as at 30 June 2015 and its performance for the year ended on that date.
2. At the date of this statement, there are reasonable grounds to believe that Portarlington Neighbourhood House Inc. will be able to pay its debts as and when they fall due.

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

President.....
Sue Wilson

Secretary.....
Pam Hateley

Dated this 3rd day of October 2015

THE TREASURER'S REPORT

I hereby table the audited Financial Statement of Portarlinton Neighbourhood House for the Financial Year 2014/2015.

The following is a brief outline of the contents – the full Financial Statement is available for perusal at the end of the meeting.

Our income for the last 12 months was \$120063 which was up \$18037 from last Financial Year, from that we deduct Cost of Sales of \$2915 leaving a balance of \$117148.

Our expenditure for the last 12 months was \$89267 which was up \$10186 from last Financial Year.

Which leaves us with a surplus of \$27881, a large proportion of which was due to receiving funding for extra coordinator hours.

We have Assets of \$107465, Liabilities of \$4070 which leaves us with a Total Equity of \$103394.



BAS agent
90615009

Kelena Law
BAS agent & Bookkeeper

8 Old St Leonards Road
St Leonards Vic 3223

m: 0412 213 112
e: Kelena@lawbookkeepingservices.com.au

2nd October 2015

To whom it may concern,

Re: Enclosed Financial Statements

I, Kelena Law, hereby certify as follows:

1. I am the BAS Agent & bookkeeper for Portarlington Neighbourhood house
2. Attached hereto are financials of 30 June 2015 which in my opinion and to the best of my knowledge, accurately represents the financial situation of Portarlington Neighbourhood House as of that date.

Kind regards

Kelena Law

Kelena Law

Portarlington Neighbourhood House

P O Box 372
Portarlington VIC 3223

Balance Sheet

As of June 2015

Assets

Current Assets

Cash On Hand

Cheque Account	\$50,627.72	
IBTD account	\$50,746.60	
Petty Cash	\$100.00	
Production Float	\$200.00	

Total Cash On Hand \$101,674.32

Property & Equipment

Heating & Cooling Equipment

Heating & Cooling Equipment	\$13,500.00	
Heating & Cooling Accum Dep'n	<u>(\$13,500.00)</u>	

Total Heating & Cooling Equipment \$0.00

Project Equipment

Project Equipment at Cost	\$25,738.40	
Project Equipment Accum Dep'n	<u>(\$25,738.40)</u>	

Total Project Equipment \$0.00

Equipment

Equipment at Cost	\$19,760.31	
Equipment Accum. Depn	<u>(\$13,970.00)</u>	

Total Equipment \$5,790.31

Total Current Assets \$107,464.63

Total Assets \$107,464.63

Liabilities

Current Liabilities

Income in Advance

Prepaid Revenue - Film Society	\$1,831.65	
Prepaid Revenue - Garden Club	\$946.77	

Total Income in Advance \$2,778.42

Payroll Liabilities

PAYG Withholding Payable	<u>\$1,292.00</u>	
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Total Payroll Liabilities \$1,292.00

Total Current Liabilities \$4,070.42

Total Liabilities \$4,070.42

Net Assets \$103,394.21

Equity

Reserves

Equipment Reserve \$13,662.50

Total Reserves \$13,662.50

Retained Earnings \$61,650.18

Current Year Earnings \$28,081.53

Total Equity \$103,394.21

Portarlinton Neighbourhood House

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Balance Sheet

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Current Year Earnings \$28,081.53

Total Equity \$103,394.21

Portarlington Neighbourhood House

P O Box 372
Portarlington VIC 3223

Profit & Loss Statement

July 2014 through June 2015

29-09-15

11:45:24

Income

Project Income - Courses etc.

Courses	\$3,682.50
Donations Project	\$215.40
Donations General	\$4,362.85
Grants	\$7,512.50
Hobby Groups	\$23,743.35
PIAP Internet Use	\$312.40
Tours	\$4,769.00
Film Society 10% subscription	\$464.50
Events	\$5,336.45
Fundraising	\$3,463.55
Total Project Income - Courses etc.	\$53,862.50

Core Income

Core Funding	\$13,750.00
Hall Hire	\$1,330.00
Interest	\$746.60
Tea & Coffee	\$843.15
Total Core Income	\$16,669.75

Grants

Health Dept	\$43,953.59
Total Grants	\$43,953.59

Memberships

Memberships 2014	\$580.00
Membership 2015	\$4,998.00
Total Memberships	\$5,578.00

Total Income

\$120,063.84

Cost of Sales

Grants

Art Group Bendigo Bank Grant	\$200.00
Bendigo Bank Grant Expense	\$1,895.00
Quilters	\$500.42
Seniors Grant Expense	\$320.00
Total Grants	\$2,915.42

Total Cost of Sales

\$2,915.42

Gross Profit

\$117,148.42

Expenses

Core Expenses

Core Wages & On Costs

Cleaner	\$2,076.00
Co-ordinator	\$35,942.48
Core Superannuation	\$3,355.32
Total Core Wages & On Costs	\$41,373.80

Core Admin Expenses

Accounting Fees	\$433.40
Accounting - Stationery	\$1,049.40
Advertising	\$1,320.00
Bank Charges	\$40.65
Catering - Core	\$34.00
Cleaning	\$63.72
Community Development Project	\$3,293.25
Computer Software/Hardware	\$2,273.00
Computer - Website	\$307.20
Conferences	\$280.00
Depreciation Expense	\$3,514.40
Donations	\$640.00
Equipment	\$190.77

Portarlington Neighbourhood House

Profit & Loss Statement

July 2014 through June 2015

29-09-15

11:45:24

Furniture	\$5,368.50	
General Expenses	\$1,083.07	
Insurance	\$925.45	
Legal Fees	\$53.00	
Maintenance	\$584.20	
Memberships	\$110.00	
Printing & Photocopying	\$1,560.57	
Postage	\$290.45	
Rent	\$8,684.40	
Resources	\$2,288.15	
Rubbish	\$18.18	
Staff/ Vol Amenities	\$552.00	
Stationery	\$235.77	
Tea & Coffee	\$381.85	
Telephone & Internet	\$2,789.90	
Travel & Tours	\$4,221.00	
Workers Compensation	\$873.78	
Total Core Admin Expenses	<u>\$43,460.06</u>	
House Utilities		
Electricity	\$3,427.08	
Water	\$1,005.95	
Total House Utilities	<u>\$4,433.03</u>	
Total Core Expenses	<u>\$89,266.89</u>	
Total Expenses		<u>\$89,266.89</u>
Operating Profit		<u>\$27,881.53</u>
Other Income		
Other Expenses		
Balance Day Adjustments		(\$200.00)
Total Other Expenses		<u>(\$200.00)</u>
Net Profit / (Loss)		<u>\$28,081.53</u>

Neighbourhood House 2015 Financial Statements

Comments

As requested I have looked over the presentation of the House's 2015 Profit & Loss Statement and Balance Sheet and provide the following comments for your considerations.

Please note that I wasn't requested or did I conduct an audit on any totals recorded in the Balance Sheet and Profit and Loss reports of 2015 and I reiterate that my comments are solely related to presentation only.

Comments on Presentation

Balance Sheet

The presentation of the Balance Sheet is easily followed and set out as one would expect of an organisation the size of the Neighbourhood House

I did notice that there was no Sundry Creditors total recorded in the Balance Sheet. This indicates that the 'House' had no outstanding debts as at 30 June 2015 and all Sundry Creditors prior to 30 June, 2015 had been paid.

Profit and Loss Statement

The presentation of the Profit and Loss Statement is set out as expected, however, I make the following comments for your consideration

1. Point One is trivial and may be of no relevance, but for a reader of the report I have included the question anyway.

Under the heading of 'Core Income' I ask the question, do the readers of this report know what 'Core Funding' relates too???. Is it a grant, is it income received from users or is it something else. My question here is, does this heading need explanation???

2. Cost of Sales – The items listed under this heading, I don't believe, are being sold by the 'House' and as such from an accounting presentation I suggest that all these items should be presented under 'Expenses'. If the "House' need these items highlighted as a group, it could be done within the Expenses section under a Sub-Heading.
3. The item 'Furniture' under 'Expenses' by name alone implies that the cost could relate to Assets. Although Assets should be recorded in the Balance Sheet, the amount recorded in the Profit & Loss report is not substantial and as such, the P&L posting would be acceptable by the accounting profession.

Cash Flow Statement

Last year I mentioned and explained in an email to the House the relevance of presenting a Cash Flow Statement. However after talking to Sue, I don't think due to the size of the House's monthly Creditors a Cash Flow Statement is required. I make this comment with now an understanding that a current Bank Account Reconciliation is presented to the Committee's monthly meeting and the Committee is aware that the Bank Balance on the reconciliation may highlight a cash total slightly higher than the actual cash amount available for spending at the reporting date. The cash total discrepancy will occur when there are debts outstanding from previous and the current reporting period and there have been no cheques prepared.

Comments provided by

James Trevillian FIPA