

**BULLEEN AND TEMPLESTOWE COMMUNITY HOUSE**



# **ANNUAL REPORT**

**2014**

**BATCH**



## President's Report

The last year has been one of growth and development with increases in the range of courses and programs offered, as well as the number of participants. The use of our rooms has increased during the week and on weekends, and it is very pleasing to see more people engage with our community. The increase in activity has enabled the Committee to purchase new chairs and laptop computers, as well as equipment for the Children's room. To support the operation and management of our centre we will need to replace our photo copier. The committee has agreed to lease a new copier from Canon. Leasing rather than purchasing is more cost effective.

We continue to provide assistance to the broader community through welcoming other groups to our community, offering tax help with volunteers between July and October and encouraging others to engage with our programs and facilities.

The Healthy Living Garden is a great success and we have been able to provide Doncare with weekly bundles of silverbeet, lettuce leaves, rocket and carrots, all neatly packaged in individual bags ready for them to distribute to those in need. The appreciation of the staff and clients from Doncare for the fresh food encourages us to continue this process with our summer crops. Home grown heritage tomato seedlings have recently been donated by Rena, from the International Women's Group.

We have currently have over 25 volunteers who assist with different programmes, provide community support and participate on the Committee of Management. We greatly appreciate their assistance in maintaining and growing our activities.

We have a sound financial position again this year, with opportunities to apply for grants that may assist us to improve our facilities and to implement new partnerships and activities in the coming year. Our funding comes through four different areas of Government and Manningham Council. Each grant requires very specific management and reporting which consumes a considerable amount of time for our Manager.

To assist us to continue to grow, and supported by recommendations from Small Business Victoria Marketing staff, the Committee recommends we change our name to one that better describes what we do and where we are located. There have been a number of comments from the community, members and neighbours that they have lived in the area for many years (some more than 30) and have not known our Community House existed. As we are now a Learn Local organisation, supported by State Government funding for training programs, it is timely to include 'Learning' in our name. We have taken a poll from our tutors and participants and the preferred name is '**LIVING AND LEARNING AT AJANI**'. Our proposed new name better describes what we do. If the change is agreed by our members, we will alter the external signage above our entrance in a similar style to our neighbours at Onemda and the Scouts.

I would like to thank the members of the Committee of Management for their continued support and work during the year, and wish Carmel O'Day and Simon Lewis well as they have decided not to stand for election to the committee this year. We welcome two new nominees for the Committee. These are Cheryle Hawkins and Eugene Lim.

Thank you also to Chris and Sandra for maintaining and expanding the operations of our community so well during the year.

**Ellen Heince-Slater, President, Committee of Management**

## Coordinator's Report

The last year has been a busy time increasing the number and variety of programs offered and welcoming new participants to try new activities. To improve our sustainability in the future we will continue to develop and implement new initiatives, identify opportunities to partner with other organisations and support the priorities of Manningham Council.

Registration with the Australian Council for Further Education at the end of 2013 has provided 1,000 hours of ACFE funding for use in pre-accredited courses during 2014. Because of this funding, the cost of the ACFE courses is much less, supporting residents, who are on low incomes with health care cards, with a maximum fee of \$50. Programs offered included Job Skills with a professional careers counsellor, Digital Literacy and iPads. Additional funding has been obtained to provide a Digital Literacy program for the over 65's in term one 2015, so encourage your friends and neighbours to participate. This will also provide for a computer Help Desk for some support at the conclusion of the program.

The Afternoon Social Program for young people with Autism held at the Bulleen Heights School continued during 2014 with 41 young people participating in the program. This provides activities and after school care between 3 pm and 6 pm on Monday to Thursday during school term. We have been able to recruit more staff to assist with this program which has enabled ASP to operate effectively during 2014 with less reliance on agency replacement staff.

The past year has been busy making improvements to the centre that will contribute to our activities in the future. The Healthy Living Garden, launched in July, has enabled a new stream of gardening and healthy living activities to be offered. City Life Church assisted by painting the brick wall and the cubby house to blend in with the natural environment. The planter boxes on the forecourt entry area were embellished with glass tiles to depict the colours, activities and organisations present at the Ajani reserve. We also acquired new chairs for the activity and computer rooms and increased the number of computers with the additional of six laptops. A small participant equipment grant through ACFE assisted with this purchase.

Developing partnerships with other community groups and government supported community services is the way of the future, particularly to support applications and agreements for future funding. During the past year we have signed partnership memorandums of understanding with the University of the Third Age (U3A) and also with Community West Inc. who are conducting English Language programs for the Greek community. This has facilitated our engagement with the Greek community at Ajani during the year.

During 2014 we have worked with our neighbours at the Onemda Leap program, to trial the concept of a café which would assist Onemda Leap participants to gain hospitality experience. As a partnership initiative we will be seeking funding through ACFE to assist the implement of this initiative in the future.

With changes to our funding arrangements in 2015 through State and Federal government and Manningham City Council we look forward to a very busy and rewarding year in 2015.

**Chris Mountford, Manager**

## **About BATCH**

Batch is located at the Ted Ajani Reserve, 284 Thompsons Road, Lower Templestowe. The Community House is located in the centre of facilities owned by the Manningham City Council, between the Scouts Hall, and the Community Hall and Onemda. Batch values working with others in the community and building partnerships on mutual collaboration.

## **Vision**

BATCH is a focal point in the Bulleen/Templestowe community, responding to the diversity of cultures, ages and abilities in the community by providing a wide range of quality activities at an affordable price, in an accessible, approachable meeting place.

## **Mission**

BATCH encourages friendship, learning and support through participation in a variety of activities in a nurturing environment for a socially diverse community.

## **Statement of Purpose**

Changes to the Associations Incorporation Reform Act 2012, has required BATCH to update the constitution or Rules of the Association. To meet the requirements of registration with ACFE, this provided an opportunity to also update the purposes for which BATCH operates. The new purposes are:

- To meet the expressed and diversified needs of members of the local community by providing educational, vocational, recreational and social programs for diverse communities.
- To facilitate the development of mutual support groups and networks for members through the provision of education, information and supporting links and partnerships with other groups and networks.
- To provide a welcoming, informal meeting place for personal interaction and exchange of ideas, knowledge and skills.
- To provide educational activities and programs which reflect the diverse nature of the community.
- To raise funds appropriately to supplement the running costs of the House.

## **Committee, Staff and Volunteer Profile**

### **Committee of Management**

President

Ellen Heince Slater

Vice President

Heather Waring

Treasurer

Elizabeth Sullivan

Secretary (Public Officer)

Sue Ringersma

General Committee

Frances Freeman

Carolina Radatti

Simon Lewis (retiring at AGM)

Carmel O'Day (retiring at AGM)

### **BATCH Coordination**

Management and coordination

Chris Mountford

Program Development & Administration

Sandra Thurtell

Bookkeeping and accounting

Jenny Poynter

### **Afternoon Social Program Staff**

Coordinator

Liz Setford

Hannah Freeman

Recreation Aides

Tarnya Clancy

Miriam Ellis

Josh Clancy

Chantelle Gallow

Simon Grant

Timothy Beare

Carolyn Creek

Nikki Charman

### **Volunteers**

Gilda Canil

Carolina Radatti

Walter Hohenberger

Myrna Manton

Susan Wang

Peggy Petty

Jacqui Trollop

Agnese Zordan

Lillian Esposito

Lyndy Macqueen

### **NMIT Student Placements**

Keppel Cassidy

Nicole Carmody

Melissa O'Brien

Anna Konstantakis

Jermaine Arthur

Brendan Smithers

Mahnoz Maboobiyani

## **Community Education**

**NEAMI** is a non-government mental health organisation that provides support services within a recovery framework to people with a serious mental illness. NEAMI staff use the Collaborative Recovery Model (CRM) to assist consumers to build their confidence and skills to develop a sense of meaning and purpose in their life. Activities provided at BATCH enable clients to actively participate in cooking and other activities in a safe, friendly and supportive environment.

A partnership with the **University of the Third Age (U3A)** has continued with the use of facilities for U3A programs. Co-ordination carefully maintains a balance of programs offered to ensure a conflict of interest does not arise. This will facilitate the use of BATCH facilities during the long summer break in January, with several cooking programs offered using our wonderful semi commercial kitchen.

BATCH offers a free **Tax Help** service each year with the help of volunteers who are trained, accredited and supported by the Australian Taxation Office (ATO). Community are offered a free and confidential service to help complete individual tax returns. It is available to students, seniors, low income earners and people with disabilities and we thank Myrna for providing excellent tax help at BATCH for the last 5 years. Susan Wang also offered Tax Help this year and provided help and advice to many clients, particularly from the Chinese community.

**Eastern Community Legal Centre** utilises the space at BATCH to provide complimentary legal assistance to community members on a regular basis throughout the year.

The **International Women's Group** continues to grow in numbers and provide participants with opportunities to develop a variety of new skills, listen to interesting speakers and enjoy socialising in a friendly environment. Thanks to Carolina, and others from the group, for their generous assistance in supporting the participants with the weekly activities and the additional work undertaken to raise funds for the Biggest Morning Tea.

## **Women's Anxiety and Depression Support Group**

BATCH continued to provide space and support for the group during 2014. Grant funding for the continuation of the group in its current form was no longer available. In consultation with Manningham Council, Manningham Community Health and NEAMI there will be a transformation for the group in 2015. With a broader focus, a new name of Women's Support Group and a wider range of interesting activities and speakers it will be of interest to all women. We hope this will enable other women in the community to participate in this group in the future. We are very grateful for all the hours of work Peggy Petty and assistant Jacqui Trollop have provided to the group in the past. We look forward to working with them more closely in 2015 and thank them for their continued volunteer efforts which is of great assistance and is appreciated by many. Thanks also to Mary Chandler for her professional support of this group.

## **Australian Sewing Guild**

This group meets once a month to sew, swap ideas and help each other with fitting and sewing techniques. Devoting the day to dressmaking is a great way to make friends.

### **Pre-accredited Training returns to BATCH**

Registration with the Adult and Community and Further Education (ACFE) was obtained for 2014, and 1,000 hours of funded activity was provided by the Department of Education and Early Childhood Development. This was used to provide pre-accredited training at a reduced cost to participants in Job Skills with a professional Career's Counsellor, Digital Literacy and iPad courses.

As a Learn Local organisation, funded through Adult, Community and Further Education (ACFE) we will be able to work in partnership with other community houses in our Region. Opportunities may also be available for BATCH to apply for Capacity and Innovation Grants that may be offered in the future to explore and develop new programs and partnerships in the region.

As a Learn Local provider we will be able to utilise the joint marketing initiatives developed by ACFE and will be entitled to use the Learn Local brand which will assist to identify and attract participants to our programs.



As a registered Learn Local organisation all communication, marketing and publicity materials will be co-branded with the Learn Local logo.



## **Health & Wellbeing**

With a grant received from Manningham Council we were able to establish our Healthy Living Garden. This has been a great addition to our space and has provided the focus for a number of new programs related to gardening, composting and the therapeutic benefits of gardening.

We were fortunate to have a group of NMIT students from the Community Service program on placement during semester one 2014. Their work to establish, plant and launch the garden was of great assistance. We now have a productive vegetable garden that has been able to provide weekly donations of fresh food for distribution by Doncare.

## **Parents and Children**

Children's Party Room proved to be a very popular introduction to community activities at BATCH during 2013. The room is made available for parties for children less than eight years of age on Saturdays and has been successful in encouraging young parents to explore the facilities and programs available to them at their local community house. We have developed workshop materials, games and other activities to assist parents to conduct children's games and activities themselves to help them reduce the costs associated with children's parties.

We have been able to expand the coordinated play groups in 2014 with opportunities for young children now available on Thursday mornings and Friday afternoons. These provide a structured session for young children as well as a social and learning activity for their family, grandparents or carers.

## **Young People with a Disability**

The **Afternoon Social Program (ASP)** continues at the Bulleen Heights School, supported by funding from Health and Community Care (HACC). Located in the front Activity Room, the venue includes access to an adjoining kitchen. Funding for this activity will continue next year as transition to the National Disability Incentive Scheme becomes operational.

**Shake your Bon Bon** provides a fun and social dance workshop for young people with a disability. This assists them to develop greater co-ordination and self-confidence while enjoying music and rhythm.

## **Computers**

Programs offered have included a range of devices including Apps for iPhones and iPods, Introduction to the iPad, Smart Phones and Tablets as well as Twitter and Facebook in addition to the Introduction to Computers for Mature Learners. A continued focus is on digital literacy for seniors with activities continuing in 2015.

Thank you to our instructor and computer guru Scott Moran for also supporting the technology requirements of the office.

### **General Interest and Special Events**

Another trading table will be held in November and the local community around the Ajani Reserve will be encouraged to participate in this fun activity. There will be a great range of articles contributed by our community to sell or swap, many of which could be Christmas gifts.

BATCH continues to provide a range of activities that are of interest to our community. All activities are provided in the brochure with details and times of each activity. The brochure is distributed twice each year as an insert to the Leader newspapers in Lower Templestowe, Bulleen, part of Templestowe and next time also to Doncaster.

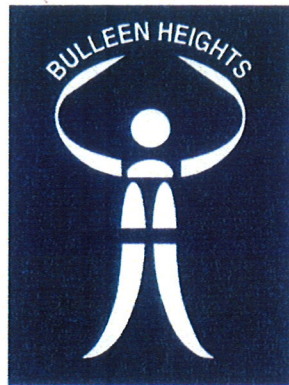
We are always willing to discuss ideas for new activities with our community to help expand the activity further.

## Acknowledgements

The Committee of Management and Staff of BATCH would like to thank the following organisations for their continuing financial support.



**BATCH looks forward to developing further our partnerships with the following organisations.**



**BULLEEN & TEMPLESTOWE COMMUNITY  
HOUSE INC**

**Financial Statements  
For the year ended 30 June 2014**

**JOHN ROBERTS & ASSOCIATES  
PO Box 166  
WARRANDYTE 3113**

**Phone: 03 98442661 Fax: 03 98442967  
Email: [info@johnroberts.com.au](mailto:info@johnroberts.com.au)**



**BULLEEN & TEMPLESTOWE COMMUNITY HOUSE INC**

**PROFIT & LOSS STATEMENT**

**1 JULY 2013 TO 30 JUNE 2014**

<b>INCOME</b>	<b>2014</b>	<b>2013</b>
<b>Grants</b>		
Grants (State) Operating Recur	106,064.67	92,412.87
Grants (State) Capital	-	-
Grants (Local) Operating Recur	54,131.00	53,226.00
Grants (Local) Operating Non-Recur	2,804.54	10,680.00
Other Grants	545.45	8,612.73
<b>Fees &amp; Charges</b>		
Fees/Charges Restricted ASP	5,249.00	5,086.00
Fees/Charges Unrestricted GST	4,092.98	8,373.76
Fees/Charges Unrestricted NT	67,570.70	69,240.12
Fees/Charges Groups	107.50	1,395.00
Serv & Delivery Income	25,566.10	6,001.70
<b>Special Events</b>		
Hire Hall Income		
<b>Other income</b>		
Recoupments	-	100.00
Interest Income	2,991.05	3,360.30
Training Subsidies	-	-
<b>TOTAL INCOME</b>	<b><u>\$ 269,122.99</u></b>	<b><u>\$ 258,488.48</u></b>
 <b>EXPENDITURE</b>		
Accounting Fees	7,636.32	6,500.01
Advertising/Promotions	2,891.87	3,995.02
Promotion - Brochures	9,880.00	9,325.00
Agency Temp Staff	4,490.65	1,698.83
Assets Purchased	839.98	1,289.48
Ancienty & Depression Group	800.00	-
Auditing Fee	1,000.00	1,000.00
Bank Charges	1,076.10	1,202.54
Board/Governance - Meetings	123.00	489.10
Board/Governance - Expenses	180.00	-
Business Planning Costs	-	-
Cleaning & Pest Control	8,243.15	6,890.82
Cleaning - Recycling	285.40	227.28
Activities/Excursions	9,670.93	2,554.66
Contract Tutor Fees	38,168.69	42,370.79
Specialist Support Fees	2,185.00	1,050.00

	<b>2014</b>	<b>2013</b>
Client Support Consumables	1,914.84	2,087.30
Client Support Consumables - Food	2,466.48	2,798.77
Client Support Equipment	6,676.11	5,053.74
Computer Software	1,289.09	769.09
Computer Maintenance Contract	2,127.07	4,766.36
Depreciation	1,283.00	2,466.00
Computer Depreciation	1,499.00	1,730.00
Donations	50.00	210.00
Fees & Permits - Police Checks	-	243.27
Fees & Permits - Other	-	43.90
Health & Safety	-	-
Insurance	1,299.47	1,644.85
Meeting Expenses	-	139.00
Membership Fees Paid	1,098.55	554.71
Postage	1,000.00	271.78
Printing & Stationery	2,836.63	1,242.91
Rent	1,630.00	2,324.92
Repairs & Maintenance	715.76	1,895.42
<b>Salaries &amp; Wages Expenses</b>		
S & W Superannuation	9,372.09	9,195.03
Work Cover	1,515.81	1,834.30
S & W Salaries & Wages	132,214.71	138,209.36
Staff Amenities	27.27	309.49
Staff Recruitment	-	909.09
Security	425.00	1,673.00
Sundry Expenses	-	54.55
Phone/Fax/Internet Charges	3,462.14	4,457.10
Training & Development Staff	487.15	40.91
Travel & Accomodation Staff	97.38	-
<b>Services</b>		
Utilities - Gas/Elec/Water	1,412.47	1,363.83
Volunteer Costs	-	50.91
<b>TOTAL EXPENSES</b>	<b>\$ 264,385.11</b>	<b>\$ 266,946.12</b>
<b>OPERATING PROFIT/(DEFICIT)</b>	<b>\$ 4,737.88</b>	<b>\$ (8,457.64)</b>
<b>Other Income</b>		
Write Back Outstanding Cheques C/Wealth		
<b>Other Expenses</b>		
Write back Outstanding Deposits C/Wealth	-	-
<b><u>Net Profit/(Deficit) for year</u></b>	<b><u>\$ 4,737.88</u></b>	<b><u>-\$ 8,457.64</u></b>



**BULLEEN TEMPLESTOWE COMMUNITY HOUSE INC**

**BALANCE SHEET**

**AS AT 30 JUNE 2013**

<b>ASSETS</b>	<b>2014</b>	<b>2013</b>
<b>Cash on Hand</b>		
Bendigo Bank - Operational A/C	18,402.07	10,728.09
Bendigo Bank - Debit Card A/C	1,570.02	1,478.10
WBC Operational	-	-
BB - A & D Support Group A/C	52.04	4,981.75
ING Operational A/C - 7482	229.86	223.56
Term Deposit - Bendigo Bank 2501	23,013.93	51,180.89
Term Deposit - Bendigo Bank 2502	30,196.06	-
<b><u>Total Cash on Hand</u></b>	<b><u>73,463.98</u></b>	<b><u>68,592.39</u></b>
<b>Investments</b>		
WBC Staff Entitlements (400126)	-	-
ING Staff Entitlements	-	-
WBC Equipment (400118)	-	-
ING Staff Entitlements	21,157.47	19,201.82
<b><u>Total Investments</u></b>	<b><u>21,157.47</u></b>	<b><u>19,201.82</u></b>
<b>Furniture &amp; Fixtures</b>		
Furniture & Fixtures at cost	1,300.00	1,300.00
Furniture & Fixtures Accum Dep	(1,300.00)	(1,300.00)
Office Furniture at cost	21,865.75	21,865.75
Office Furniture Accum Dep	(13,240.00)	(12,464.00)
Kitchen/Office Refurbishment	12,640.63	12,640.63
Kitchen/Office Refurbishment Accum Dep	(8,816.00)	(8,309.00)
Computers at cost	14,480.58	9,550.00
Software at cost	990.00	990.00
Computers Accum Depr	(14,181.00)	(12,682.00)
<b><u>Total Furniture &amp; Fixtures</u></b>	<b><u>13,739.96</u></b>	<b><u>11,591.38</u></b>
<b><u>TOTAL ASSETS</u></b>	<b><u>\$ 108,361.41</u></b>	<b><u>\$ 99,385.59</u></b>

<b>LIABILITIES</b>	<b>2014</b>	<b>2013</b>
Trade Creditor	6,537.77	5,697.84
<b>Payroll Liabilities</b>		
PAYG With Tax Payable	7,632.20	5,862.20
Employers Superannuation	3,169.00	1,715.79
LSL Provision	13,132.70	13,132.70
Annual Leave Provision	5,161.92	5,161.92
<b><u>Total Payroll Liabilities</u></b>	<b><u>29,095.82</u></b>	<b><u>25,872.61</u></b>
	<b>2014</b>	<b>2013</b>
<b>GST Owing</b>		
GST on Sales	3,653.93	3,755.68
GST on Purchases	(3,252.56)	(1,856.32)
<b><u>Net GST Owing</u></b>	<b><u>401.37</u></b>	<b><u>1,899.36</u></b>
<b><u>TOTAL LIABILITIES</u></b>	<b><u>\$ 36,034.96</u></b>	<b><u>\$ 33,469.81</u></b>
<b><u>NET ASSETS</u></b>	<b><u>\$ 72,326.45</u></b>	<b><u>\$ 65,915.78</u></b>
<b>EQUITY</b>		
Retained Earnings	83,869.19	90,313.83
Historical Balancing (Provisions)	(18,294.62)	(18,294.62)
Current Year Surplus/(Deficit)	4,737.88	(8,457.64)
<b><u>TOTAL EQUITY</u></b>	<b><u>\$ 70,312.45</u></b>	<b><u>\$ 63,561.57</u></b>

## ANNUAL CERTIFICATION

### **INDEPENDENT AUDITOR'S REPORT TO THE DEPARTMENT OF HUMAN SERVICES IN RESPECT OF BULLEEN AND TEMPLESTOWE COMMUNITY HOUSE INC**

#### **SCOPE**

We have audited the accompanying financial statements, being a special purpose financial report, of BULLEEN & TEMPLESTOWE COMMUNITY HOUSE INC which comprises the Income and Expenditure (Profit and Loss) Statement and Balance Sheet of the year ended 30<sup>th</sup> June 2014.

The organization's management is responsible for the preparation and presentation of the Financial Statements and information they contain. The management's responsibilities also includes such internal controls as the management determine is necessary to enable the preparation of a financial report that is free from material misstatement, whether due to fraud or error.

The Financial Statement have been prepared for the Committee of Management to show accountability for grants received and not for any purpose other than that for which it was prepared. We have conducted an independent audit of the statements in order to express an opinion on them as required by the Committee Management.

Our Audit has been conducted in accordance with Australian Auditing Standards to provide reasonable assurance as to whether the Financial Statements are free of material misstatement. Our procedures include examination, on a test basis, of evidence supporting the amounts disclosed in the Financial Statements. These procedures have been undertaken to form an opinion as to whether, in all material respects, the statements presented fairly.

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

#### **AUDIT OPINION**

In our opinion, the attached Financial Statements of BULLEEN & TEMPLESTOWE COMMUNITY HOUSE INC:

1. Present fairly the transactions for the year ending 30<sup>th</sup> June 2014 of Bulleen and Templestowe Community House Inc by the Committee Management, and
2. Have been extracted from the financial records of Bulleen and Templestowe Community House Inc which has been prepared on the basis of accounting policies consistent with applicable Australian Accounting Standards.



LISA CUTTRISS, CPA

Date: 10<sup>th</sup> October 2014

# **BULLEEN & TEMPLESTOWE COMMUNITY HOUSE INC**

## **Notes to the Financial Statements**

**For the year ended 30 June 2014**

---

### **Note 1: Summary of Significant Accounting Policies**

This financial report is a special purpose financial report prepared in order to satisfy the financial reporting requirements of the Associations Incorporations Act . The committee has determined that the association is not a reporting entity.

The financial report has been prepared on an accruals basis and is based on historical costs and does not take into account changing money values or, except where specifically stated, current valuations of non-current assets.

The following significant accounting policies, which are consistent with the previous period unless otherwise stated, have been adopted in the preparation of this financial report.

---

**BULLEEN & TEMPLESTOWE COMMUNITY HOUSE INC**

**Statement by Members of the Committee**

**For the year ended 30 June 2014**

---

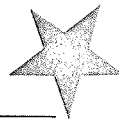
The Committee has determined that the association is not a reporting entity and that this special purpose financial report should be prepared in accordance with the accounting policies outlined in Note 1 to the financial statements.

In the opinion of the Committee the Income and Expenditure Statement, Statement of Financial Position, and Notes to the Financial Statements:

1. Presents fairly the financial position of BULLEEN & TEMPLESTOWE COMMUNITY HOUSE INC as at 30 June 2014 and its performance for the year ended on that date.
2. At the date of this statement, there are reasonable grounds to believe that the association will be able to pay its debts as and when they fall due.

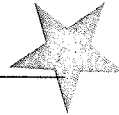
This statement is made in accordance with a resolution of the Committee and is signed for and on behalf of the Committee by:

*E. E. Heineslatter*



\_\_\_\_\_  
President

*E. J. Sullivan*



\_\_\_\_\_  
Treasurer

