

2015 -2016



**Moe Neighbourhood
House Inc.
1-11 James Street, Moe,
3825**

Annual General Meeting Report

Presented on Thursday 27th October 2016



Moe Neighbourhood House Inc.

Annual Report

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MOE NEIGHBOURHOOD HOUSE INC



VISION

Moe Neighbourhood House aims to provide support, respect and a place of belonging through community participation.

HISTORY

Moe Neighbourhood House was established in 1983 and is governed by a Volunteer Committee of Management comprised of volunteers and house participants, who have the best interests of the neighbourhood house and the community at heart. The centre is sensitive to the needs and possible behaviours of people in crisis and recognises that this requires the provision of professional development and training opportunities for all staff, volunteers and committee members in areas of skill such as conflict management and resolution, communication and group dynamics.

Moe Neighbourhood House works within a community development framework and within a membership-based governance model. This builds social connections and networks based on trust, respect and reciprocal interaction – known as social capital.





Moe Neighbourhood House Inc
1-11 James Street MOE 3825
Phone 5126 3123 Fax 5127 7190
Email: moemnh@bigpond.com
Open 8.30am – 4pm Monday to Friday
(Excluding public and Christmas holidays)

“Adult Learning for the Community

2015 - 2016 Committee of Management

Name	Position
Ankica (Anna) Stojkovic	President
Gani Ardolli	Treasurer 20/10/2015 to 28/6/2016
	Floor Member 28/6/2016 to 27/10/2016
James Montgomery	Floor Member 20/10/2015 to 28/6/2016
	Treasurer 28/6/2016 to 27/10/2016
Tabitha Seccombe	Secretary
Sharon Lambert	Floor Member
Ann Robinson	Floor Member



Moe Neighbourhood House Inc.

1 – 11 James Street Moe 3825

Annual General Meeting

27th October 2016 at 11:00am

Agenda

Welcome and call for Apologies

Confirmation of 2014 - 2015 AGM Minutes

Moved:

2nd:

Presentation of Annual Report

President's Report

Coordinator's Report

Treasurer's Report / Auditor's Report

Moved:

2nd:

Election of 2016/2017 Committee of Management

Any other items of general business

Close Meeting

Light Refreshments

MOE NEIGHBOURHOOD HOUSE INC.

(ABN 81 447 575 268)

1—11 James St. Moe

Minutes of AGM Tuesday 20th October 2015

Meeting Commenced: 10:07am

Opening:

The President Ankica (Anna) Stojkovic welcomed everyone in attendance and called for apologies.

Present: Rebecca Barry – GEST, James Montgomery – Moe NH, Shirley Wassink - Moe NH, Anna Stojkovic - Moe NH, Sue Biddiss – Acting Minute Taker, Jean Baudendistel – Churchill NC, Janine Pickard – Moe Life Skills, Bill Lawler – Moe Life Skills, Teresa Pugliese – Latrobe City Council, Sharon Lambert – Moe NH, Glenda McPhee – Gippsland Regional Council, Ann Robinson – Member Moe NH, Barbara Andrew – Member Moe NH, Helena Peters – Student Moe NH, Lorraine Andrew – Churchill NC, Lin Chandler – Grnhg Networker, Jeanette Herbon – Student Moe NH & Tabitha Seccombe - Moe NH.

Apologies: Jeanette Teague, Bridget Gardner – CEO ANHLC, Rosemary Sharman – Consultant, Mr Gary Blackwood MP, Mary Aldred – Committee for Gippsland, Helen Quine – Member Moe NH, Linda – LV Quilters, Mr Russell Broadbent MP, Noreen Plozza – Member Moe NH, Cr Sharon Gibson – Latrobe City Council, Julie Hocking – ACFE Gippsland Regional Council, Julia Leonard – Churchill NC, Gani Ardolli – Moe NH Committee, Samantha Kruc – Outgoing Moe NH Committee Secretary.

Guest Speaker: Anna Stojkovic spoke to us about her experience of coming to a new country. When her family moved to the Latrobe Valley and her personal journey through volunteering in a number of community organisations.

Minutes of previous AGM:

Minutes from the 2014 AGM where presented for acceptance.

Moved: Teresa Pugliese – Latrobe City Council

2ndCarried: Barbara Andrew – Moe NH

2014/2015 Annual Report:

The prepared Annual report was presented for Acceptance, this Included Coordinator, President, Treasurer and Auditors reports.

- Presidents Report read out by Ankica (Anna) Stojkovic
- Treasurer's & Auditors Report read out by Tabitha Seccombe (MNH)
- Coordinators Report read out by Tabitha Seccombe (MNH)

Auditor:

The membership were informed about the change in Auditor for this financial year.

Rochelle Wrigglesworth
Director – DMG Audit & Advisory
Registered Company Auditor



Phone: M: 0458 962 488, Ph: 03 5144 4422

GippsAudit Pty Ltd, trading as, DMG Audit & Advisory
Website: www.dmgfinancial.com.au

Moved: Barbara Andrew – Moe NH

2nd Carried: Shirley Wassink - Moe NH

Election of 2014/2015 Committee of Management:

Jean Baudendistel – Churchill NC Conducted the election of the nominees listed.

President	Anna Stojkovic
Treasurer	Gani Ardolli
Secretary	Tabitha Seccombe
Floor Members	Sharon Lambert
	James Montgomery

Jean then congratulated all the nominees who were duly elected.

Shirley Wassink presented Jean Baudendistel, Anna Stojkovic & Sue Biddiss with a thankyou gift.

General:

No General Business to discuss.

Anna thanked everyone for attending and for their continued support & to Sue Biddiss for stepping in as Minutes Secretary . Everyone was then invited to join in light refreshments.

Meeting closed at 10:26am

Presidents Report for AGM Meeting 2015 -2016

I like to give a big thanks to our funding bodies and all organisation that are supporting us through all the years, our students, mums using the child care service, Moe Life Skills for using our big shed and bringing life and laughter to our house, Headway Gippsland for running 1 of their programs from the House. The Latrobe Valley Quilters who use our facilities once a month on Saturdays for their group, they are a lovely group of joyful ladies.

This year finds us better off financially than we have been in a long time, we are very proud of this achievement, it has been due to the efforts of the many volunteers and staff helping out with fundraising and tightening our belts that we have achieved this great result.

Also I would like to give a big thank our staff, committee and bigger thanks to our volunteers for the work they do from the heart. Where would we be without them? All individuals for using the services we provide and donating goods for fundraising.

Moe Neighbourhood House Inc.

President



Ankica Stojkovic

Coordinators Report

Annual General Meeting 2015 – 2016

Firstly I would like to thank everyone involved with the House this includes all of the Committee of Management, the Tutors, Childcare Staff our participants and all of our Volunteers. I would also like to thank all of our Networks and Funding Bodies. Without this dedicated support and commitment we would not be able to continue running the services and offer the support to community as we strive to achieve.

We have had 2 new tutors join us this year which saw 2 new classes start at the house that have become popular, Drawing and Crochet for beginners.

We have been involved in a 2 projects in the last 6 months in partnership with Paynesville Neighbourhood Centre; these were really beneficial to the House, working with Karen from Paynesville has been rewarding.

Moe Life Skills Men's Shed is still enjoying our facilities; it is great to see how the team are progressing every week and the wonderful items they are making.

Overall it has been a very busy year with lots of challenges and professional development, all of our experiences have helped us grow and become a better team.



We also have 8g USB's for \$12 each.

A handwritten signature in blue ink, appearing to read 'Shirley Wassink'.

Shirley Wassink

Treasurers Report

AGM 2016

24/10/2016


Thank you to those that supported our fundraising efforts, through various activities which were held throughout the year.

We have endeavoured to keep in check all the expenditure by implementing the strict financial management.

As a result we have had a reasonable surplus for this financial year.

I am optimistic that we will all continue to work together for the benefit of the Moe neighbourhood house in the next 12 months to see more great things happening and more people involved with the house, as to service our great community.

Gani Ardolli

A handwritten signature in black ink, appearing to be 'Gani Ardolli', enclosed within a faint, hand-drawn oval border.

Honorary Treasurer



Moe Neighbourhood House Inc
1-11 James Street MOE

Phone 5126 3123 Fax 5127 7190

Email: moemnh@bigpond.com

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(Excluding public and Christmas
holidays)

Treasurer's Report

The year 2016 has been a good year for Moe Neighbourhood House, thanks to the dedication of the staff and volunteers, the house has managed to have a healthy bank balance at the end of the financial year.

Assets have also been increased with purchases of an updated printer/copier, new computers and furniture. This gives the the staff updated technology with more filling space and neater storage area.

Classes are looking healthy with some almost being over subscribed, Tutors are reporting good attendances.

The house is in good shape and we are looking forward to another year of bigger and better things to come.

Sincerely

James Montgomery



AUDIT & ADVISORY

Web: www.dmgfinancial.com.au

e-mail: admin@dmgfinancial.com.au

INDEPENDENT AUDITOR'S REPORT

To the Members of Moe Neighbourhood House Inc

We have audited the accompanying financial report, being a special purpose financial report, of Moe Neighbourhood House Inc, which comprises the balance sheet as at 30 June 2016, the profit & loss for the year then ended, notes comprising a summary of significant accounting policies and other explanatory information, and committee declaration.

Committee's Responsibility for the Financial Report

The committee of Moe Neighbourhood House Inc is responsible for the preparation and fair presentation of the financial report, and have determined that the basis of preparation described in Note 1, is appropriate to meet the requirements of the *Associations Incorporation Reform Act 2012* and is appropriate to meet the needs of the members. The committee's responsibility also includes such internal control as the committee determines is necessary to enable the preparation and fair presentation of a financial report that is free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on the financial report based on our audit. We have conducted our audit in accordance with Australian Auditing Standards. Those standards require that we comply with relevant ethical requirements relating to audit engagements and plan and perform the audit to obtain reasonable assurance whether the financial report is free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial report. The procedures selected depend on the auditor's judgement, including the assessment of the risks of material misstatement of the financial report, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial report in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the association's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by the committee, as well as evaluating the overall presentation of the financial report.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our qualified audit opinion.

Independence

In conducting our audit, we have complied with the independence requirements of the standards issued by the Accounting Professional and Ethical Standards Board (APESB).

Basis for Qualified Opinion

Revenue

It is impracticable to establish controls over all monies received prior to entry into the financial records. Accordingly, as the evidence available to audit regarding revenue was limited, our audit procedures were restricted to the amounts recorded in the financial records and we are therefore unable to express an opinion on whether the recorded revenue is free of material misstatement.

Qualified Opinion

In our opinion, except for the possible effects of the matters described in the Basis for Qualified Opinion paragraph, the financial report presents fairly, in all material respects, the financial position of Moe Neighbourhood House Inc as at 30 June 2016, and its financial performance for the year then ended in accordance with the accounting policies described in Note 1 to the financial statements.

Basis of Accounting

Without further modifying our opinion, we draw attention to Note 1 to the financial report, which describes the basis of accounting. The financial report has been prepared for the purpose of fulfilling the committee's financial reporting responsibilities under the *Associations Incorporation Reform Act 2012*. As a result, the financial report may not be suitable for another purpose.



Rochelle Wrigglesworth
Director
GippsAudit Pty Ltd

Date: 11 October 2016
Place: Sale

Moe Neighbourhood House

1 - 11 James Street

Moe Vic 3825

Profit & Loss

July 2015 To June 2016

	2016	2015
INCOME		
Members	\$150.00	\$131.00
Funded Class Fees	\$7,525.20	\$6,125.50
Fee for Service - Class Fees	\$12,684.30	\$11,100.10
Ammenities	\$1,322.70	\$1,416.70
Class Materials	\$360.65	\$199.25
Reimbursement	\$5.00	\$0.00
EFTPOS Processing Fee	\$290.52	\$206.00
Venue Hire	\$3,562.51	\$1,790.44
Interest	\$86.51	\$48.95
Wage Subsidy	\$2,994.55	\$0.00
Staff Training	\$766.36	\$0.00
Donations	\$524.05	\$178.06
Sale Superseeded MNH Equipment	\$160.00	\$0.00
Childcare		
DET - Family Learning Support	\$0.00	\$6,434.00
DET - National Occ Care	\$22,649.18	\$0.00
Childcare Fees	\$8,549.40	\$10,015.03
Funding		
DHHS - NHCP	\$94,909.19	\$90,666.46
DET -Pre-Accred Delivery SCH	\$20,980.00	\$18,982.00
DET - Pre Accred Concession	\$22.00	\$2,549.00
DET - ACFE Training Sup Grant	\$5,000.00	\$8,000.00
DHHS - Indexation	\$459.55	\$0.00
DSS - Volunteer Grant 2015	\$1,500.00	\$0.00
Operational Grant-Latrobe City	\$3,500.00	\$3,500.00
Project Funding	\$4,500.00	\$0.00
Fundraising Income		
Fundraising	\$6,786.05	\$7,195.05
Adjustments & Rounding	\$0.07	\$0.00
TOTAL INCOME	\$199,287.79	\$168,537.54
Cost of Sales		
Freight	\$121.54	\$368.46
Total Cost of Sales	\$121.54	\$368.46
Gross Profit	\$199,166.25	\$168,169.08
EXPENSES		
Donations	(\$56.80)	\$13.65
Staff Christmas Break-up	\$22.68	\$93.59
Catering	\$71.01	\$45.45
Insurance	\$2,062.34	\$1,991.09
Ammenities	\$667.94	\$459.36
Legal & Accounting	\$2,051.12	\$832.95
Memberships & Subscriptions	\$2,541.12	\$3,129.97
Advertising	\$2,264.18	\$2,097.02
Classroom Supplies	\$1,101.90	\$1,697.03

Childcare Supplies	\$129.95	\$98.33
Maintenance	\$2,168.41	\$1,999.71
Photocopier	\$647.05	\$494.37
Office Supplies	\$505.87	\$1,535.83
Postage	\$173.10	\$70.19
Gifts	\$71.98	\$20.00
Cleaning Consumables	\$90.19	\$68.20
Accommodation	\$272.73	\$300.00
Capital Equipment	\$257.91	\$0.00
Garden Maintenance	\$336.14	\$506.17
PIAP	\$70.08	\$0.00
Rounding Adjustments	(\$1.15)	(\$0.01)
AGM Expenses	\$0.00	\$18.55
Depreciation expense	\$6,596.60	\$4,824.54
Meal Allowance	\$48.80	\$0.00
Fundraising Expenses		
Fundraising	\$2,075.21	\$1,897.78
Discounts		
Discounts Taken	\$128.84	(\$107.41)
Employment Expenses		
Superannuation	\$11,237.44	\$9,898.97
Workers' Compensation	\$0.00	\$323.40
OH & S	\$0.00	\$21.89
Wages & Salaries		
Wages - Tutors	\$34,013.55	\$35,675.15
Wages - Childcare	\$25,834.22	\$23,767.88
Wages - Administration Staff	\$65,113.82	\$66,848.96
Wages - Cleaners	\$2,800.98	\$2,530.50
Wages - Others	\$3,252.68	\$4,638.11
Total Employment Expenses	\$142,252.69	\$143,704.86
Reimbursement		
Travel Reimbursement	\$477.43	\$1,438.46
Refund Class Fees	\$48.00	\$0.00
Services		
Electricity	\$1,955.86	\$4,693.76
Gas	\$1,792.72	\$882.16
Telephone & Internet	\$3,776.65	\$3,520.62
Security	\$1,810.20	\$2,044.31
Staff Training		
Training & Seminars	\$2,299.99	\$790.91
Bank Charges		
Transaction Fees	\$896.00	\$617.09
TOTAL EXPENSES	\$179,606.74	\$179,778.53
Operating Profit	\$19,559.51	(\$11,609.45)
Net Profit/(Loss)	\$19,559.51	(\$11,609.45)

Moe Neighbourhood House

1 - 11 James Street

Moe Vic 3825

Balance Sheet

as of June 2016

	2016	2015
ASSETS		
Current Assets		
Cash At Bank		
S1	\$32,052.39	\$20,044.13
S6 Fundraising	\$4,287.05	\$4,378.47
Total Cash At Bank	\$36,339.44	\$24,422.60
Petty Cash	\$98.90	\$49.20
Cooking Class - Petty Cash	\$0.00	\$43.10
Term Investment	\$7,771.57	\$2,688.53
Accounts Receivable	\$694.75	\$296.00
Total Current Assets	\$44,904.66	\$27,499.43
Non Current Assets		
Plant and Equipment	\$87,183.86	\$77,452.95
Less: Accum Dep Plant & Equip	(\$75,099.14)	(\$68,502.54)
Total Non Current Assets	\$12,084.72	\$8,950.41
Total Assets	\$56,989.38	\$36,449.84
LIABILITIES		
Current Liabilities		
Accounts Payable	\$1,220.32	\$1,110.94
GST Liabilities		
GST Collected	\$482.48	\$818.86
GST Paid	(\$1,235.72)	(\$306.79)
Total GST Liabilities	(\$753.24)	\$512.07
GST Payable	\$308.00	\$0.00
Payroll Liabilities		
Payroll Accruals Payable	\$0.00	(\$129.76)
PAYG Withholding Payable	\$2,859.88	\$2,421.88
Total Payroll Liabilities	\$2,859.88	\$2,292.12
Total Current Liabilities	\$3,634.96	\$3,915.13
Provisions		
Prov'n for Long Service Leave	\$27,524.42	\$26,264.22
Total Provisions	\$27,524.42	\$26,264.22
Total Liabilities	\$31,159.38	\$30,179.35
NET ASSETS	\$25,830.00	\$6,270.49
Equity		
Accumulated Funds	\$6,270.49	\$17,879.94
Surplus/Deficit for Year	\$19,559.51	(\$11,609.45)
Total Equity	\$25,830.00	\$6,270.49

**MOE NEIGHBOURHOOD HOUSE INC
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENED 30 JUNE 2016**

Note 1: Summary of Significant Accounting Policies

These financial statements cover Moe Neighbourhood House Inc as an individual entity. Moe Neighbourhood House Inc is an incorporated association.

Basis of Preparation

The committee has determined that the entity is not a reporting entity. This financial report is a special purpose financial report prepared for the purpose of fulfilling the committee's financial reporting requirements of the Associations Incorporation Reform Act 2012.

The financial statements, have been prepared on an accrual basis and are based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and financial liabilities. The amounts presented in the financial statements have been rounded to the nearest dollar.

(a) Employee Provisions

Provision is made for the entity's nominal liability for employee benefits arising from services rendered by employees to the end of the reporting period. In determining the liability, consideration is given to employee wage increases and related on-costs and the probability that the employee may not satisfy any vesting requirements.

(b) Cash and Cash Equivalents

Cash and cash equivalents include cash on hand, deposits held at-call with banks, other short-term highly liquid investments with original maturities of three months or less, and bank overdrafts.

(c) Plant and Equipment

Plant and equipment have been recognised at cost, and are depreciated over their estimated useful lives between 2 years and 10 years.

(d) Revenue and other income

Non-reciprocal grant revenue is recognised in the profit or loss when the entity obtains control of the grant and it is probable that the economic benefits gained from the grant will flow to the entity and the amount of the grant can be measured reliably.

Revenue from the sale of goods and rendering of a service is recognised upon the delivery of the goods or service to the customer.

Donations, fundraising revenue and bequests are recognised as revenue when received.

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

**MOE NEIGHBOURHOOD HOUSE INC
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2016**

(e) Goods and Services Tax (GST)

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Tax Office.

Receivables and payables in the statement of financial position are shown inclusive of the amount of GST receivable or payable. The net amount of GST recoverable from, or payable to, the ATO is included with other receivables or payables in the statement of financial position.

(f) Accounts Payable and Other Payables

Accounts payable and other payables represent the liabilities outstanding at the end of the reporting period for goods and services received by the entity 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.

**MOE NEIGHBOURHOOD HOUSE INC
COMMITTEE DECLARATION
FOR THE YEAR ENED 30 JUNE 2016**

The Committee of Moe Neighbourhood House Inc, declare that the financial statements:

1. Presents a true and fair view of the financial position of Moe Neighbourhood House Inc as at 30 June 2016 and its performance for the year ended on that date in accordance with the accounting policies in Note 1 to the financial statements.
2. At the date of this declaration, there are reasonable grounds to believe that Moe Neighbourhood House Inc will be able to pay its debts as and when they fall due.

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

Tabitha Seacombe

Name: Tabitha Seacombe

Position: Secretary

Ankica Stojkovic

Name: ANKICA STOJKOVIC

Position: PRESIDENT

Date: 11/10/2016

Photos from around MNH in 2016



Acknowledgements

To our Volunteers, Staff, Participants, Student Placements, Childcare families and all those who pass through our doors you are the reason we are here.

Coordinator

Shirley Wassink

Tutors

Barbara Andrew
Ann Proebsting
Tabitha Seccombe
Cinthia Malec

Luke Wakefield
Barbara Twinning
Harnee Hasthorpe

Esther Kennedy
Avril Osuch
Suzie Kanis

Childcare Staff

Samantha Kruc
Sheila Crossman

Sara St Paul
Racheal Hollier

Jessica Burton

Volunteers

Gabrielle Riches
Phil Stanbridge

Louise Lazarus
Rita Macklin

Jean Kerr
Michael Rankin

Committee of Management

Anna Stojkovic
Anne Robinson

Gani Ardolli
Sharon Lambert

Tabitha Seccombe
James Montgomery

Supporters and Services:

NHV
Sureway
BBLQPAN
Moe TOKS Club
Latrobe City
GEST

GRNHG
Campbell Paige
Moe Life Skills
Gippsland Heritage Park
All Moe/Newborough Schools
LV Quilters

Max Employment
Mission Providence
Recovre
Good Beginnings Moe
Headway Gippsland
National Training Centre of Australia

