

# 2017 - 2018

## Annual General Meeting Report

Presented on Monday 12<sup>th</sup> November 2018



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

# **Moe Neighbourhood House Inc.**

## **Annual Report**

### **Table of Contents**

Moe Neighbourhood House Vision Statement & History

2017-2018 Committee

Agenda for 2017 – 2018

Minutes of Previous Annual General Meeting 2016-2017

Presidents Report

Coordinators Report

Secretary's Report

Financial Reports

Photos around MNH

Acknowledgements 2017 – 2018

# 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](mailto:moemnh@bigpond.com)**  
Open 8.30am – 4pm Monday to Friday  
(Excluding public and Christmas holidays)

“Adult Learning for the Community

## 2017 - 2018 Committee of Management

| <b>Name</b>      | <b>Position</b>       |
|------------------|-----------------------|
| Samantha Kruc    | President             |
| Barbara Twining  | Treasurer             |
| Tabitha Seccombe | Secretary             |
| Sharon Lambert   | Floor Member          |
| Tanya Young      | Floor Member          |
| Erynne Baynes    | Co-opted Floor Member |



**Moe Neighbourhood House Inc.**

**1 – 11 James Street Moe 3825**

## **Annual General Meeting**

**12th November 2018 at 7pm**

### **Agenda**

**Welcome and call for Apologies**

**Guest Speaker:**

**Confirmation of 2016 - 2017 AGM Minutes**

**Moved:**

**2<sup>nd</sup>:**

**Presentation of Annual Report**

President's Report

Coordinator's Report

Treasurer's Report / Auditor's Report

**Moved:**

**2<sup>nd</sup>:**

**Election of 2018 / 2019 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 Thursday 26<sup>th</sup> October 2017

**Meeting Commenced: 11:00am**

**Opening:**

The President Samantha Kruc welcomed everyone in attendance, acknowledged the traditional owners of our lands and called for apologies.

**Present:** Shirley Wassink - Coordinator Moe NH, Anna Stojkovic – Assoc. Member, Teresa Pugliese – Latrobe City Council, Barbara Andrew – Moe NH, Tabitha Seccombe - Moe NH, Jenny Poon – Traralgon Neighbourhood & Learning Centre, Samantha Kruc – Moe NH, Sharon Lambert – Moe NH, Jimmy Goss – MNH Student, Barbara Twining – MNH, Leanne Out – MNH Student, Dylan Nobelius – Community Member, Louise Lazarus – Lifeline Gippsland (Guest Speaker), Harold (aka Prince) the Alpaca – Lifeline Gippsland.

**Apologies:** Jeremy Brewer – ACFE, Mr Russell Broadbent MP, Robyn Downie – ACFE, Cassie Jolly – Moe ANZ Bank Manager, James Montgomery – MNH Committee, Susan Chambers – ACFE Board Chair, The Hon Gayle Tierney MP – Minister for Training & Skills, Rosemary Sharman – Consultant, Mr Gary Blackwood MP, Tanya Young – Moe NH, Marti (Sheryl) Brown – MNH.

**Guest Speaker: Louise Lazarus & Harold (aka Prince) from Lifeline Gippsland.**

Louise has been involved with Youth Paraders with the Alpaca Association from the very beginning. 2 years ago she lost her son Corey to suicide. For 12 months during 2016 Louise volunteered here at MNH in Reception. Louise has always been very passionate about volunteering and believes that a volunteer's mental health improves when feeling useful. Louise loved volunteering at MNH and when one of her alpacas was orphaned at 3 days old it was necessary to bring Prince with her to MNH because he needed to be bottled feed every 3 hours. Prince became a regular visitor to MNH and was loved by everyone he came into contact with. In early 2017 Louise decided she needed to do something more and that's when she commenced training with Lifeline Gippsland crisis Phone Call Centre. Australia wide Lifeline takes 3000 calls for help per day = over 1 million a year. It did not take long for Louise to realise this is what she was meant to be doing. Louise was pleased to announce that she has now received a paid position at Lifeline Gippsland as a Project Officer. The "Halt and say Hi" project was started with funding from DHHS as a Morwell Mine Fire Initiative – HALT stands for Hope and Assistance Local Tradies. Harold (aka Prince) was introduced to the workers at Lifeline and it became quickly evident that he was very good at attracting and helping people start a conversation. The reason for his name change was because the HALT and say Hi program was named after Prime Minister Harold Holt. Harold has just turned 1 and has his own WWCC Card that he wears proudly when out in public. Harold has already been to many events and you may have even seen him on the news and social media. The aim for the program was to be able to speak to 250 people. However because of Harold and his friends Lifeline Gippsland is able to speak to at least 250 people every time Harold goes out. A part of the program has been the Walk, Talk & Chalk which asked the question of "what do you do to feel better when things get tough?" Halt & say Hi runs until the end of December 2017. Louise's next project will be to organise a Gala to celebrate 50 years of Lifeline Gippsland.



Samantha Kruc presented Louise with a thankyou gift.



"HAROLD"  
"aka Prince"



### **Minutes of previous AGM:**

Minutes from the 2016 AGM where presented for acceptance.

Moved: Anna Stojkovic – Assoc. Member

2<sup>nd</sup> Carried: Jenny Poon – Traralgon Neighbourhood & Learning Centre

### **2016/2017 Annual Report:**

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

- Presidents Report
- Treasurer's & Auditors Report
- Coordinators Report

Moved: Shirley Wassink - Coordinator Moe NH

2<sup>nd</sup> Carried: Barbara Andrew – Moe NH

**Election of 2017/2018 Committee of Management:**

Teresa Pugliese – Latrobe City Council Conducted the election of the nominees listed.

|               |                  |
|---------------|------------------|
| President     | Samantha Kruc    |
| Treasurer     | Vacant           |
| Secretary     | Tabitha Seccombe |
| Floor Members | Sharon Lambert   |
|               | Tanya Young      |
|               | Vacant           |

Jenny then congratulated all the nominees who were duly elected.

Samantha Kruc presented Teresa Pugliese with a thankyou gift.

**General:**

- Barbara Twining has nominated from the floor to fill the Treasurers Position. Her nomination was graciously accepted.
- Shirley Wassink apologised that Coffee Vandal (Coffee Van) was unable to attend our AGM today as planned due to the owner being unwell.
- Everyone was asked to join us for some refreshments.

Meeting closed at 11:49am



## Presidents Report

A big welcome to Moe Neighbourhood Houses AGM for 2018.

We have been busy this year looking at ways to bring new people into the House, meet community needs and revamp our House and establish a Community Garden.

We have brainstormed as a Committee and have many new ideas and have implemented some already. We concentrated on social activities. We now have Board Games, Book Club, High Teas and Diamond Dotz up and running. We ran our first school holiday program which was quite popular and brought a whole new group of parents and children into the House.


We have secured funding for our Community Garden which is an ongoing project into the future. Phase one is almost complete with our Work for the Dole team doing a fantastic job with Charles as a supervisor. We have added more vegetable and herb beds, changed some existing beds and a lot of maintenance is being done.

We are looking at extending the Community Garden further with more seating areas, gazebos, fruit trees, a fairy garden, a quiet sensory garden and upgraded composting areas. Different programs to take home grown produce from the garden to the kitchen then to the table are also in the pipework.

We have started revamping inside MNH with old, outdated furniture being replaced with more modern, serviceable furniture. This is also an ongoing project.

I want to extend a big Thank You to our staff, committee members, tutors and volunteers for a wonderful year. You have all worked so hard and added your expertise and personality to the House. You have each been invaluable and fantastic to work with. You have all been amazing and I've really enjoyed working with you all. May you all continue to be so productive and full of new ideas for the upcoming year.

Regards,



Samantha Kruc

## Coordinators Report

Moe Neighbourhood House Inc

Annual General Meeting 2017 – 2018

Firstly I would like to thank everyone involved with the House, this includes all of the Committee of Management, Marti and Tabitha, the Tutors, Childcare Staff our participants and all of our Volunteers who do an amazing job. 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 that we strive to achieve.

Our Garden is looking very incredible, with thanks to Marti and Sharon for obtaining a Grant for making our Community Garden Improvements. This has enabled us to get a Work for the Dole group project going, with many hands making great improvements.

Our relationships with other organisations continue to grow, we have a good reputation for being inviting and welcoming when they run programs from our venue.

Moe Life Skills Men's Shed is still enjoying our facilities; it is great to see what the team are making, we really like the wonderful flowers they have made to make the shed look nice.

We continue to be involved with the work for the dole program, having participants doing office/reception and gardening. Our grounds are looking good with the continual upkeep. The participants of this program and our volunteers do a terrific job.

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, looking forward to more professional development opportunities.

The next 12 months will be another challenge with continued search for more funding opportunities.

I would like to thank you all for attending our AGM tonight, look forward to the year ahead.



Shirley Wassink

Coordinator

# Secretaries Report

AGM 2018

Thank you to everyone who has supported our fundraising efforts, through the sale of drinks & snacks, handmade goods & through our High Tea, Mad Haters Tea Party and our Trivia Night.



We have continued our concerted effort to keep our expenditure in check and increase our income. This will continue to benefit the running of the House.

The quilting machine has again been in high demand with students and community members being able to quilt their own quilts.

We have been the recipients of the Energy Australia Community Grant which was for the improvement of our Community garden in which Charles and the WFD participants have been doing a marvellous job. We also received a Community Grant from RACV, this has been put to use on improving the ascetics of MNH.

I am sure that as we all continue to work together for the good of Moe Neighbourhood House. With your ongoing support for our new Committee, I believe we will see many great things happen in the lives of people involved in the house and in our greater community!!!

Tabitha Seccombe

Secretary – MNH Committee of Management

**Moe Neighbourhood House Inc.**

A.B.N : 81 447 575 268

**Balance Sheet**

As at 30 June 2018

|                               | 2018             | 2017             |
|-------------------------------|------------------|------------------|
| <b>Assets</b>                 |                  |                  |
| Current Assets                |                  |                  |
| Cash At Bank                  |                  |                  |
| S1                            | 14,816.59        | 29,844.22        |
| S6 Fundraising                | 9,391.55         | 2,105.34         |
| Load & Go Reloadable Credit   | 20.00            | -                |
| Total Cash At Bank            | 24,228.14        | 31,949.56        |
| Petty Cash                    | -                | 28.30            |
| Term Investment               | 13,266.52        | 12,965.72        |
| Accounts Receivable           | 1,318.30         | 1,488.80         |
| Total Current Assets          | 38,812.96        | 46,432.38        |
| Non Current Assets            |                  |                  |
| Plant and Equipment           | 98,840.26        | 91,033.22        |
| Less: Accum Dep Plant & Equip | (86,882.00)      | (82,337.17)      |
| Total Non Current Assets      | 11,958.26        | 8,696.05         |
| <b>Total Assets</b>           | <b>50,771.22</b> | <b>55,128.43</b> |
| <b>Liabilities</b>            |                  |                  |
| Current Liabilities           |                  |                  |
| Accounts Payable              | 447.66           | 543.51           |
| GST Liabilities               |                  |                  |
| GST Collected                 | 197.38           | 497.71           |
| GST Paid                      | (996.57)         | (960.02)         |
| Total GST Liabilities         | (799.19)         | (462.31)         |
| GST Payable                   | 308.00           | 308.00           |
| Payroll Liabilities           |                  |                  |
| Payroll Accruals Payable      | 2,177.83         | 2,006.79         |
| PAYG Withholding Payable      | 3,107.88         | 3,527.88         |
| Total Payroll Liabilities     | 5,285.71         | 5,534.67         |
| Total Current Liabilities     | 5,242.18         | 5,923.87         |
| Provisions                    |                  |                  |
| Prov'n for Long Service Leave | 19,030.40        | 30,533.63        |
| Total Provisions              | 19,030.40        | 30,533.63        |
| <b>Total Liabilities</b>      | <b>24,272.58</b> | <b>36,457.50</b> |
| <b>Net Assets</b>             | <b>26,498.64</b> | <b>18,670.93</b> |
| <b>Equity</b>                 |                  |                  |
| Accumulated Funds             | 18,670.93        | 25,830.00        |
| Surplus/Deficit for Year      | 7,827.71         | (7,159.07)       |
| <b>Total Equity</b>           | <b>26,498.64</b> | <b>18,670.93</b> |

The accompanying notes form part of the financial report

**Moe Neighbourhood House Inc.**

A.B.N : 81 447 575 268

**Profit & Loss**

For the year ended 30 June 2018

|                                | 2018              | 2017              |
|--------------------------------|-------------------|-------------------|
| <b>Income</b>                  |                   |                   |
| Members                        | 100.00            | 160.00            |
| Funded Class Fees              | 6,827.40          | 6,261.80          |
| Fee for Service - Class Fees   | 9,565.89          | 10,723.80         |
| Workshop                       | 75.00             | -                 |
| Ammenities                     | 1,109.84          | 1,114.72          |
| Class Materials                | 179.80            | 219.41            |
| Reimbursement                  | -                 | 54.82             |
| EFTPOS Processing Fee          | 341.40            | 226.04            |
| Venue Hire                     | 3,347.74          | 5,562.31          |
| Interest                       | 306.17            | 202.98            |
| Wage Subsidy                   | -                 | 1,500.00          |
| Staff Training                 | -                 | 160.00            |
| Work For Dole                  | -                 | 1,159.09          |
| Payback of Overpaid Wages      | 1,238.39          | -                 |
| Donations                      | 167.25            | 401.69            |
| Refunds                        | (0.50)            | 143.00            |
| Sale Superseeded MNH Equipment | -                 | 575.00            |
| Childcare                      |                   |                   |
| DET - Family Learning Support  | -                 | (2,934.00)        |
| DET - National Occ Care        | 11,881.65         | 15,448.77         |
| Childcare Fees                 | 11,266.79         | 10,730.65         |
| Funding                        |                   |                   |
| DHHS - NHCP                    | 104,507.71        | 97,434.66         |
| DET -Pre-Accred Delivery SCH   | 19,569.93         | 26,402.00         |
| DET - Pre Accred Concession    | 1,879.20          | 1,015.00          |
| DET - ACFE Training Sup Grant  | 5,500.00          | -                 |
| DHHS - Indexation              | 3,205.41          | 482.30            |
| Operational Grant-Latrobe City | 3,500.00          | 3,500.00          |
| Project Funding                | -                 | 1,495.00          |
| Energy Australia Grant         | 7,000.00          | -                 |
| RACV Community Fund            | 5,000.00          | -                 |
| DET - Delivery Loading         | 2,132.00          | -                 |
| DHHS - One Off Payment         | 672.08            | -                 |
| Fundraising Income             |                   |                   |
| Fundraising                    | 5,829.36          | 4,413.23          |
| Adjustments & Rounding         | (0.45)            | 62.67             |
| <b>Total Income</b>            | <b>205,202.06</b> | <b>186,514.94</b> |
| Cost of Sales                  |                   |                   |
| Freight                        | 282.31            | 506.00            |
| Total Cost of Sales            | 282.31            | 506.00            |
| <b>Gross Profit</b>            | <b>204,919.75</b> | <b>186,008.94</b> |
| <b>Expenses</b>                |                   |                   |
| Donations                      | (52.25)           | (51.75)           |
| Staff Christmas Break-up       | 241.82            | 351.45            |
| Catering                       | 190.00            | 9.55              |
| Insurance                      | 843.84            | 2,178.92          |
| Ammenities                     | 602.73            | 423.49            |
| Legal & Accounting             | 2,048.80          | 2,306.73          |



|                               |                   |                   |
|-------------------------------|-------------------|-------------------|
| Memberships & Subscriptions   | 2,000.47          | 2,156.34          |
| Advertising                   | 2,098.18          | 1,929.46          |
| Classroom Supplies            | 1,238.16          | 350.86            |
| Childcare Supplies            | 445.19            | 319.77            |
| Maintenance                   | 4,024.45          | 3,365.45          |
| Photocopier                   | 1,061.74          | 920.91            |
| Office Supplies               | 616.37            | 855.27            |
| Postage                       | 100.41            | 181.82            |
| Gifts                         | -                 | 38.05             |
| Cleaning Consumables          | 185.83            | 81.26             |
| Accommodation                 | -                 | 560.00            |
| Capital Equipment             | 147.22            | 1,243.37          |
| Garden Maintenance            | 601.08            | 304.73            |
| PIAP                          | 525.73            | -                 |
| Rounding Adjustments          | (0.94)            | (3.40)            |
| Accountability Requirements   | 88.00             | 17.30             |
| Depreciation expense          | 4,544.83          | 7,238.03          |
| Equipment Hire                | 120.00            | 20.00             |
| Workshop - Outside Faciliator | 225.00            | -                 |
| Fundraising Expenses          |                   |                   |
| Fundraising                   | 1,779.36          | 1,224.04          |
| Discounts                     |                   |                   |
| Discounts Given               | 16.58             | -                 |
| Discounts Taken               | (76.59)           | (76.27)           |
| Project Funding               | -                 | 1,818.18          |
| Employment Expenses           |                   |                   |
| Superannuation                | 13,446.86         | 11,871.05         |
| Workers' Compensation         | 1,420.60          | -                 |
| OH & S                        | 54.08             | 12.00             |
| Wages & Salaries              |                   |                   |
| Wages - Tutors                | 44,285.81         | 40,318.94         |
| Wages - Childcare             | 29,288.93         | 26,597.11         |
| Wages - Administration Staff  | 82,369.46         | 67,526.57         |
| Wages - Cleaners              | 2,613.63          | 2,124.00          |
| Wages - Gardener              | (11,321.59)       | 6,118.74          |
| Total Employment Expenses     | 162,157.78        | 154,568.41        |
| Reimbursement                 |                   |                   |
| Travel Reimbursement          | 828.73            | 623.72            |
| Wage Reissue - Bank Reversal  | -                 | 44.82             |
| Work Experience               | 65.00             | -                 |
| Wages Overpaid - Bank Glitch  | 1,238.39          | -                 |
| Refund                        | -                 | 12.00             |
| Services                      |                   |                   |
| Electricity                   | 2,447.25          | 2,118.02          |
| Gas                           | 2,218.53          | 1,861.49          |
| Telephone & Internet          | 3,652.76          | 4,316.11          |
| Security                      | -                 | 301.70            |
| Staff Training                |                   |                   |
| Training & Seminars           | 20.00             | 718.18            |
| Bank Charges                  |                   |                   |
| Transaction Fees              | 847.59            | 840.00            |
| <b>Total Expenses</b>         | <b>197,092.04</b> | <b>193,168.01</b> |
| Operating Profit              | 7,827.71          | (7,159.07)        |
| <b>Net Profit/(Loss)</b>      | <b>7,827.71</b>   | <b>(7,159.07)</b> |

The accompanying notes form part of the financial report

**MOE NEIGHBOURHOOD HOUSE INC  
NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2018**

**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

**(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 2018**

**(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 ENDED 30 JUNE 2018**

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 2018 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:

Name:

Sharon Kay Smith

Position:

President

Name:

Tribuna Seccombe

Position:

Secretary

Date:

5/11/18

## INDEPENDENT AUDITOR'S REPORT

To the Members of Moe Neighbourhood House Inc

### Qualified Opinion

We have audited the accompanying financial report, being a special purpose financial report, of Moe Neighbourhood House Inc ("the Entity"), which comprises the balance sheet as at 30 June 2018, and the profit & loss for the year then ended, notes comprising a summary of significant accounting policies and other explanatory information, and committee declaration.

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 2018, and its financial performance and its cash flows for the year then ended in accordance with the accounting policies described in Note 1 to the financial statements.

### 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.

We conducted our audit in accordance with Australian Auditing Standards. Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Report* section of our report. We are independent of the Entity in accordance with the ethical requirements of the Accounting Professional and Ethical Standards Board's APES 110 *Code of Ethics for Professional Accountants* (the Code) that are relevant to our audit of the financial report in Australia. We have also fulfilled our other ethical responsibilities in accordance with the Code. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our qualified opinion.

### Basis of Accounting

Without further modifying our opinion, we draw attention to cash the basis of accounting. The financial report has been prepared for the purpose of fulfilling the committee's financial reporting responsibilities. As a result, the financial report may not be suitable for another purpose.



### **Responsibilities of Management and the Committee for the Financial Report**

Management is responsible for the preparation and fair presentation of the financial report in accordance with Australian Accounting Standards, and for such internal control as management determines is necessary to enable the preparation of the financial report that is free from material misstatement, whether due to fraud or error.

In preparing the financial report, management is responsible for assessing the Entity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Entity or to cease operations, or has no realistic alternative but to do so.

The Committee is responsible for overseeing the Entity's financial reporting process.

### **Auditor's Responsibilities for the Audit of the Financial Report**

Our objectives are to obtain reasonable assurance about whether the financial report as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Australian Auditing Standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of the financial report.


We are independent of the Entity in accordance with the ethical requirements of the Accounting Professional and Ethical Standards Board's APES 110 *Code of Ethics for Professional Accountants* (the Code) that are relevant to our audit of the financial report in Australia. We have also fulfilled our other ethical responsibilities in accordance with the Code.

*JAz R1*

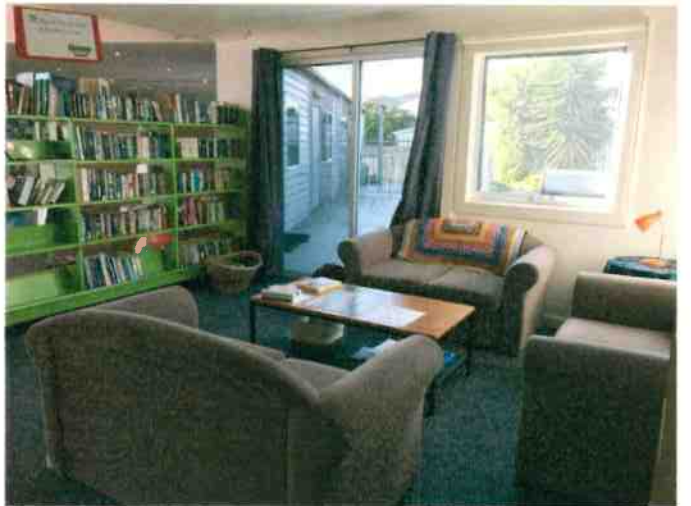
Justin Brook  
Director  
GippsAudit Pty Ltd

Date: 5 November 2018  
Place: Sale

# Photos from around MNH

<  Marti Brown-Skywalker posted 4 photos. 6 mins · Instagram · 🌐

**Congrats** Sam and the team at Busy Bees Childcare Moe Neighbourhood House on being nominated for the Frances Pennington Award!  
#parliamentofvictoria #parliamenthousemelbourne #moeisawesome #moeneighbourhoodhouse #latrobevalley



# 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

## Assistant Coordinator

Marti Brown

## Staff

Barbara Andrew  
Ann Proebsting  
Tabitha Seccombe  
Jade Rendell

Luke Wakefield  
Avril Osuch  
Suzie Kanis  
Charles Bailey

Esther Kennedy  
Angela Grant  
Sebastian Riches  
Harnee Hasthorpe

## Childcare Staff

Samantha Kruc

Sara St Paul

Sheila Crossman

## Volunteers

Gabrielle Riches  
Vicki Osborn – Tax Help

Wayne Shannon  
Renae Woods

Wendy Hope

## Committee of Management

Samantha Kruc  
Tanya Young

Barbara Twining  
Sharon Lambert

Tabitha Seccombe  
Erynne Baynes

## Supporters and Services:

NHVic  
Energy Australia  
Anglicare  
Moe / Newborough Men's Shed  
Latrobe City  
GEST

NHG  
Max Employment    WFD  
Moe Life Skills  
Gippsland Heritage Park  
All Moe/Newborough Schools  
LV Quilters

RACV  
Morwell Art & Framing  
Andrew Bedggood  
Save the Children- Moe  
Headway Gippsland  
Intrinsic Value Art Therapy

Apologies to anyone who we have missed. You are all important to our Organisation.

