

# 2018 - 2019 Annual General Meeting Report

Presented on Wednesday 9<sup>th</sup> October 2019



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

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

“Adult Learning for the Community

## 2018 - 2019 Committee of Management

<b>Name</b>	<b>Position</b>
Margaret Maxwell	President
Erynne Baynes	Secretary
Donna Wood	Treasurer
Lisa Tisdell	Floor Member
Erin McCrorey	Floor Member
Sue Welsh	Floor Member



**Moe Neighbourhood House Inc.**

**1 – 11 James Street Moe 3825**

## **Annual General Meeting**

**9<sup>th</sup> October 2019 at 7pm**

### **Agenda**

#### **Welcome and call for Apologies**

I would like to acknowledge that we are meeting here today on the traditional land of the Braiakaulung (bry ak ah lung) people of the Gunaikurnai (gun eye kurn eye) nation and pay respect to their Elders past and present. I would also like to acknowledge other Elders present with us today.

#### **Guest Speaker:**

#### **Confirmation of 2017 - 2018 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 2019 / 2020 Committee of Management**

#### **Any other items of general business**

#### **Close Meeting**

Light Refreshments



**Moe Neighbourhood House Inc.**

**1 – 11 James Street Moe 3825**

## **Annual General Meeting**

**9<sup>th</sup> October 2019 at 7pm**

### **Agenda**

Welcome and call for Apologies

Guest Speaker:

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Election of 2019 / 2020 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 12<sup>th</sup> November 2018

**Meeting Commenced: 7:03pm**

**Opening:**

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

**Present:** Anna Stojkovic – MNH Member, Barbara Andrew – MNH Member, Tabitha Seccombe – MNH Secretary / Member, Donna Wood – MNH Member, Noreen Plozza – MNH Member, Shirley Wassink – MNH Coordinator / Member, Tracy Kippen – TCB Living to Thrive, Ann Roberts – TCB Living to Thrive, Erynne Baynes – MNH Member, Teresa Pugliese – Latrobe City Council, Margaret Maxwell – MNH Member, Sam Kruc – MNH President / Member, Erin McCrorey – Intrinsic Value Art Therapy & Marti Brown – MNH Assist Coordinator / Member.

**Apologies:** Liz Dorsett – Traralgon Neighbourhood Learning House.

**Guest Speaker:** Tracy Kippen – TCB Living to Thrive

TCB Living to Thrive is a Not for profit counselling service based in Moe that works with Domestic Violence Survivors and teenagers leaving home (ages 16-18). We teach them Budgeting, Cooking & the basics. TCB also support the mental health of people in crisis. TCB Counselling Services initial session is for 1 ½ hr and we work with our clients until they don't need us anymore and that's great! Our funding this year has come from our "Gala" event that was held on 19<sup>th</sup> August 2018, Small donations from the community and our TCB Counselling Service. We also provide emergency food relief. We want to be able to provide this service with no restrictions and for it to be available to all.

**Minutes of previous AGM:**

Minutes from the 2017 AGM where presented for acceptance.

Moved: Anna Stojkovic – MNH Member  
2<sup>nd</sup> Carried: Shirley Wassink – MNH Coordinator / Member

**2017/2018 Annual Report:**

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

- Presidents Report
- Secretaries Report
- Coordinators Report
- Auditors Report

Moved: Erynne Baynes – MNH Member  
2<sup>nd</sup> Carried: Donna Wood – MNH Member

### Election of 2018/2019 Committee of Management:

Noreen Plozza – MNH Member Conducted the election of the nominees listed.

President	Margaret Maxwell
Treasurer	Donna Wood
Secretary	Erynne Baynes
Floor Members	Erin McCrorey
	Lisa Tisdell
	Vacant
	Vacant

Noreen thanked all outgoing committee members for their service and then congratulated all the nominees who were duly elected.

### General:

- Each of the new committee members in attendance were asked to tell us all a little bit about themselves:
  - **Margaret Maxwell** – I am a mother of 1, Grandmother of 1. I am a retired nurse from Latrobe Regional Hospital. I enjoy patchwork, sewing, folk art; cupcake decorating and I like to try new crafts as well. The reason I have joined the committee is so I can put back into the local community now that I have time to do so. I would love to see more Community members using MNH. I would like to see others gain knowledge and skills as I have through programs offered by MNH.
  - **Donna Wood** – I was a stay at home mum of two children, whom have blessed me with five grandchildren. I have spent 10 years in the retail industry including management. When my children were younger I coached Basketball and netball. I am at present completing my Diploma of Community Services with an emphasis on elder Advocacy. I have a strong desire to help the community and help the house thrive.
  - **Erin McCrorey** – I am a Transpersonal Art Therapist. My personal experiences with Art as therapy means that I am excited to bring to the community an alternative approach to general lifestyle counselling and mental health and I am committed to provide support to people through whatever challenges they may be confronting. I pride myself on the ability to meet at a level of a broad range of people through my non-judgemental attitude and warmth. I am passionate about creating healing through the use of alternative and creative processes including art, mindfulness meditation, relaxation, movement and talking therapies.
  - **Erynne Baynes** – I am a young widow (of nearly 12 years) with Asperger's who relocated from the Fraser coast of QLD to Warragul in August 2017. I don't know anyone here other than my immediate neighbours and the very friendly folk at Moe Neighbourhood House. I live with my 18 year old granddaughter - Angel, who stepped up and cared for me when chemo got the better of me this year, she is Ah-May-Zing but then I am a little biased! I have six other grandchildren, all still living in QLD aged from 3-20 years. I have completed a Diploma of Family History online through TAS Uni while battling stage 3 breast and lymphoma cancer and all that comes with that journey, I had a win in both areas! After nearly 30 years researching, I am now fully qualified as a professional genealogist. I teach family history at Moe Neighbourhood House. While genealogy is my main passion, I also love crafting and would love to meet other crafters to share our skills. I love all things old, be it people (10 years in Aged care), antiques, folk-lore, forgotten craftworks or recipes. I am a self-confessed book-a-holic, mainly non-fiction – social history, recipes and crafting of yesteryear, gardening and many many other topics. I miss the fun groups that I attended in QLD and would love to get together for social gatherings with like minded folk who enjoy life and all it has to offer. I believe in staying positive, being part of the community and sharing knowledge, I am always up for new adventure, a new craft and meeting new people.
- Everyone was asked to join us for some refreshments.

Shirley Wassink presented Tracy & Noreen with a thankyou gift.

Meeting closed at 7:30pm



## President's Report

This year has been one of steep learning curves for our committee, several of whom have taken on new responsibilities. Some of the committee members have had changes in their circumstances causing them to not be able to participate as much as they would have liked.

Our major issue this year has been to find funding to continue offering self-improvement classes/groups. We are always looking for ways to present classes/groups that will fit the needs and interests of our local community. Some of these have been Needle Felting, Relaxation, UFO's (Un-Finished Objects) of any handcrafts although it began as an Embroidery UFO group and Family History.

The Community Garden has come a long way this year due to the hard work of Charles and many WFD participants. There are also some volunteers who spend time in the garden. There are new raised beds for ease of access to encourage those of us of lesser abilities to also enjoy touching the flowers and vegetables.

Revamping of our house continues slowly. I hope you noticed our more calming purple wall around the office area. We also were able to get a grant to install air conditioners in the kitchen and open areas of the house.

As I said earlier, it has been a challenging year for some of us, some more than others! I would like to thank all the staff, tutors, committee members and especially Shirley, Tabitha and Marti. You have all worked hard and supported me as President and the committee in our efforts to keep our Neighbourhood House running and relevant to our local community.



Margaret Maxwell

President

Committee of Management 2019.

Coordinator's Report (written by Asst. Coordinator)

Moe Neighbourhood House Inc

Annual General Meeting 2018-2019

Firstly, on behalf of Shirley and myself, we would like to thank all those involved with the House; this includes all of the Committee of Management, Tabitha, the Tutors, Childcare staff, Charles, Volunteers, and of course all of our participants. I especially want to acknowledge Tabitha for her ongoing support of me in my role, and for stepping into Shirley's role while Shirley is on extended leave. Many probably don't realise the important work that Tabitha does in her role in administrations and how it is a valuable support to the coordinators. We would also like to thank all of our Networks and Funding bodies, without whose dedicated support and commitment we would not be able to continue to run services and provide support to the community.

Over the last financial year the House has continued to implement change. Our Community Garden continues to grow thanks to volunteers under the excellent supervision of our garden supervisor Charles. Charles and his team have put many many hours of hard work into making the garden flourish into a beautiful and functional space. Great work Charles and team!

We are continuing to implement and improve our School Holiday Program, learning from each experience. With this program we hope, among other outcomes, to introduce the House to a younger generation that may becoming future participants, and to broaden the demographic of users of the House.

Our networking is expanding with more relationships forming with other organisations. We are being invited to participate in, and run events via our House, such as the #ScreenForMe campaign, and other initiatives such as the upcoming World Food Day Via Food For All Latrobe Valley. These are only a couple of the events that we have been involved with, and with further liaising, hope to continue to see the House involved in future initiatives.

Moe Life Skills Men's Shed continue to utilise our facilities. It's great to see the fellas every Wednesday, enjoying their time here.

We continue to be involved with the Work For The Dole program, with participants assisting us in reception and the garden. Their work is valuable and appreciated.

In the next 12 months we look toward further innovation, continuing professional development, and more opportunities to serve the community.

Thank-you to everyone attending the AGM tonight. We look forward to the year ahead.



Marti Brown

Assistant Coordinator

# Treasurers Report

## AGM 2019

I wish to thank everyone for the fundraising efforts through the sale of drinks snacks and other activities.

We have had a difficult year due to the loss of the funding for our Childcare program; however we still continue to provide our childcare service.

The girls in the office are continually looking for grants to cover the losses. This also includes getting Malcolm McKelvie in to suggest ways in which we can reduce our energy expenses.

We were fortunate enough to get much needed air conditioning for the house, by the way of a grant from the Latrobe Valley Authority.

We have been able to save \$600 on our Audit expenses for this AGM, which has been used to fix the Long Arm Quilting machine which is a major earner for the house.

I am sure that we will continue to thrive over the next coming years, and continue to improve our services.

Donna Wood

Treasurer – MNH Committee of Management



**Moe Neighbourhood House Inc.**

**ABN 81 447 575 268**

**Financial Statements  
For the year ended 30 June 2019**

PO Box 167  
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ABN: 39 146 989 997

# Moe Neighbourhood House Inc.

ABN 81 447 575 268

## Compilation Report to Moe Neighbourhood House Inc.

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We have compiled the accompanying special purpose financial statements of Moe Neighbourhood House Inc., which comprise the balance sheet as at 30 June 2019, the profit and loss statement for the year then ended, a summary of significant accounting policies and other explanatory notes. The specific purpose for which the special purpose financial statements have been prepared is set out in Note 1 to the financial statements.

### *The Responsibility of the Committee*

The Committee of Moe Neighbourhood House Inc. is solely responsible for the information contained in the special purpose financial statements, the reliability, accuracy and completeness of the information and for the determination that the significant accounting policies used are appropriate to meet their needs and for the purpose that the financial statements were prepared.

### *Our Responsibility*

On the basis of information provided by the Committee, we have compiled the accompanying special purpose financial statements in accordance with the significant accounting policies as described in Note 1 to the financial statements and APES 315: Compilation of Financial Information.

We have applied our expertise in accounting and financial reporting to compile these financial statements in accordance with the significant accounting policies described in Note 1 to the financial statements. We have complied with the relevant ethical requirements of APES 110: Code of Ethics for Professional Accountants.

### *Assurance Disclaimer*

Since a compilation engagement is not an assurance engagement, we are not required to verify the reliability, accuracy or completeness of the information provided to us by management to compile these financial statements. Accordingly, we do not express an audit opinion or a review conclusion on these financial statements as the entity is a Tier 1 Incorporated Association.

The special purpose financial statements were compiled exclusively for the benefit of the Committee who are responsible for the reliability, accuracy and completeness of the information used to compile them. Accordingly, these special purpose financial statements may not be suitable for other purposes. We do not accept responsibility for the contents of the special purpose financial statements.

  
Dylan Berentis (Sep 30, 2019)

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Tower Business Advisors  
Lvl 1 / 55 Grey Street  
Traralgon VIC 3844

30 September, 2019

**Moe Neighbourhood House**  
1 - 11 James Street  
Moe Vic 3825

## Profit & Loss Statement

July 2018 To June 2019

Income				
Members			\$	70
Funded Class Fees			\$	10,267
Fee for Service - Class Fees			\$	9,959
Ammenities			\$	980
Class Materials			\$	312
Venue Hire			\$	2,947
Interest			\$	239
Work For Dole			\$	21,091
Donations			\$	805
Refunds			\$	209
Sale Superseeded MNH Equipment			\$	32
Childcare				
DET - National Occ Care	\$	7,792		
DET - One Off Payment	\$	7,500		
Childcare Fees	\$	10,389		
Funding				
DHHS - NHCP	\$	110,233		
DET -Pre-Accred Delivery SCH	\$	19,003		
DET - Pre Accred Concession	\$	2,026		
DET - ACFE Training Sup Grant	\$	5,500		
DHHS - Indexation	\$	755		
Operational Grant-Latrobe City	\$	3,500		
Community Grants- Latrobe City	\$	2,295		
Project Funding	\$	8,273		
DET - Delivery Loading	\$	2,713		
Good Things Foundation Grant	\$	2,000		
Cashier Error	\$	1		
Fundraising Income				
Fundraising	\$	4,369		
Adjustments & Rounding			\$	0
Total Income				\$ 233,263
Total Cost of Sales				\$ -
Gross Profit				\$ 233,263
Expenses				
Donations	\$	17		
Staff Christmas Break-up	\$	293		
Catering	\$	181		
Insurance	\$	1,814		
Ammenities	-\$	19		
Legal & Accounting	\$	1,844		
Memberships & Subscriptions	\$	2,980		
Advertising	\$	3,015		
Classroom Supplies	\$	1,677		
Childcare Supplies	\$	92		
Maintenance	\$	2,632		
Photocopier	\$	1,272		
Office Supplies	\$	539		
Postage	\$	273		

Gifts		\$	70		
Cleaning Consumables		\$	422		
Accommodation		\$	367		
Capital Equipment		\$	9,301		
Garden Maintainence		\$	2,113		
PIAP		\$	42		
Rounding Adjustments		\$	13		
Accountability Requirements		\$	305		
Depreciation expense		\$	3,587		
Workshop - Outside Faciliator		\$	80		
Nexus Excursion		\$	30		
Freight		\$	337		
Fundraising Expenses					
Fundraising	\$	1,156			
Discounts					
Discounts Given	\$	42			
Discounts Taken	-\$	1,398			
Employment Expenses					
Superannuation	\$	15,025			
Workers' Compensation	\$	831			
OH & S	\$	2,311			
Wages & Salaries					
Wages - Tutors	##				
Wages - Childcare	##				
Wages - Administration Staff	##				
Wages - Cleaners	##				
Wages - Gardener	##				
Total Employment Expenses		\$	197,758		
Reimbursement					
Travel Reimbursement	\$	430			
Work Experience	\$	220			
Refund Class Fees	\$	1,280			
Refund	\$	12			
Services					
Electricity	\$	4,689			
Gas	\$	1,757			
Telephone & Internet	\$	3,588			
Staff Training					
Training & Seminars	\$	2,058			
Bank Charges					
Transaction Fees	\$	390			
Total Expenses				\$	245,259
Operating Profit				-\$	11,996
Net Profit/(Loss)				-\$	11,996

**Moe Neighbourhood House**

1 - 11 James Street

Moe Vic 3825

**Balance Sheet**

As of June 2019

<b>Assets</b>				
<b>Current Assets</b>				
<b>Cash At Bank</b>				
S1	\$	11,242		
S6 Fundraising	\$	1,396		
Load & Go Reloadable Credit	\$	123		
<b>Total Cash At Bank</b>			\$	12,761
Term Investment			\$	8,503
Accounts Receivable			\$	8,540
<b>Total Current Assets</b>			\$	29,803
<b>Non Current Assets</b>				
Plant and Equipment			\$	98,840
Less: Accum Dep Plant & Equip			-\$	90,469
<b>Total Non Current Assets</b>			\$	8,371
<b>Total Assets</b>				\$ 38,174
<b>Liabilities</b>				
<b>Current Liabilities</b>				
Accounts Payable			\$	228
<b>GST Liabilities</b>				
GST Collected	\$	98		
GST Paid	-\$	962		
<b>Total GST Liabilities</b>			-\$	864
GST Payable			\$	308
<b>Payroll Liabilities</b>				
Payroll Accruals Payable	\$	1,209		
PAYG Withholding Payable	\$	3,760		
<b>Total Payroll Liabilities</b>			\$	4,968
<b>Total Current Liabilities</b>			\$	4,641
<b>Provisions</b>				
Prov'n for Long Service Leave			\$	19,030
<b>Total Provisions</b>			\$	19,030
<b>Total Liabilities</b>				\$ 23,671
<b>Net Assets</b>				\$ 14,503
<b>Equity</b>				
Accumulated Funds			\$	26,499
Surplus/Deficit for Year			-\$	11,996
<b>Total Equity</b>			\$	14,503



**Moe Neighbourhood House Inc.**  
**ABN 81 447 575 268**  
**Notes to the Financial Statements**  
**For the year ended 30 June 2019**

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 financial report:

The committee declares that:

(a) Presents a true and fair view of the financial position of the association and its performance for the year ended on that date.

(b) 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.

  
\_\_\_\_\_  
Chairperson

  
\_\_\_\_\_  
Treasurer

**Moe Neighbourhood House Inc.**  
**ABN 81 447 575 268**  
**Notes to the Financial Statements**  
**For the year ended 30 June 2019**

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

This financial report is a special purpose financial report prepared in order to satisfy the requirements of the Associates Incorporation Reform Act 2012.. The committee has determined that the entity is not a reporting entity, and that the information in the balance sheet and profit and loss is sufficient to meet the needs of the members.

No other Australian Accounting Standards, Australian Accounting Interpretations or other authoritative pronouncements of the Australian Accounting Standards Board have been applied.

The financial report is 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:

**(a) Property, Plant & Equipment**

Each class of Plant & Equipment are carried at cost. Depreciation has not been recorded.

**(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. Bank overdrafts are shown within borrowings in current liabilities on the balance sheet.

**(c) 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 Tax Office. In these circumstances, the GST is recognised as part of the cost of acquisition of the asset or as part of an item of the expense. Receivables and payables in the balance sheet are shown inclusive of GST.

**(d) Income Tax**

The entity is exempt from the payment of Income Tax.

# Photos from around MINH



# 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  
Angelika Lieshout  
Tabitha Seccombe  
Rohen Harrington  
Kathy Grass

Luke Wakefield  
Avril Osuch  
Erynne Baynes  
Charles Bailey

Esther Kennedy  
Angela Grant  
Sebastian Riches  
Harnee Hasthorpe

Ann Proebsting



## Childcare Staff

Samantha Kruc

Sheila Crossman

## Volunteers

Gabrielle Riches  
Vicki Osborn – Tax Help  
Suzie Kanis

Sheena Hodge  
Marika King  
Glen Symes

Wendy Hope  
Lisa Mutke

## Committee of Management

Margaret Maxwell  
Erin McCrorey

Erynne Baynes  
Lisa Tisdell

Donna Wood  
Susan Welsh

## Students on Placement:

Renae Woods, Karissah Davis, Jane Gatt, Mel Hinsley, Elisha Mangion, Linda Stevens, Jamie Stevens, Gypsy Johnson, Nicole Barden, Kellie Scott & Sherrie Small  
WFD Participants

## Supporters and Services:

NHvic  
Moe Life Skills  
Gippsland Heritage Park  
All Moe/Newborough Schools  
LV Quilters

NHG  
Andrew Bedggood  
Save the Children- Moe  
Headway Gippsland  
Intrinsic Value Art Therapy

Max Employment  
Moe / Newborough Men's Shed  
Latrobe City  
GEST  
Latrobe Valley Authority

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

