

2020 - 2021 Annual General Meeting Report

Presented on Thursday 14th October 2020

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
Open 8.30am – 4pm Monday to Friday
(Excluding public and Christmas holidays)

“Adult Learning for the Community

2020 - 2021 Committee of Management

Name	Position
Margaret Maxwell	President
Elisha Mangion	Secretary
Susan Welsh	Treasurer
Erynne Baynes	Floor Member
Wendy Hope	Floor Member
Val Edgar	Floor Member



Moe Neighbourhood House Inc.

1 – 11 James Street Moe 3825

Annual General Meeting

22th October 2020 at 12:30pm

Agenda

Welcome and call for Apologies

Guest Speaker:

Confirmation of 2020 - 2021 AGM Minutes

Moved:

2nd:

Presentation of Annual Report

President's Report

Coordinator's Report

Treasurer's Report / Auditor's Report

Moved:

2nd:

Election of 2021 / 2022 Committee of Management

Any other items of general business

Close Meeting

MINUTES AGM

Moe Neighbourhood House Inc.

Committee of Management

ABN: 81 447 575 268

1-11 James Street, Moe, Victoria 3825

Ph: 03 51263123 Fax: 03 51277190

Email: moemnh@bigpond.com

Date: October 22nd 2020 AGM

Vision:

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

Meeting Commenced 1.07pm via zoom.

Welcome:

Present: Margaret Maxwell (President), Elisha Mangion (Secretary), Susan Welsh (Treasurer), Erynne Baynes, Wendy Hope, Shirley Wassink (coordinator), Tabitha Seccombe (Admin), Steve Beechaz, Noreen Plozza, Ann Robinson, Teresa Plugese, Antonia (NHG).

Apologies: Robyn Downie, Sam Kruc, Tania Cake.

Welcome to country read by Margaret Maxwell.

Confirmation of previous meeting minutes

AGM minutes from 2019 confirmed as true and correct.

Moved: Elisha Mangion 2nd: Erynne Baynes

Welcome to the guest speaker. Welcome Steve Beechaz,

Steve Beechaz greets everyone and thanks the Moe Neighbourhood House for asking him to be the guest speaker here today.

Steve said he joined MNH a couple of months ago. He stated that he loves being a street artist.

Steve has a project that he is trying to get happening at the end of March in 2021. The project will incorporate in a festival scene, Art, music, colour run, mental health awareness and much more.

Presidents Report; Margaret Maxwell. See attached report.

Co-Ordinators Report; Shirley Wassink See attached report.

Treasures Report: Susan Welsh See attached report.

Margaret has now declared all committee positions vacant.

NOMINATED POSITIONS ARE:

Presidents position- Margaret Maxwell

Treasures position- Susan Welsh

Secretary position- Elisha Mangion

Fundraising position- Erynne Baynes.

General committee members: Wendy Hope

All nominated positions are accepted and now filled.

GENERAL BUISNESS.

No general business to discuss.

NEXT COMMITTEE MEETING

November 5th 2020 @12:30pm.

Thank you to all for attending today.

Meeting closed at 1:30pm

AGM – Thursday 14 October 2021

PRESIDENT'S REPORT

Welcome everyone to the Moe Neighbourhood House's 2021 AGM.

This has been a year of change again. Many lockdowns have interrupted our programs with not one term of programs able to be presented. Many are feeling the effects of being restricted from social interaction.

Several other changes have also occurred this year with the suspension of our childcare business and the resignation of Shirley, our long-standing Coordinator of 18 years before that Shirley was also Admin officer for 2 years and a Tutor for 6 years. These are big changes and will take some time to become "normal."

Some other things have changed also with new computers, security cameras and other planned improvements that are in the process of execution.

We need to focus on the new "covid normal" for our House, whatever that will look like and move ahead with planned programs for the next year.

This is my final report as President but I hope to continue to serve on the next committee.

M Maxwell

Coordinator's Report
Moe Neighbourhood House Inc
Annual General Meeting 2020-2021

Firstly I want to Thank-you all for attending our AGM today.

Another year of real challenges with the Pandemic and continual lockdowns, trying to keep our valued community in high spirits and trying to break the feeling of isolation during lockdown without face to face contact has been a challenge for all of us especially when we no sooner start seeing each other again and then boom another lockdown, however during all this turmoil we have managed to keep spirits up and continue the support Neighbourhood Houses are proud of.

This year has also seen our Childcare come to an end, with the ever increasing childcare centres open in the area and a lot more parents going to work or study the need for Occasional care has decreased significantly making it harder to stay open. I would like to thank everyone involved in our childcare service for the many years it was operating and for the families who supported the service over the years. You were all a pleasure to deal with.

We continue to run work for the dole and mutual obligation here at the house, each participant brings their own unique personality and the effort put in is appreciated by all. We also support student placements through Tafe and Partners in Training it is heart warming to hear their stories and watch them progress on to their chosen careers or onto further their studies.

A partnership has been formed with Baptist church and we now supply small food hampers and bread to those in the community struggling to make end meet, it is so good to be able to provide this opportunity to help out.

Some of the other services we have provided this year are helping people by becoming approved to assist with the power saving bonus claim, also approved for the WDP work and development permit scheme this allows people to come here and work to pay off their fines with the Justice Dept.

After working over 24years at the House in various roles I have decided it time to move on, I am actually retiring early to travel around this beautiful country of ours. So I would like to thank all the people that have been involved with the House over the years that have made my journey in life rewarding; this includes all of the Committee of Management, the Tutors, Childcare staff, Charles, Volunteers, and of course all of our participants. I especially want to acknowledge Tabitha for her support of me in her administration role, and for stepping into the role whenever I was away. 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 coordinator. I would also like to thank all of our Networks and Funding bodies, without the dedicated support and commitment we would not be able to continue to run services and provide support to our community. I wish my predecessor all the best and I am confident the House will move forward onto a bright future.

I wish the House all the best for the years to come.

Shirley Wassink



Coordinator



Treasurer's Report for 2020 – 2021 AGM

Well what a year we have had, we thought 2020 was challenging well we were wrong. With the ups and down of Covid 19 and the numerous lockdowns it has made it quite difficult to run classes and keep the house open to the public safely. Well done to the office staff for their valuable work through this difficult time.

A few Grants and Donations have been received by the following companies; we wish to thank them for the great support they give to the Community.

Digital Adjustment Fund – large screen TV's have been put in class rooms and dining area.

Latrobe City – Child care room, repainting, new flooring and cupboards and new sails for play area and a new gate added to fence in back area.

ACFE Training Support Fund. - Laptops and Tablets to assist classes.

Commonwealth Bank Donation – Security Cameras.

Fundraising – Dishwasher.

Solar Panels have been installed and are up and running.

We have had a few quite successful fundraisers through the year, many thanks to all that participated in these events.

I wish to thank you all for your continued support and attendance throughout the year.

Many thanks.

Susan Welsh (treasurer)



Moe Neighbourhood House Inc.

ABN: 81 447 575 268

**Financial Statements
For the year ended 30 June 2021**

Profit & Loss [Last Year Analysis]

July 2020 To June 2021

ABN: 81 447 575 268

Email: moemnh@bigpond.com

	This Year	Last Year	\$ Difference	% Difference
Income				
Jobkeeper Subsidy (NO GST)	\$54,000	\$16,500	\$37,500	227.3%
Members	\$165	\$130	\$35	26.9%
Funded Class Fees	\$2,550	\$7,463	-\$4,914	(65.8)%
Fee for Service	\$8,029	\$13,278	-\$5,249	(39.5)%
Workshop	\$25	\$10	\$15	150.0%
Ammenities	\$404	\$600	-\$196	(32.7)%
Class Materials	\$142	\$224	-\$82	(36.6)%
Venue Hire	\$1,886	\$500	\$1,386	277.3%
Interest	\$89	\$149	-\$60	(40.4)%
Work Experience	\$0	\$400	-\$400	(100.0)%
Staff Training	\$0	\$150	-\$150	(100.0)%
Work For Dole	\$2,273	\$21,045	-\$18,773	(89.2)%
Donations	\$11,324	\$572	\$10,752	1,880.4%
Refunds	\$44	\$0	\$44	NA
Sale Superseeded MNH Equipment	\$150	\$0	\$150	NA
Childcare				
DET - National Occ Care	\$0	\$6,124	-\$6,124	(100.0)%
Childcare Fees	\$2,991	\$9,340	-\$6,348	(68.0)%
Funding				
DFFH - NHCP	\$120,056	\$115,687	\$4,369	3.8%
DFFH - Pay Equity	\$0	\$560	-\$560	(100.0)%
DET -Pre-Accred Delivery SCH	\$8,986	\$13,182	-\$4,197	(31.8)%
DET - Pre Accred Concession	\$587	\$1,776	-\$1,189	(66.9)%
DET - ACFE Training Sup Grant	\$3,281	\$5,500	-\$2,219	(40.4)%
Operational Grant-Latrobe City	\$3,636	\$3,500	\$136	3.9%
Community Grants- Latrobe City	\$7,000	\$0	\$7,000	NA
Project Funding	\$0	\$1,000	-\$1,000	(100.0)%
Good Things Foundation Grant	\$0	\$3,000	-\$3,000	(100.0)%
Cashier Error	\$5	-\$89	\$94	105.6%
ATO COVID-19 Cash Flow Boost	\$10,476	\$10,000	\$476	4.8%
DJPR- Grant	\$0	\$10,000	-\$10,000	(100.0)%
DET- Digital Adjustment Fund	\$5,000	\$0	\$5,000	NA
DET - LEAP Program 2021	\$1,310	\$0	\$1,310	NA
Fundraising Income				
Fundraising	\$5,296	\$6,278	-\$982	(15.6)%
Adjustments & Rounding	\$0	\$1	-\$1	(125.9)%
Total Income	\$249,705	\$246,880	\$2,825	1.1%
Cost of Sales				
Freight	\$230	\$141	\$88	62.6%
Total Cost of Sales	\$230	\$141	\$88	62.6%
Gross Profit	\$249,475	\$246,738	\$2,736	1.1%
Expenses				
Donations	-\$11	-\$6	-\$5	(83.3)%
Staff Christmas Break-up	\$337	\$0	\$337	NA
Catering	\$623	\$1,144	-\$521	(45.6)%
Insurance	\$3,277	\$3,410	-\$133	(3.9)%
Ammenities	\$248	\$714	-\$466	(65.3)%
Legal & Accounting	\$0	\$59	-\$59	(100.0)%
Memberships & Subscriptions	\$3,658	\$2,635	\$1,023	38.8%

This report includes Year-End Adjustments.

Profit & Loss [Last Year Analysis]

July 2020 To June 2021

	This Year	Last Year	\$ Difference	% Difference
Advertising	\$1,514	\$2,506	-\$992	(39.6)%
Classroom Supplies	\$107	\$323	-\$217	(67.0)%
Childcare Supplies	\$24	\$348	-\$324	(93.1)%
Maintenance	\$30,458	\$4,868	\$25,590	525.7%
Photocopier	\$1,385	\$2,068	-\$683	(33.0)%
Office Supplies	\$186	\$658	-\$472	(71.7)%
Postage	\$99	\$340	-\$242	(71.1)%
Gifts	\$88	\$0	\$88	NA
Cleaning Consumables	\$278	\$534	-\$255	(47.9)%
Capital Equipment	\$17,125	\$118	\$17,007	14,381.1%
Garden Maintenance	\$5,222	\$1,079	\$4,143	383.9%
PIAP	\$144	\$0	\$144	NA
Rounding Adjustments	-\$1	\$0	-\$1	(243.2)%
Accountability Requirements	\$1,936	\$1,895	\$41	2.1%
AGM Expenses	\$0	\$7	-\$7	(100.0)%
Depreciation expense	\$0	\$5,139	-\$5,139	(100.0)%
Workshop - Outside Faciliator	\$0	\$874	-\$874	(100.0)%
Fundraising Expenses				
Fundraising	\$860	\$1,077	-\$216	(20.1)%
Discounts				
Discounts Given	\$0	\$20	-\$20	(100.0)%
Discounts Taken	-\$1,383	-\$1,373	-\$10	(0.7)%
Employment Expenses				
Superannuation	\$12,413	\$14,222	-\$1,809	(12.7)%
OH & S	\$93	\$0	\$93	NA
Wages & Salaries				
Wages - Tutors	\$20,773	\$33,013	-\$12,240	(37.1)%
Wages - Childcare	\$26,357	\$30,961	-\$4,604	(14.9)%
Wages - Administration Staff	\$86,247	\$88,376	-\$2,129	(2.4)%
Wages - Cleaners	\$2,707	\$3,390	-\$684	(20.2)%
Wages - Gardener	\$29,355	\$27,797	\$1,558	5.6%
Total Employment Expenses	\$177,944	\$197,759	-\$19,816	(10.0)%
Reimbursement				
Travel Reimbursement	\$2	\$354	-\$352	(99.4)%
Work Experience	\$0	\$40	-\$40	(100.0)%
Refund Class Fees	\$84	\$0	\$84	NA
Refund	\$0	\$23	-\$23	(100.0)%
Services				
Electricity	\$4,302	\$4,388	-\$85	(1.9)%
Gas	\$637	\$937	-\$300	(32.0)%
Telephone & Internet	\$3,986	\$3,565	\$421	11.8%
Website	\$221	\$0	\$221	NA
Security	\$0	\$14	-\$14	(100.0)%
Staff Training				
Training & Seminars	\$125	\$0	\$125	NA
Bank Charges				
Transaction Fees	\$410	\$445	-\$35	(7.8)%
Total Expenses	\$253,885	\$235,965	\$17,920	7.6%
Operating Profit	-\$4,410	\$10,774	-\$15,183	(140.9)%

This report includes Year-End Adjustments.

Created: 5/10/2021 1:46 PM

Moe Neighbourhood House

1 - 11 James Street

Moe Vic 3825

ABN: 81 447 575 268

Email: moemnh@bigpond.com

Profit & Loss [Last Year Analysis]

July 2020 To June 2021

	This Year	Last Year	\$ Difference	% Difference
Net Profit/(Loss)	-\$4,410	\$10,774	-\$15,183	(140.9)%

This report includes Year-End Adjustments.

Balance Sheet [Last Year Analysis]

June 2021

	This Year	Last Year	\$ Difference	% Difference
Assets				
Current Assets				
Cash At Bank				
S1	\$28,205	\$37,081	-\$8,876	(23.9)%
S6 Fundraising	\$2,654	\$2,027	\$627	30.9%
Load & Go Reloadable Credit	\$20	\$20	\$0	0.0%
Total Cash At Bank	\$30,879	\$39,128	-\$8,249	(21.1)%
Term Investment	\$20,738	\$8,650	\$12,088	139.8%
Accounts Receivable	\$7,273	\$3,686	\$3,587	97.3%
Total Current Assets	\$58,890	\$51,463	\$7,427	14.4%
Non Current Assets				
Plant and Equipment				
Less: Accum Dep Plant & Equip	-\$95,608	-\$95,608	\$0	0.0%
Total Non Current Assets	\$3,232	\$3,232	\$0	0.0%
Total Assets	\$62,122	\$54,695	\$7,427	13.6%
Liabilities				
Current Liabilities				
Accounts Payable				
GST Liabilities	\$19,276	\$2,520	\$16,756	664.8%
GST Collected	\$4,190	\$4,020	\$171	4.2%
GST Paid	-\$7,572	-\$4,488	-\$3,084	(68.7)%
Total GST Liabilities	-\$3,382	-\$469	-\$2,913	(621.2)%
GST Payable	\$308	\$308	\$0	0.0%
Payroll Liabilities				
Payroll Accruals Payable	\$2,268	\$2,878	-\$610	(21.2)%
PAYG Withholding Payable	\$3,738	\$5,134	-\$1,396	(27.2)%
Total Payroll Liabilities	\$6,006	\$8,012	-\$2,006	(25.0)%
Total Current Liabilities	\$22,208	\$10,371	\$11,837	114.1%
Provisions				
Prov'n for Long Service Leave				
	\$19,030	\$19,030	\$0	0.0%
Total Provisions	\$19,030	\$19,030	\$0	0.0%
Total Liabilities	\$41,238	\$29,401	\$11,837	40.3%
Net Assets	\$20,884	\$25,294	-\$4,410	(17.4)%
Equity				
Accumulated Funds				
Surplus/Deficit for Year	-\$4,410	\$10,774	-\$15,183	(140.9)%
Historical Balancing	\$17	\$17	\$0	0.0%
Total Equity	\$20,884	\$25,294	-\$4,410	(17.4)%

This report includes Year-End Adjustments.

Moe Neighbourhood House Inc.
ABN 81 447 575 268
Notes to the Financial Statements
For the year ended 30 June 2021

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.

These notes should be read in conjunction with the attached financial statements and compilation report of Tower Business & Taxation Services.

Moe Neighbourhood House Inc.
ABN 81 447 575 268
Notes to the Financial Statements
For the year ended 30 June 2021

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

Compilation Report to Moe Neighbourhood House Inc.

We have compiled the accompanying special purpose financial statements of Moe Neighbourhood House Inc., which comprise the balance sheet as at 30 June 2020, 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.



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

5th October 2021

Photos from around MNH 2020-2021

Then COVID-19 Continued



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

Admin Officer

Tabitha Seccombe

Staff

Barbara Andrew (Dec 2020)

Angelika Lieshout

Tabitha Seccombe

Charles Bailey



Luke Wakefield

Ben Duffy

Erynne Baynes

Kathy Grass

Esther Kennedy

Angela Grant

Susan Welsh

Elisha Mangion

Childcare Staff

Samantha Kruc

Sheila Crossman

Jaymee-lee Manduci

Volunteers

Gabrielle Riches

Jimmy Goss

Glen Symes

Committee of Management

Margaret Maxwell

Elisha Mangion

Erynne Baynes

Wendy Hope

Val Edgar

Susan Welsh

Students on Placement:

All Student Participants & WFD Participants

Supporters and Services:

Australian Government

NHG

Latrobe City

LV Quilters

Gipps TAFE

Victorian State Government

Max Employment

All Moe/Newborough Schools

Moe Yoga with Caroline

Partners in Training

NHvic

Moe Life Skills

Headway Gippsland

Baptist Church – Moe

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

