



Milpara Korumburra's Community House

21 Shellcot Road, Korumburra VIC 3950 (PO Box 136)

ABN: 84 361 485 080

IA: A0019220Y

ANNUAL REPORT 2017-2018

29th Annual General Meeting

13 September 2018



Department of
Human Services



Vision:

People in the Korumburra district have access to new skills, personal development and community networks.

Mission:

To be the focal point for the delivery of a range of services and learning opportunities.

Key Goal Directions:

Goal 1: Deliver innovative, relevant, quality and affordable services

Goal 2: Encourage personal and community growth

Goal 3: Drive community change

Milpara Community House....

“Creates opportunities to develop a stronger community which is responsive to people’s needs”

“Encourages an appreciation of the value of lifelong learning”

“Facilitates opportunities for personal empowerment”

“Encourages people to take a more active part in our community”

“Provides relevant, quality and affordable services”

“Participates in planning for future growth in services and facilities to meet community need”

Milpara Community House receives the majority of its funding through the Neighbourhood House Coordination Program (NHCP).

Why is this funding provided to Milpara Community House?



The Neighbourhood House Coordination Program:

Through the Neighbourhood House Coordination Program, the Victorian Government provides recurrent funding to eligible neighbourhood houses, neighbourhood house networks and the peak body, Neighbourhood Houses Victoria to support the coordination of a service that provides community development activities consistent with the aims of the Neighbourhood House Coordination Program.

Recurrent funding allocations are made to eligible organisations in accordance with Victorian Government priorities. Neighbourhood House Coordination Program funding is managed under individual service agreements between government and these organisations.

Program aims

The Neighbourhood House Coordination Program provides funding to neighbourhood houses, neighbourhood house networks and Neighbourhood Houses Victoria to:

- ◆ support the provision of community development programs and activities that lead to community strengthening outcomes by:
 - supporting diversity and promoting community participation and inclusion
 - facilitating community development and capacity building in support of individuals and groups within communities
 - supporting lifelong learning opportunities for people to improve their access to training and employment pathways
- ◆ undertake community development processes to address locally identified priorities and needs through:
 - community consultation
 - development of agreed community responses to identified priorities and needs
 - identification of partners and funding sources
 - facilitating and evaluating responses to identified needs and priorities.

Program requirements

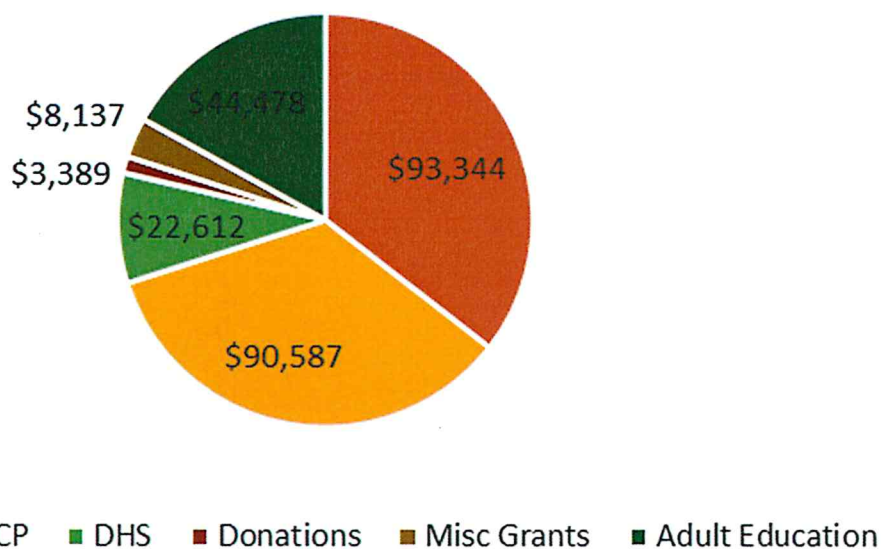
Funding to neighbourhood houses is allocated on the basis of hours of coordination. Funding assists with employing a coordinator and related costs to:

- provide a balanced mix of community development planning and activities that achieve each of the program aims
- Promote participation in the neighbourhood house program and activities by diverse community groups and individuals
- be open for at least as many hours as the Neighbourhood House Coordination Program provides coordination funding
- provide at least twice as many activity hours as the number of coordination hours funded by the NHCP. Activities may be provided concurrently.

It is expected that the planning, development and delivery of these program requirements will be based on a documented annual plan.


All neighbourhood houses funded through the Neighbourhood House Coordination Program should participate in the governance, management and activities of their neighbourhood house network.

Milpara Community House Income Streams 2017-2018



As you can see from the above chart, due to projects, we have been involved in during the last 12 months, our major sources of income have been the Neighbourhood House Coordination Program and ACFE funding.

The Department of Education and Training (DET) contracts Milpara Community House to deliver Adult

Community Further Education (ACFE) courses as a Learn Local organisation.  Courses tagged with this logo are the courses we deliver that we receive DET funding for. DET also provides Milpara Community House with funding in the form of a concession grant that subsidises the enrolment fees for people with concession cards. Additionally, a Training Delivery Support Grant of \$5000 is also provided to Learn Local Organisations annually to purchase equipment, resources, facilities etc. Other ACFE funds are available upon submission and success of a funding application for specific projects such as the Family Learning Partnership (FLP) Flexible Family Support (FSS) and Training Information Pathways Service (TIPS).

Federal funding is provided by the Department of Human Services (DHS) to host and operate the Centrelink Agency on site 10 hours per week.

Milpara is a host organisation registered with the Job Actives to deliver activities for job seekers eligible for the Work for the Dole Program. (WFD)

A major source of income is self-generated through the delivery of Adult Education courses and sessions.

- ◆ NHCP Grant covers the wages and on costs for the Manager, Administration Officer and Book Keeper & administration expenses.
- ◆ ACFE funding covers half the wages and on costs for the Program Coordinator and all ACFE tutors.
- ◆ Adult Education income covers half the wages and on costs for the Program Coordinator and reimbursements to the tutors and presenters of the Adult Education session & House administration expenses.
- ◆ Centrelink funding covers the wages, on costs and reimbursement for internet, telephone, photocopying, and stationery for the 10 hours of operation of the Centrelink Agency.

Milpara's Committee of Governance 2017-2018

Neil Coxon (President)	Gary Baumgartner (Committee)
Mary-Ann van Ballekom (Vice President)	David Rasmus (Committee)
Sarah Kerwick (Secretary)	John Davies (Committee)
Cheryl Moore (Treasurer)	Lauris Whitelaw (Committee)

Milpara's Volunteers during 2017-2018 contributed over 3088 hours to the House

John Abraham	Kay Coxon	Kayley Lawrence	David Rasmus
Rick & Shirley Arestia	Neil Coxon	Leisa Minogue	Andy Robertson
Marie Balment	John Davies	Cheryl Moore	Kelly Sanders
Gary Baumgartner	Heather Elliott	Di McCartney	Matt Thompson
Paul Bech	Annette Gale	Eliza Nebelski	Mary-Ann van Ballekom
Angie Bowen	Shannon Holt	Ken Nicholas	Peter Walker
Lojas Bozaic	Barbara Hosking	Abbey Nicholls	Noelle Walker
Marg Brammar	Sue Jacques	Belinda Nicholls	Sandra Webster
Colin Cashin	Laura Johncey	Xavier Nicholls	Lauris Whitelaw
John Cengia	Jenni Keerie	Chris Ortland	Heather Wilkinson
Sylvia Cook	Sarah Kerwick	Jack Oster	Stacey Williamson

Organisations and individuals that have supported Milpara during 2017-2018

Korumburra Baptist Church Craft Group	Growlightly Connect	Korumburra Newsagency	Gippsland Community College
Burra Hot Bread	Korumburra Uniting Church Op Shop	Greenhills Community Benevolent Society	William Angliss Charitable Foundation
St Paul's Anglican Church	Foodbank Victoria	St Vincent de Paul	CWA Korumburra, Loch, Woodleigh Vale
Michael's Supa IGA	South Gippsland Shire Council	Anglicare Victoria Peter Ketelaar	Secondbite - Aldi
Koringal Women's Service Club	Bendigo Bank Korumburra	Korumburra Baptist Church Share the Dignity	Parry's Gift Store Karmai Community Children's Centre
Coal Creek Community Park & Museum	Adult & Community Further Education	Burra Foods	Community Corrections
Uniting Churches: Korumburra, Loch, Kernot & Strzelecki	Korumburra Secondary College	Korumburra Primary School	SGBCLLEN Cool Classics Car Club

Milpara - Korumburra's Community House - is proud to support the following activities in this community.

Korumburra Men's Shed Hospital Community Garden



In 2002, a group of volunteers, men and women, began by redesigning waste ground and establishing a sitting area for visitors and patients. When this was completed, attention was turned to the vegie area. The group proceeded to plant and enhance the garden with the aim of providing food in response to needs in the community and provide a restful recreation space for hospital visitors and patients.

The group raises funds to maintain the garden by selling some produce to the Growlightly Food Hub. The members of the Community Garden hope to encourage people in the enjoyment, knowledge and simplicity of producing their own healthy food with little outlay and have also run quarterly information sessions on seasonal gardening.

Members of the community garden get together every quarter and using surplus produce from the garden, they cook up healthy, nutritious meals for the Emergency Foodbank at Milpara Community House.

Throughout the year, the House receives a regular supply of in season produce to share with Community.

The volunteers meet each Thursday morning to work in the garden.



Korumburra Men's Shed @ the Goods Shed



The Men's Shed in Korumburra is open two days a week on Tuesdays and Wednesdays from 9:30 am till 1:00 pm.

Good health is based on many factors including feeling good about ourselves, being productive, contributing to community, connecting with friends and maintaining an active body and mind.

A Men's Shed provides a place where men can find many of these things in an atmosphere of old-fashioned mateship. And, importantly, there is no pressure. Men can just drop in and have a yarn and a cuppa if that is all they're looking for.

On a typical day at the Men's Shed in Korumburra you will find somewhere between 10 and 15 men working on a variety of projects.

The membership of the Korumburra Men's Shed continues to grow, in fact the Shed may open for an extra day each week to meet the increasing demand.

It is quite warming to see men from a variety of backgrounds and challenges working together and supporting each other.



KORUMBURRA PLAYGROUP

The Korumburra Playgroup has been run at Milpara Community House from the time that the idea of a community house started to gather momentum in Korumburra, in fact it was one of the very first sites in town that provided care for children while mothers took up learning and ongoing study.

This was ground-breaking in its day and it is fantastic to see a whole new generation of children attending the House for playgroup each Friday.

The Korumburra Playgroup is a parent run playgroup, meaning that the parents who attend can lead the way in how the playgroup runs. We are proud to be able to continue the tradition that started in 1979.

Playgroup hours: Friday mornings (during school terms),
10 am to 11.30 am



Play & Learn

For parents of children aged
Birth - 8 years



Play and Learn is part of the Family Learning Partnerships funded by the Department of Education and Training. It is a project established to provide support to families to address the intergenerational cycle of poverty by assisting parents to become better teachers of their children. Sessions are held each Friday morning, during school terms, 9.30 am - 11.30 am at the Karmai Community Children's Centre, 22 Princes Street, Korumburra.

A Program of Milpara Community House Inc.

Supporting Parents & Carers on their journey



Milpara Community House is happy to be able to host the South Gippsland Shire Council *Smalltalk* facilitated playgroup during the school terms.

smalltalk aims to increase parents' confidence to do the things we know can have a positive impact on their child's learning. It is about using everyday opportunities and the activities that many parents already do in the home to enhance their children's learning and development. These include the way they talk, listen and play with their children, read together and how they engage them in interesting and stimulating activities. *smalltalk* also includes ideas on how parents can look after themselves and helps build links with their community and local services.

smalltalk Playgroup operates between 10 am and 12 noon each Monday at Milpara Community House, 21 Shellcot Road, Korumburra.



The Emergency Foodbank located and operated through Milpara Community House is available to all members of the community who may need assistance periodically to put food on the table for themselves and their family. This service was established in 1993.

Access to the foodbank is free and without the support of the local community we just couldn't provide this aid.

Over the past twelve months, the Emergency Foodbank at Milpara Community House has distributed over 2400 bags of groceries. We estimate the 'value' of each bag to be approximately \$10, making the contribution to support people experience food insecurity in the region of \$24,000.

Due to time constraints and limited resources at the House, this year we had to make a tough decision to no longer distribute vouchers for groceries or petrol. These vouchers are still available however people who need them must now travel to Leongatha to collect them from Anglicare.

We have however maintained the Financial Counselling Service delivered by a counsellor from Anglicare and Stuart attends the House fortnightly on Wednesdays. Appointments are necessary and these can be made by phoning 1800 286 260.

The Children's Garden at Milpara Community House started to be developed at the end of 2014.

The aim in establishing this garden was to provide an environment to help children to learn about food – growing food, harvesting food and eating the results. With so many fast food options, we wanted to go back to the very basics, to establish more positive patterns, attitudes and experiences.

The Garden is used every Monday and Friday mornings during school terms by the children attending the Korumburra Playgroup and the Small Talk Facilitated Playgroup.

As seasonal cropping is more fully established, extra produce grown in the garden will be used to supplement fresh food supplies for people accessing the emergency foodbank.

The garden has a good supply of herbs and these are already being used in cooking sessions on a regular basis.

The Centrelink Agency at Milpara Community House has been operating on site since 2001. The agency operates for 10 hours each week with an Agent on site to respond to queries and to assist with the lodgement of documents.

Outside of these hours, Centrelink customers can use the phone and computer for reporting and/or updating information.



The Railway Station has been an integral part of the growth and development of Korumburra since the Station opened in 1891. This facility is well-known and valued and this opportunity to build on this unique asset for the benefit of the community is widely applauded. The Station is a big part of the town's heritage and now has the potential to shine again as an important community space. *'Our heritage working for our future'*.

Following a consultation process conducted by the South Gippsland Shire Council, the Station Working Group (TS@K) was formed, with representatives of the community stepping up to the challenge to apply through VicTrack's Community Use of Vacant Railway Station Buildings Program for funding to have the Korumburra Railway Station receive much needed restoration works.

June last year saw the Nomination submitted and by late December advice was received that the Station at Korumburra was approved for funding under this Program. Of course plans of this scale take time and there is much work to be done in preparation for the proposed works.

The Station is heritage listed and all works carried out must meet the requirements set out. To date tenders have been called for the designer and plans have been discussed.

An outcome of the negotiations for the Station building and site saw the community vote for the Railway Precinct as the preferred site for the proposed new Community Hub that will incorporate Milpara Community House and the Korumburra Library as lead tenants. Milpara Community House has had a seat at the table of the Railway Station Working Group since the initial consultation process through to the presentation of the nomination to VicTrack. We are excited about the possibilities of this site and what it may mean for the Korumburra community.

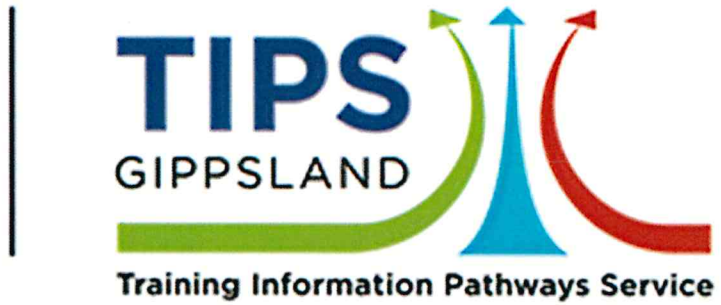
KORUMBURRA SKATE PARK



In September of 2016, consultation got underway to discuss and plan for the proposed new skate park for Korumburra.

A series of meetings were conducted with representatives from the A & P Society, Shire Council Officers and skate park enthusiasts and their families. Milpara Community House assisted in the hosting of these meetings. A draft design was formed using the feedback from skate park users and this design was then used by Council to apply for funding to add to the \$50,000 Capital Works Program allocation and the South Gippsland Shire Council allocation of \$100,000. This funding application was successful and a further \$100,000 was secured.

It is proposed that the new skate park be incorporated into the Master Plan design for the Railway Precinct Community Park development as part of the Korumburra Revitalisation Project



As a Learn Local Organisation, Milpara Community House receives funding through the Department of Education and Training to deliver pre-accredited courses designed to build skills for employment and life - in particular for learners who have been recognised as having barriers. We deliver many courses from Foundation Skills in English and Maths, English as a Second Language, and also many variations of digital literacy from the very basics for beginners to skills for more advanced employment opportunities.

In late 2017, Milpara Community House was nominated by the ACFE Gippsland Regional Council for a 'Learn Local Legend' Award in recognition of the contribution the organisation has made to the Learn Local Sector. *The Learn Local sector makes a significant contribution to Victoria. It delivers the skills that support our economy and underpin the cohesion of our communities.*

Funding provided through ACFE (Adult Community Further Education), Learn Local Organisations have the opportunity to tailor content and deliver courses that respond directly to the changing needs of industry, community and job skills required for the location in which the LL is situated.

Milpara Community House is proud to be part of the Learn Local sector.



The Victorian Learn Local Awards held in Malvern in August 2017





Orange the World

Orange the World is one of our annual ‘campaigns’. During the 16 days of activism we ask the community of Korumburra to support this campaign - to say NO to violence, by wearing something orange during this time, to display orange in their workplaces, to put up the posters and display the information sheets made available. We also install ‘orange’ on the trees in the main street . The House posts facts on domestic and family violence on its Facebook site every day and we plant our garden with orange.

Milpara Community House was very proud to be part of the Orange the World campaign for 2017 and we were very pleased with the support this action received from the wider community - in particular the fantastic effort of the Korumburra Primary School - what an outstanding statement.

Family violence is a major issue of concern for many community’s. We get behind this campaign each year as it is a good way to get conversations started about this important issue.

Thank you to everyone who too part in this very important community awareness action - I hope you’re getting ready for this year’s campaign.



Korumburra Primary School—Put Your Hand Up to End Violence

Korumburra Primary School 'put their orange hands up' to end violence with 400 hand prints.

Orange free dress day on Monday December 4 2017
 #freefromviolence #goorange #putyourhandup

President's Report - Neil Coxon

Over the years as I have become more involved with Milpara Community House I have been increasingly impressed with the work it does and its importance to Korumburra. Milpara reaches out to many facets of the community through its - Teaching Programs, Food Bank, Social interaction in giving advice and drawing the community together, Men's Shed, Centrelink, Community outreach involvement with Schools, Korumburra Round Table, Local churches and the Korumburra Rail Project.

Milpara somehow manages all this, and more, very efficiently and with a minimum of fuss.

I was recently reading an article by Monica Dux, an Age writer, in which she commented on the often undeserving homage and gravitas society gives to the rich and famous. She contrasted this with the work done by local communities with little fanfare and acknowledgement. This got me thinking in the terms of our community and especially Milpara Community House. In a small way to redress this I would like to thank the following groups.

Milpara Staff: Jenni, Belinda, Leisa, Nicki and Chris - our staff who keep the wheels turning smoothly. They all do their tasks efficiently in an extremely calm manner despite the tenseness that goes with dealing with often stressed visitors. Unfortunately they work in an area that is unappreciated by government and are grossly underpaid. I wish we could pay what they are worth but our income is not enough. They all put in the extra yards and the Korumburra community benefits greatly from their efforts.

Volunteers and Tutors: I have said this before and will repeat it because it is true - our Volunteers and Tutors are a strong part of Milpara. It is easy to donate money to various charities and in some ways this is remote and impersonal but donating your time takes on a personal relationship. Our volunteers and tutors are reacting with the people who use the services of Milpara on a personal basis and without the volunteers and tutors we would not be able to offer the many programs, services and activities we do.

Committee of Governance: This group of volunteers is the committee that oversees the activities of Milpara, ensures it is running within guidelines and is on a secure financial footing. I am indeed fortunate to be President of this group who are diligent in making sure all rules are followed whilst looking to the future so processes are in place to make sure Milpara continues. To my fellow Committee members thanks for making my job interesting and above all pleasant.

Milpara Community House continues to be an important part of Korumburra and our connections with our community have strengthened over the last year. To all involved many thanks.

Korumburra Men's Shed Report - John Davies

Well, it's been an interesting year for the Korumburra Men's Shed.

Membership has continued to grow and most days in the Shed are quite busy. There are some keen new members who are contributing a lot to the Shed. We have recently appointed two new Shed Supervisors – members with the experience and skills to assist other members with their work and with OH&S around the Shed.

On a sad note, we lost Ray Clapton this year who passed away after a long illness. Ray was a long time member of the Shed and is sorely missed.

The Shed continues to develop with more metal working equipment arriving as well as woodworking equipment. Many thanks to the individuals who have donated tools, equipment and wood to the Shed. Thanks also to the Korumburra branch of the Commonwealth Bank who as part of their community grants program donated \$500 which went towards the purchase of a new air compressor and accessories for the Shed.

There has been a reorganisation of the Shed layout with efficiency and safety in mind. With the increase in membership we are running out of space – no man's shed is ever big enough! We have also recently installed a safety rail around the platform after an unfortunate incident where a member fell from the platform onto the track beside the Shed. Fortunately his injuries were not serious and he was back at the Shed the following week.

That last point leads me to the biggest thing that has impacted the Shed – the Shire's decision to adopt the Railway Precinct for the Korumburra Community Hub. The decision means that when the Hub is built, the Men's Shed will have to move which leaves us in a state of limbo – we will have to work with VicTrack and the Shire to secure a new location for the Shed. Hopefully it will be in a bigger shed somewhere on the Railway Precinct. But in the meantime there is little point in doing any work on the building itself so we will concentrate on making the best of the facilities we have and making sure that the members get the most out of what we have.

Treasurer's Report - Cheryl Moore

Milpara is an important community asset that offers a broad range of programs for the community. To remain a viable asset and meet our governance responsibility we must, as an organisation, remain financially secure to continue to invest in our people and ongoing interaction with the community through various programs and initiatives.

Again Jenni, the staff and volunteers must be congratulated for the many programs they run at the House plus other community programs that involve volunteers.

Many of the programs run at the House are funded through Grants & donations and are spread over a calendar year. This requires management of funding to ensure that these programs are completed within the financial limits. At the end of the financial year any unspent funds for programs are carried over to the next financial year as revenue to complete these initiatives. At the end of this financial year we had a total of \$77,055 in unexpended grants.

The financial reports for Milpara have been audited by Cardell Assurance and Audit located in Wonthaggi.

The actual income and expenditure statement are a summary of the revenue and expenses for the last financial year. The three key elements of the statement are:

- Income/revenue
- Expenses
- and whether it results in a Profit/loss

This year our income for the year was \$278,596, an increase of \$40,211 over last year.

Under expenditure there is an entry called Depreciation Expense – this is a book entry only and if we paid income tax it would reduce our taxable income. Our expenditure for the year increased by \$42,666 of which approximately \$20,000 was for payroll expenses. This amount includes the salaries of staff and tutors, superannuation guarantee payments, provision for LSL & PL, first aid allowances etc. By excluding the depreciation expense, the House had a small surplus of \$1148.

The balance sheet represents the balance of the assets and liabilities of the House at the end of the financial year.

If you refer to the balance sheet information you will see that we currently have cash at the bank of \$295,016 and plant and equipment of \$43,632. Our liabilities are only \$119,626.

We are currently in an excellent financial position that will assist us in any transition to the changes and challenges we will confront in the future.



During 2018, the Neighbourhood House sector launched a campaign for an increase in funding. Every House in Victoria participated in this effort and over 70,000 postcards were signed by House Users and delivered to the Minister via our local political representatives. This campaign was successful and \$21.8m was allocated to increase hours for Neighbourhood Houses in Victoria.

Manager's Report - Jenni Keerie

In any one day the staff at Milpara Community House can deal with issues that range from a very personal, individual situation right through to the other end of the scale with community wide focus. The work is challenging but very rewarding and we are privileged to see the many goals achieved by learners and House users accessing the House.

One aspect of our work is that we offer *work for the dole* activities for local job seekers and it is fantastic to watch the growth of individuals. One of our participants this year gained part time employment with Burra Foods following a class site visit to 'interview' the HR person. A second participant was successful in gaining a full-time hairdressing apprenticeship. A third participant started out with just one referee on her Resume. Following a 6 week course she attended at the House, her tutor offered to be a referee for her due to her diligence in class and her enthusiasm to learn and we also offered to vouch for her work ethic.

Some statistics collected from throughout the year:

10260 people used the House during the last financial year

3088 volunteer hours were contributed to support the work of the House

4700 student contact hours were delivered through ACFE pre-accredited delivery

210 hours of activity delivered each week on average

The Key Goal Directions for the House as set out in the Strategic Plan 2018 - 2023 are the following:

Goal 1: Deliver innovative, relevant, quality and affordable services

Goal 2: Encourage personal and community growth

Goal 3: Drive community change

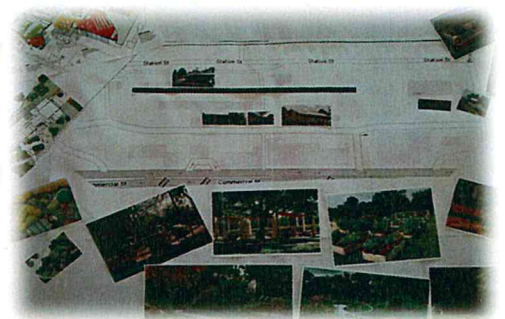
I believe I can confidently report we are achieving our goals in all of these areas or at least making significant progress. One of the most exciting aspects to the work at the House over the past 12 months has been being involved with the Korumburra Round Table (KRT). Milpara has had a seat at the Table since the KRT was formed and as this representational group establishes it's identity and place in the future direction for Korumburra, Milpara is able to have input.

As we also have representation on the Railway Station Working Group (TS@K) and with the House's involvement in the consultation processes for the Skate Park and the Community Hub as well as the proposed new revitalisation project for Korumburra, we are able to provide well informed community feedback into all of these areas - to drive community change.

Our main focus is on using existing collated community feedback and ensuring this information is considered in any future plans. To that end we also take proposed plans and ideas out to community for people's information and knowledge and this year we've had displays at the Korumburra Show, shop fronts in the main street, as well as set up at the House for viewing.

I am fortunate to have a great team to work with, Belinda, Leisa, Nicki, Chris, Julianne and Amber, our regular volunteers Di and Lojas, our Tutors, Instructors and Presenters and of course the members of the Committee of Governance who not only keep the work on track but who also provide incredible support, guidance, feedback, advice and good humour. Thank you and I look forward to sharing the next 12 months working beside you.

I also need to acknowledge the support of the South Gippsland Shire Council for providing us with a venue from which to operate and involving us in so many of the consultative processes for the Korumburra community. Thank you.



MILPARA COMMUNITY
HOUSE INC.

A0019220Y

SPECIAL PURPOSE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2018

MILPARA COMMUNITY HOUSE INC.

A0019220Y

INCOME AND EXPENDITURE STATEMENT
FOR THE YEAR ENDED 30 JUNE 2018

	2018	2017
INCOME		
Program grant	42,346	39,400
Concession grant	2,799	3,028
Delivery Support Grant	10,500	5,000
Training Information Pathways Service (TIPS) grants	24,909	7,096
Family Learning partnership	12,790	3,658
Total ACFE grants	93,344	58,182
Adult education fees	44,828	46,333
DHS – NHCP grant	90,587	86,473
Donations:		
- William Angliss Foundation	-	2,000
- Other	3,389	2,431
Fundraising	166	-
Grants:		
- DSS	-	360
- SGSC community grant	272	7,881
- WTIF grant	8,895	-
- Other	1,920	280
Interest received	4,233	4,115
Membership fees	280	210
Men's Shed income:		
- Grants	455	-
- Other income	4,701	4,265
Miscellaneous income	333	365
Reimbursed expenses	25,193	25,490
Total income	278,596	238,385
EXPENDITURE		
Adult education costs	23,893	20,608
Advertising	2,176	1,620
AGM expenses	189	233
Audit Fees	1,950	1,800
Bank fees	112	5
Computer software	2,192	614
Conference expense	6,408	779
Consumables	2,431	2,899
Consultants fees	13,515	7,281
Depreciation expense	11,044	12,157
Electricity	3,556	2,642
Foodbank expense	1,776	1,175
Fundraising expense	509	-
Incorporation & legal	92	-
Insurance	165	167
Internet expenses	823	754
Meeting expenses	-	231
Men's Shed expenses	3,705	4,876
Miscellaneous expenses	198	56
Payroll expenses	197,861	177,286

MILPARA COMMUNITY HOUSE INC.

A0019220Y

INCOME AND EXPENDITURE STATEMENT
FOR THE YEAR ENDED 30 JUNE 2018 (continued)

EXPENDITURE (continued)	2018	2017
Postage & freight	3,278	1,624
Printing and stationery	1,034	1,035
Professional development	752	168
Rates & lease	580	503
Refund Adult education fees	1,573	1,003
Repairs & maintenance	2,863	1,915
Subscriptions & memberships	855	786
Telephone	2,992	3,086
Workers compensation expense	1,970	1,636
Total expenditure	277,448	234,782
Net operating surplus for the financial year	1,148	3,603
Less depreciation expense	(11,044)	(12,157)
Net deficit for the financial year	(9,896)	(8,554)

The accompanying notes form part of this financial report.

MILPARA COMMUNITY HOUSE INC.

A0019220Y

BALANCE SHEET

FOR THE YEAR ENDED 30 JUNE 2018

	NOTE	2018	2017
CURRENT ASSETS			
Petty cash & cash floats		160	160
Cash at bank:			
- Milpara Community House	3	132,534	115,669
- Foodbank	3	3,425	3,257
- Men's Shed	3	<u>12,502</u>	<u>13,662</u>
		148,461	132,588
Term deposits – Milpara Community House	4	146,555	140,171
Accounts receivable		500	1,117
Accrued Income		1,247	1,042
TOTAL CURRENT ASSETS		296,923	275,078
NON CURRENT ASSETS			
Property, plant & equipment	5	43,632	49,444
TOTAL NON CURRENT ASSETS		43,632	49,444
TOTAL ASSETS		340,555	324,522
CURRENT LIABILITIES			
Accounts payable		1,178	852
PAYG & GST payable		11,020	13,108
Superannuation payable		-	555
Annual leave provision		6,133	7,645
Long service leave provision		8,216	6,112
Sick/Personal leave provision		15,859	3,844
Course payments received in advance		165	360
Unexpended grants	6	77,055	61,221
TOTAL CURRENT LIABILITIES		119,626	93,697
TOTAL LIABILITIES		119,626	93,697
NET ASSETS		220,929	230,825
EQUITY			
Opening accumulated surplus		230,825	239,379
Current year deficit		(9,896)	(8,554)
TOTAL EQUITY		220,929	230,825

The accompanying notes form part of this financial report.

MILPARA COMMUNITY HOUSE INC.
A0019220Y
STATEMENT OF CHANGES IN EQUITY
FOR THE YEAR ENDED 30 JUNE 2018

	Accumulate d Surplus
Balance at 1 July 2016	239,379
Operating deficit for the year	(8,554)
Balance at 30 June 2017	230,825
Operating deficit for the year	(9,896)
Balance at 30 June 2018	220,929

The accompanying notes form part of these financial statements.

MILPARA COMMUNITY HOUSE INC.

A0019220Y

CASH FLOW STATEMENT

FOR THE YEAR ENDED 30 JUNE 2018

	2018	2017
CASH FLOWS FROM OPERATING ACTIVITIES		
Fundraising and donations	3,555	4,431
Grants received	231,724	210,066
Interest received	4,233	4,115
Operating receipts	87,620	82,262
Payments to employees and suppliers	(299,643)	(248,501)
NET CASH PROVIDED BY OPERATING ACTIVITIES	27,489	52,373
CASH FLOWS FROM INVESTING ACTIVITIES		
Purchases of property, plant & equipment	(5,232)	(10,128)
Interest reinvested in term deposits	(2,819)	(2,153)
Transfer to term deposits	(3,565)	(25,746)
NET CASH USED IN INVESTING ACTIVITIES	(11,616)	(38,027)
NET INCREASE IN CASH HELD	15,873	14,346
CASH AT THE BEGINNING OF THE FINANCIAL YEAR	132,748	118,402
CASH AT THE END OF THE FINANCIAL YEAR	148,621	132,748

The accompanying notes form part of these financial statements.

MILPARA COMMUNITY HOUSE INC.

A0019220Y

NOTES TO THE CASH FLOW STATEMENT

FOR THE YEAR ENDED 30 JUNE 2018

CASH FLOW INFORMATION	2018	2017
a) Reconciliation of cash for purposes of cash flows:		
Cash on hand	160	160
Cash at bank	148,461	132,588
Total	148,621	132,748
b) Reconciliation of net cash provided by operating activities to deficit from ordinary activities:		
Deficit from ordinary activities	(9,896)	(8,554)
Add back non-cash items:		
Depreciation (Net)	11,044	12,157
<i>Changes in assets & liabilities</i>		
(Increase) / decrease in accounts receivable	412	(2,159)
(Increase) / decrease in income in advance	15,639	38,073
Increase / (decrease) in trade payables	(2,317)	4,472
Increase / (decrease) in leave entitlement provision	12,607	8,384
NET CASH PROVIDED BY OPERATING ACTIVITIES	27,489	52,373

c) The association has no credit standby or financing facilities in place.

d) There were no non-cash financing or investing activities during the year.

MILPARA COMMUNITY HOUSE INC.

A0019220Y

NOTES TO THE FINANCIAL REPORT

FOR THE YEAR ENDED 30 JUNE 2018

NOTE 1: STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES

This financial report is a special purpose financial report prepared in order to satisfy the financial reporting requirements of the *Associations Incorporation Reform Act (Vic) 2012* and the *Australian Charities and Not-for-profits Commission Act 2012*. The committee has determined that the association is not a reporting entity.

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

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

Accounting Policies**(a) Income Tax**

The association is exempt from income tax due to the nature of its activities.

(b) Inventories

All costs except for fixed asset purchase are expensed at the date of purchase. No amount is brought to account for consumable stocks held on the balance day.

(c) Property, Plant and Equipment

Existing plant and equipment were identified at 30 June 2008 and recognised at fair value for the first time in the balance sheet. All subsequent purchases of plant and equipment are measured on the cost basis.

The carrying amount of plant and equipment is reviewed annually by the association to ensure it is not in excess of the recoverable amount from those assets. The recoverable amount is assessed on the bases of the expected net cash flows which will be received from the assets employment and subsequent disposal. The expected net cash flows have not been discounted to present values in determining recoverable amounts.

Depreciation

The depreciable amount of all property, plant and equipment are depreciated over the useful lives of the assets to the association commencing from the time the asset is held ready for use.

Leasehold improvements are depreciated over the shorter of either the unexpired period of the lease or the estimated useful lives of the improvements. The land and buildings are leased from the South Gippsland Shire Council. The current lease is valid until 2020.

The depreciation rates used for each class of depreciable asset are:

Class of Fixed Asset	Depreciation Rate
Plant and equipment	10 - 33.3% Straight line
Leasehold Improvements	16.67% Straight line

(d) Employee Benefits

Provision is made for the association's liability for employee benefits arising from services rendered by employees to balance date. All employee benefits which are expected to be settled within one year and have been measured at their nominal amounts. Where the long service leave liability is not currently due, the liability has been calculated in relation to the probability of each employee remaining until the long service leave is entitled.

MILPARA COMMUNITY HOUSE INC.

A0019220Y

NOTES TO THE FINANCIAL REPORT

FOR THE YEAR ENDED 30 JUNE 2018

NOTE 1: STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES (continued)

(e) Revenue

Revenue is recognised when the entity obtains control over the funds which is generally at the time of receipt.

Grant revenue is recognised in the income statement 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 reliably measured.

If conditions are attached to the grant which must be satisfied before it is eligible to receive the contribution, the recognition of the grant as revenue will be deferred until those conditions are satisfied. Refer to Note 6 for the details of unexpended grant funding.

(f) Goods and Services Tax

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. In these circumstances the GST is recognised as part of the cost of the acquisition of the asset or as part of the item of expense.

NOTE 2: RELATED PARTIES

Members of the committee receive no payment or other consideration for their services as committee members. Where a member of the committee is engaged to teach courses or to act in a managerial capacity that person receives no special advantage or other consideration when compared with other employees or tutors.

NOTE 3: CASH AT BANK	2018	2017
Milpara Community House:		
Bendigo Bank LSL account	35,102	25,962
Commonwealth Bank online saver account	95,187	85,610
Commonwealth cheque account	<u>2,245</u>	<u>4,097</u>
	132,534	115,669
Foodbank:		
Bendigo Food Bank account	3,425	3,257
Men's Shed:		
Commonwealth Bank Milpara Men's Shed account	632	858
Commonwealth Bank Men's Shed online saver account	<u>11,870</u>	<u>12,804</u>
	12,502	13,662
Total cash at bank	148,461	132,588

NOTE 4: TERM DEPOSITS

Bendigo Bank term deposit	89,361	87,384
Commonwealth Bank term deposit	57,194	52,787
Total	146,555	140,171

MILPARA COMMUNITY HOUSE INC.

A0019220Y

NOTES TO THE FINANCIAL REPORT

FOR THE YEAR ENDED 30 JUNE 2018

NOTE 5: PROPERTY, PLANT & EQUIPMENT	2018	2017
Leasehold improvements:		
Building renovations	53,911	53,911
Carpark	9,100	9,100
Less accumulated depreciation	<u>(62,491)</u>	<u>(62,432)</u>
Written down value	520	579
Men's Shed:		
Men's Shed (at Coal Creek) improvements	26,082	26,082
Men's Shed equipment	10,834	8,878
Less accumulated depreciation	<u>(12,431)</u>	<u>(7,264)</u>
Written down value	24,485	27,696
Plant & equipment:		
Furniture & fittings	16,099	15,619
Kitchen equipment	223	223
Miscellaneous plant	14,129	14,129
Office equipment	42,269	39,473
Toys & equipment	220	220
Resource library	2,127	2,127
Tool library	1,068	1,068
Less accumulated depreciation	<u>(57,508)</u>	<u>(51,690)</u>
Written down value	18,627	21,169
Total property plant and equipment at written down value	43,632	49,444

Movements in Carrying Amounts

	Leasehold Improvements	Men's Shed	Plant & Equipment	Total
Balance at beginning of year	579	27,696	21,169	49,444
Additions	-	1,956	3,276	5,232
Depreciation	(59)	(5,167)	(5,818)	(11,044)
Disposals (Net)	-	-	-	-
Balance at end of year	520	24,485	18,627	43,632

NOTE 6: UNEXPENDED GRANTS	2018	2017
ACFE Training Information Pathways Service (TIPS) grants	24,333	39,574
ACFE program grant	-	9,635
ACFE Family Learning partnership grant	4,552	3,342
LCHS Multicultural grant	6,000	-
DET Training development support grant	-	5,000
DSS Volunteer grant	-	1,920
DET Workforce Training Innovation grant	29,505	-
SGSC Quick Response Grant	477	750
Anglican Parish Church Youth Group donation	2,188	1,000
William Angliss Trust donation	2,000	-
Court Services Korumburra donation	7,000	-
DEECD Learn Local Legend Acknowledgement Award	1,000	-
Total	77,055	61,221

MILPARA COMMUNITY HOUSE INC.

A0019220Y

STATEMENT BY MEMBERS OF THE COMMITTEE

FOR THE YEAR ENDED 30 JUNE 2018

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.

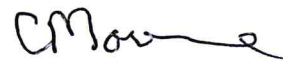
In the opinion of the committee, the financial report as set out on pages 2 to 10:

1. Presents a true and fair view of the financial position of Milpara Community House Inc. as at 30 June 2018 and its performance for the year ended on that date.
2. At the date of this statement, there are reasonable grounds to believe that Milpara Community House Inc. will be able to pay its debts as and when they fall due.

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



Neil Coxon
President



Cheryl Moore
Treasurer

16 August 2018

**INDEPENDENT ASSURANCE PRACTITIONER'S REVIEW REPORT
TO THE MEMBERS OF MILPARA COMMUNITY HOUSE INC.**

We have reviewed the accompanying financial report, being a special purpose financial report, of Milpara Community House Inc., which comprises the balance sheet as at 30 June 2018, the income and expenditure statement, the cash flow statement and the statement of changes in equity for the year then ended, notes comprising a summary of significant accounting policies and other explanatory information, and the statement by members of the committee.

Committee's Responsibility for the Financial Report

The committee of the association is responsible for the preparation of the special purpose financial report that gives a true and fair view and have determined that the basis of preparation described in Note 1 to the financial report is appropriate to meet the financial reporting requirements of the *Associations Incorporation Reform Act (Vic) 2012* and the *Australian Charities and Not-for-profits Commission Act 2012* and to meet the needs of the members. This responsibility also includes such internal control that the committee determine is necessary to enable the preparation of the special purpose financial report that gives a true and fair view and is free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express a conclusion on the special purpose financial report based on our review. We conducted our review in accordance with Australian Auditing Standard on Review Engagements ASRE 2415 *Review of a Financial Report: Company Limited by Guarantee or an Entity Reporting under the ACNC Act or Other Applicable Legislation or Regulation*, in order to state whether, on the basis of the procedures described, we have become aware of any matter that makes us believe that the special purpose financial report does not satisfy the requirements of the *Associations Incorporation Reform Act (Vic) 2012* and Division 60 of the *Australian Charities and Not-for-profits Commission Act 2012* including; giving a true and fair view of the association's financial position as at 30 June 2016 and its performance for the year ended on that date; and complying with the Australian Accounting Standards to the extent described in Note 1 to the financial report and the *Australian Charities and Not-for-profits Commission Regulations 2013*.

ASRE 2415 requires that we comply with the ethical requirements relevant to the review of the special purpose financial report.

A review of the special purpose financial report consists of making enquiries, primarily of persons responsible for financial and accounting matters, and applying analytical and other review procedures. A review is substantially less in scope than an audit conducted in accordance with Australian Auditing Standards and consequently does not enable us to obtain assurance that we would become aware of all significant matters that might be identified in an audit. Accordingly, we not express an audit opinion.

Conclusion

Based on our review, which is not an audit, nothing has come to our attention that causes us to believe that the special purpose financial report of Milpara Community House Inc. does not satisfy the requirements of the *Associations Incorporation Reform Act (Vic) 2012* and Division 60 of the *Australian Charities and Not-for-profits Commission Act 2012* including:

- a) Giving a true and fair view of the association's financial position at 30 June 2018 and its financial performance and cash flows for the year ended on that date: and
- b) Complying with Australian Accounting Standards to the extent described in Note 1, the *Associations Incorporation Reform Act (Vic) 2012* and Division 60 of the *Australian Charities and Not-for-profits Commission Regulation 2013*.

Basis of Accounting and Restriction on Distribution

Without modifying our conclusion, we draw attention to Note 1 to the special purpose financial report, which describes the basis of accounting. The financial report has been prepared for the purpose of fulfilling the association's financial reporting responsibilities under the *Associations Incorporation Reform Act (Vic) 2012* and the *Australian Charities and Not-for-profits Commission Act 2012*. As a result, the special purpose financial report may not be suitable for another purpose.

CARDELL ASSURANCE & AUDIT

Lyndal J. McKenzie
3A Billson Street
WONTHAGGI VIC 3995

20 August 2018

KORUMBURRA PLAYGROUP

BENDIGO BANK

Statement of Receipts and Payments for year ending 30th June 2017

2016/2017		2017/2018
\$1965.71	Ledger Balance as at 1/7/2017	\$1788.87
	Add RECEIPTS	
	Interest	
190.00	Membership	4000
<u>548.10</u>	Weekly Fees	<u>231.00</u>
\$738.10	Total Receipts	\$271.00
	Less PAYMENTS	
	Membership	
870.00	Venue Cost	150.00
	Resources	
<u>44.94</u>	Miscellaneous	<u>30.00</u>
\$914.94	Total Payments	\$180.00
\$1788.87	Ledger Balance & Bank Balance as at 30/6/2018	\$1879.87

SOUTH GIPPSLAND COMMUNITY HOUSES CLUSTER

COMMONWEALTH BANK CHEQUE ACCOUNT

Statement of Receipts and Payments for year ending 30th June 2018

2016/2017		2017/2018
\$77.20	Ledger Balance as at 1/7/2017	\$77.24
	Add RECEIPTS	
\$0.04	Interest	0.00
	Members' Contributions	
	Donation	
\$0.04	Total Receipts	0.00
\$77.24		\$77.24
	Less PAYMENTS	
	Minutes Secretary	
	Joint Website	
	GST	
	Bank Charges	
	Administration Costs	
\$0.00	Total Payments	\$0.00
\$77.24	Ledger Balance & Bank Balance as at 30/6/2018	\$77.24

South Gippsland Community Houses Network:

The South Gippsland Community Houses Network is made up of Venus Bay Community Centre, Leongatha Community House, Foster and District Community House and Milpara Community House. These four houses work together in a Cluster to share resources and support each other through the many issues which affect the work of a community house.

There have been changes to the staffing of one of the Houses over the past twelve months and being able to network with more experienced Coordinators and Managers has been very beneficial to the network.

Each member house of the Cluster have their own websites so the joint bank account of this network is used infrequently. Discussions will be held over the coming months in regards to closing this account.

The Neighbourhood House, Community House and Learning Centre Sector Principles

Community Ownership:

To set, manage and control the direction, resources, decision making and processes of the House in order that local volunteer members have a sense of ownership and intrinsic belonging.

Inclusion:

To value the diverse contributions that people make and to be sensitive to their individual needs.

Community Participation:

To recognise that everyone has a valuable contribution to make and to facilitate community members to join in at any level. Volunteers and community members are integral to the decision making, evaluation, provision, participation and direction setting at all levels of the

Networking:

To link, form alliances, collaborate and work with individuals, groups, other agencies, government and business.

Empowerment:

To put into practice a process which respects, values and enhances people's ability to have control of their lives. This process encourages people to meet their needs and aspirations in a self aware and informed way which

Advocacy:

To act with and on behalf of community members to endeavour that their individual or group needs are met.

Access and Equity:

To ensure fair and equitable access for all people. Striving to make accessible to individuals, groups and the community meaningful opportunities, programs, activities and services. To promote a fairer distribution

Self Help:

To come together in a supportive group environment to share information, knowledge, skills and life experience in order that each participant can reach their own personal goals.

Life Long Learning:

To build and support the personal skills, knowledge, abilities and resilience of people. To develop the health, wellbeing and connection of people and their families, through formal and informal pathways in education,

Social Action:

To analyse internal and external factors that impact on the local community, to transform relationships between individuals, groups and organisations and within the community through collective action.

Sector Framework

