



MILPARA COMMUNITY HOUSE INC.

ANNUAL REPORT 2020



Vision

Enable 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.

Direction

Deliver innovative, relevant, quality and affordable services.

Encourage personal and community growth, drive community change.

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Who is Milpara Community House?

Committee of Governance

Name	Position
Neil Coxon	President
John Davies	Vice President
Sarah Kerwick	Secretary
Cheryl Moore	Treasurer
John Davies	Committee Member
Lee Fletcher	Committee Member
Leanne Bunn	Committee Member
Margaret Land	Committee Member

Staff

Name	Position
Jennifer Keerie	Manager
Belinda Nicholls	Program Coordinator
Leisa Minogue	Administration Officer & Centrelink Agent
Yvette Brindle	Administration Officer
Naira Belling	Centrelink Agent
Christine Ortland	Centrelink Agent
Amber Betts	Cleaner
Jessica Cottle	Project Worker
Jack Oster	Tutor
Sylvi Shayl	Tutor
Heather Wilkinson	Tutor
Tracey Hutton	Tutor

A message from Neil the President

It would be an understatement to say 2019/2020 has just been an interesting year. We started with a number of challenges facing the Community. The first being the Summer of Fire and secondly we are still experiencing the travails of COVID 19. We have been living with smoke or lock-downs for what seems like an eternity. These presented Jenni and her staff with challenges that they have risen to admirably.

During the fire season the House was ready and prepared to offer support where needed. Fortunately there were no serious fires locally but the House had plans in place if necessary.

The coronavirus provided testing circumstances not previously experienced. The staff established practices to enable Milpara to

continue to safely operate classes online, provide food bank services, give counselling where necessary, keep all staff employed and still plan for a future that is post COVID. This was all efficiently done with a minimum of fuss demonstrating the abilities of the staff to adapt and innovate. To Jenni, Belinda, Leisa, Nicky, Chris and Amber many thanks for your professional approach and efforts.

The staff have been ably supported by a number of volunteers who put in many hours – thank you to all of you.

The Committee of Governance continued to meet via Zoom with varying degrees of success mainly due to my inability to initially

navigate Zoom. To all Committee members thanks for continuing to provide a vital overseeing role to the operation and governance of the House with special thanks to Cheryl Moore who acted as proxy Treasurer during the year.

We will get through COVID and Milpara Community House will continue to provide support to Korumburra for many years to come.



Neil Coxon

Real Impact, Real Value



*Milpara Community House generates over **\$767.29**
of community value for every **hour** it open.*

Keeping our finger on the pulse

Adapting to change - this is something we have all been experiencing over the past 6 months with the impacts of COVID-19. And, none of us were really prepared for what it would actually mean to our communities.

A very big part of our focus has been on helping and supporting people throughout this time - in a variety of ways including some of the following:

- Social isolation
- Food security
- Loss of income
- Family violence
- Learning opportunities
- Connectivity
- Changing roles
- Work environments
- Health and wellbeing
- Remote learning

In the position the House is placed, we have a responsibility to 'check-in' with our local community, find out what is happening, and identify our place in how best to respond.

This community of Korumburra has managed very well (considering everything). We have taken care of our own, worked together, jobseeker and jobkeeper payments have provided financial stability, our local businesses adapted to the new environments with some very creative ways of operating with online ordering and food delivery being offered.

Milpara was prepared with additional stock in the emergency foodbank however we found that due to the increase in financial support from the Australian Government there was a reduction in access to the supplies available at the House and we didn't want to 'compete' with local business.

A major link for the House was with the South Gippsland Municipal Emergency Management Planning

Committee. Taking part in these regular meetings provided insight into what was happening across the whole of the Shire, and we could provide feedback in this Forum on our observations on how our communities were responding.

This enabled more timely and targeted responses to hot spots.

The landscape is continuing to change for us all, and while it is not comfortable, it is very important that we expend our energy in the most effective ways.

Wise words from Socrates -

'The secret of change is to focus all of your energy not on fighting the old, but on building the new.'

It is still too early to really appreciate the positives that come from COVID-19 however it has been very rewarding to be part of finding new ways to work and connect.

Become a Milpara Member

It's only \$5.50 per year

Becoming a member is a great way to support the ongoing future of Milpara Community House.

Membership is about becoming a part of the Milpara Community House community.

For us at the House it also means we can tap into local knowledge and experiences, understand the issues and concerns that are impacting on this area, and work on ways we can respond.

One of the actions we take for our members is to keep them informed of any updates that may be of interest, for example the skatepark, community hub and the railway station, and provide links into community consultations, funding rounds and so much more.

Membership of a not for profit organisation is integral to ongoing sustainability and it should not be forgotten that members add weight to any lobbying or advocacy actions we undertake.

If you're not a member of Milpara Community House, call in and ask us how you can share in the value of the work we do.

***'THE SECRET OF
CHANGE IS TO FOCUS
ALL OF YOUR
ENERGY NOT ON
FIGHTING THE OLD,
BUT ON BUILDING
THE NEW.'***
Socrates.

A message from Cheryl the Treasurer

FINANCIAL REPORT 2019 – 2020

Oh, what a year! But the House is open and there are bills to pay, classes to run, people to support – just in a different way.

I have divided my comments into 2 parts – July to December & January to June 2020 – which better reflects what has happened at the house financially.

July to December 2019 Income & Expenditure

This six (6) months represents a normal operating period with income and expenses being incurred from classes, donations, grants, wages, overheads including statutory requirements. The net income to 31 December 2019 was \$9118.

The Board approved the purchase of a new photocopier that has the capacity to print and staple the term program.

Another change to payroll expenses was the implementation of the Portable Long Service Levy. The Portable Long Service Benefits Scheme ensures that Victorian workers in community services, contract cleaning and security can take their long service entitlement with them if they change jobs but stay in the industry.

The Portable Long Service Authority administers the scheme, which began on 1 July 2019. In the past a quarterly payment was made to the Bendigo Bank term deposit to cover this requirement.

January to 30 June 2020 Income & Expenditure

Fortunately, there was no impact on the Grants received to run various programs and courses. Adult Education, which Health & Wellbeing, Craft, Special Interests and Groups have been reduced due to the restrictions in place. Belinda has done an excellent job to ensure as many classes as possible can continue, even if it is via Zoom. Not always an easy task.

Thanks to the extensive work and completion of documentation to ensure we comply done by Jenni; the House has been able to receive the various support packages on offer from both the State & Federal government. The offsets to wages through Jobkeeper, \$45,000, and cash boosts for BAS returns and one-off payments has been greatly beneficial and welcome.

Payroll expenses for this six (6) month period has been high, \$146,000 compared to \$85,000 for the first six (6), due to the Jobkeeper payments made to various staff members.

Overall Income & Expenditure for the financial year

The overall net income was minus \$12,918, however if you add back in the depreciation expense of \$10,214 the House made a profit of \$23,132. This is an excellent result in the current environment and the staff must be congratulated on their efforts to ensure the House remains financially viable.



Cheryl Moore

General comment

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

The Income and Expenditure Statement demonstrates that the House is a viable organisation that operates within its funding and all financial commitments are met on time.

Currently we have in the bank and term deposits of \$261,377. Some of this money will be spent on furniture and equipment when the House moves to the Hub. Our liabilities are for payroll liabilities and unexpended grants and donations.

Overall, the House is in an excellent financial position thanks to the effort of Jenni & Belinda to ensure that programs are self-funded and adherence to the approved budget.

Cheryl Moore
Acting Treasurer

House News from Jenni the Manager

We started off the financial year preparing for change - lucky hey?

The COVID-19 pandemic wasn't really on our radar at the commencement of this financial year.

What we were prepared for was the eventual relocation of the House into the new community hub that has been in the works for this area for over a decade.

Over the past year, staff and committee members have been very much involved in the consultations for the new building, what would be included, how this would look, and how we would work in this new environment.

Our big plans were for a consultation to seek community feedback on how this change would be perceived, what would it mean for usual House operations, what were the benefits, what were some of the areas for concern and how we would work in such close proximity co-locating with the West Gippsland Library, Senior Citizens, the Historical Society and other community groups making use of this new space.

We're looking at the changing face of the House and keeping our balance throughout this period of change.

What will this change mean to our image and our reputation?

We'll be a House in a Hub, so what should we be called?

The name 'Milpara' is associated with the meaning 'meeting place'. This has suited the operations quite nicely however people seem to find it difficult to identify the House in its location. The popular choice is

Korumburra Community House - but we will no longer be a House.

Should we be a learning centre?, but how does this reflect on the other parties sharing the space?

There is so much to consider with this relocation and to be truly reflective of our community, we need some help in getting to the right identity.

We're still hoping to have this consultation, it's just been delayed due to the restrictions impacting on us all. We're currently hoping that we may be able to conduct this meeting in the early part of 2021.

Following this consultation, we will then hold a General Meeting of the Association to put forward the recommendations for approval and then complete the processes necessary from that point.

Throughout this period, Milpara has also been very closely involved with the proposed plans and design for the new Korumburra Skate Park.

Milpara got involved in 2016 when funding was provided by the South Gippsland Shire Council to get young people involved in identifying the best location - the A & P Society wanted to use the space where the existing skate park was located so another site needed to be found - and in keeping with the criteria attached to the funds needed to construct the new skate park.

The response from skate park users and their families was very satisfying with approximately 24 young people engaging in the process.

The railway precinct was identified

as the most suitable site and in June of this year we received a copy of the proposed design. As with

the first round of consultation, we wanted to make sure that skate park users were able to provide feedback on this design.

We developed a survey and got it distributed. The survey was open for a week and we were amazed at the response. 148 people responded and as a direct outcome of the feedback, the proposed design has been amended to accommodate for some of the suggestions.

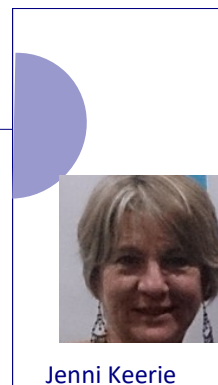
The survey results have been published for your information.

Our involvement in this process is in keeping with one of our strategic goals - Driving Community Change and we look forward to the finalisation of this project.

Another of our Strategic actions was to work on streamlining our operational procedures. To this end we have engaged Social Planet and we are currently part of fine tuning a client data management system (CDMS) that is suitable to the requirements of a sector such as a community house.

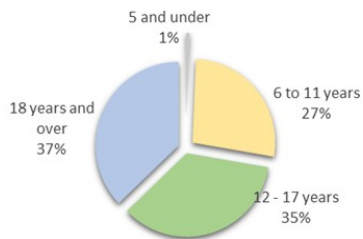
The variety of activities undertaken in a Community House is incredible and much of the benefit and impact of this work is not recorded or recognised. We often don't have the evidence to back up the benefit of what we undertake on a daily basis.

With this in mind, and wanting to



Jenni Keerie

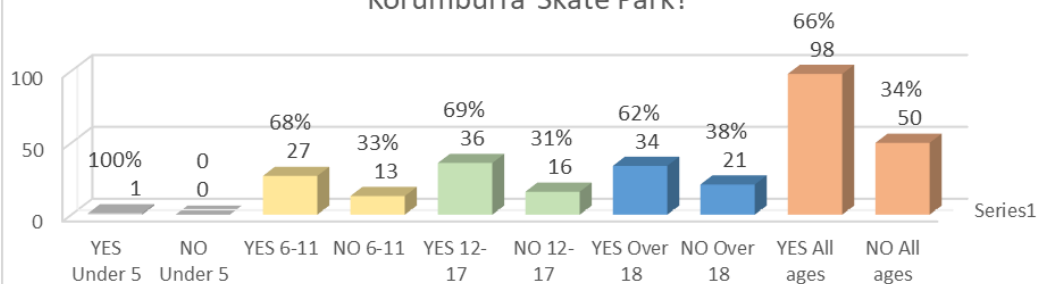
Number of survey respondents in age ranges



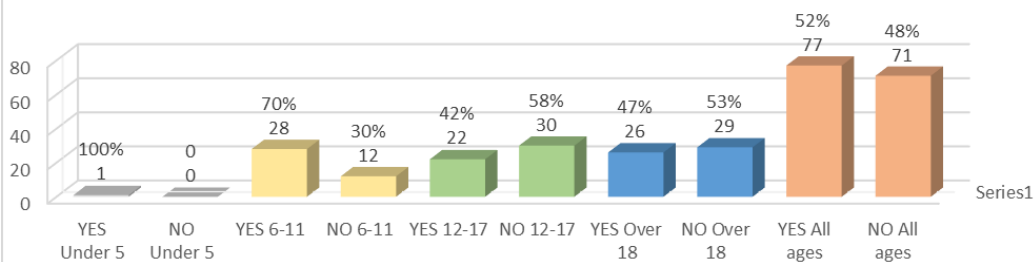
FACILITY OVERVIEW



Do you or your family members currently use the Korumburra Skate Park?



Are you happy with the design for the Korumburra Skate Park?



have supporting data, we're hoping to incorporate mechanisms in this CDMS to assist us to capture relevant reporting data as well as record outcomes for people and community in terms of measuring social impact.

Hopefully this system will free up some of our resources and make our work more efficient, both practically and economically.

It's been quite a journey but one of real value to the work we do. Sometimes we're so caught up in the work we don't step back to see the benefits, and without this, it is easy to become overwhelmed, disenchanted, fatigued or just burned out.

I BELIEVE THAT SMALL ACTIONS, MULTIPLIED BY MANY PEOPLE, CAN MAKE A GENUINE DIFFERENCE IN THE WORLD." Dan Barry



Change seems to be the big recurring theme this year - well there is a lot of it about after all.

The restrictions imposed by COVID-19 meant that we had to really look at how we were going to manage to fulfil our contracted obligations with the Department of Education and Training (DET).

Many of those who attend classes at the House do so because they are looking for face to face learning opportunities. We had to look at how we could move our courses to an online platform. This was OK for us working in the House, but for many of our learners, it was a totally new experience.

Staff quickly became familiar with online platforms such as ZOOM, Microsoft Teams and Cisco Webex and our challenge was to introduce our learners to this method of learning and to feel confident about it.

Classes that moved online were our English and Maths (Adult Literacy and Numeracy), the Craft of Storywriting (Advanced Writing Skills), Learn English, Speak English and Conversational English, and finally Excel Spreadsheets.

A huge thank you to everyone involved in this process for persevering with us and engaging in the learning process.

We have maintained connections with our DET support officers and worked with other training organisations to look at taking learning online as well as modifying our courses to meet with the changing needs of our students and community members.

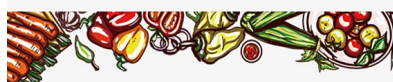
One of the outcomes of this enforced change has been the success of 'blended' learning, a mixture of face to face and online using platforms. This has added a whole new range of possibilities that we are exploring.

The **Korumburra Community Meal** is another example of people working together for a specific purpose, this time being the reduction of social isolation for older members of our community.

At its height, Christmas time of course, approximately 120 people gathered to share a meal. The community meals were held monthly at the Anglican Parish Hall and the average number of people attending was around 85 each time.

A team of volunteers prepared, cooked, served and cleaned up at each meal, others provided music. The meal has been a huge success and we all look forward to being able to get together again when restrictions ease.

For many, including the volunteers, the connections made during these functions have increased health and wellbeing as well as a sense of security and community.



COVID-19 brought about new initiatives, RONA scrubs being one of these as our front line health care workers were put under pressure. Supplies of this essential work apparel became limited with lengthy waiting lists for stock replacement.

RONA scrubs provided an opportunity for community members to take action and produce sets of scrubs to be distributed to health care workers throughout Victoria.

Milpara volunteered to be part of the network and be a distributor of completed garments to the relevant workers needing them.

Over the period of this project, 6531 orders for scrubs were completed, 3069 sewers volunteered and 256 areas were supported.

This is pretty amazing when you consider the length of time this project was operating. It started in April 2020 and finished in June 2020.

Congratulations to everyone who played their part, a massive effort.

We have welcomed Yvette Brindle to our Team at the House during this time and she has taken on the role of Administration Officer. Yvette has considerable experience in this field and her knowledge of event management and marketing will be an added benefit to our new methods of operating.

Jessica Cottle joined us as the Facilitator for our Learning to Grow Project. Jess too comes with a wide range of experiences and knowledge that will add to the mix at the House. Welcome Jess.

The staff at the House, Belinda, Leisa, Nicki, Chris and Amber continue to provide efficient, friendly and valuable contributions to the operations of the House. Each has talents that make a rich support network to draw from.

Our Committee of Governance are amazing, leading with strength, compassion, knowledge, enthusiasm and an understanding of the community they represent. Thank you.

Milpara in the Community

Milpara Community House is a member of the peak body Neighbourhood Houses Victoria (NHV) representing approximately 400 Neighbourhood Houses in Victoria, and also a member of Neighbourhood Houses Gippsland (NHG) representing 22 Houses in this network, there are 16 Networks throughout Victoria.

These are 2 layers of our Sector and each plays a specific role.

I mentioned earlier that one of the areas we need to address is providing evidence of the value of the work done in each and every Community House/Neighbourhood House in Victoria.

We do the work, but we're not good at telling our own stories.

This year, NHG commissioned Deloitte Access Economics to conduct a study and report on the social impact of Gippsland's Neighbourhood Houses measuring the social return on investment (SROI).

5 key impact areas were identified:

Health and wellbeing: *Improved physical, mental and personal health and wellbeing*

Connectedness and/or reduced social isolation: *Built community relationships and improved social connectedness*

Safety: *Developed a safe and supportive community*

Resilience and pride: *Provided access to essential resources and crisis support, and developed community pride of place and empowerment*

Independence and productivity: *Taught life skills*

These areas are the program logic, what the work was to be measured by - the SROI.

Some of the key findings -

It is estimated that the total costs of delivering NHG's activities were \$5.63 million (NPV).

The total benefits of NHG's activities is estimated to be \$15.63 million (NPV).

The value of avoided health care and mortality costs due to increased physical activity = \$6,114,934.

The value of improved social participation = \$754,421

The value of improved social capital = \$7,538,320

The value of community resilience (through emergency relief) = \$273,555

The value of improved volunteer wellbeing = \$2,175,581

TOTAL BENEFITS = \$14,681,230

To read the Report in full, please click on the following link

<http://milparacommunityhouse.org.au/wp-content/uploads/NHG-SROI-2020.pdf>

Deloitte Access Economics modelling suggests that for every dollar invested into the Neighbourhood Houses of Gippsland, \$2.78 is returned in economic and social benefits.

12,848 participants continue to be engaged in physical activities offered by NHG Members.

Healthcare cost avoided for all active persons because of NHG health and wellbeing activities is estimated to total \$1,222,987 per year.

183 unique volunteers received reduced social isolation benefits by volunteering at the neighbourhood houses.

The quality of life gain associated with this outcome is estimated to total \$435,116 per year.





Emergency Foodbank

During this year, access to the emergency foodbank at the House has fluctuated for a variety of reasons.

As at 30 June 2020, the number of bags of groceries distributed reached a total of 2445.

This figure is made up of prepared meals, staple items such as sugar, rice, pasta, tea, coffee, tinned goods, sauces, spreads, bread, and milk as well as fresh produce donated or dropped off by community members.

Our records show us that throughout the year we received and distributed approximately 4700 kg of produce sourced from Foodbank Victoria and over 5000 kg of fresh produce received from Secondbite.

A number of local groups and organisations have generously provided cooked meals for distribution and we sincerely thank the members of Koringal Women's Service Club, Korumburra Hospital Community Garden and the Korumburra Baptist Church for keeping us stocked up.

We have also been very fortunate that other groups such as the Anglican Parish Church and individuals too dropped off much needed essential supplies for distribution.

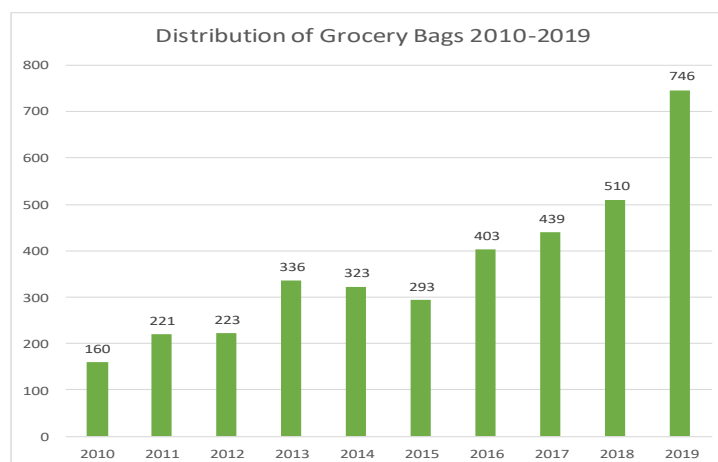
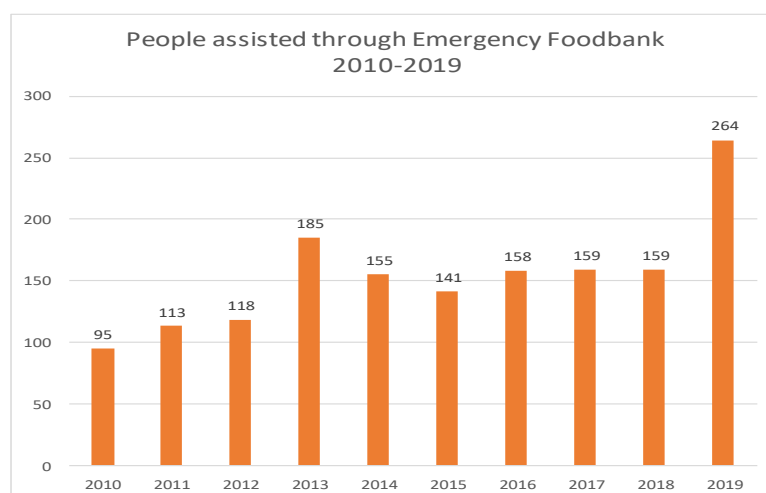
Due to the supply of fresh produce, we established a Food Swap table on the front veranda where people could call in, pick up fresh produce but also leave seasonal locally grown vegetables and fruits.

This has made such a difference to many people.

The annual data collection in Term 3 of 2019 showed a significant increase in both the number of people assisted and the number of bags of groceries distributed during this period.

2019 showed 264 people assisted (compared with 159 in the previous year) and 746 bags of groceries (compared with 510 in the previous year).

The foodbank is a good way of connecting with people to see if there are ways we can assist people to become more secure and stable. It's not just about giving out food.



We love our Volunteers

Did you know?.... throughout the year, Milpara Community House has been very lucky to have the support of a very broad range of people volunteering their time to help us with our work, activities, gardening, teaching, sharing ideas, providing feedback from community, steering the organisation and so much more. We really appreciate everything you do to contribute. It really does mount up, and we're very happy to report that over 2600 volunteer hours we recorded. We look forward to working with you again in the coming twelve months. Thank you.

Abbey Nicholls

Di McCartney

Lee Fletcher

Allen Watson

Fixit Volunteers

Marg Denbrock

Angie Bowen

Issy Carpenter

Margaret Land

Barbara Burton

Jack Oster

Mary-Ann Van Ballekom

Barbara Hosking

Jamie Louise Dean

Matt Thompson

Barbara Look

John Abraham

Natasha Verdon

Belinda Nicholls

Jenni Keerie

Neil Coxon

Ben Wust

Kay Coxon

Noelle Walker

Cheryl Moore

John Cengia

Peter Walker

Chris Ortland

John Davies

Robert Wust

Colin Cashin

Kayley Lawrence

Sally Anderson

David Rasmus

Lajos Bozoki

Sarah Kerwick

Dean Arlens

Laura Johncey

Shannon Holt

Debbie Harris

Leanne Bunn

Xavier Nicholls

Denise Trani

Volunteering is at the very
core of being a human. No
one has made it through
life without someone else's
help.

Heather French Henry

A Message from John at Korumburra Men's Shed

Sad but true, most men are culturally reluctant to talk about their emotions and that means that they usually don't ask for help.

Probably because of this, many men are less healthy, drink more, take more risks and suffer more from isolation, loneliness and depression.

Relationship breakdown, retrenchment or early retirement from a job, loss of children following divorce, physical or mental illness are just some of the problems that men may find

difficult to deal with on their own.

Men's Sheds were established to make a place for men to meet and have opportunities to talk amongst themselves on issues of concern, for mateship, and to enjoy company of those with similar interests.

We're very protective of our Men's Shed, often people see them as a service club without understand the original intent.

The Korumburra Men's Shed is ticking along quite nicely with regular attendance and involvement.



John Davies

During COVID, the Shed has been closed but the members have been meeting regularly via ZOOM to maintain connection and supports. Around 12 members of the Shed connect in weekly however everyone is looking forward to getting back into the Shed.



Learning To Grow

The Learning to Grow project is the next phase of the Family Learning Partnership funded by the Department of Education and Training. It follow up from the former Play and Learn project.

The project is about effecting change in the cycle of disadvantage and generational poverty and the focus is on assisting parents to learn and support their children's learning journey.

'Learning to Grow' is about changing patterns, putting past experiences in a new light, finding a purpose to learn, recognising the benefits to individuals and their families, using methods that contextualise the learning thus making it more relevant to the lived experience for disengaged learners, encouraging learning and growing together with children, role modelling behaviour, providing encouragement and support where there may not have been in the past, making it worth it to be involved.

Jess is the project facilitator and she has been working hard to develop networks, relationships, identifying the barriers to learning and finding ways to engage with the primary target group.

This has been particularly tough given the current situation however she has made some great inroads linking with existing activities and programs.

One of the areas identified has been the lack of internet connectivity and we're currently working on addressing this issue.

Orange the World

Milpara Community House has been actively involved in this 16 days of activism for over 4 years.

Orange the World is an international campaign designed to raise awareness for the prevention of violence for women and girls.

The campaign runs from the 25 November until 10 December each year. 25 November is White Ribbon Day and also the International day for the Elimination of Violence against Women, and 10 December is Human Rights Day.

The colour orange symbolises a brighter future, free of violence.

It also serves as a means of demonstrating solidarity in eliminating all forms of violence and it is therefore used as the colour of the International Day for the Elimination of Violence against Women.

Every Victorian can play a role in preventing family violence to help make Victoria a safe and equal society.

During this period of activism we would encourage you to wear and display orange to show your support for ending family and gender violence.

At Milpara we decorate the House with orange, staff wear something orange every day, our garden is planted with orange flowers.



We also try to have on hand the most up to date and relevant information and resource material.

We're all in this together, and it will involve us all taking action to understand and address the underlying causes of this issue.

Violence is a behaviour choice.

1800RESPECT
NATIONAL SEXUAL ASSAULT, DOMESTIC
FAMILY VIOLENCE COUNSELLING SERVICE

**PAY ATTENTION WHEN
PEOPLE REACT WITH
ANGER OR HOSTILITY
TO YOUR BOUNDARIES.**

**YOU HAVE FOUND THE
EDGE OF WHERE THEIR
RESPECT FOR YOU
ENDS. Unknown**

We gratefully acknowledge the contribution of the following organisations and individuals who have given support to the House over the past twelve months. Thank you.

Bendigo Bank Korumburra	Korumburra Baptist Church Craft Group	Uniting Churches: Korumburra, Loch, Kernot & Strzelecki	Foodbank Victoria
Burra Foods	Korumburra Baptist Church	St Vincent de Paul	Second Bite Aldi
St Paul's Anglican Church	Korumburra Uniting Church Op Shop	Anglicare Victoria	Michael's SUPA IGA
South Gippsland Shire Council	Koringal Women's Service Club	The William Angliss (Victoria) Charitable Trust	Korumburra Men's Shed
CWA Korumburra, Loch & Woodleigh Vale	Greenhills Community Benevolent Society	Korumburra Newsagency	Hospital Community Garden
Uniting Leongatha	Korumburra Men's Shed	Karmai Community Children's Centre	Community Corrections

Special Purpose Financial Report - year ending 30 Jun 2020

MILPARA COMMUNITY
HOUSE INC.

A0019220Y

SPECIAL PURPOSE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2020

Special Purpose Financial Report ... continued

MILPARA COMMUNITY HOUSE INC.		
A0019220Y		
INCOME AND EXPENDITURE STATEMENT		
FOR THE YEAR ENDED 30 JUNE 2020		
	2020	2019
INCOME		
Program grant	48,234	51,263
Concession grant	1,108	3,165
Training Delivery Support	9,094	-
Training Information Pathways Service (TIPS) grants	-	20,471
Family Learning partnership	-	11,552
Flexible Family Support	15,000	15,000
LEAP funding	2,088	4,186
Learning to Grow	7,181	-
Total ACFE grants	82,705	105,637
Adult education fees	23,666	37,373
Cash Flow Boost funding	37,208	-
DHS – NHCP grant	99,640	95,133
Donations:		
- Other	7,406	11,952
Grants:		
- LCHS grant	-	6,000
- SGSC community grant	-	477
Interest received	2,912	4,332
JobKeeper income received	45,000	-
Membership fees	220	270
Men's Shed income	6,229	6,498
Miscellaneous income	932	626
Reimbursed expenses	27,715	27,395
Total income	333,633	295,693
EXPENDITURE		
Adult education costs	14,179	18,771
Advertising	1,904	9,851
AGM expenses	208	30
Bank fees	197	154
Childcare costs – FFS	9,010	11,553
Computer software	2,601	1,641
Conference expense	665	1,819
Consumables	2,045	1,722
Electricity	3,042	3,120
External review fees	2,010	2,000
Foodbank expense	4,942	2,079
Incorporation & legal	59	173
Insurance	170	165
Internet expenses	3,491	2,053
Loss on sale of assets	545	-
Men's Shed expenses	6,128	6,327
Miscellaneous expenses	323	1,462
Payroll expenses	238,757	198,858

Special Purpose Financial Report ... continued

MILPARA COMMUNITY HOUSE INC.

A0019220Y

INCOME AND EXPENDITURE STATEMENT FOR THE YEAR ENDED 30 JUNE 2020 (continued)

EXPENDITURE (continued)	2020	2019
Photocopier expenses	3,762	-
Postage & freight	3,070	3,092
Printing and stationery	2,190	11,682
Professional development	45	1,098
Rates & lease	626	618
Refund adult education fees	460	1,439
Repairs & maintenance	1,435	1,448
Subscriptions & memberships	4,358	1,455
Telephone	1,533	2,504
Workers compensation expense	2,746	2,560
Total expenditure	310,501	287,674
Net operating surplus for the financial year	23,132	8,019
Less depreciation expense	(10,214)	(10,211)
Net surplus / (deficit) for the financial year	12,918	(2,192)

The accompanying notes form part of this financial report.

Special Purpose Financial Report ... continued

MILPARA COMMUNITY HOUSE INC.

A0019220Y

BALANCE SHEET

FOR THE YEAR ENDED 30 JUNE 2020

	NOTE	2020	2019
CURRENT ASSETS			
- Milpara Community House	3	91,173	86,360
- Foodbank	3	6,630	8,819
- Men's Shed	3	<u>10,531</u>	<u>11,485</u>
Total cash at bank		108,334	106,664
Petty cash & cash floats		160	160
Term deposits – Milpara Community House	4	153,043	150,607
Accounts receivable		-	632
Cash Flow Boost receivable – June to September 2020	10	27,208	-
JobKeeper income receivable - June 2020	10	15,000	-
Prepaid expenses		1,315	71
Accrued Income		107	407
TOTAL CURRENT ASSETS		305,167	258,541
NON CURRENT ASSETS			
Property, plant & equipment	5	36,328	39,262
Right-of-use-assets	6	7,068	-
TOTAL NON CURRENT ASSETS		43,396	39,262
TOTAL ASSETS		348,563	297,803
CURRENT LIABILITIES			
Accounts payable		1,073	2,101
PAYG & GST payable		16,447	11,966
Lease Liability	7	1,767	-
Annual leave provision		8,270	7,568
Long service leave provision		18,779	10,342
Sick/Personal leave provision		25,506	18,230
Course payments received in advance		-	50
Unexpended grants	9	39,765	28,809
TOTAL CURRENT LIABILITIES		111,607	79,066
NON-CURRENT LIABILITIES			
Lease Liabilities	7	5,301	-
TOTAL NON-CURRENT LIABILITIES		5,301	-
TOTAL LIABILITIES		116,908	79,066
NET ASSETS		231,655	218,737
EQUITY			
Opening accumulated surplus		218,737	220,929
Current year surplus / (deficit)		12,918	(2,192)
TOTAL EQUITY		231,655	218,737

The accompanying notes form part of these financial statements.

Special Purpose Financial Report ... continued

MILPARA COMMUNITY HOUSE INC.

A0019220Y

STATEMENT OF CHANGES IN EQUITY

FOR THE YEAR ENDED 30 JUNE 2020

	Accumulated Surplus
Balance at 1 July 2018	220,929
Operating deficit for the year	(2,192)
Balance at 30 June 2019	218,737
Operating surplus for the year	12,918
Balance at 30 June 2020	231,655

The accompanying notes form part of these financial statements.

Special Purpose Financial Report ... continued

MILPARA COMMUNITY HOUSE INC.

A0019220Y

CASH FLOW STATEMENT

FOR THE YEAR ENDED 30 JUNE 2020

	2020	2019
CASH FLOWS FROM OPERATING ACTIVITIES		
Fundraising and donations	7,406	11,952
Grants received	238,141	211,478
Interest received	2,912	4,332
Operating receipts	73,252	84,725
Payments to employees and suppliers	(309,780)	(344,391)
NET CASH PROVIDED BY / (USED IN) OPERATING ACTIVITIES	11,931	(31,904)
CASH FLOWS FROM INVESTING ACTIVITIES		
Purchases of property, plant & equipment	(7,825)	(5,841)
Interest reinvested in term deposits	(2,436)	(4,052)
NET CASH USED IN INVESTING ACTIVITIES	(10,261)	(9,893)
NET INCREASE / (DECREASE) IN CASH HELD	1,670	(41,797)
CASH AT THE BEGINNING OF THE FINANCIAL YEAR	106,824	148,621
CASH AT THE END OF THE FINANCIAL YEAR	108,494	106,824

The accompanying notes form part of these financial statements.

Special Purpose Financial Report ... continued

MILPARA COMMUNITY HOUSE INC.

A0019220Y

NOTES TO THE CASH FLOW STATEMENT

FOR THE YEAR ENDED 30 JUNE 2020

CASH FLOW INFORMATION	2020	2019
a) Reconciliation of cash for purposes of cash flows:		
Cash on hand	160	160
Cash at bank	108,334	106,664
Total	108,494	106,824
b) Reconciliation of net cash provided by operating activities to deficit from ordinary activities:		
Surplus/(deficit) from ordinary activities	12,918	(2,192)
Add back non-cash items:		
Depreciation (Net)	10,214	10,211
Loss on disposal of assets	545	-
<i>Changes in assets & liabilities</i>		
(Increase) / decrease in accounts receivable	(42,520)	637
(Increase) / decrease in income in advance	3,453	(48,361)
Increase / (decrease) in trade payables	10,906	1,869
Increase / (decrease) in leave entitlement provision	16,415	5,932
NET CASH PROVIDED BY / (USED IN) OPERATING ACTIVITIES	11,931	(31,904)

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.

Special Purpose Financial Report ... continued

MILPARA COMMUNITY HOUSE INC.

A0019220Y

NOTES TO THE FINANCIAL REPORT

FOR THE YEAR ENDED 30 JUNE 2020

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 asset's 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 for 4 years from 1 July 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.

(e) 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.

Special Purpose Financial Report ... continued

MILPARA COMMUNITY HOUSE INC.

A0019220Y

NOTES TO THE FINANCIAL REPORT

FOR THE YEAR ENDED 30 JUNE 2020

NOTE 1: STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES (continued)

(f) Leases

The association assesses at contract inception, whether the contract is, or contains, a lease. That is, if the contract conveys the right to control the use of an identified asset for a period of time in exchange for consideration.

A single recognition and measurement approach are applied to all leases, except for short-term leases and leases of low-value assets. The association recognises liabilities to make lease payments and right-of-use assets representing the right to use the underlying assets.

(i) Right-of-use assets

Right-of-use assets are recognised at the commencement date of the lease (i.e., the date the underlying asset is available for use). Right-of-use assets are measured at cost, less any accumulated depreciation and impairment losses, and adjusted for any remeasurement of lease liabilities. The cost of right-of-use assets includes the amount of lease liabilities recognised, initial direct costs incurred, and lease payments made at or before the commencement date less any lease incentives received.

Right-of-use assets are depreciated on a straight-line basis over the shorter of the lease term and the estimated useful lives of the assets.

(ii) Lease Liabilities

At the commencement date of the lease, the association recognises lease liabilities measured at the present value of lease payments to be made over the lease term. The carrying amount of lease liabilities is remeasured if there is a modification, a change in the lease term or a change in the lease payments.

(iii) Short term leases and lease of low value assets

The short-term lease recognition exemption is applied to its short-term leases (i.e., those leases that have a lease term of 12 months or less from the commencement date and do not contain a purchase option). It also applies the lease of low-value assets recognition exemption to leases that are considered to be low value. Lease payments on short-term leases and leases of low value assets are recognised as expense on a straight-line basis over the lease term.

(g) 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.

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.

Special Purpose Financial Report ... continued

MILPARA COMMUNITY HOUSE INC.

A0019220Y

NOTES TO THE FINANCIAL REPORT

FOR THE YEAR ENDED 30 JUNE 2020

NOTE 3: CASH AT BANK	2020	2019
Milpara Community House:		
Bendigo Bank LSL account	43,012	40,634
Commonwealth Bank online saver account	44,545	35,472
Commonwealth cheque account	<u>3,616</u>	<u>10,254</u>
	91,173	86,360
Foodbank:		
Bendigo Food Bank account	6,630	8,819
Men's Shed:		
Commonwealth Bank Milpara Men's Shed account	509	1,566
Commonwealth Bank Men's Shed online saver account	<u>10,022</u>	<u>9,919</u>
	10,531	11,485
Total cash at bank	108,334	106,664
 NOTE 4: TERM DEPOSITS		
Bendigo Bank term deposit	93,675	92,235
Commonwealth Bank term deposit	59,368	58,372
Total	153,043	150,607
 NOTE 5: PROPERTY, PLANT & EQUIPMENT	2020	2019
Leasehold improvements:		
Building renovations	53,911	53,911
Carpark	9,100	9,100
Less accumulated depreciation	<u>(62,608)</u>	<u>(62,549)</u>
Written down value	403	462
Men's Shed:		
Men's Shed (at Coal Creek) improvements	26,378	26,378
Men's Shed equipment	11,996	11,678
Less accumulated depreciation	<u>(23,263)</u>	<u>(17,816)</u>
Written down value	15,111	20,240
Plant & equipment:		
Furniture & fittings	16,551	16,099
Kitchen equipment	223	223
Miscellaneous plant	14,829	14,129
Office equipment	52,780	46,970
Toys & equipment	220	220
Resource library	2,127	2,127
Tool library	1,068	1,068
Less accumulated depreciation	<u>(66,984)</u>	<u>(62,276)</u>
Written down value	20,814	18,560
Total property plant and equipment at written down value	36,328	39,262

Special Purpose Financial Report ... continued

MILPARA COMMUNITY HOUSE INC.

A0019220Y

NOTES TO THE FINANCIAL REPORT

FOR THE YEAR ENDED 30 JUNE 2020

NOTE 5: PROPERTY, PLANT & EQUIPMENT (continued)

Movements in Carrying Amounts

	Leasehold Improvements	Men's Shed	Plant & Equipment	Total
Balance at beginning of year	462	20,240	18,560	39,262
Additions	-	318	7,507	7,825
Depreciation	(59)	(5,447)	(4,708)	(10,214)
Disposals (Net)	-	-	(545)	(545)
Balance at end of year	403	15,111	20,814	36,328

NOTE 6: RIGHT-OF-USE-ASSETS

2020 2019

Photocopier	7,068	-
Total right-of-use-assets	7,068	-

Movements in the carrying amount of the right-of-use-asset between the beginning and the end of the current financial year:

Balance at the beginning of the year	-	-
Initial recognition on application of new standard	8,835	-
Expensed	(1,767)	-
Balance at the end of the year	7,068	-

NOTE 7: LEASE LIABILITIES

CURRENT

Relating to right-of-use-assets	1,767	-
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NON-CURRENT

Relating to right-of-use-assets	5,301	-
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Total Lease Liabilities	7,068	-
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The following amounts are recognised in the profit and loss:

Expense relating to right-of-use-assets	1,767	-
	1,767	-

NOTE 8: CAPITAL AND LEASING COMMITMENTS

Operating lease commitments:

Payable – minimum lease payments		
Not later than 12 months	104	104
Between 12 months and 5 years	312	-
Later than 5 years	-	-
Minimum lease payments	416	104

The operating lease referred to above relates to the annual rental of the premises owned by the South Gippsland Shire Council.

Special Purpose Financial Report ... continued

MILPARA COMMUNITY HOUSE INC.

A0019220Y

NOTES TO THE FINANCIAL REPORT

FOR THE YEAR ENDED 30 JUNE 2020

NOTE 9: UNEXPENDED GRANTS	2020	2019
ACFE Training Delivery Support Grant	1,906	5,500
ACFE Family Learning partnership grant	18,819	-
ACFE Flexible Family Support grant	-	12,500
DHHS – Men's Shed	3,000	-
William Angliss Trust grant	6,000	4,000
DET LEAP	1,461	-
Magistrates Court Victoria donation	5,000	-
Rotary – FIXIT Korumburra	470	-
Court Services Korumburra donation	564	2,246
Freemasons donation	2,545	4,563
Total	39,765	28,809

NOTE 10: COVID-19 PANDEMIC

In March 2020, a global pandemic for COVID-19 coronavirus was declared by the World Health Organisation. As a result, the Australian Federal Government announced financial stimulus packages, including the ATO *Cash Flow Boost* and *Job Keeper*.

The association was entitled to an initial Cash Flow Boost of \$18,604 for the period from March to June 2020 and is therefore entitled to the second entitlement of \$18,604 to be paid in instalments from June 2020 to September 2020. The total amount of \$37,208 has been recognised as income under AASB1058 *Income of Not-for-Profit Entities* given the entity is entitled to receive the remaining instalments as at 30 June 2020.

The association was also entitled to participate in the JobKeeper scheme. The reimbursement for wages paid in June 2020 of \$15,000 has been accrued at 30 June 2020.

The financial impact of COVID-19 to the 2019-20 financial year has been a significant reduction in self-generated funds of over 70%. These funds are usually associated with the regular operations of the House and cover enrolment fees, administration costs and utility expenses. While the organisation receives government funding, this income does not cover all of the expenditure associated with House operations and the organisation is reliant on generating its own income to meet the shortfall.

The committee has not yet quantified the impact on the 2020/21 financial year as the expected impact is not easily determined due to the uncertainty around when operations will return to 'normal'. The organisation can however anticipate that the first half of the financial year will be similar to the last 6 months of the 2019/2020 financial year with restrictions placed on face to face contact, limitations as to how many people can be on site at any one time and the willingness of community members to re-engage.

There has been a slight improvement of people taking up online options, although this has come at an increase in administration expenses to improve confidence and competence in preparation for online learning and an increase of staff time to provide ongoing support to learners and House Users. The organisation's capacity to generate additional income for the 2020/2021 financial year is expected to be an ongoing issue until community confidence returns.

Special Purpose Financial Report ... continued

MILPARA COMMUNITY HOUSE INC.

A0019220Y

STATEMENT BY MEMBERS OF THE COMMITTEE

FOR THE YEAR ENDED 30 JUNE 2020

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 12:

1. Presents a true and fair view of the financial position of Milpara Community House Inc. as at 30 June 2020 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

10 September 2020

Special Purpose Financial Report ... continued

L J McKenzie BCom, CA
Principal

REGISTERED COMPANY AUDITORS
INTERNAL AUDITORS
CHARTERED ACCOUNTANTS

CARDELL
ASSURANCE AND AUDIT

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 2020, 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 2020 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 do 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:

- Giving a true and fair view of the association's financial position at 30 June 2020 and its financial performance and cash flows for the year ended on that date: and
- 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

12 September 2020

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Professional Standards Legislation

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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.

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 organisation.

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 takes advantage of their skills, experience and potential.

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 of economic resources and power between people.

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, employment and self-development

Inclusion:

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

Networking:

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

Advocacy:

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

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.

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.