



# **ANNUAL REPORT 2020**

**Vermont South Learning Centre**  
**1 Karobran Drive, Vermont South, 3133**  
**[www.vslc.org.au](http://www.vslc.org.au)**



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*Front Page Art Work Acknowledgment*

***“Always a Rainbow after a Storm” - Heather Donchi (VSLC Art Tutor)***

*This art piece was part of a project focused on reflecting on the 2020 year when the COVID-19 global pandemic impacted all our lives.*



## Funding Bodies Acknowledgement

We gratefully acknowledge the support of the following funding bodies and partners:

Department of Health and Human Services (DHHS)

Department of Education - Adult, Community & Further Education  
(ACFE - Learn Local)

City of Whitehorse

## Partnerships Acknowledgement

Whitehorse City Council

Department of Health and Human Services (DHHS)

Department of Education - Adult, Community & Further Education

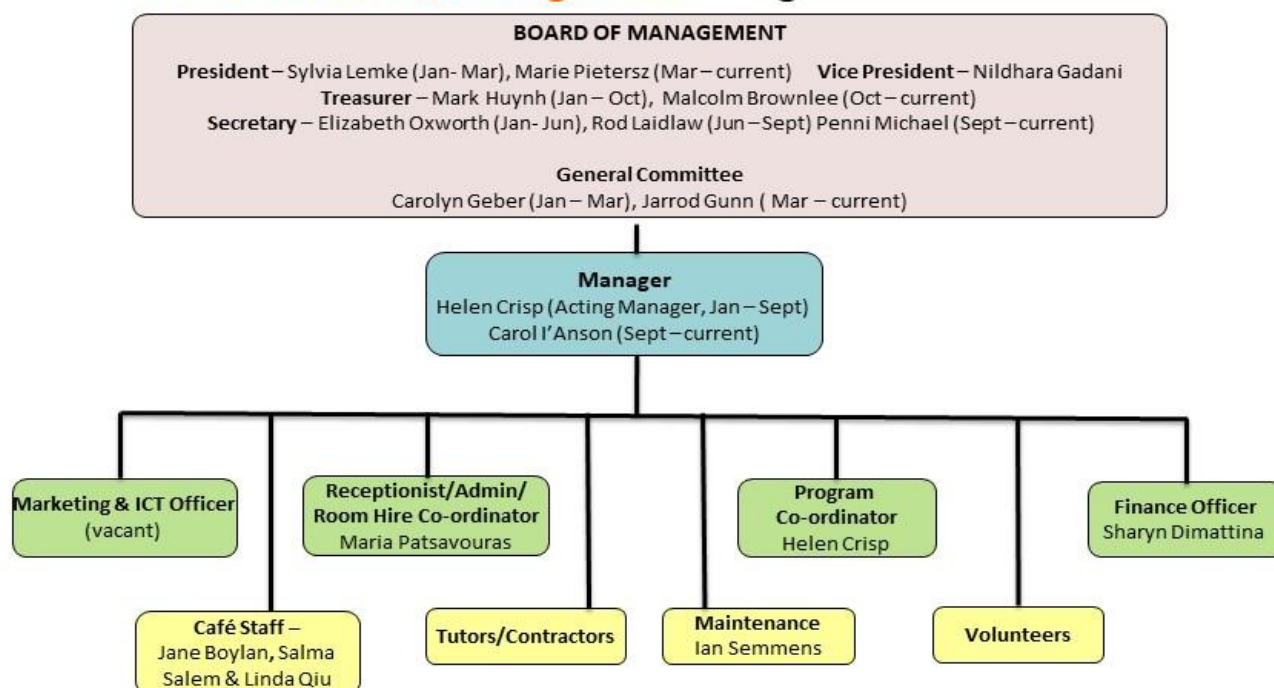
DVJS APM Employment Solutions

Mitcham Community House,

The Avenue Neighbourhood House, Clota Cottage Neighbourhood House,

Vermont South Learning Centre (MACV Alliance)

## Vermont South Learning Centre – Organisational Chart 2020



## **PRESIDENT'S REPORT**

The Vermont South Learning Centre (the Centre), along with the rest of the world, faced its own challenges during the year under review (2020) due to the lock-downs and restrictions resulting from the COVID-19 pandemic. Nevertheless, it was a very busy and challenging journey for us with the conduct of business changing from in-person to online formats wherever possible. In order to quickly transfer to a robust online system, the Centre purchased its own Zoom account to enable professional teleconferencing and minimal disruption to online meeting processes, among other things.

The COVID-19 environment impacted the Centre's income from room hire, in-person courses and staff working from home. Some courses continued online but others had to be suspended. The Centre applied and was successful in obtaining JobKeeper and received government funds for 13 of our staff, some of whom had to be stood down for a specific period during the Centre shut-down. However, our grant funding from regular sources was maintained and the Centre qualified to receive additional funding in the form of government initiatives to stimulate the economy. The Centre was also successful in its application for a Business Recovery grant available from the Whitehorse Council. These provided a valuable boost to our financial bottom line as our regular revenue streams from casual room hire and regular room hirers (13) income fell and numbers of people involved in engagement through courses reduced significantly.

The Board held eight meetings online during the year, meeting monthly for the first part and then six-weekly during pandemic conditions. Further online meetings were also held as required to consider specific matters requiring Board approval. The writer held two online welfare check meetings with office staff and tutors during the Centre shut-down and working-from-home arrangements were taken up by staff.

Board updates included the appointment of Rod Laidlaw and Jarrod Gun, and the resignation of Elizabeth Oxworth, Rod Laidlaw and Mark Huynh. The need to expand Board representation has been an important process for the Centre and we were able to recruit two new members (Penni Michael and Malcolm Brownlee) who responded to advertisements on our social media platforms and were appointed to fill vacancies which occurred during the year. Collectively, they bring experience in community youth services, corporate planning, charitable organisations and the services. Further networking efforts have been afoot to seek suitable candidates for appointment to the Board to expand its collective skills and member base for the work of the Centre.

With the new Centre Manager in place, the Board was able to focus on strategic planning and delegate some necessary operational work to Centre staff. A strategic plan for 2021 was developed and endorsed by the Board and we are in process of updating our Vision and Mission statements and Values which will form the basis of our current 2021 plan and our 3-year Strategic Plan (2022–24) which will be developed in the latter half of 2021, and related Business Plans. Following consultation with stakeholders, a further in-person meeting with stakeholders and an external facilitator will be held in March 2021 to finalise the Vision, Mission and Values for the Centre.

The Board has continued to review and expand its suite of policies and procedures and identify gaps in its tools for good governance. Work has started with examining policies due for renewal and consultation with like community houses in Melbourne for benchmarking. In response to government requirements we developed our own COVID-compliant plan which was used when the Centre started cautiously opening again when able to do so after months of shut-down.

An ongoing focus of the Board in these post-COVID challenging times will be to deliver, attract and maintain community participation in its health and lifestyle programs, and the ACFE-funded programs of ESL, hospitality, IT and vocational training, as well as other courses to meet the needs of the community as a Learn Local provider. We will look for ways to expand our courses to address the increasingly diverse community landscape and environmental demands of delivering services and programs differently, while fulfilling the purpose of our existence.

In order to further enhance its decision-making processes, the Board delegated specific functions to the following sub-committees in an advisory capacity:

- Centre Manager Recruitment Sub-Committee
- Opening Doors Sub-Committee (to oversee the re-opening of the Centre within a COVID-compliant environment)
- Finance Sub-Committee
- Policies and Procedures Sub-Committee
- Café Sub-Committee (to oversee the expansion and marketing of the café in relation to creating an independent income stream and training of staff from a social enterprise perspective).



Vermont South Learning Centre, Board of Management 2020  
L-R Nildhara Gadani, Jarrod Gunn, Marie Pietersz, Penny Michael, Malcolm Brownlee

The sub-committees met several times during the year via teleconferencing when required to make decisions and recommendations for endorsement by the Board.

The Board is committed to reviving its membership and attracting and maintaining new members. We are also committed to expanding our volunteer base for assistance with new and existing programs, one such program being the revival of our Toy Library which was run by volunteers, but impacted by the pandemic restrictions. Our community café is another area of continued discussion and review as we work towards getting this valuable resource operational at the high end of its full potential. We have made inroads and will keep the focus on progress. We are aware that marketing and communication are necessary components in these matters and we are augmenting our resources in these areas.

We acknowledge our continued good relationships with the City of Whitehorse, Department of Health and Human Services, and Department of Education in their funding roles, our Federal member, Michael Sukkar MP, State Member, Neil Angus MP, former Ward Councillor Bill Bennett, and Ward Councillor Raylene Carr, for their ongoing support, as well as our other partners, and the partnerships enjoyed with the Community Houses Association of the Outer Eastern Suburbs (CHAOS) network coordinator, Maureen McConnell, and other community houses within the City of Whitehorse in their community house coordination roles. We are grateful to the City of Whitehorse for the capital works program undertaken to upgrade the Centre and its surrounds.

We were also very fortunate to apply for assistance and win the pro bono services of Clayton Utz, Lawyers, to advise on updating our Rules of Association and appointment of a Centre Manager. I would like to thank the Clayton Utz staff working with me for the generosity of their assistance and availability to provide quick and expert responses to matters raised with them.

In conclusion, I would like to particularly acknowledge the contribution of Program Development Coordinator, Helen Crisp, for taking the reins and acting in the position of Centre Manager for a prolonged period during the year as a result of the resignation of the incumbent Centre Manager and the completion of the recruitment process for her replacement. I also acknowledge the contribution of the rest of the office team (Maria Patsavouras, Sharyn Dimattina, Sandra Romero, Linda Qui, Salma Saleem, Ian Semmens, Scott Moran), tutors and volunteers for their roles in making the Centre a welcoming social hub for the community. I would like to acknowledge our Auditor, Ryk Eksteen, of Collins & Co for another year of examination of our books and opinion on the financial position of the Centre. I would also like to thank the Centre Manager, Carol I'Anson, for her enthusiastic approach and willingness to address some of the long-standing business and operational matters since her appointment and the achievements to date.

Lastly, I would like to thank the Board members for their contribution to matters of the Centre during an unusual year of maintaining commitment and teamwork from a distance.

I look forward to another year of your support and partnerships as we continue with our combined effort to build on achieving the role and potential of this unique and vibrant Centre and community resource during what is shaping up to be another extraordinary year, albeit a little different to the last – of vaccinations, different ways of service and program delivery, different expectations, and different norms – as we come out of pandemic-induced disruption with renewed hope and confidence of returning to an environment for the Centre closer to pre-COVID normalcy than the last has been.

Marie Pietersz  
President  
24 March 2021

## **MANAGER'S REPORT**

As has been said on many occasions, the 2020 year was like no other we've experienced in recent history! It was obviously a year dominated by the COVID-19 global pandemic which impacted all our lives and the work of the centre in so many ways.

I would like to start this report by acknowledging the incredible efforts of the staff team and Board who worked tirelessly and responsively throughout the year to ensure the centre continued to provide services and programs where possible. Not only this, and indeed more importantly, the staff ensured those most vulnerable and isolated of our participants were well supported through maintaining regular contact to check in on their welfare. We have received many messages of appreciation from those who received this support throughout the lockdown periods of last year.

The start of the year also saw the resignation of the long-term manager of the centre, Sharon Smart. Sharon had been in the role for eight years and led the centre well through many years and many achievements. Helen Crisp (Program Coordinator), took on the role of Acting Manager until my appointment in September, and a very big thank you goes to Helen for the wonderful job she did in this role through the most challenging of times.

### **Key Happenings and Achievements 2020**

#### **The Centre Environment**

The Function Room received an upgrade in Jan-Feb, which was funded through the council's capital works program. This included the male and female toilets being replaced by one large cubicle that is now disability access compliant. A screen wall was constructed to partition off the toilet area and the entrance to the room was modified with concrete refashioned to a gentle slope and new front doors to ensure disability access compliant. The room was also painted and new LED light fixtures were installed to replace the fluorescent lights. The floorboards were re-varnished to complete the upgrade.

At the other end of the year, during Nov-Dec, an upgrade to the external environment took place, again funded through council's capital works program. This included changing the disability access ramp from the carpark to another location to again ensure compliance with disability access requirements. The entire driveway leading down to the centre and along the side next to the Café and Function Room was re-done, retaining walls were replaced and fencing removed or changed. The works were completed in time for the start of our term one programs in 2021.

Finally, an upgrade of the Centre's current security system, to an NBN compatible system, occurred in October. With the introduction of the NBN into the local area, we also reviewed our providers and the decision was made to change to a new provider, Aussie Broadband, which was finalised by the end September.



Whitehorse City Council—Capital Works at VSLC 2020

BEFORE



AFTER



BEFORE



AFTER



## **COVID-19**

The centre was closed from March 25<sup>th</sup> due to the lockdown restrictions of the first and second wave of COVID-19. This obviously had a huge impact on the centre's day to day business including delivery of classes; the Café; Toy Library and regular and casual room hiring. Office staff worked from home and supported the tutors to deliver classes via Zoom wherever that was possible. Virtual morning teas with tutors/ trainers were also provided to ensure ongoing connection and support.

The ACFE and Fee for Service programs that continued throughout this time included: Excel Intermediate; Xero Software for Beginners; English as a Second Language; Art as Therapy; Strength Training; Yoga; Patchwork & Applique and SYOB (Start Your Own Business). Regular and casual room hiring did not occur from March 25<sup>th</sup> through to the end of the year, and the Café and Toy Library were closed throughout this time period also.

The office staff were able to return to working at the centre from mid-November. However, due to the outdoor works (see above) which commenced at this time, this was limited and scheduled around the contractor's work. This also impacted on our ability to open up for classes/programs at this time, so the decision was made to continue online classes for the remainder of the calendar year.

As per government requirements we developed a COVID-Safe Plan for the centre and this has been continually updated in response to government directives to ensure the safety and wellbeing of all staff, volunteers and community members.

Helen Crisp, Maria Patsavouras and the tutors are to be congratulated and thanked for their commitment and resilience that enabled some elements of our services and programs to continue throughout this time. A thank you too to Sharyn Dimattina (Bookkeeper) and Sandra Romero (project worker) for working through all the ins and outs of the JobKeeper program to ensure the centre was registered and all eligible staff received the payments. This was a big task as it was implemented in a short time frame and was subject to ongoing changes throughout the year. I would also like to thank and acknowledge the work and support of Scott Moran (our IT tutor and consultant) during this time for his work in setting up and supporting the team in working from home from an IT perspective, as well as assisting with getting programs set up for delivery via Zoom.

## **Grants**

Whilst it was a challenging year for the centre in terms of our regular income sources being significantly impacted, we did successfully apply for the three rounds of Victorian Government Business Support Grants, for a total of \$30,000.00. These funds were utilised for a range of purposes including for a deep clean of the entire centre in July prior to planned re-opening before the second wave. We will also be using these funds to re-establish our social enterprise café in 2021, including setting up of an outdoor area for café patrons.

We also successfully applied for a City of Whitehorse Community Recovery Grant in October. An amount of \$2,970 was received for the purchase of new vinyl covered computer chairs, and plastic general-purpose chairs to gradually replace the upholstered furniture at the Centre.

## **Strategic Planning**

The centre developed a new one-year Strategic Plan during Oct-December, which will be followed by the development of a 3-year strategic plan (2022-24) towards the end of 2021. This approach was taken to ensure we bring the organisation to a place where the governance and operational foundations are strong and will support the organisation to thrive into the future. The plan was informed through data collected in consultations with all staff, Board members and key stakeholders. The four key strategic priorities for the 2021 year are:

- To establish effective and efficient operations
- To enhance engagement with community and partners
- To strengthen organisational governance
- To position the organisation for future growth

As part of this process we undertook a review of the Vision, Mission and Values of the centre. This is an important piece of work as it directs and underpins all the work we do. We will finalise this review process in early 2021 and move forward into the year with a positive focus on re-establishing and revitalising the centre programs and services, as well as responding to community needs in bringing new offerings which align with our vision, mission and values.

## **Networks and Partnerships**

The networking opportunities continued throughout the COVID year, but as with everything moved to online platforms. The support of the CHAOS network group, led by Maureen McConnell, was very important and I would like to acknowledge and thank Maureen and the group for their valuable support throughout the year and particularly during those first few months I was in the role and was finding my feet in what was a strange time to be starting a new job! Other ongoing support was provided and greatly appreciated from NHVic, ACEVic, and our ACFE regional staff team. The Managers' from the other nine neighbourhood houses in Whitehorse have also provided generous support which has been greatly valued.

The MACV Alliance which involves the four Learn Local centres in the City of Whitehorse, (Mitcham Community House, The Avenue, Clota Cottage and VSLC), is continuing and we are working together to provide a suite of courses focused on 'returning to the workforce' skills in 2021.

## Staff News

As mentioned previously the staff and tutors continued to provide a supportive, helpful and professional service to the community throughout this challenging year. Maria was provided with an opportunity to attend the NHVic Conference in March which provided a valuable learning and networking experience for her. The Tutors/Trainers were also offered a professional development opportunity through ACFE - *"Moving your face to face course to online.... it's not all about Zoom. Blended Learning in this new era"*, which was very helpful in supporting understandings in our new way of delivery in the COVID world!

Sharyn Dimattina, our Bookkeeper for four years resigned in December due to a move home to the country, and finished in her role at the end of January 2021. We will be recruiting for a new Finance Officer, plus a Marketing/ICT Officer and Café Cook/Supervisor early in 2021.



VSLC Christmas Lunch 2020

L-R Carol I'Anson (Manager), Karen Nield (Art Tutor), Jarrod Gunn (Board Member), Heather Donchi (ACFE/Art Tutor)

## Thank-you

I would like to end this report by thanking all the staff and Board members for their warm welcome and wonderful support since I commenced in the role in late September. A very special thanks to Helen and Maria for their willingness to answer my many questions and support me to understand the many facets of centre operations in a short space of time. And another special thanks to Marie Pietersz, Board President, for her ongoing support and assistance as I have settled into the role.

It has been an exciting and interesting journey over these first few months and I am eagerly looking forward to working together to build on the potential of this vibrant community centre that supports life-long learning and strong social connections.

Carol I'Anson  
Centre Manager



## TREASURER'S REPORT

This has been a MOST UNUSUAL YEAR, and having viewed our completed auditor's report I note that our program fees and other income dropped by 75% to a little over \$30K, as a result of the necessary COVID closures, whilst our normal government and ACFE grants dropped by a small amount to \$237K.

However, the various COVID related support grants more than compensated for the immediate losses and left us with a surplus for the year of \$193K.

In effect this means that our net equity has more than doubled to \$353K, which in itself is not an entirely desirable position, considering our not-for-profit status.

This being said, we will need an expensive renaissance of our services, programs and classes, in accordance with our strategic plan, so I will be recommending to the new board that we use a substantial portion of this surplus to further develop the programs we offer, grow the café business and market our services.

Public awareness is probably the greatest issue to face us in the new year.

So long as we are able to do this, we are in a very strong position to meet all of our commitments, as and when they fall due, and grow our community service programs.

Malcolm Brownlee  
Treasurer



Board of Management Meeting on Zoom 2020  
(Clockwise from top left) Marie Pietersz, Nildhara Gadani, (Helen Crisp A/Manager), Mark Huynh, Jarrod Gunn, Rod Laidlaw



# 2020



Dave Botherway  
Owen Brown  
Sandra Romero



Neil Angus MP  
& Cr Raylene Carr



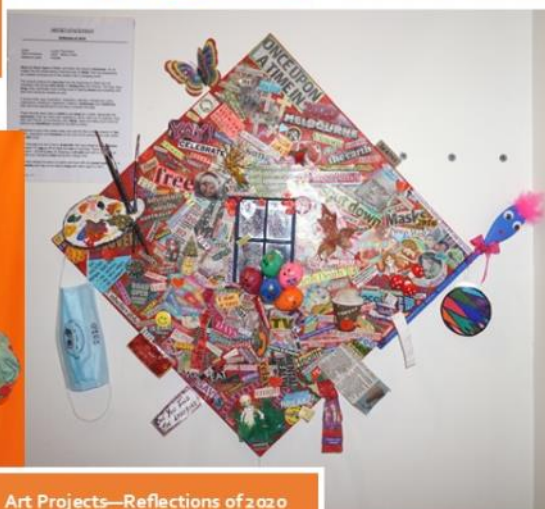
Art Project—Reflections of 2020



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M!



"SAY HELLO TO  
MY LITTLE  
SCARY FRIEND"  
COVID-19



Art Projects—Reflections of 2020

Maria Patsavouras, Helen Lambris, Thea Pouris



Tina Billson, Neil Angus MP, Karyn Montgomery



Heather Stirling  
& Helen Crisp



Neil Angus MP  
& Marie Pietersz



Carol l'Anson



Art Projects—Reflections of 2020

"The Sea of Masks" Covid-19 inspired art by  
the VSLC Quilters Group



**VERMONT SOUTH COMMUNITY HOUSE INC**

**A.B.N: 60 776 754 115**

**SPECIAL PURPOSE FINANCIAL REPORT  
FOR THE YEAR ENDED 31 DECEMBER 2020**

**VERMONT SOUTH COMMUNITY HOUSE INC**  
**A.B.N: 60 776 754 115**

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**VERMONT SOUTH COMMUNITY HOUSE INC**  
**A.B.N: 60 776 764 116**  
**BOARD OF MANAGEMENT'S REPORT**

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Your Board members present the special purpose financial report on the entity for the financial year ended 31 December 2020.

**Board of Management Members**

The names of board of management members throughout the year and at the date of this report are:

President	Marie Pietersz	From March 2020
Past President	Sylvia Lemke	Resigned March 2020
Secretary	Pennl Michael	Appointed September 2020
Past Secretary	Rod Laidlaw	Appointed March 2020/ Resigned September 2020
Past Secretary	Elizabeth Oxworth	Resigned March 2020
Vice President	Nidhara Gadani	
Treasurer	Malcolm Brownlee	Appointed October 2020
Past Treasurer	Mark Huynh	Resigned October 2020
Executive Member	Jarrod Gunn	Appointed March 2020
Executive Member	Elizabeth Oxworth	Appointed March 2020/ Resigned June 2020
Executive Member	Caroline Garber	Resigned March 2020
Executive Member	Malcolm Brownlee	Appointed September 2020 until Appointed as Treasurer in October 2020
Centre Manager	Carol FAnson	Appointed September 2020

**Principal Activities**

The principal activity of the Association during the financial year was to provide a variety of courses and activities—educational, recreational, environmental, and social—that will suit people of all ages and abilities, and from many walks of life and cultural backgrounds. The classes and groups encourage community-based learning and provide support in a friendly and welcoming environment. By participating in them, people can build social connections and networks and further develop their sense of community spirit.

**Significant Changes**

No significant changes in the nature of the entity's activity occurred during the financial year.

**Operating Results**

The surplus for the year attributable to the entity amounted to \$193,541 (2019: \$34,855 Deficit).

**After Balance Date Events**

A matter has continue to evolve since 31 December 2020 that has significantly affected, or may significantly affect:

- (a) the entity's operations in future financial years, or
- (b) the results of those operations in future financial years, or
- (c) the entity's state of affairs in future financial years.

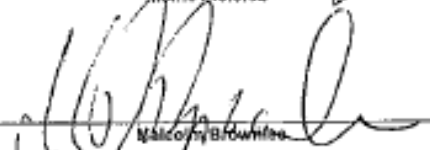
The COVID19 pandemic is likely to induce significant changes and uncertainty in the state of affairs of the association during the financial period ended 31 December 2021. The committee members will take all necessary measures to preserve reserves and shepherd the association through this uncertain period.

Signed in accordance with a resolution of the Board of Management.

President

  
Marie Pietersz

Treasurer

  
Malcolm Brownlee

Dated this

12<sup>th</sup> day of March 2021



**VERMONT SOUTH COMMUNITY HOUSE INC**  
**A.B.N: 60 776 754 115**

**INCOME AND EXPENDITURE STATEMENT FOR THE YEAR ENDED 31 DECEMBER 2020**

	2020 \$	2019 \$
<b>INCOME</b>		
<u><b>Grant Funding Income</b></u>		
ACFE	130,208	138,287
City of Whitehorse	21,914	37,516
Department of Health Services	84,957	81,143
Miscellaneous	-	2,000
	<u>237,077</u>	<u>258,946</u>
<u><b>Fees from Programmes and Other Income</b></u>		
Adult Classes	20,856	74,547
Children's activities	1,020	6,086
Fundraising, room hire and VSCN	8,541	53,532
Miscellaneous	1,074	6,705
	<u>31,291</u>	<u>140,870</u>
<u><b>Net Income from Café before Salaries and Wages</b></u>		
Café - daily takings	3,197	20,269
Café - catering income	-	1,013
Café - stock purchases	(1,304)	(8,057)
Café - equipment and supplies	(2,711)	(2,334)
Café - repairs and maintenance	(277)	(344)
	<u>(1,095)</u>	<u>10,547</u>
<u><b>COVID-19 Related Income</b></u>		
Business support funding	30,000	-
Cash flow boost payments	100,000	-
JobKeeper payments	328,050	-
	<u>458,050</u>	<u>-</u>
<b>TOTAL INCOME</b>	<u>725,323</u>	<u>410,363</u>
<b>EXPENDITURE</b>		
<u><b>Staff Salaries, Wages and On-costs</b></u>		
Salaries and wages	463,476	300,545
Superannuation contributions	15,618	28,108
Contractors - tutors	7,528	21,410
Annual leave	(10,254)	6,413
Long service leave	(19,322)	11,149
Portable Long Service Benefits Scheme Levy	3,557	2,741
Workers compensation	5,156	2,871
	<u>465,759</u>	<u>373,237</u>
<u><b>Operating Expenses</b></u>		
Accommodation and utilities	17,435	24,406
Administration expenses	33,179	22,326
Materials and equipment	4,947	7,668
Depreciation	10,462	17,581
	<u>66,023</u>	<u>71,981</u>
<b>TOTAL EXPENDITURE</b>	<u>531,782</u>	<u>445,218</u>
<b>NET SURPLUS/(DEFICIT) FOR THE PERIOD</b>	<u>193,541</u>	<u>(34,855)</u>

The Income and Expenditure Statement is to be read in conjunction with the audit report  
and the notes to the financial statements.



**VERMONT SOUTH COMMUNITY HOUSE INC**  
**A.B.N: 60 776 754 115**

**STATEMENT OF FINANCIAL POSITION AS AT 31 DECEMBER 2020**

	<b>2020</b>	<b>2019</b>
	<b>\$</b>	<b>\$</b>
<b>CURRENT ASSETS</b>		
Cash on hand	281,141	141,208
Investments	63,464	62,538
Accounts receivable	1,368	75
<b>TOTAL CURRENT ASSETS</b>	<b>377,923</b>	<b>203,821</b>
<b>NON-CURRENT ASSETS</b>		
Buildings	1,142	1,351
Computers (office)	164	276
Computers (teaching)	3,090	4,601
Furniture and equipment	22,617	30,640
Playground equipment	3,415	4,023
<b>TOTAL NON-CURRENT ASSETS</b>	<b>30,428</b>	<b>40,891</b>
<b>TOTAL ASSETS</b>	<b>408,351</b>	<b>244,712</b>
<b>CURRENT LIABILITIES</b>		
Trade and sundry creditors	7,438	4,401
Mastercard	-	674
Grants Received in Advance	-	-
GST payable	3,177	5,795
PAYG Withholding Tax payable	2,592	4,070
Superannuation payable	1,407	-
Provision for annual leave	15,754	26,008
Provision for long service leave	24,192	43,514
<b>TOTAL CURRENT LIABILITIES</b>	<b>54,560</b>	<b>84,462</b>
<b>TOTAL LIABILITIES</b>	<b>54,560</b>	<b>84,462</b>
<b>NET ASSETS</b>	<b>353,791</b>	<b>160,250</b>
<b>EQUITY</b>		
Accumulated members funds	353,791	160,250
	<b>353,791</b>	<b>160,250</b>

The Statement of Financial Position is to be read in conjunction with the audit report  
and the notes to the financial statements.

VERMONT SOUTH COMMUNITY HOUSE INC  
A.B.N: 60 776 754 115  
STATEMENT OF CHANGES IN EQUITY FOR THE YEAR ENDED 31 DECEMBER 2020

	Accumulated Members Funds \$	Total \$
Opening Balance as at 1 January 2019	195,105	195,105
Surplus/ (Deficit) attributable to the Association	(34,855)	(34,855)
Balance as at 31 December 2019	<u>160,250</u>	<u>160,250</u>
Surplus/ (Deficit) attributable to the Association	193,541	193,541
Balance as at 31 December 2020	<u><u>353,791</u></u>	<u><u>353,791</u></u>

**VERMONT SOUTH COMMUNITY HOUSE INC**  
**A.B.N: 60 776 754 115**  
**STATEMENT OF CASH FLOWS FOR THE YEAR ENDED 31 DECEMBER 2020**

	Note	2020 \$	2019 \$
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>			
Receipts from grant funding		237,077	238,817
Other receipts		456,495	147,395
Payments to suppliers and employees		(551,222)	(408,406)
Interest received		1,094	2,717
<b>Net cash generated from/(used in) operating activities</b>	<b>(i)</b>	<b>143,444</b>	<b>(19,477)</b>
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>			
Payments for property, plant and equipment		(2,585)	-
(Increase)/decrease in investments		(926)	57,200
<b>Net cash (used in)/provided by investing activities</b>		<b>(3,511)</b>	<b>57,200</b>
Net increase/(decrease) in cash held		139,933	37,723
Cash and cash equivalents at beginning of financial year		141,208	103,485
<b>Cash and cash equivalents at end of financial year</b>	<b>(ii)</b>	<b>281,141</b>	<b>141,208</b>

**VERMONT SOUTH COMMUNITY HOUSE INC**  
**A.B.N: 60 776 754 115**  
**NOTES TO THE STATEMENT OF CASH FLOWS FOR THE YEAR ENDED 31 DECEMBER 2020**

	2020 \$	2019 \$
<b>Note (i) Net cash generated from/(used in) operating activities</b>		
Net surplus for the year	193,541	(34,855)
Non-cash flow items:		
Depreciation	10,462	17,581
(Increase)/decrease in current receivables	1,293	(1,305)
(Increase)/decrease in other receivables	(31,950)	-
Increase/(decrease) in trade and other payables	(326)	1,668
Increase/ (Decrease) in grants received in advance	-	(20,129)
Increase/(decrease) in provisions	(29,576)	17,563
	<b>143,444</b>	<b>(19,477)</b>
<b>Note (ii) Cash and cash equivalents at end of financial year</b>		
Cash on hand	281,141	141,208
	<b>281,141</b>	<b>141,208</b>

#### **Note 1. Statement of Significant Accounting Policies**

This financial report includes the financial statements and notes of Vermont South Community House Inc., a Incorporated association, which is incorporated in Victoria under the *Associations Incorporation Reform Act 2012*.

##### **Basis of preparation**

This financial report is a special purpose financial report prepared in order to satisfy the financial reporting requirements of the *Associations Incorporation Reform Act 2012* (Victoria) and the *Australian Charities and Not-for-profits Commission Act 2012*. The Board 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, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and financial liabilities.

The following is a summary of the material accounting policies adopted by the company in the preparation of the general purpose financial report. The accounting policies have been consistently applied, unless otherwise stated.

##### **Accounting Policies**

###### **a. Property, Plant and Equipment**

Each class of property, plant and equipment is carried at cost or fair value less, where applicable, any accumulated depreciation and impairment losses.

###### **Plant and Equipment**

Plant and Equipment are measured on the cost basis less depreciation and impairment losses.

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

Subsequent costs are included in the asset's carrying amount or recognised as a separate asset, as appropriate, only when it is probable that future economic benefits associated with the item will flow to the company and the cost of the item can be measured reliably. All other repairs and maintenance are charged to the income statement during the financial period in which they are incurred.

###### **Depreciation**

The depreciable amount of all fixed assets are depreciated over the useful lives of the assets to the Board commencing from the time the asset is held ready for use.

The asset's residual values and useful lives are reviewed and adjusted, if appropriate, at each balance date.

An asset's carrying amount is written down immediately to its recoverable amount if the asset's carrying amount is greater than its estimated recoverable amount.

Gains and losses on disposals are determined by comparing proceeds with the carrying amount. These gains and losses are included in the income statement.

###### **b. Cash and Cash Equivalents**

Cash and cash equivalents include cash on hand, deposits held at call with banks, other short-term highly liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities on the balance sheet.

###### **c. Revenue**

Grants are recognised at fair value where there is reasonable assurance that the grant will be received and all grant conditions will be met. Grants relating to expense items are recognised as income over the periods necessary to match the grant to the costs they are compensating.

Grants received for specific programs are recognised as income only to the extent of work completed on those projects when the terms of the grants stipulate that any unexpended funds are to be returned to the sponsor if the program is not completed. In those circumstances the funds attributable to work still to be completed are carried forward as grants income deferred.

Revenue is measured at the fair value of the consideration received or receivable.

**Note 1. Statement of Significant Accounting Policies (continued)**

**c. Revenue (continued)**

Revenue from the sale of goods is recognised at the point of delivery as this corresponds to the transfer of significant risks and rewards of ownership of the goods and the cessation of all involvement in those goods.

Interest revenue is recognised on a proportional basis taking into account the interest rates applicable to the financial assets.

Revenue from the rendering of a service is recognised upon the delivery of the service to the customers.

All revenue is stated net of the amount of goods and services tax (GST).

**d. Income Tax**

By virtue of its aims as set out in the constitution, the Association qualifies as an organisation specifically exempt from income tax under the *Income Tax Assessment Act 1997*.

**e. Goods and Services Tax (GST)**

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office. In these circumstances the GST is recognised as part of the cost of acquisition of the asset or as part of an item of expense. Receivables and payables in the Balance Sheet are shown inclusive of GST.

**f. Employment Entitlements**

Provision is made for the Association's liability for employee benefits arising from services rendered by employees to balance date. Employee benefits that are expected to be settled within one year have been measured at the amount expected to be paid when the liability is settled.

Contributions are made by the association to employee superannuation fund and are charged as expenses when incurred.

**g. Provisions**

Provisions are recognised when the Association has a legal or constructive obligation, as a result of past events, for which it is probable that an outflow of economic benefits will result and that outflow can be reliably measured.



**VERMONT SOUTH COMMUNITY HOUSE INC**  
**A.B.N: 60 776 754 115**  
**STATEMENT BY MEMBERS OF THE BOARD OF MANAGEMENT**

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The Board of Management 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 Board of Management the financial report as set out on pages 2 to 7:

- 1 Presents a true and fair view of the financial position of Vermont South Community House Inc as at 31 December 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 Vermont South 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 Board of Management and is signed for and on behalf of the Board by:

President

  
\_\_\_\_\_  
Marie Pietersz

Treasurer

  
\_\_\_\_\_  
Malcolm Brownlee

Dated this

12<sup>th</sup> day of March 2021



## Collins & Co Audit Pty Ltd

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### VERMONT SOUTH COMMUNITY HOUSE INC A.B.N. 60 776 754 115 INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS

#### Opinion

I have audited the accompanying financial report of Vermont South Community House Inc (the Association), which comprises the balance sheet as at 31 December 2020, and the income statement, statement of changes in equity and cash flow statement for the year ended on that date, a summary of significant accounting policies and other explanatory notes and the statement by the members of the Board.

In my opinion, the financial report of the Association has been prepared in accordance with the *Associations Incorporation Reform Act 2012* and Division 60 of the *Australian Charities and Not-for-profits Commission Act 2012*, including:

- i. giving a true and fair view of the Association's financial position as at 31 December 2020 and of its performance for the year ended; and
- ii. complying with Australian Accounting Standards as per Note 1, the *Associations Incorporation Reform Act (Victoria 2012)* and with Division 60 of the *Australian Charities and Not-for-profits Commission Regulation 2013*.

#### Basis for Opinion

I conducted my audit in accordance with Australian Auditing Standards. My responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Report section of our report. I am independent of the Association in accordance with Division 60 of the *Australian Charities and Not-for-profits Commission Act 2012* the ethical requirements of the Accounting Professional and Ethical Standards Board's APES 110 *Code of Ethics for Professional Accountants* (the Code) that are relevant to my audit of the financial report in Australia. I have also fulfilled our other ethical responsibilities in accordance with the Code.

I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my opinion.

#### Emphasis of Matter - Basis of Accounting and Restriction on Distribution

I draw attention to Note 1 to the financial report, which describes the basis of accounting. The financial report has been prepared to assist Vermont South Community House Inc to meet the requirements of the *Associations Incorporation Reform Act (Victoria 2012)*. As a result, the financial report may not be suitable for another purpose. My opinion is not modified in respect of this matter.

#### Responsibilities of Management and Those Charged with Governance for the Financial Report

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

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

Those charged with governance are responsible for overseeing the Association's financial reporting process.

TOWARDS A VISION SHARED



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

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

As part of an audit in accordance with Australian Auditing Standards, I exercise professional judgement and maintain professional scepticism throughout the audit. I also:

- Identify and assess the risks of material misstatement of the financial report, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for my opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the registered entity's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the responsible entities.
- Conclude on the appropriateness of the responsible entities use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the registered entity's ability to continue as a going concern. If I conclude that a material uncertainty exists, I am required to draw attention in my auditor's report to the related disclosures in the financial report or, if such disclosures are inadequate, to modify my opinion. My conclusions are based on the audit evidence obtained up to the date of my auditor's report. However, future events or conditions may cause the registered entity to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial report, including the disclosures, and whether the financial report represents the underlying transactions and events in a manner that achieves fair presentation.

I communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal controls that I identify during my audit.

Name of Auditor: Frederik R. L. Eksteen

Address: Collins & Co Audit Pty Ltd  
127 Paisley Street  
Footscray VIC 3011

Date: 16 March 2021



**VERMONT SOUTH COMMUNITY HOUSE INC**  
**A.B.N: 60 776 754 115**  
**CERTIFICATE BY MEMBERS OF THE BOARD OF MANAGEMENT**

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I, **Marie Pietersz** and I, **Malcolm Brownlee** certify that:

- (a) We are members of the board of management of the Vermont South Community House Inc.
- (b) We attended the annual general meeting of the association held on 24 March 2021.
- (c) We are authorised by the attached resolution of the Board to sign this certificate.
- (d) This annual statement was submitted to the members of the association at its annual general meeting.

**President**

\_\_\_\_\_  
**Marie Pietersz**

**Treasurer**

\_\_\_\_\_  
**Malcolm Brownlee**

**Dated this**

**day of March 2021**