
ANNUAL REPORT 2019

The House in the Hub



November 18

Inverloch Community House Inc.

16 A'Beckett St Inverloch Vic 3996

Phone: 03 5674 2444

Email: office-ichi@dcsi.net.au

Website: www.inverlochcommunityhouse.org.au

ABN: 65 010 913 131

Committee Of Management

2018 – 2019

President: Andrea Evans-McCall

Vice President: Rob Kenyon

Treasurer: Etsuko Yasunaga

Secretary: Sue Haddock

General Committee Members

Marg Key

Jennie Deane

Ann Howard



Staff

Coordinator: Lisa Archibald

Office Support Worker: Jill Vella

Belonging:

“friendships, community and being part of something with others”

Neighbourhood House Week Soup Café participant

Strategic Plan 2018 -2021

Vision

The House in The Hub Connecting Our Community

Purpose

Fostering Community Connections by Providing a Supportive Environment to Learn, Share Ideas, Skills & Information

Inverloch Community House aims to ensure we operate in conjunction with our policies and procedures in line with the Neighbourhood House Victoria best practice framework

Goal 1 - Our Community

To Provide Opportunities for Enjoyment, Contributions & Learning

Goal 2 - Our Partners

To Actively Develop and Promote Partnerships, Relationships and Networks

Goal 3 - Our House

To Operate a Viable, Effective & Accountable Community House



Inverloch Community House Inc.



AGM 2018

Pass the Minutes of Previous AGM and to Elect a new Committee

When 29-10-2018 at 13:00

Location: Inverloch Community House Inc., A'beckett, 16 Abeckett St, Inverloch VIC 3996, Australia

Chairperson Robert KENYON

Minute taker Susan HADDOCK

Minutes

1. Welcome and Introduction

Rob Kenyon outlined the meeting agenda and welcomed those present as well as the traditional owners past and present.

Copies of the 2017 Agm minutes, President's report & Co-Ordinator's report were handed out.

2. Guest Speaker

Michelle Ward spoke on The Environment and Plastics

3. Call Meeting to Order

Present: Margaret Key, Sue Haddock, Rob Kenyon, Etsuko Yasunaga, Trevor Key, Ann Howard, Trevor Steer, Frank & Jennie Deane, Gail Spalding, Jennifer Hartigan, Daryl Hook, Robin & Marilyn Warren.

Apologies: Andrea Evans-McCall, Eric Swift, A.Bek

4. Confirmation of the Minutes of the Annual General Meeting of 2017

Copies of the 2017 Agm were handed out and time given for reading

Motion: Minutes of Previous Meeting be accepted as read

Moved: R.Kenyon

Seconded: S.Haddock

Carried

5. Receive and consider the President's Annual Report & Co-Ordinators Annual Report

The President's Annual Report was handed out and time given for reading

Motion: The President's Report be accepted as read

Moved: M.Key

Seconded: G.Spalding

Carried

The Co-Ordinator's Annual Report was handed out and time given for reading

Lisa gave a brief run down of activities conducted over the year and thanked several members for their assistance over the year.

Motion: The Co-Ordinator's Report be accepted as read

Moved: M.Key

Seconded: G.Spalding

Carried

6. Receive & Consider Financial Report for year 2017-2018

Etsuko Yasunaga reported that ICHI was in excellent financial order and stated that Cardell Accountants had prepared the financial statement.

Motion: End of Year Financial Statement be accepted

Moved: Etsuko Yasunaga

Seconded: Trevor Key

Carried

[ICH_FINAL_Financial_Report_2018.pdf](#)

[Annual_Report_2017-18.doc](#)

Decision

Financial Report, Treasure's annual report

7. Election of Office Bearers & Ordinary Members of the Committee of Management

Rob.Kenyon declrd all committee positions vacant.

Trevor Key conducted the election of new committee members. They are as follows:

President: Andrea Evans-McCall

Nominated: R.Kenyon

Seconded: E.Yasunaga

Vice President: Robert Kenyon

Nominated: A. E-McC

Seconded: E.Yasunaga

Treasurer: Etsuko Yasunaga

Nominated: E.Swift

Seconded: R.Kenyon

Secretary: Susan Haddock

Nominated: E.Yasunaga

Seconded: T.Key

Ordinary: Eric Swift

Nominated: E.Yasunaga

Seconded: R.Kenyon

Ordinary: Margaret Key

Nominated: T.Key

Seconded: M.Key

Ordinary: Jennifer Deane

Nominated: M.Key

Seconded: T.Key

Ordinary: Ann Howard

Nominated: S.Haddock

Seconded: R.Kenyon

Decision

8. Close AGM

Closing Remarks: Rob thanked everyone for attending and declared the 2018 AGM closed.

9. Afternoon Tea

*End of minutes.
Summary of matters arising are tabled on the following
page.*

Minutes of AGM 2018 on 29-10-2018

Summary of Matters Arising

Decisions

Item	Decision
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6.	Financial Report, Treasure's annual report
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7.	
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Summary of Attachments

Attachments

Item	File Name
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6.	ICH_FINAL_Financial_Report_2018.pdf Annual_Report_2017-18.doc
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Attachments can be found under your TidyHQ admin account at:
Storage > Meetings > [AGM 2018](#)

Our Funding Bodies



Annual General Meeting 2019

1. Welcome and Introduction
2. Call the Annual General Meeting 2019 to Order
3. Confirmation of the Minutes of the Annual General Meeting of 2018
4. Receive and Consider the President's Annual Report & Co- Ordinator's Annual Report
5. Receive & Consider Financial Report for FY 2019
6. Declare all Committee Positions Vacant
7. Election of Office Bearers & Ordinary Members of the Committee of Management
8. Close AGM 2019
9. Guest Speaker – Tammy Logan, Gippsland Unwrapped
10. Refreshments and Discussion



President's Report

The Inverloch Community House is governed by a Committee of Management (COM) made up of volunteers from its active membership and from the wider community. The Committee develops strategic and action plans with staff and determines policies that provide staff with direction for the day to day management of the House's activities.

On behalf of the Committee of Management, I am very proud to present the Inverloch Community House Annual Report 2019. The report outlines the varied and important range of programs and activities that were delivered by the House over the last year. Please have a read!

Our strategic purpose for the House is: Fostering Community Connections by Providing a Supportive Environment to Learn, Share Ideas, Skills and Information. This year the COM reviewed our strategic plan, developing actions and activities for the House that support the achievement our key strategic directions. These have included the many events and programs that provide opportunities for community members to get together, connect with one another and local services.

This year we have updated and implemented some important policy changes and practices. Thank you to Jennie Deane to Peter Gardner for your efforts.

At the end of 2018 after much community advocacy, we were successful in securing moderate but important increase in recurrent funding for House. This has translated into additional staffing with the employment of Jill Vella and if you are social media savvy you will have noticed more activity on Facebook this is thanks to Jill. The employment of Jill is in line with our strategic plan and the outcomes of our Community Needs Analysis. We are always looking for opportunities for attracting a broader range of the community. We have also focused on improving and maintaining our web page to enable the community to keep in touch with the ever growing and changing activities at the House.

None of the achievements you will read about in this report would happen of course without our community members, and the friendly and dedicated team of staff and volunteers. The COM would particularly like to highlight the fantastic leadership of our Coordinator Lisa Archibald and also Jill Vella our Office Support Worker. I would like to thank the members of the COM who give so generously of their time and skills to the governance of the organisation. I would personally like to thank and farewell Rob Kenyon, Etsuko Yasunaga, Marg Key and Jennie Deane. We are fortunate to have a committee with a broad range of experience and expertise. And lastly, I would like to acknowledge the ongoing support of the State Government and Bass Coast Shire Council.

We hope you have enjoyed your year at Inverloch Community House, whether your connection is as a participant, volunteer, staff member or stakeholder, and hope you will join us for another great year in 2020



Andrea Evans-McCall | President

Treasurer's Financial Summary

I am pleased to present the Annual Treasurer's Report for 2018-2019. This financial year to June 30, the House had a net surplus of \$8,934 on a total income of \$125,462 and expenses of \$116,528.

The total equity for the year was \$116,234, up on last year's total equity of \$107,300. It is pleasing to note that income from Memberships has increased from \$2,725 to \$3,597 and student contributions from \$26,658 to \$ 34,037 both indicating a healthy future for the House.

The Financial Report was prepared by Cardell Assurance and Audit of Wonthaggi, and an independent assurance of the report was completed successfully.

Overall, I'm pleased to report that the House finances are in a healthy state as at June 30th, 2019.

In closing, as I am resigning from the Committee today, I would like to take this opportunity to wish the new committee my best wishes for a successful future for the Inverloch Community House.

Etsuko Yasunaga

Treasurer



Office Support Report

I started with the Community House in April, with the purpose of supporting House programs with communications and media.

My main areas of focus have been the Website and the House Facebook page. During the three months of this reporting period I have been onboard, I have worked with the Coordinator, Lisa and members of the Committee of Management and other volunteers to consolidate and strengthen the communication the House has with Inverloch and district residents.

The Website has been updated with a new template, and considerable work has been done to make the site accessible and easy to navigate. The program pages are kept up to date as new activities are added and old ones removed. We have made sure the text is scalable and the contrast ratios are consistent with good practice. The site has been tested with page readers as used by the visually impaired. This has resulted in an 'all text' policy, as images are not able to be read. Images are used as support for written material. Upgrades and edits to the website are ongoing.

The Facebook page now has daily posts. The number of 'likes' and 'follows' is steadily increasing, with our reach into the community continuing to grow. In the three months to the end of June, our followers numbered 431 and Page likes 411 (a nett increase of about 70 people over the three months).

We now have a short report on the local radio station 3mFM on the Community Focus program on the first Saturday of the month.

The South Gippsland Sentinel Times publishes a weekly column of what's on in the House. Several of our big events, such as the Soup Café have been featured in the paper.

Activities and courses run by the House are supported by individually designed flyers, and targeted Facebook, newspaper and radio advertising support.

Jill Vella



Coordinator's Report

The Committee of Management

This year welcomed 3 new committee members who along with the current members of management have provided experience, skills and a strong commitment and understanding of the House's role within the Community. All members of the committee have actively participated in maintaining the roles of governance throughout the year.

Jennie Dean along with new volunteer Peter Gardner (financial member) have played an integral role in reviewing and further developing our policies and procedures. Their patience and dedication have been admirable. Thanks to the lobbying of Inverloch Community House and many other Houses across Victoria our Peak body -Neighborhood Houses Victoria (NHVic) has begun to develop standardised policies and procedures. It is hoped that in the near future policies will be able to be adapted to individual Houses making for a more effective sector. Jennie will be stepping down from the committee but has thankfully offered to continue her work with Peter.

We have been very fortunate to have Ann Howard on board who has shared her qualifications and experience in Food Safety. Ann has proved to be the right person for the job keeping us on track and ensuring all our events are up to standard.

I would like to thank Marg Key for her amazing dedication and passion in supporting and encouraging children. Her background in early childhood and her ability to gather volunteers has added a wonderful element to our community BBQs that we are continually thanked for.

Sue continues to stand up to the challenges of Secretary with humor and modesty. It's great to know she will be continuing into the new year.

I am grateful to our Treasure Etsuko and her attention to detail in both financial matters and general operations throughout her time in the House. Also thank you to Rob who over the years has been our IT go to. With Rob on board our systems are up to date and our membership data base in order. I wish both Rob and Etsuko the best of luck and thank both for their time at the House.

I would particularly like to say a very big thank you to our president Andrea for all her hard work and dedication in helping us to maintain focus and calmly bringing us back on track. Andrea continually manages to "bring it to the table" while holding down a fulltime job at the same time. You have been a mentor and inspiration.

Community Strengthening – Planning and Development

All planning and development work is directed and guided by governance undertaken by a volunteer committee of management

Neighbourhood House Coordinator Program Guidelines 2016-2019

Community Needs Analysis

All Community Houses across Victoria are Funded under the Department of Health and Community Services through the Neighbourhood House Program Guidelines. As stated within the guidelines *the primary focus of the funding is to support the provision of community development and activities that lead to community strengthening outcomes.* Also, within funding requirements Neighbourhood Houses are to *undertake community development processes to address locally identified priorities and needs through community consultation, development of agreed community responses to identified priorities and needs, identification of partners and funding sources as well as facilitating and evaluating responses to identified needs and priorities.*

A large part of the year for Inverloch Community House has been to concentrate on further understanding the priorities and needs of the community of Inverloch. The Committee of Management engaged a consultant to undertake a community needs analysis to guide the future operations of the House with a priority on identifying service gaps and community issues. The consultation process comprised of demographic analysis and market research, over 220 surveys, interviews with key stakeholders and a range of focus groups. Relevant Bass Coast Shire Council Strategic Plans were also considered ensuring Council priorities for the communities were reflected within the final recommendations.

Based on the findings of the consultation the highest priority recognized was socially isolated members of the community. While activities such as the Soup Café and Community BBQ's has proven to support and encourage community connections for families, newcomers and the socially isolated there is still room to build on the experience. The highest survey recommendations for future activities were 45% activities for retirees, 37% physical activities, 28% activities for socially isolated and 27% gardening. While activities for social isolated members of the communities were low compared to others, consultation with stakeholders such as Bass Coast Health, Bass Coast Shire Council and other local health service providers supported the overall report findings. As recommended a way of moving forward is to further explore Partnerships and stakeholder support in addressing this concern. Active retirees and young families are significant segments of the population who need support. The report recommends increasing the number of social opportunities, short courses and casual one-off workshops to attract new users and to offer options for those who are time poor ensuring the House meets the needs of the broader community.

Also noted within the analysis was the importance of recognising the limited capacity of the organisation with only one part-time paid staff. Ensuring strong support and involvement of the committee and volunteers will enhance the outcomes of the House and the Community. The findings and recommendations from the analysis have played an integral role into the development of the Strategic Plan. A copy of the Community Needs Analysis is available at the House.

"I love coming to the community BBQ's it's a great way to catch up with people I haven't seen for ages and to meet new people as well "

Partnerships

“The Neighbourhood House in Inverloch were integral to the success of the Heart Safe Community initiative. The Neighbourhood House helped the project team understand the unique Inverloch community and how best to engage with key community groups and influencers. The House facilitated planning meetings and provided valuable exposure of the project initiatives to participants in on site activity groups and beyond. The breadth of engagement that occurred, across so many different cohorts in the community, in the simple steps to save a life was made possible by the Neighbourhood house support and endorsement of the program. The Heart Foundation and Ambulance Victoria project team are immensely grateful for the support and guidance of Inverloch Neighbourhood House” Eugene Lugg Heart Safe Communities Project Support.

This year we were fortunate to support the Heart Safe Communities Initiative. A concept initiated by Heart Foundation and Ambulance Victoria with an aim to support communities to play a critical role in reducing time to treatment during out of hospital cardiac arrests. Inverloch was identified as an ideal location to expand this new program.

Over a period of nine months, Call Push Shock demonstrations were rolled within the House and across Inverloch by Project Officer Amy Skelton. It was our privilege to support such an important project and assist in empowering the community of Inverloch. Over 900 people attended the Call Push Shock Demonstrations. The majority of attendants walked away *“feeling much more confident to perform CPR and now use a Defibrillator”*. Due to the wonderful success of the project Ambulance Victoria Gippsland will now be taking the reins. The Community Engagement team will continue to roll out Call Push Shock sessions ensuring the sustainability across the region. Inverloch Community House continues to support the project by acting as a community network and booking facility.



Volunteers

This year has brought a wonderful array of talented, skilled, humorous and adventurous volunteers to our House. In fact, over 35 volunteers have contributed to the house. Each year I am amazed at the commitment our volunteers contribute but I have to say this year everyone has gone way above expectation. I realise when volunteers mention in conversation “I was thinking about the House last night” my first thought is “oh no don’t do that you’ll burn out” following on with the realisation of how dedicated they are beyond what I could hope for.

Community houses are forever changing and evolving, our volunteer turn around is no exception.

People come and go with commitments to family, travel and the natural need to move on.

There is always the challenge of maintaining sound operational practices, supporting volunteer needs and lifestyles and keeping true to our commitment to the community. We have been fortunate to have a team of volunteers who have stuck around. Of course, while a large majority of Inverloch residents and volunteers escape the winter chill and the call of overseas summers entices them we somehow manage to continue. Thanks to the likes of Carol who manages to juggle the rosters during this time (believe me it’s not easy) and those who step up to fill in the gaps. The House has benefited from the influx of newbies to the area. Many seeking the community house as a way of *“meeting new people, being part of the community and an opportunity to continue sharing their skills”*.

Throughout the year volunteers have run children’s events, managed soup cafes (with over 350 serves of soups) recruited volunteers, maintained office operations, developed software programs, reviewed and Implemented policies and procedures, helped deliver classes, tackled Myob, kept finances up to date, maintained website, been IT gurus, cooked soups, souvas, burritos and more, set up, packed down, maintain calm and order and somehow managed to have a well-deserved monthly catch up in between it all. All in all, volunteers contributed over 2000 hours throughout the year.

I am forever grateful for their support and very appreciative of all their time they contribute to the House.

Volunteers

Tania Barcham	Lindsay Guerin	Mike McHugh	Jacky Holme
Anne Bek	Geoff Haddock	Pam McKay	The Lunch Time Knitters
Jaqueline Brennan	Colin Howard	Sharon Morgan	The Walkie Talkies
Gail Burge	Jenny Haydon	Ally Quilty	The Chatty Crafters
Lynne Cook	Peter Jones	Audrey Rose	The Anderson Inlet
Jen Cummings	Trevor Key	Clare Riddoch	Angling Club
Gero Gardner	Bev Krzyzanowski	Olive Wellings	Bev Huntley
Peter Gardner	Beverley McHugh	Carol Young	Junie Obrien
			Helen Obrien

Partners, Supporters, Funding Bodies and Stakeholders

Paul The Pieman
Inverloch Quality Meats
Aldi Wonthaggi
Coles Wonthaggi
Foodworks Inverloch
Mitre 10 Capeview Inverloch
Inverloch Newsagency
Ian Symonds and Associates

CWA Inverloch
Anglicare Victoria
Rotary
Lions
Inverloch Men's Shed
Inverloch Kongwak Primary School
Inverloch and District Pre School
Inverloch Childcare

Share The Dignity Campaign
It's In The Bag
Planet Ark
Anglicare Financial Counselling Service
Parkinson's Victoria
South Gippsland Mental Health
Carers Support Group
Inverloch View Club
KoGo

Bass Coast Shire Council
Neighbourhood Houses Gippsland
Inverloch Community Hub
Neighbourhood Houses Victoria
Department Health and Human Services
Bass Coast Health
Inverloch Library
Friends Of Inverloch Library





CWA Welcome To Inverloch Morning Tea



Macrame with Trish



Manga Drawings



Call Push Shock Demonstration



Planks Workshop

INVERLOCH COMMUNITY HOUSE INC.

A0030114D

NOTES TO THE CASH FLOW STATEMENT

FOR THE YEAR ENDED 30 JUNE 2019

CASH FLOW INFORMATION	2018	2018
a) Reconciliation of cash for purposes of cash flows:		
Cash on hand	100	100
Cash at bank	50,434	36,237
Total	50,534	36,337
b) Reconciliation of net cash provided by operating activities to surplus from ordinary activities:		
Surplus from ordinary activities	8,934	10,288
Add back non-cash items:		
Depreciation	1,853	2,681
<i>Changes in assets & liabilities</i>		
(Increase) / decrease in unexpended grant income	-	(282)
Increase / (decrease) in trade payables	308	191
Increase / (decrease) in provisions	6,203	-
Increase / (decrease) in GST	352	(20)
NET CASH PROVIDED BY OPERATING ACTIVITIES	17,650	12,858

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.

INVERLOCH COMMUNITY HOUSE INC.

A0030114D

CASH FLOW STATEMENT

FOR THE YEAR ENDED 30 JUNE 2019

	2019	2018
CASH FLOWS FROM OPERATING ACTIVITIES		
Donations received	501	281
Grants received	88,983	66,430
Interest received	1,969	1,318
Operating receipts	46,290	41,224
Payments to employees and suppliers	(120,093)	(96,395)
NET CASH PROVIDED BY OPERATING ACTIVITIES	17,650	12,858
CASH FLOWS FROM INVESTING ACTIVITIES		
Purchases of property, plant & equipment	(1,485)	(2,314)
Transfer of funds to term deposits	(1,968)	(26,316)
NET CASH USED IN INVESTING ACTIVITIES	(3,453)	(28,630)
NET INCREASE /(DECREASE) IN CASH HELD	14,197	(15,772)
CASH AT THE BEGINNING OF THE FINANCIAL YEAR	36,337	52,109
CASH AT THE END OF THE FINANCIAL YEAR	50,534	36,337

The accompanying notes form part of these financial statements.

INVERLOCH COMMUNITY HOUSE INC.

A0030114D

STATEMENT OF CHANGES IN EQUITY
FOR THE YEAR ENDED 30 JUNE 2019

	Retained Earnings
Balance at 30 June 2017	97,012
Operating surplus for the year	10,288
Balance at 30 June 2018	107,300
Operating surplus for the year	8,934
Balance at 30 June 2019	116,234

The accompanying notes form part of these financial statements.

INVERLOCH COMMUNITY HOUSE INC.

A0030114D

BALANCE SHEET

FOR THE YEAR ENDED 30 JUNE 2019

	NOTE	2019	2018
CURRENT ASSETS			
Petty cash		100	100
Cash at bank:			
- Bendigo bank account		50,268	36,154
- Mastercard account		<u>166</u>	<u>83</u>
		50,434	36,237
Term deposit		80,778	78,810
TOTAL CURRENT ASSETS		131,312	115,147
NON CURRENT ASSETS			
Capital works	3	-	368
Plant & equipment	3	-	-
TOTAL NON CURRENT ASSETS		-	368
TOTAL ASSETS		131,312	115,515
CURRENT LIABILITIES			
Trade creditors		-	718
GST payable		1,845	1,493
PAYG payable		2,086	1,064
Superannuation payable		1,364	905
Provision for annual leave		3,494	-
Funds held on account:			
- Walkie Talkies		1,206	1,091
- Walk and Wag		944	474
- Autism Support Group		1,430	2,470
TOTAL CURRENT LIABILITIES		12,369	8,215
NON CURRENT LIABILITIES			
Provision for long service leave		2,709	-
TOTAL NON CURRENT LIABILITIES		2,709	-
TOTAL LIABILITIES		15,078	8,215
NET ASSETS		116,234	107,300
EQUITY			
Opening accumulated surplus		107,300	97,012
Current year surplus		8,934	10,288
TOTAL EQUITY		116,234	107,300

The accompanying notes form part of this financial report.

INVERLOCH COMMUNITY HOUSE INC.

A0030114D

INCOME AND EXPENDITURE STATEMENT

FOR THE YEAR ENDED 30 JUNE 2019

	2019	2018
INCOME		
Student contribution	34,037	26,658
Donations	501	281
Membership	3,597	2,725
Office services	20	77
Grant received – NHCP	80,894	60,391
BCSC Skate Park grant	-	282
Hire income	2,910	6,403
Interest received	1,969	1,318
Op shop tour	136	468
Soup café	943	967
Other income	455	178
Total income	125,462	99,748
EXPENDITURE		
Accounting review fees	540	520
Advertising & promotion	1,455	379
Annual leave provision expense	3,494	-
Bank fees & charges	556	427
Book-keeping expenses	6,580	6,370
Cleaning/rubbish removal	1,175	18
Commission on paintings sold	176	25
Consultants fees	9,252	218
Depreciation & amortisation expense	1,853	2,681
Donations paid	135	90
Hire plant & equipment	5,543	8,100
Insurance	393	368
Internet expense	673	613
Long service leave provision expense	2,709	-
Mural project	386	2,327
Office expenses	1,269	1,480
Postage	321	489
Printing & stationery	1,621	2,079
Program expenditure	11,736	9,038
Rent	208	-
Repairs & maintenance	521	937
Soup café expenses	782	857
Staff amenities	1,230	1,126
Staff training	200	-
Subscriptions	1,151	1,178
Superannuation	4,073	3,343
Telephone expense	123	218
Travel & accommodation	-	296
Tutor fees	15,496	9,459
Wages	42,877	36,356
Workcover	-	468
Total expenditure	116,528	89,460
Net surplus for the financial year	8,934	10,288

The accompanying notes form part of this financial report.

INVERLOCH COMMUNITY
HOUSE INC.

A0030114D

SPECIAL PURPOSE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2019

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 INVERLOCH COMMUNITY HOUSE INC.
FOR THE YEAR ENDED 30 JUNE 2019**

We have reviewed the accompanying financial report, being a special purpose financial report, of Inverloch Community House Inc., which comprises the balance sheet as at 30 June 2019, 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 *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 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 2019 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 Inverloch Community House Inc. does not satisfy the requirements of Division 60 of the *Australian Charities and Not-for-profits Commission Act 2012* including:

- a) Giving a true and fair view of the association's financial position at 30 June 2019 and its financial performance and cash flows for the year ended on that date; and
- b) Complying with Australian Accounting Standards to the extent described in Note 1, 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 *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 November 2019

Liability limited by a scheme approved under
Professional Standards Legislation

3a Billson St Wonthaggi VIC 3995
MAIL PO Box 116 Wonthaggi VIC 3995

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E contact@cardell.com.au
W www.cardell.com.au

INVERLOCH COMMUNITY HOUSE INC.

A0030114D

STATEMENT BY MEMBERS OF THE COMMITTEE

FOR THE YEAR ENDED 30 JUNE 2019

The committee has determined that the association is not a reporting entity and that this special purpose financial report should be prepared in accordance with the accounting policies outlined in Note 1 to the financial statements.

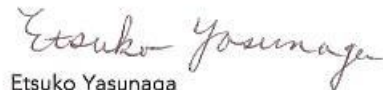
In the opinion of the committee, the financial report as set out on pages 2 to 8:

1. Presents a true and fair view of the financial position of Inverloch Community House Inc. as at 30 June 2019 and its performance for the year ended on that date.
2. At the date of this statement, there are reasonable grounds to believe that Inverloch 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:



Andrea Evans-McCall
President



Etsuko Yasunaga
Treasurer

11 November 2019

INVERLOCH COMMUNITY HOUSE INC.

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NOTES TO THE FINANCIAL REPORT

FOR THE YEAR ENDED 30 JUNE 2019

NOTE 2: RELATED PARTIES

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

NOTE 3: PLANT & EQUIPMENT	2019	2018
Building improvements at cost	1,470	1,470
Accumulated amortisation	(1,470)	(1,102)
Written down value	-	368
Total plant and equipment at written down value	-	368

Movements in Carrying Amounts

	Leasehold Improvements	General asset pool	Total
Balance at beginning of year	368	-	368
Additions	-	1,485	1,485
Depreciation/amortisation	(368)	(1,485)	(1,853)
Disposals (net)	-	-	-
Balance at end of year	-	-	-

INVERLOCH COMMUNITY HOUSE INC.

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NOTES TO THE FINANCIAL REPORT

FOR THE YEAR ENDED 30 JUNE 2019

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 a cash 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) Plant and Equipment

Leasehold improvements are recorded at cost.

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

Leasehold improvements are depreciated over the shorter of either the unexpired period of the lease or the estimated useful lives of the improvements. The building is leased from the Bass Coast Shire Council. The current lease is valid until 30 November 2019. Negotiations are underway to extend the lease in the future based on similar terms to the current lease.

(c) 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.

(d) 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.