



ANNUAL REPORT 2018-2019



**Maldon
Neighbourhood
Centre Inc**

Friendship & Learning

COMMITTEE OF MANAGEMENT 2018 - 2019

Pam Millwood
Carolyn Palmer
Peter Strang
Noel Farrington
Mary Flood
Ali Brookes
David Morland (resigned October 2019)
Michael Grimes (resigned June 2019)
Peter Matic (joined February 2019)

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ACKNOWLEDGEMENTS

The Maldon Neighbourhood Centre acknowledge that we are on Jaara country. We recognise the continuing connection to land, waters and culture of the Dja Dja Wurrung people. We pay our respects to their Elders past, present and emerging.

The Maldon Neighbourhood Centre would like to acknowledge the support of our Volunteers and Members.

We would like to thank our partners: Maldon Hospital, Castlemaine Community House, Castlemaine District Community Health, Maldon & District Community Bank, Mount Alexander Shire Council, Maldon Men's Shed, Tarrengower Prison, Maldon Inc, Maldon Seniors Citizens, Baptist Church Maldon, Anglican Church Maldon—Newstead and the Catholic Church, Parish of Castlemaine and Mount Alexander Family Violence Prevention Network.



MALDON NEIGHBOURHOOD CENTRE COMMITTEE OF MANAGEMENT
ANNUAL MEETING: NOVEMBER 20TH 2018
Maldon Neighbourhood Centre

MINUTES

Meeting opened at 7:00 pm. Chair Jenny Merkus

Chair opened the meeting by acknowledging the Dja Dja Wurrung people as the traditional owners of this land.

Minutes of the previous Annual Meeting and copies of the reports for this meeting were distributed to those present.

ATTENDANCE

Pam Millwood, Peter Strang, Noel Farrington, Jenny Merkus, Amy Atkinson, Carolyn Palmer, Ali Brookes, Prakash Keegel, Mary Flood, Gay Reid, Michael Grimes, Tina Fratta, Robyn Stockfield, Janet Purcell.

APOLOGIES

David Moreland, Karly Smith.

MINUTES FROM PREVIOUS MEETING

Motion: The minutes of the 2017 Annual General Meeting be accepted as a true and correct record.

Moved Noel Farrington, Seconded Prakash Keegel. Carried.

PRESIDENT'S REPORT

President Jenny Merkus presented the 2018 Annual Report on behalf of the Committee of Management.

Motion: That the President's Annual Report be accepted as presented.

Moved Peter Strang, Seconded Pam Millwood. Carried.

OPERATIONAL REPORT

Coordinator Amy Atkinson presented the 2018 Coordinators Operational Report.

Motion: That the Coordinator's Annual Report be accepted as presented.

Moved Mary Flood, Seconded Peter Strang. Carried.

TREASURER'S REPORT

Treasurer Peter Strang presented the 2018 Financial Report.

Motion: Treasurer's Annual Report be accepted as presented.

Moved Peter Strang, Seconded Ali Brookes. Carried.

Motion: That Mal Telford will audit the financial statements for the 2018/2019 financial year.

Moved Peter Strang, Seconded Mary Flood. Carried.

ELECTION OF OFFICE BEARERS AND COMMITTEE MEMBERS

The President handed over to Janet Purcell to conduct the election. Janet congratulated the committee for their work in 2018. The current committee was asked to stand down and all nine positions declared as vacant. Nominations were called for the committee. The following were

nominated:
President: Pam Millwood.
Vice President: Carolyn Palmer.
Treasurer: Peter Strang.
Secretary: Noel Farrington.
Ordinary Member: Mary Flood.
Ordinary Member: Alison Brookes.
Ordinary Member: David Moreland.
Ordinary Member: Michael Grimes.
All nominees were elected unopposed.

Pam Millwood took the chair and thanked all, particularly retiring members, for their work in 2018.

CONFIRM ANNUAL FEE FOR 2019/2020

Fees were proposed as:

Ordinary Member: \$15.

Concession: \$10.

Motion: That the Annual Fee be set as proposed.

Moved Peter Strang, Seconded Mary Flood.

MEETING CLOSED

There being no further business the President declared the meeting closed at 7:34 pm.

Noel Farrington
Secretary



Chairperson's Report 2019

It has been a great privilege to chair The Maldon Neighbourhood Centre committee for the last 12 months. The Centre contributes significantly to the cultural and practical lives of so many members of the Maldon community. It offers a safe haven for people of all ages to come together to learn, to laugh and to meet others in a comfortable and welcoming environment. Through the range of social, educational, recreational and support activities it offers, the Neighbourhood Centre is a focus for many to make a connection to community.

Following development of our three-year strategic plan in late 2018, this year has seen some exciting initiatives.

- some early work has begun on our aim to reduce social isolation in our community,
- development of the Makarrata Garden and Festival provided initiatives to learn from, and embrace the local indigenous heritage,
- innovative offerings for use of the Community Bus have taken residents on a range of different 'outings' beyond the regular runs to Castlemaine and Maryborough
- new funding arrangements have enabled the Centre to offer improved Occasional Child Care at a lower cost to parents
- there have been more regular playgroup activities in collaboration with residents at Maldon Hospital, and
- activities relating to climate change adaptation have begun, with much more to follow in the coming year

It has been a very busy year as all this indicates – and in addition the committee has been continuing to work within the excellent governance framework, which was developed by earlier committees over the last six or seven years.

From a chair perspective I am proud of, and hugely grateful for, the dedication shown by all our committee members this year to:

- maintaining high standards in committee work,
- working collaboratively and supportively to get things done, and
- just being a great bunch of folk to be with.

Despite all this, making Maldon Neighbourhood Centre a well-run and exciting hub for our wonderful community, would not be possible without the amazing contribution, and perseverance, of Amy Atkinson in her role as coordinator. We are constantly grateful for her commitment to this place and to social justice everywhere.

The committee has, this year, recognised the need for Amy to have another person to help spread the load. Kir Larwill joined us in July to take up the newly developed position of Program Support Worker. We welcome Kir to the Centre and are grateful for the ease with which she is fitting in to her role here.

Additionally, our 'thousand thanks' go to all those wonderful people who give so much to keep things running through their many hours of volunteer time. The Neighbourhood Centre just couldn't run without their contribution.

The Maldon Community Lunch has consistently served a hearty meal to around 40 people each Wednesday during school term times this year. It has been so popular, that we planned to have

a shorter break than the long school holiday break this coming January. However at this stage, we have not yet been successful in securing the funding to keep this vital activity going. The Centre will ensure (from its own resources) that the lunches continue for the rest of 2019. We continue to 'push hard' for the funds to keep this significant, socially important service running in 2020.

I will step back from the role of Chair for the coming year, but am keen to stay on the committee, and have nominated as deputy Chair. I'm delighted that Carolyn has agreed to stand for the Chair position after being a valued deputy for this year.

It's really pleasing that most of the current committee members are also standing for re-election. The only exception is David Morland whose contribution has been much appreciated this year, but who has chosen to work as a volunteer in other more 'hands on' ways.

It is now up to you, as members of the Maldon Neighbourhood Centre to vote for your committee for the next 12 months. I'm confident that the same high levels of governance will continue with those who have accepted nominations.

A huge 'Thank you' to all the members who use the services here and who make this Centre such a great place to be.

Pam Millwood
Chairperson
Committee of Management
Maldon Neighbourhood Centre



Coordinator's Report 2019

The vision for the Maldon Neighbourhood Centre is to be a hub for the community which is focused on community well-being, life-long learning and social connection.

Every three years, the Committee of Management lead the development of Strategic Plan to identify goals to achieve our vision. Mid 2018 saw the start of a strategic planning process which engaged members, volunteers, staff, partners and the wider community in the development of new goals for January 2019 – June 2021 to help achieve our over-arching vision. The vision in conjunction with our goals provides a framework within which the operations of the Centre sit and for which the Coordinator is responsible.

Over the period 2018-2019, Maldon Neighbourhood Centre has continued to offer a wide range of programs and services for all members of our community.

Late in 2018, we engaged a small group of young people who worked together to create the *Cinema under the Stars* for Youth Week 2019 with Victorian Government funding. This was a wonderful event held in the Easter school holidays attracting 80+ people of all ages. The young people involved helped to plan and design the event, promote it and were instrumental on the night to make it a success.

2019 kicked off with two local events; *Understanding Climate Impacts in our Local Community* which helped over forty attendees understand climate science, how climate change impacts us locally and identified what were the community's concerns. Second, was a fantastic International Women's Day event *Wine, Women & Song*; a packed hall was treated to an absolutely wonderful evening of good food, wine and entertainment from a women-only line-up.

Offering life-long learning opportunities continues to be an important part of our work and we have had a lot of success with our short courses and workshops, including the new Chainsaw Workshops which have been a sell-out. Our sewing and woodwork short courses continue to be popular and are an important mechanism for creating connections with others as well as pathways into employment and further learning.

The Community Bus has become an integral part of the Maldon Neighbourhood Centre program. Whilst still available for charter to the local community, it is now on the road at least twice weekly between Maldon, Baringhup and Castlemaine and as far afield as Ocean Grove, Ballarat and Geelong as it takes people on tours to the beach, local wineries, op-shops and art galleries.

The team of volunteer drivers provide a safe and friendly service to our community and I would like to thank them all for their contributions. Funding from the State Government has enabled the Community Bus Working Group to develop a new community transport timetable to Maryborough and Kangaroo Flat as well as the purchase of equipment including a children's car seat, and bicycle rack. New grab rails making the experience of getting on and off the bus much safer.

Most importantly, we have also been able to employ another staff member – Kir Larwill – in the role of Program Support Worker. Kir has been learning the ropes with a particular focus on supporting key programs such education, community transport and playgroup.

The families and children in our community are very important for its vitality and thanks to funding from the Maldon and District Community Bank Building Our Children's Resilience Grant Program we have been able to offer a weekly intergenerational playgroup based at Maldon Hospital. This is a delightful platform to facilitate interaction between the young and the young at heart as well as to help parents of young children connect and support one another.

Much time in 2018-2019 was spent transitioning the Occasional Childcare Service to the Federal Government Childcare Subsidy system as previous Take a Break funding ended in December 2018.

The new subsidy model is means-tested so attending Occasional Childcare is more affordable for families and in time it will also enable the Occasional Childcare Service to be more financially viable as the gap between our fees and the cost to families is paid directly to the Maldon Neighbourhood Centre. We are expanding our team and promoting our service throughout Mount Alexander Shire to increase the enrolments into the future.

Providing opportunities for social connection underpins a lot of our programs such as the weekly Community Lunch, Book Clubs, Night Sky Appreciation Society and even the Maldon Market: Hand Made, Home Grown which provides a great social (and shopping) occasion each month.

There is a lot of work that goes on 'behind the scenes' to ensure the Maldon Neighbourhood Centre is a sustainable and successful organisation; working with the Committee of Management, applying for grant funding, risk management, financial management, compliance and generally keeping the Neighbourhood Centre functioning! The small team of volunteers who regularly help at the Centre are instrumental in supporting my work and ensuring the Maldon Neighbourhood Centre is a friendly and welcoming place.

Effective collaboration and partnership is very important within the local community and in the wider region. For example, I have been on the Committee of Management of the Regional Association of Neighbourhood and Community Houses (RANCH) for the past few years. This organization supports and builds the capacity of Neighbourhood Houses in our region. Maldon Neighbourhood Centre is also an active participant in the Mount Alexander Family Violence Prevention Network, running events on the International Day for the Elimination of Violence against Women and the 16 Days of Activism which follow.

The Maldon Neighbourhood Centre has a number of partners with which we work very closely including Maldon Hospital, CHIRP (Castlemaine District Community Health), Castlemaine Community House, Maldon Men's Shed and our local Council to name just a few.

The collaboration with local partners and networks and the active participation of so many community members enables us to achieve so much in our community. Next year I look forward to focusing more on the multi-year strategic goal set by the Committee of Management as part of the strategic planning process: "Be a positive force for building a connected community in a healthy environment". This will involve a focus on reducing social isolation in our local community and limiting the impacts of climate change on our community.

Amy Atkinson
Coordinator, Maldon Neighbourhood Centre
Centre.

Treasurer's Report 2018/19 Financial Year

OVERVIEW

The Maldon Neighbourhood Centre is in a strong financial position. The Centre made a significant surplus of \$23,110 for the year and had net assets of \$139,514 at 30 June 2019.

REVENUE AND EXPENSES

The table below compares revenue and expenses for 2018/19 with 2017/18:

	2018/19	2017/18	Increase (decrease)
Revenue	\$248,305	\$286,320	(13.3%)
Expenses	\$225,195	\$268,760	(16.2%)
Surplus (Deficit)	\$23,110	\$17,560	31.6%

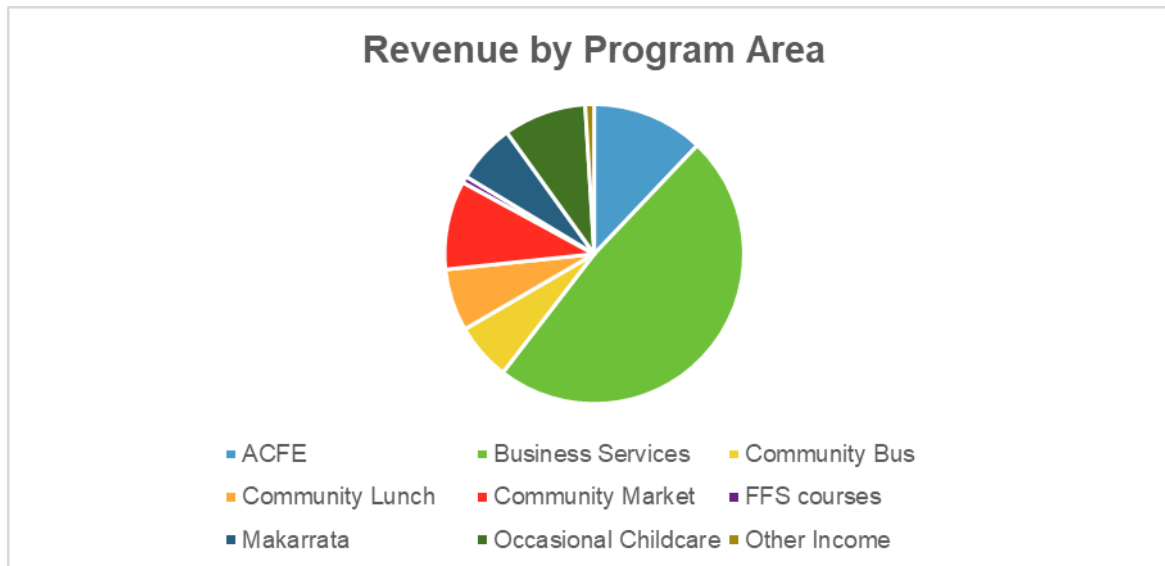
Revenue for the year was significantly less than the previous year. The major reason was that the donation of the Community Bus was shown as a revenue item in 2017/18. Expenses were also lower, although due to timing issues, some expenses related to course delivery will be recognised in the current financial year.

Revenue and expenses by major program areas are shown in this table:

Program Area	Revenue	Expenses	Net
ACFE	\$30,001	\$15,092	\$14,909
Business Services	\$120,136	\$125,545	(\$5,409)
Community Bus	\$15,322	\$10,122	\$5,200
Community Lunch	\$16,674	\$15,488	\$1,186
Community Market	\$23,798	\$21,219	\$2,579
FFS courses	\$1,765	\$2,245	(\$480)
Makarrata	\$15,950	\$14,707	\$1,243
Occasional Childcare	\$22,248	\$18,216	\$4,032
Other Income	\$2,411	\$2,561	(\$150)
TOTAL	\$248,305	\$225,195	\$23,110

The performance of the auspiced groups has been excluded from the revenue & expenses report, providing a clearer picture of the performance of the Centre. All auspiced groups are solvent. Funds held on behalf of these groups are reported under Balance Sheet below.

The proportion of revenue by program area is shown in the chart below.



BALANCE SHEET

At 30 June 2019 the Centre's total assets were \$225,447. Total liabilities were \$85,933, resulting in net assets of \$139,514. The table below compares assets and liabilities for 2018/19 with 2017/18.

	2018/19	2017/18	Increase (decrease)
Assets	\$225,447	\$176,999	27.4%
Liabilities	\$85,933	\$61,005	40.9%
Net Assets (Equity)	\$139,514	\$115,994	20.3%

The major assets at 30 June 2019 were cash held in term deposits (\$127,487) and operating accounts (\$65,269).

Major liabilities were unexpended grants (\$33,807), provision for employee entitlements (\$21,213) and auspiced groups (\$16,067).

FUNDING

This section lists the Centre's main funding sources and which activities they funded:

The Victorian Government

The Department of Health & Human Services – about 75% of the Coordinator's salary, through the Neighbourhood House Coordination Program.

Adult, Community and Further Education Board (ACFE) contracted MNC to provide a pre-accredited education program

Flexible Local Transport Grant

Take a Break Funding – in partnership with Federal Government towards provision of Occasional Childcare

Youth Week event

Mount Alexander Shire Council

Subsidy for traffic management for the Maldon Market: Hand Made, Home Grown

Significant funding for the Maldon Community Lunch

Provision of MNC premises

Maldon & District Community Bank

Sponsorship for the Community Bus

Building our Children's Resilience – Young at Heart playgroup

Good Things Foundation

Digital Literacy for Older Australians

Miscellaneous activities

Other small grants and sponsorships

Fees

Fundraising (mainly in conjunction with the Maldon Market)

AUDIT OF FINANCIAL STATEMENTS

Although the Centre's revenue for the financial year was slightly under the threshold (\$250,000) stipulated in the Associations Incorporation Reform Act (2012), the Maldon Neighbourhood Centre committee decided to have a formal audit of its finances undertaken, as a risk management measure. The financial statements for 2018/2019 were audited by Mal Telford, CPA. His report is available for inspection.

Peter Strang

Hon. Treasurer

Maldon Neighbourhood Centre

7 October 2019

**Profit & Loss report for
year ended 30 June 2019**

	2019	2018
	\$	\$
<u>Income</u>		
ACFE	30,001	21,704
Business Services	120,136	103,858
Community Bus	15,322	36,091
Community Lunch	16,674	17,706
Community Market	23,798	22,193
Fee for Service Courses	1,765	7,679
Makarrata	15,950	3,204
Occasional Childcare	22,248	28,276
Other Income	2,411	35,805
Total Centre Income	248,305	276,516
<u>Expenses</u>		
ACFE	15,092	12,251
Business Services	125,545	130,770
Community Bus	10,122	8,299
Community Lunch	15,488	15,473
Community Market	21,219	20,395
Fee for Service Courses	2,245	6,895
Makarrata	14,707	3,204
Occasional Childcare	18,216	18,879
Other Expenditure	2,561	37,867
Total Centre Expenses	225,195	254,033
Total Centre Result	23,110	22,483

**Maldon Neighbourhood Centre
Program Summary for
Year ended 30 June 2019**

	Income	Expense	Result
	\$	\$	\$
<u>Program</u>			
ACFE	30,001	15,092	14,909
Business Services	120,136	125,545	(5,409)
Community Bus	15,322	10,122	5,200
Community Lunch	16,674	15,488	1,186
Community Market	23,798	21,219	2,579
Fee for Service Courses	1,765	2,245	(480)
Makarrata	15,950	14,707	1,243
Occasional Childcare	22,248	18,216	4,032
Other Income	2,411	2,561	(150)
Total Centre Result	248,305	225,195	23,110
<u>Auspiced Groups</u>			
Auspiced - Maldon Movies	5,404	5,404	-
Auspiced - Manet	9,867	9,867	-
Auspiced - Tarrengower Forum	199	199	-
Total Auspiced Result	15,470	15,470	0
TOTAL	263,775	240,665	23,110

Maldon Neighbourhood Centre Balance Sheet as at 30 June 2019

	2019	2018	Variance
	\$	\$	\$
Assets			
Cash			
Bendigo Bank accounts	65,269	42,651	22,618
Term Deposit Account	127,487	100,531	26,956
Petty Cash & Cash on Hand	321	321	-
Total Cash	193,077	143,503	49,574
Accounts Receivable			
Trade Debtors	1,565	78	1,487
Total Accounts Receivable	1,565	78	1,487
Fixed Assets			
Bus & Equipment at Cost	40,421	38,921	1,500
Less: Accum depreciation		(5,462)	
Total Fixed Assets	30,805	33,459	(2,654)
TOTAL ASSETS	225,447	177,040	48,407
Current Liabilities			
Trade Creditors	5,347	4,735	612
Unexpended Grants	33,807	18,970	14,837
Auspice Groups	16,067	11,959	4,108
GST Liabilities	2,934	1,633	1,301
Payroll Liabilities	6,326	6,581	(255)
Other Liabilities	239	239	-
Employee Entitlements (AL & LSL)	21,213	16,519	4,694
Total Current Liabilities	85,933	60,636	25,297
TOTAL LIABILITIES	85,933	60,636	25,297
Net Assets	139,514	116,404	23,110
Equity			
Retained Earnings	116,404	98,434	17,970
Current Year Earnings	23,110	17,970	5,140
Total Equity	139,514	116,404	23,110
Indicative Ratios			
*Debt to Equity Ratio	0.62	0.52	0.10
Liabilities divided by Total Equity. This ratio gives an indication of the organisation's longer-term financial health <i>(Aim: Below one (1.0) The lower the better!)</i>			
*Working Capital Ratio		2.37	
Current Assets divided by Current Liabilities. The organisation's ability to meet it's short-term liabilities from liquid assets <i>(Aim: Above one (1.0) The higher the better!)</i>			
*Quick Cash	\$107,144	\$82,867	\$24,277
Cash Assets less current liabilities. Indicates cash remaining after all liabilities have been settled			
These ratios indicate that the Maldon Neighbourhood Centre has little difficulty paying it's debts "as and when they fall due".			

MALDON NEIGHBOURHOOD CENTRE INC
NOTES TO THE FINANCIAL STATEMENTS
30 JUNE 2019

1. SIGNIFICANT ACCOUNTING POLICIES

a) Basis of Preparation

This financial report is a special purpose financial report that has been prepared in order to satisfy the financial reporting requirements of the *Associations Incorporation Reform Act 2012 (Vic)*. The committee has determined that the Association is not a reporting entity because there are no users dependent on these statements.

The financial report has been prepared on an accruals basis.

The financial report is presented in Australian dollars and all values are rounded to the nearest dollar.

The Profit & Loss Report discloses Income and Expenses of the Association separately from Auspice groups but includes as part of the result.

Auspice groups' liability is also disclosed in the Balance Sheet.

b) Cash and cash equivalents

Cash and cash equivalents comprise cash on hand and cash at bank and Term Deposits.

c) Income Tax

No provision for income tax has been raised as the Association is exempt from income tax under Division 50 of the Income Assessment Act 1997.

d) Goods and Services Tax (GST) & PAYG employee Tax

The Association is registered for Goods and Services Tax and PAYG is therefore required to lodge Business Activity Statements (BAS) on a quarterly basis.

e) Revenue

Revenue from fund provision is recognised on a cash basis and any grants unexpended at year end are accounted for as liabilities.

Interest revenue is recognised on a cash basis.

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

All revenue is stated net of the amount of goods and services tax

f) Comparative Information

Where necessary the previous year's figures have been reclassified to facilitate comparisons.

g) Going Concern

The Balance Sheet indicates total equity of \$139,514, (\$116,404 last year) including \$193,077 (\$143,503) cash but \$85,933 (\$60,636) in liabilities.

Providing the Neighbourhood Centre continues to vigilantly monitor all expenditure in view of its limited income streams, it should remain in a viable financial position.

Malcolm L Telford CPA

Independent Audit Report to the members of **MALDON NEIGHBOURHOOD CENTRE INC.**

Report on the financial report

I have reviewed the accompanying annual financial report of MALDON NEIGHBOURHOOD CENTRE INC, which comprises the Balance Sheet as at 30 June 2019, Profit and Loss Report, notes comprising a summary of significant accounting policies and other explanatory information, and the Statement by Members of the Committee.

Responsibility for the financial report

The Committee of Management of the Association are responsible for the preparation of the annual financial report that gives a true and fair view in accordance with Australian Accounting Standards to the extent noted in Note (1 a) and the Associations Incorporation Reform Act 2012 (Vic).

This responsibility includes assessing the Associations ability to continue as a going concern, establishing and maintaining internal control relevant to the preparation and fair presentation of the financial report that is free from material misstatement, whether due to fraud or error; selecting and applying appropriate accounting policies and making accounting estimates that are reasonable in the circumstances.

Basis of accounting

Without modifying my conclusion, I draw attention to Note 1 to the financial report, which describes the basis of accounting. The financial report has been prepared for the purpose of fulfilling the Committee of Management's reporting responsibilities. As a result, the financial report may not be suitable for another purpose.

Auditor's responsibility

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 my opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with the 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 this financial report. As is common for organisations of this type, it was not practicable to establish accounting control over income prior to their receipt in the accounting records of the association. Accordingly, it was not practicable in relation to such income to extend my examination beyond the amounts recorded in the accounting records of the association, and as such my audit in relation to this revenue was limited to the amounts recorded.

Independence


In conducting my audit, I have complied with the independence requirements of the Australian professional accounting bodies.

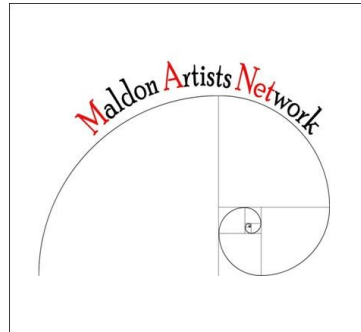
Conclusion

In my opinion, the annual financial report presents fairly, in all material respects, the financial position of MALDON NEIGHBOURHOOD CENTRE INC as at 30th June 2019 and its financial performance for the year then ended in accordance with the requirements of the Associations Incorporation Reform Act 2012.

Dated: September 5, 2019

Malcolm L Telford CPA
PO BOX 724, STRATHFIELDSAYE 3551
ABN: 69 018 012 056





Castlemaine District Community Health
Facilitating Better Health



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