

# SUNBURY NEIGHBOURHOOD HOUSE



ANNUAL REPORT  
FOR 2019 - 2020



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# ACKNOWLEDGEMENTS



Sunbury Neighbourhood House Inc would like to acknowledge the Gunung-Willum-Bulluk people of the Wurundjeri tribe on whose land we meet and operate and pay our respects to their elders – past, present and emerging.

We would like to thank our major sponsors, Department of Health and Human Services (DHHS) and Hume City Council (HCC) for their continued financial support, helping Sunbury Neighbourhood House contribute to building community resilience.

We would also like to thank the Sunbury business community for their contributions, and to the many donations received from members of our community, in particular Dialoz for their assistance in developing the Sunbury Neighbourhood House NEW website.

We also extend our thanks to everyone who has participated in the activities this year, we appreciate your support and valued contributions.



# MISSION, VALUES & GOALS

## MISSION

Sunbury Neighbourhood House strives to connect people in the Sunbury area to each other and their neighbourhoods by providing inclusive and accessible community focused, community driven and community facilitated courses, workshops, programs and social events in a welcoming and fun environment.

## VALUES

We endeavor to:

- be honest and trustworthy in our interactions with the people we encounter as part of the SNH community.
- offer a safe, inclusive and caring place where people want to be.
- practice compassion and respect when dealing with people accessing our services and programs.

## GOALS

- 1) Ensuring continuing high standards of governance and maintain financial viability of the Neighbourhood House for the benefit of the community and to support the community engagement and connectedness aspirations of the Sunbury Neighbourhood House.
- 2) Increase connection with our local community.
- 3) Ensure outstanding support and connectedness of Sunbury Neighbourhood House volunteers and staff.
- 4) Provide quality programs that are attractive, inclusive and accessible to all members of the community.
- 5) Increase visibility of the Sunbury Neighbourhood House to the community.

## Free little Library



# CHAIR PERSON'S REPORT



I am pleased to present my 3rd Annual Report to members which comes at the end of my second full year as Chair of the Sunbury Neighbourhood House Inc.'s Board of Management.

Despite the challenges and concerns that have impacted us all in recent times, I'm pleased to report that after a very promising, relatively 'normal' start to the 2019/2020 year, we have successfully weathered a period of unprecedented disruption to our operations and delivery of our services. We've managed to maintain a small number of ongoing programs, deliver important community support and keep the House on a stable and sound financial footing for at least the foreseeable future.

## **Governance and the Board**

One of the reasons we've been able to do this is because of the people on this year's Board.

- Shanon Gould
- Denise Heffernan (Treasurer),
- Meredith Heily
- Win Laing (Deputy Chair),
- Jenny Orford (Secretary) and
- Andy Paul

I am a very lucky Chairperson to have had such a clear thinking, level-headed and considerate group of people with me, especially over the past 7 Covid months. They have provided SNH with stable, committed and dedicated leadership and guidance; they've been effective, efficient and professional; they've been flexible and willing to adapt and patient (who knew you could have Board meeting with a Zoom?); and they've never lost sight of, or their focus on, caring and compassionate stewardship of the House and its people.

I'm proud to be able to thank them all on your behalf for a wonderful job, well done; and to announce that they've all indicated their willingness to renominate for their respective positions on the Board for another 12 months.

## **Management, Staff & volunteers**

As you'll read in our Treasurer's Report, we are in a very strong position financially, despite and in spite of the Pandemic. Whilst this is due in part to the generous government business and Job Keeper subsidies we've applied for and received, it's also true to say that none of this could have happened without our professional, hard-working and very dynamic staff.

- Hope Jenkins - Manager
- Lynne Davis - Administration & Fundraising
- Ebony Finnin - Program Co-Ordinator



# CHAIR PERSON'S REPORT



I know that the 2019/2020 year has been a very difficult and at times challenging one for all of them, but they've adapted, adjusted and innovated well under Hope's capable, calm, measured and committed leadership and management. We are very fortunate to have them on our side. On behalf of the Board and all the members, I sincerely thank them for their dedicated service.

Like Hope, I'd also like to take this opportunity to acknowledge and thank our dedicated team of volunteers. There is no doubt that without their interest in and commitment to SNH many of our highly regarded Programs – Drop-in Guitar, Diabetes Support, Messy Play, Boomerang Bags and Sewing – just wouldn't happen. On behalf of the Board, the Staff and the very appreciative Members and participants in your sessions, thank you, muchly, for your time and effort. Long may it continue (when it resumes).

## **Sponsors and Supporters**

Hope has acknowledged and thanked many of our service providers and sponsors for their financial contributions, in-kind support and service delivery in her Report. However, at the risk of leaving out other just as significant and appreciated contributors to SNH, I'd like to take this opportunity to specifically thank on your behalf (in alphabetical order):

- Dialoz, the designers and developers of our new website;
- JCJ Accounting Services' Jacqui Marshall, our very understanding and helpful bookkeeper;
- Neighbourhood Houses Victoria, the Peak Body for all neighbourhood houses;
- North West Neighbourhood Houses Network, especially Judy Lazarus;
- Our local Councillors, especially the departing Cr. Leigh Johnson (we're sorry to see you go, Leigh);
- Our Federal member, Rob Mitchell and his staff;
- Our local State member, Josh Bull and his staff; and
- Sunbury Community Health, especially its Chair, Peter Donlon

Your contributions to the successful life of SNH is very much and sincerely appreciated. Long may it continue.

## **Achievements**

Hope has also highlighted many of SNH's milestones and achievements over the past year. However, I would like to take this opportunity to highlight a number of very special and noteworthy examples of our House's fantastic achievements over the past 12 months.

- Completion of work and the launch of our new website – thank you Win.
- Consolidation of the House's IT upgrade including the installation of upgraded PCs in our training rooms and new PCs for the staff – thank you Andy
- Successful migration to the NBN including the cut-over to our VoIP telephony system – thank you again Andy.



# CHAIR PERSON'S REPORT



- Our very successful Audit outcome, with our new Auditor – thank you Hope and Denise.
- Introduction of virtual Drop-in sessions for members of all ages, through Zoom – thank you Ebony and Lynne;
- Significant work on the rationalisation and de-cluttering of SNH's archive (reams and reams of paper records) and major in-roads into our growing cache of digital archives – thank you Lynne, Ebony and Jenny
- Installation of our first AED – thank you Meredith and Hope.

## Looking Ahead

Predicting the future with any surety is never easy, even in the most stable and certain of times. As we head towards the end of 2020 and hopefully some positive light at the end of our COVID Tunnel, I'm pleased to report that Sunbury Neighbourhood House has a very positive outlook and a keen focus on (in no particular order):

- the re-opening of the House in at least a 'COVID-normal' atmosphere;
- the resumption of many of our tried and true face-to-face Programs, more recent 'Drop-in' sessions and the restart of our 'normal' community outreach services;
- the re-opening/re-launching of the SNH "Repair Café"
- the conduct of a Feasibility Study into the current provision of neighbourhood house services in Greater Sunbury;
- the drafting and confirmation of our next Strategic Plan
- streamlining the management of the House's IT environment
- further work on the House's (the whole building's) Emergency Management Plan, in consultation and collaboration with HCC
- a review of our current Rules of Association and the introduction of at least 2 year terms for Board members
- the bedding-down of Microsoft TEAMS to enhance the interaction and communication between the Board, staff, volunteers and the broader community
- the take-up of our second two year "General Occupancy Licence" agreement with HCC; and
- significant progress on the updating of our Policies and Procedures.





# CHAIR PERSON'S REPORT



## In Conclusion

Thank you very much for your interest in and contribution to what must be one of the most memorable and remarkable years in Sunbury Neighbourhood House's 20+ year history. Like last year I urge you to renew, maintain, or increase your support for SNH. Tell your family, friends and neighbours about us, spread the word and get involved.

I wish you and yours the best of wishes for the coming year. May it be a happy, healthy, COVID-free and more 'normal' year than the current one. Thank you.

Robert Hill  
Chairperson,  
Board of Management Sunbury  
Neighbourhood House Incorporated.

## Welcome to SNH





# MANAGER'S REPORT



It is with great pleasure that I present to you the SNH Manager's Report for the 2019 -2020 financial year. For the most part, this was another exciting and adventurous year, encompassed again by our loyal and supportive community of participants, volunteers and staff. Our enthusiastic and dedicated volunteer Board of Management again provided endless hours of support particularly as the year took an interesting turn.

Neighbourhood Houses are often known as a central meeting place for the community, a place where new ideas are thought of and where problems are solved; Neighbourhood Houses just like SNH provide the safe and accessible location for organic growth. Each and every year I am overwhelmed by the volume of partnership opportunity enquiries and proposals we receive. This year saw the continuation and development for many of our supported programs who call SNH home and also found some new friends along the way. We welcome Repair Café Sunbury, CWA Stars and Transitions Streets Sunbury to the family. We also had continued enjoyment providing resources and support to Boomerang Bags Sunbury, Perna Perna Women's Group, SunRanges Twins Plus, Australian Breast Feeding Association and Sunbury Toy Library; all true local community grass roots organisations.

We have been honored to be asked to host student placements; this year saw Cass complete her placement for her Kangan TAFE Community Services Certificate, Sophie complete her Scouts Australia - Wolf Award following her volunteering in the garden and also the commencement of Abby's Scouts Australia Baden Powell Community Development Award by providing an online "How the Adult" information series.

This year saw many celebrations, events and commemorations take place at SNH; Sunbury Aboriginal Corporation's NAIDOC week event, Kidsafe's Safe Seats Safe Kids weekly restraint installation and checking service, Volunteer's Week and Neighbourhood House Week to name a few. We also raised awareness of the prevalence of gender-based family violence in our community by participating in the annual Week Without Violence campaign. In conjunction with Sunbury Community Health and Goonawarra Neighbourhood House, Perna Perna Women's Group lead the way by creating and collecting an unreckonable number of hand-woven stars for the Million Stars Project; progressing with conversations, awareness raising the plight of violence against women.

Despite the inclement weather we saw over 250 friends pass through the building for the SNH Open Day; the opportunity to see our programs meet our facilitators and have a go. There was no mistaking that the sausage sizzle, petting zoo and face painting were a big hit for all of the kids.



# MANAGER'S REPORT



SNH registered and presented Repair Café Sunbury; a world-wide movement to repair and skill share over broken items; preventing unnecessary landfill contribution. As always Sunbury Streetlife Festival was a wonderful opportunity to show case all of the opportunities available at SNH but also to engage with the wider community. Participation in Sunbury's Great Gnome Hunt saw 102 local children and their parents come and meet our surfing gnome Carl. Quarterly pop up shops at Sunbury Square Shopping Centre along with all of the community opportunities outside of SNH have proven to be a beneficial opportunity to raise the profile of SNH and continue to engage and ensure that we are reflecting the communities needs.

Programs that are attractive and accessible to our community continue in ebbs and flows according to community needs and trends. We are so proud and truly grateful for our long-term programs and associated facilitators; Yoga with Leanne, Messy Play with Clare, Kids Art with Merl, Portraiture with Shay and to Sandra for Tai Chi and Deb and Anne for Book Club. Tai Chi and Book Club have championed as programs for well over 15 years, no doubt due to the unwavering nature of their loyal facilitators.

We welcome returned programs of Tai Chi with Geoff and new STEM opportunities of Stop Motion with Theresa and Guitar with Andy continues to be very popular amongst children and adults. Sewing programs have taken a break however we look forward to reinventing the program according to our community desires. We welcome our primary aged students to our school holiday activities including scrunchy making, tie dye, boomerang bags and bath bombs.

SNH continues with a strong commitment to providing free or gold coin donation opportunities to our community with strength in our Drop-In availabilities. For every week of the year that SNH is open to the public we are committed to providing the Drop In Programs of Cuppa, Guitar, Play and Computers.

Many of our offerings at SNH would not be possible with out our team of dedicated volunteers. I would like to take this opportunity to thank each and everyone of you for your bright ideas and endless commitment to the community of Sunbury through your volunteering at SNH. In no particular order thank you to; Doug - Drop in Guitar, Debbie & Anne - Book Club, Susan - Drop in Cuppa and History, Shilo - Diabetes Support, Liz - iPad, Julene - Front Office & Community Events, Janine, Shanon, Greg and Josh - Garden, Greg - Sausage Sizzle king, Sandra and Erika - Tai Chi, Good Staff Bennett Court Staff - Messy Play, Sharon, Cathy, Bruce, Andy, Paul R, Paul H - Repair Café Sunbury, Joan - Perna Perna Women's Group, Lorraine, Melyssa and Bernadette - Boomerang Bags, Lisa - Drop in Cuppa / Computers / Sewing / Office and Community Events, Abbey, Brittany, Katie - Community Events.



# MANAGER'S REPORT



SNH welcomes positive relationships with Hume City Council and in particular welcomed many opportunities to meet with and showcase our work to HCC Mayor Carly Moore and Jacksons Creek Ward Councilor Leigh Johnstone whose support and guidance has been invaluable. SNH is also very appreciative of the encouragement and reinforcement from Member for McEwen Rob Mitchell and Member for Sunbury Josh Bull.

This year saw the completion of the ICT upgrade and rollout of the new website; a very well-timed improvement considering the next challenge for SNH; Pandemic.

In February and March 2020 SNH began to feel the effects of the Novel Coronavirus – COVID 19. Staff and volunteers were incredibly sad to close the doors to our community on March 20th 2020 through to a very short-lived staggered reopening on June 22nd to close again and remain closed from the 6th July 2020. However, we did not dwell for too long. SNH staff and volunteers took every opportunity to remain engaged and connected with our community. With offerings of Playdough, Pom Poms, Free Books, Tai Chi Sheets, Strawberry Plants and flower posies. Phone calls, emails and sms to our SNH friends commenced, loaning of devices and then the mobilizing of Drop In Programs to Zoom.

Finally, on behalf of the community of Sunbury, current and future members and participants, volunteers, partner groups and organisations and staff and Board of Management I would like to thank the following for their ongoing financial contribution, fund and grant opportunities, in-kind support and confidence in Sunbury Neighbourhood House.

- Department of Health and Human Services – Neighbourhood House Coordination Program
- Hume City Council – Neighbourhood House & Community Learning Centre Funding Agreement
- Hume City Council – Community Grant – AED Defibrillator Grant
- Hume City Council – COVID 19 Community Grants – mobilise SNH programs
- Smartline Personal Mortgage Advisers – Gary & Meredith Pretty – STEM technology donation
- CVGT Employment & Training – Garden Grant
- Uniting VicTas Communities for Children – Open Day Grant
- The office of Rob Mitchell – Communities Environment Program & Stronger Communities Grants (website and connectivity)
- Business Victoria – Business Support Fund
- Victoria University – Donation of AV equipment
- Sunbury Visitor Information Centre – Donation of furniture
- Leanne Miller – Donation of iRest Yoga and Meditation for Sunbury SES volunteers

With thanks,

Hope Jenkins  
Manager



# TREASURER'S REPORT

I have pleasure presenting the Treasurer's Report for the 2019-2020 financial year.

Despite the restrictions to operations since the onset of COVID-19 in March 2020, Sunbury Neighbourhood House remains in a strong financial position. This has been made possible by the hard work of the Board of Management, the House Manager and generous Government support.

As you can see from the financial reports presented to you today, our total income decreased by 1.6% over the past year, mainly due to the closure of the House as a consequence of COVID-19 restrictions, resulting in a loss of program and room rental income. We received \$83,033 funding from DHHS (an increase of \$3,756) and \$28,407 from Hume City Council, for which we have been most grateful. A combination of the Government's Cash Flow Boost of \$15,735 and the Job Keeper Wage Subsidy of \$27,000 further supported the House's financial position. Sunbury Neighbourhood House was also successful in applying for funding grants totaling \$8,798 in additional income.

At the same time as receiving significantly less income from SNH programs and room rental, we were able to contain some expenses such as Advertising and Promotions, Printing and Stationery, Program Consumables and Equipment, Program Facilitator and Program Room rental costs. However, there was an increase in overall expenses to just over \$12,400. This was due mainly to increased OH&S costs of purchasing a defibrillator, as well as larger ICT costs due to the purchase of the new website and Voice Over Internet Protocol (VOIP) phones. However these expenses had been budgeted for and covered in part by grant funding received for these purposes.

Overall, we can celebrate a net profit of \$5,543 which is very pleasing considering the challenges to the House's operations during 2020.

Our total assets increased to \$215,370 up from \$210,846. We made no significant purchases during the year so our fixed assets reduced in value in line with our depreciation to \$23,592.

## Summary position for 2019 v 2020

	2018-2019	2019-2020
Gross Income	229,689	226,015
Gross Expenses	208,062	220,471
Net Profit	21,627	5,544





# TREASURER'S REPORT



As a not-for-profit organisation, our goal is to break even as a minimum, allowing Sunbury Neighbourhood House to provide affordable activities to all the community. A surplus(net profit) is preferred as this allows us to invest money back into the House, for programs, staffing and/or equipment.

The Board is confident we have a solid foundation in terms of our financial processes and understanding. We have worked closely with Hope Jenkins and our bookkeeper, Jacqui Marshall from JCJ Account Services Pty Ltd, to increase our financial knowledge and skills.

Thank you to the Board, staff and volunteers.

Denise Heffernan  
Treasurer,  
Board of Management  
Sunbury Neighbourhood House Inc.

## REPAIR CAFE



# FINANCIAL STATEMENT



**Sunbury Neighbourhood House Inc.**  
ABN 11 928 572 940

**FINANCIAL STATEMENTS  
FOR THE YEAR ENDED  
30<sup>th</sup> JUNE 2020**





# FINANCIAL STATEMENT

Sunbury Neighbourhood House Inc.  
ABN 11 928 572 940

## STATEMENT BY COMMITTEE FOR THE FINANCIAL YEAR ENDED 30TH JUNE 2020

In the opinion of Sunbury Neighbourhood House Inc. :

1. The financial statements and notes of Sunbury Neighbourhood House Inc. are in accordance with the *Australian charities and Not-for Profits Commission Act 2012* , including:
  - a) Giving a true and fair view of its financial position as at 30 June 2020 and of its performance for the financial year ended on that date; and
  - b) Complying with Australian Accounting Standards including the Australian Accounting Interpretations and the *Australian Charities and Non-for-profits Commission Regulation 2013* ; and
2. In the committee members' opinion there are reasonable grounds to believe that Sunbury Neighbourhood House Inc. will be able to pay its debts as and when they become due and payable.

This declaration is signed for and behalf of the Committee by

Denise Heffernan

Denise Heffernan (Oct 5, 2020 18:49 GMT+11)

Treasurer

Jennifer Orford

Jennifer Orford (Oct 6, 2020 13:20 GMT+11)

Secretary



**STATEMENT OF PROFIT OR LOSS  
AS AT 30<sup>TH</sup> JUNE 2020**

		<b>2020</b>	<b>2019</b>
	<b>Notes</b>	<b>\$</b>	<b>\$</b>
Cash Flow Boost		15,735.00	-
DHHS Grants	3	-	10,000.00
DHHS – NHCP Funding		83,033.45	79,277.31
Fundraising and Donations		3,624.80	4,337.00
Hume Grant		28,407.00	27,850.00
Interest Income		2,247.85	2,480.64
JobKeeper Wage Subsidy		27,000.00	-
Other Grants		7,434.85	996.4
Program Income		30,883.62	54,096.24
Room Rental Income		26,284.55	50,651.37
Uniting Grant		1,363.64	-
<b>Total Income</b>		<b>226,014.76</b>	<b>229,688.96</b>
Advertising & Promotion		4,916.69	5,626.20
Audit & Bookkeeping		5,745.50	5,756.55
Bad Debts	4	1,610.50	-
Bank Fees		501.09	398.71
Board Meeting Expenses		727.42	629.32
Cleaning & Pest Control		4,720.23	4,696.13
Depreciation		4,021.38	1,242.25
Donations Made		100	1,800.00
Equipment Hire/Lease		1,276.82	1,155.00
Fundraising Expenses		94.50	1,192.40
Garden Expense		740.43	-
ICT Expenses		7,495.07	280
Insurance		706.14	-
Internet		649.48	308
Management Cost		3,500.00	-
Membership Fees & Permits		1,718.17	774.96
Network & Outreach		125.85	215.87
OH&S		2,808.79	32.7
Portable Long Service Leave		1,953.97	-
Postage, Freight & Courier		-	24.5
Printing & Stationery		1,453.87	4,633.60
Program Consumables		2,841.86	3,061.23
Program Equipment		0.00	1,786.34
Program Facilitator		20,343.65	30,679.12
Program Room Hire		2,036.37	2,684.13
Rent	5	50.00	50.00
Repairs and Maintenance		1,104.59	421.18
Salaries and Wages		128,813.51	120,845.50
Staff & Facilitator Amenities		975.95	843.45
Subscriptions & Licences		0.00	290.91
Superannuation		11,103.85	10,886.75
Telephone & Mobile		2,791.54	2,872.75
Training & Development		625.00	565.22
Travel & Accommodation		392.44	378.39
Uniting Grant Expenditure		1,032.19	0.00
Utilities		2,015.36	1,870.29
Volunteer Costs		100.32	899.65
WorkCover Insurance		1,378.40	1,160.45
<b>Total Expenses</b>		<b>220,470.93</b>	<b>208,061.55</b>
<b>Net Profit</b>		<b>5,543.83</b>	<b>21,627.41</b>

*This statement should be read in conjunction with the notes to the financial statements*





**STATEMENT OF FINANCIAL POSITION  
AS AT 30<sup>TH</sup> JUNE 2020**

	Notes	2020 \$	2019 \$
<b>Assets</b>			
<b>Current</b>			
BBL - Debit Card - 7668		1,006.22	134.27
BBL Operating Account - 9555		72,303.72	66,478.10
BBL TD Cash Reserve 1171		77,794.97	76,110.97
BBL Term Deposit 4408		31,577.07	31,087.60
Petty Cash		46.10	83.75
Undeposited Funds	6	50.00	50.00
Accounts Receivable		-	9,288.30
Accrued Income	7	9,000.00	-
<b>Total Current Assets</b>		<b>191,778.08</b>	<b>183,232.99</b>
<b>Fixed</b>			
Classroom Equipment		8,072.36	8,072.36
Less Accumulated Depreciation on Classroom		(4,714.46)	(4,352.84)
Computer Equipment		38,777.24	38,777.24
Less Accumulated Depreciation on Computer		(19,407.19)	(15,855.52)
Office Equipment		16,614.62	16,614.62
Less Accumulated Depreciation on Office Equipment		(15,750.90)	(15,642.81)
<b>Total Fixed Assets</b>		<b>23,591.67</b>	<b>27,613.05</b>
<b>Total Assets</b>		<b>215,369.75</b>	<b>210,846.04</b>
<b>Liabilities</b>			
<b>Current</b>			
Accounts Payable		-	21,836.08
Accrued Expenses	8	450.89	-
ATO Integrated Client Account		2,909.00	7,954.00
GST		-	(1,096.71)
Superannuation Payable		2,596.08	2,452.98
<b>Total Current Liabilities</b>		<b>5,955.97</b>	<b>31,146.35</b>
<b>Non-Current</b>			
Annual Leave Provision		12,622.26	6,920.92
Prepaid Income	9	18,864.00	-
Time Off in Lieu		-	395.08
<b>Total Non-Current Liabilities</b>		<b>31,486.26</b>	<b>7,316.00</b>
<b>Total Liabilities</b>		<b>37,442.23</b>	<b>38,462.35</b>
<b>Net Assets</b>		<b>177,927.52</b>	<b>172,383.69</b>
<b>Equity</b>			
Current Year Earnings		5,543.83	21,627.41
Retained Earnings		172,383.69	150,756.28
<b>Total Equity</b>		<b>177,927.52</b>	<b>172,383.69</b>

*This statement should be read in conjunction with the notes to the financial statements*



## **NOTES TO THE FINANCIAL STATEMENTS**

### **1. Basis of preparation**

This financial report is a special purpose financial report prepared in order to satisfy the financial reporting requirements of the Associations Incorporations Act 2012 and for use by the members of the Association. The members have determined that the Association is not a reporting entity.

The financial report has been prepared in accordance with the requirements of the following Australian Accounting Standards;

- AAS 5 Materiality
- AAS 8 Events Occurring After Reporting Date
- AAS 1058 Income of Not-for-Profit Entities

The financial report has been prepared on an accruals basis and is based on historical costs and does not take into account changing money values or, except where stated, current valuations of non-current assets. Cost is based on the fair values of the consideration given in exchange for assets.

### **2. Summary of significant accounting policies**

#### **a) Revenue**

Revenue comprises primarily income from room rental, programs and government grants.

Revenue is measured by reference to the fair value of consideration received or receivable by the Association for services provided.

Revenue is recognised when the amount of revenue can be measured reliably, collection is probable, the costs incurred or to be incurred can be measured reliably, and when the criteria for each of the Association's different activities have been met. Details of the activity- specific recognition criteria are described below.

#### **Government Grants**

A number of the Association's programs are supported by grants received from the government.

If conditions are attached to a grant which must be satisfied before the Association is eligible to receive the contribution, recognition of the grant as revenue is deferred until those conditions are satisfied.

Where a grant is received on the condition that specified services are delivered to the grantor, this is considered a reciprocal transaction. Revenue is recognised as services are performed and at year end a liability is recognised until the service is delivered.

Where a grant may be required to be repaid if certain conditions are not satisfied, a liability is recognised at year end to the extent that conditions remain unsatisfied.

Revenue from a non-reciprocal grant that is not subject to conditions is recognised when the Association obtains control of the funds, economic benefits are probable and the amount can be measured reliably.

#### **Programs**

Fees are charged for diverse activities and courses for both adults and children of the community. Income is recognised when the fee is paid in the financial year.





### **Room Hire**

Fees are charged for use of the Association's facilities on a needs basis for members of the community. Income is recognised when the service is provided.

### **Interest Income**

Interest income is recognised on an accrual basis using the effective interest method.

### **b) Operating Expenses**

Operating expenses are recognised in the profit or loss upon utilisation of the service or at the date of their origin.

### **c) Fixed Assets**

Each Fixed Asset is carried at cost less, where applicable any accumulated depreciation and any accumulated impairment losses.

### **Depreciation**

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

Depreciation of these assets is reflected as an annual expense on the Profit and Loss at the rates prescribed based on the effective life of each asset class.

Assets are depreciated on the Straight Line (Prime Cost) method which the Committee has adopted

### **3. Income for DHHS Grant**

The income amount from DHHS in the 2019 financial year was a one-off grant for the purchase of computer equipment to improve the services provided to the community.

### **4. Bad Debt Write-off**

This represents an organisation that has gone into Voluntary Administration last financial year. After waiting on further clarity from the Administration, the Committee has agreed to write-off the outstanding amount.

### **5. Rent**

As required by Australian Accounting Standards 1058 (AASB 1058), the Committee has elected to recognise the rent from Hume City Council at cost not fair value.

As required by the Standard in choosing this election the details of the licence with Hume City Council are provided

- The organisation has a high dependence on the Lease arrangement with Hume City Council which provides it the right to use the premises at 531 Elizabeth Drive, Sunbury
- The Lease is with Hume City Council for a value of \$50 plus GST per financial year
- The current Lease is for 2 year period with a renewal date of 1/7/2021

### **6. Undeposited Funds**

The amount represents the Till Float for cash takings over the counter.



## 7. Accrued Income

This represents the JobKeeper for the month of June 2020 which was received from the ATO on 8th July 2020.

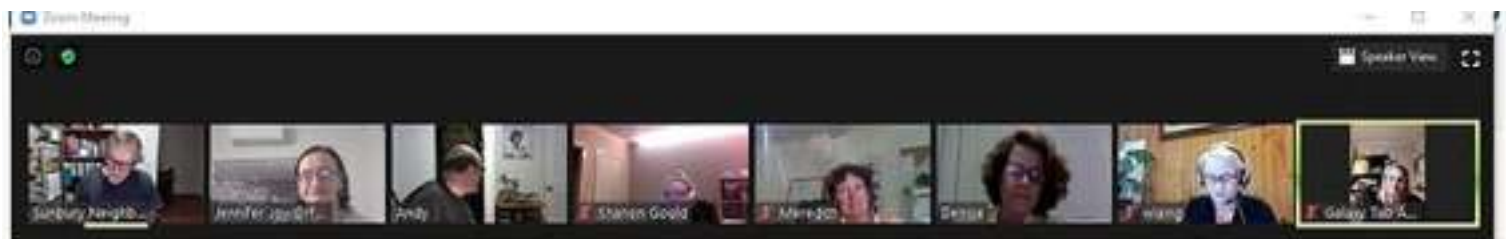
## 8. Accrued Expenses

This represents the June Qtr. Portable Long Service Leave payment that was processed on 22nd July 2020 and paid on 30th July 2020.

## 9. Prepaid Income

Environmental Grant - funds were received on the 26th June and the project has not yet commenced, the timeline for completion of the project has been extended till 31/12/2020

Business Support Fund - funds received on the 24th June and will be used for a Feasibility Study which is yet to commence





# AUDITOR'S REPORT

## SUNBURY NEIGHBOURHOOD HOUSE INC.

ABN 11 928 572 940

### Independent Audit Report to the Members

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#### Scope

We have audited the attached financial report, being a special purpose financial report comprising the Statement by Members of the Committee, Statement of Profit or Loss, Statement of Financial Position, Notes to the Financial Statements for the year ended 30 June 2020 of the Sunbury Neighbourhood House Inc. The Committee is responsible for the financial report and has determined that the accounting policies used and described in Note 1 to the financial statements which form part of the financial report are appropriate to meet the requirements of the *Associations Incorporation Reform Act 2012* and are appropriate to meet the needs of the members. We have conducted an independent audit of this financial report in order to express an opinion on it to the members of Sunbury Neighbourhood House Inc. No opinion is expressed as to whether the accounting policies used are appropriate to the needs of the members.

The financial statements have been prepared for the purpose of fulfilling the requirements of the *Associations Incorporation Reform Act 2012*. We disclaim any assumption of responsibility for any reliance on this report or on the financial report to which it relates to any person other than the members, or for any purpose other than for which it was prepared.

Our audit has been conducted in accordance with Australian Auditing Standards. Our procedures included examination, on a test basis, of evidence supporting the amounts and other disclosures in the financial report, and the evaluation of accounting estimates. These procedures have been undertaken to for an opinion whether, in all material respects, the financial report is presented fairly in accordance with the accounting policies described in Note 1 so as to present a view which is consistent with our understanding of the association's financial position, and performance as represented by the results of its operations. These policies do not require the application of all Accounting Standards and other mandatory professional reporting requirements in Australia.

The audit opinion expressed in this report has been formed on the above basis.



# AUDITOR'S REPORT

## Qualification

Receipts from fundraising and donations, which are sources of income to the House, could not be fully reviewed, as by their nature, they are unsupervised receipts. It is not practicable to establish internal controls over this income prior to recording into the financial records. Accordingly, my audit does not cover these items.

## Audit opinion

In our opinion, the financial report presents fairly, in accordance with the accounting policies described in Note 1 to the financial statements, the financial position of Sunbury Neighbourhood House Inc as at 30 June 2020 and the results of its operations for the year then ended.

Signed on 3<sup>rd</sup> October 2020



Mark Stuart Pressland Wilkinson, CPA 513900 and ASIC Registered Company Auditor 4485  
Director of 2SM Pty. Ltd., P.O. Box 235, Leopold, Victoria, 3224  
Telephone: 0418 772212  
*Liability limited by a scheme approved under Professional Standards Legislation*





# FRIENDS, PROGRAMS & FUN





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