



SUNBURY NEIGHBOURHOOD
HOUSE

ANNUAL REPORT

SUNBURY NEIGHBOURHOOD HOUSE INC

2020 - 2021



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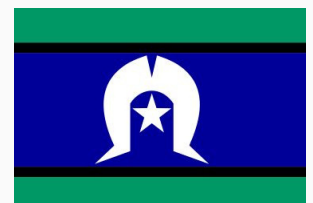
ACKNOWLEDGEMENTS

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 Families, Fairness and Housing (DFFH) 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.



2021- 2025 STRATEGIC PLAN

Our Vision: Sunbury Neighbourhood House will be a valued, trusted, inclusive and respected place for people to gather, engage in life-long learning and make community connections.

Our Mission: Sunbury Neighbourhood House connects people by providing accessible community-focused and facilitated opportunities to gather, interact and learn, in a welcoming, safe and inclusive environment.

Our Values:

We value:

- all our staff, Board members, community members, volunteers and participants in our programs and activities
- respectful, ethical, fair and responsible interaction between all members of our Community;
- transparency, honesty, inclusivity, empathy, compassion and trust;
- the support and advice of the peak body, our funding bodies and all other sources of advice, support and inspiration.

Our Goals:

1) Profile: Be an accessible and trustworthy source of information and support within the Community.

We will achieve this by:

- offering a safe, inclusive and caring space where people feel welcome and want to be;
- establishing and nurturing partnerships and links with other organisations that contribute to the growth and enhancement of the Sunbury Community;
- participating in community events, traditional media and maintaining a strong online presence;
- managing and promoting Sunbury Neighbourhood House's social media profile and program to ensure it is relevant and up to date.

2) Community: Empower the development of Sunbury Community.

We will achieve this by:

- identifying and engaging with existing and new groups in our community;
- growing grassroots initiatives in our community;
- being responsive to unexpected contingencies within our community.

2021- 2025 STRATEGIC PLAN

3) The Team: Be a suitably skilled, community minded, knowledgeable, empowered and empathetic team.

We will achieve this by:

- providing opportunities for volunteers to bring new skills, activities and ideas into the House;
- ensuring suitable training for staff and volunteers that maximises the benefit and further development of their existing skills;
- providing staff with opportunities to be heard in a supportive and non-judgemental environment, fostering and practising awareness and understanding of community development principles;
- recognising and celebrating the contribution of staff and volunteers and empowering them to be active contributors to the House's operations;
- being responsive to unexpected contingencies which may impact the House.

4) Programs: Provide quality programs that are inclusive and accessible to all members of the community.

We will achieve this by:

- providing equitable access to relationship-building and life-long learning opportunities;
- providing a range of activities and programs that are inclusive, relevant, interesting and informative;
- identifying and quantifying needs and interests of different groups within Sunbury, to better target programs and increase connections with and between these groups.

5) Governance: Ensure high standards of governance and the on-going viability of the House.

We will achieve this by:

- seeking opportunities to strengthen the viability and longevity of the House;
- ensuring compliance with best practice financial management principles and processes;
- providing access to appropriate training and support for staff, volunteers and the Board, enabling them to engage in best practice governance and financial management processes;
- ensuring a workplace that meets statutory, legal and ethical requirements of the relevant government, council and funding bodies;
- ensuring continuity of governance from one year to the next.

2021- 2025 STRATEGIC PLAN

Our Context:

This Plan is the result of months of discussions, deliberations and drafts by the Sunbury Neighbourhood House Board of Management. All members of the 2020-2021 Board have contributed to its development by drawing upon their respective knowledge, skills, experience and resources and by being willing to work collaboratively and cooperatively towards this consensus outcome.

The Board is also aware that circumstances can and do change on a regular basis. It therefore recommends that this Plan be reviewed on at least an annual basis, to ensure it remains relevant; and to enable subsequent Boards to have an influence on the future development of Sunbury Neighbourhood House. The Board believes that this is part and parcel of being a community development focused organisation.

In reaching this version of the Plan, the Board acknowledges the ongoing support of the House's key sources of ongoing funding:

- the annual grant received through the 'Neighbourhood House Coordination Program' which is now provided by the Department of Families, Fairness and Housing* (DFFH); and
- the 'Partnership & Funding Agreement 2021 – 2025' between Sunbury Neighbourhood House and the Hume City Council which strengthens the relationship, builds on our existing partnership and clarifies and confirms the mutual expectations and obligations of both parties.

The Board also acknowledges:

- the underpinning community development principles of the peak body representing most Neighbourhood Houses in Victoria: "Neighbourhood Houses Victoria" (NHVic):
 - Community ownership
 - Community participation
 - Empowerment
 - Access and equity
 - Lifelong learning
 - Inclusion
 - Networking
 - Advocacy
 - Self-help
 - Social action

See <https://www.nhvic.org.au/principles>

- the Hume City Council's Social Justice Charter** which "... seeks to advance a fair and just society and to promote respect for every citizen, encourage community participation, strengthen community wellbeing and reduce the causes of disadvantage. ...".

See <https://www.hume.vic.gov.au/Your-Council/Our-City/Council-Plans-Reports-and-Policies/Council-Strategies-and-Plans/Hume-Social-Justice-Charter>

CHAIRPERSON'S REPORT

This is my 4th Annual Report as Chairperson of the Sunbury Neighbourhood House Inc.'s Board of Management and I am very pleased and honoured to present it to you.

Governance and the Board

This year SNH has been very fortunate to have 8 people on the Board, plus the House's Manager, Hope Jenkins, in an ex officio capacity and they've been a very astute, professional, flexible and caring group and have taken their roles extremely seriously.

- | | | |
|-----------------------|----------------------------|--------------------------------|
| - Robert Hill (Chair) | - Jenny Orford (Secretary) | - Win Laing (Dep Chair) |
| - Andy Paul | - Meredith Heily | - Tracey Wheeler |
| - Shanon Gould | - Hope Jenkins | - Denise Heffernan (Treasurer) |



We've met regularly (in the main via Zoom) and have remained focused on and responsive to the complex governance and operational environment which Covid-19 has created; and we remain devoted to the effective and efficient oversight of your House in these very challenging times.

Management, Staff & volunteers

The last 12 months have been extremely challenging for the wonderful team providing the management, support, administration and Programs that SNH offers to our community. On behalf of the Board and all the members, I sincerely thank them for their dedicated and very patient service over the past year. You are all highly valued and very much appreciated.

- Hope Jenkins - Manager
- Lynne Davis - Administration & Fundraising
- Ebony Finnin - Program Co-ordinator
- Cathy Grose - Community Development

CHAIRPERSON'S REPORT

We were however sad to say “Goodbye” to Lynne in August, but also very pleased to acknowledge her 5+ years of dedicated service to SNH and to wish her a long and happy retirement. Thank you very much, Lynne.

Like Hope, I’d also like to take this opportunity to acknowledge our wonderful team of facilitators, coordinators and volunteers and sincerely thank them for remaining interested in and supportive of SNH; and to reassure them that they remain integral to our plans for resumption of ‘normal’ services. We couldn’t move forward without you.

Sponsors and Supporters

Without our dedicated band of sponsors and supporters SNH wouldn’t exist. So, on your behalf, a sincere thank you to (in alphabetical order):

- Department of Families, Fairness and Housing (DFFH), our primary source of funding,
- Gregory Ibbotson and the team at GICI Computer Services who maintain our IT systems,
- Hume City Council, our landlord and an important source of funding,
- Jacqui Marshall, our much-appreciated bookkeeper at JCJ Accounting Services,
- Josh Bull, our local State MP and his staff,
- Judy Lazarus, our invaluable Northwest Neighbourhood House Networker,
- Neighbourhood Houses Victoria,
- our local Councillors, especially Cr. Jarrod Bell,
- Rob Mitchell (our local Federal MP) and his staff and
- Sunbury Cobaw Community Health and its Chair, Peter Donlon.

Achievements

Many of SNH’s milestones and achievements over the past year have already been highlighted elsewhere by Hope and Denise. I think you’ll agree that, despite the Pandemic and all the disruptions and upheavals it has caused, SNH has had a year to be proud of.

From the Board’s perspective it is also worth noting and acknowledging:

- our active contribution to the development and introduction of the ‘Partnership & Funding Agreement’ between Hume City Council and all its neighbourhood houses and learning centres on a four-year cycle;
- the development and introduction of our 2021-2025 Strategic Plan, including our new Vision:

Sunbury Neighbourhood House will be a valued, trusted, inclusive and respected place for people to gather, engage in life-long learning and make community connections.

CHAIRPERSON'S REPORT

Achievements

- another very successful Audit outcome;
- the introduction of Board sub-Committees with responsibility for specific areas of governance;
- the completion of our IT upgrade and consolidation of our IT environment, in association with GICI; and perhaps most pleasing of all,
- the supply and installation of our new, dedicated sign at the front of the House.



Looking Ahead

Whilst we are probably not going to fully re-open SNH until 2022, there's every reason to believe we will be able to focus on and achieve a number of important goals, including:

- the return of our staff to the office before Christmas;
- the gradual re-opening of the House and resumption of face-to-face Programs and community outreach services, in a Covid-safe environment;
- significant and ongoing progress on the updating of all our Policies and Procedures;
- beginning a review of our current Rules of Association and the introduction of at least 2-year terms for Board members; and
- the integration of Microsoft TEAMS to improve and enhance communication and interaction between the Board, staff, volunteers and the broader community.

In Conclusion

This is my second Chairperson's Annual Report to the Members in a Pandemic. Little did I know 12 months ago that the introductory comments in my 2020 Report would still be relevant and equally applicable this year.

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 ... 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.

CHAIRPERSON'S REPORT

However, I am still very optimistic about SNH's future and look forward to a much anticipated re-opening and resumption of 'normal' services and support in the coming days and weeks. And like last year, I urge you to renew, maintain, or increase your support for SNH, to tell your family, friends and neighbours about us and to spread the word and get involved.

I wish you and yours the best of wishes for a happy, healthy, fulfilling and much less disrupted year, wherever and however you choose to spend it.

Thank you.

Robert Hill

Chairperson, Board of Management

Sunbury Neighbourhood House Incorporated.

MANAGER'S REPORT

It is again with great pleasure that I present the SNH Manager's Report for the 2020 - 2021 financial year. Despite the many interruptions of opening and closing our doors with lockdowns we welcomed the opportunity to adapt by modifying and moving on line to continue to engage and connect with our community. We still managed to present some of our existing and some new opportunities to our community, we even met some new friends along the way.

I'd firstly like to acknowledge the incredible hard work of the SNH volunteer Board of Management team, another year of enthusiasm and dedication. Managing to reflect on the past and the look toward the future to develop our 4 year strategic plan, continue to review our policies and procedures and stay abreast the challenges and learnings of governing an organisation throughout a global pandemic - particularly noteworthy achievements. Thank you BOM team for your extraordinary efforts this year particularly as individuals there were many personal challenges; loss and changes in life that at the best of times are difficult to manage. You continued to support one-and-other and lend a hand - clearly displaying our values as an organisation from the very top.

Whether the doors at 531 Elizabeth Drive were open or closed, SNH was active in the community. When we were open, we jam packed in as many covid safe programs and opportunities as possible, working with our partner organisations to host First Aid, Responsible Service of Alcohol, Safe Seats Safe Kids, Wiser Driver, Xero and Bookkeeping. We modified existing programs where we could and even managed some new programs of Toddler Music, Pastel Drawing, Lego Club and Floristry Workshops. When we were online we continued to see the most impressive Portraiture, healthy and supportive Yoga, Meditation and the challenge of Guitar lessons. SNH were fortunate to also be the recipient of Hume Council Mobilisation Grant that enabled the purchase of devices and internet so that with the support of BeConnected trained staff and volunteers we could extend our reach for our virtual Drop in Cuppa sessions.

Staff and Volunteers worked together to strengthen our #Sustainable Sunbury commitment by designing our front garden around permaculture principals, gardens for wildlife and indigenous planting; making a start by sharing the load through working bees. We sought donations and made purchases for our Party Kit Network Kits, hosted information sessions for Repair Cafe Sunbury, worked along side Lids for Kids and Terra Cycle. Boomerang bags proved very popular with new and existing members continuing to sew their way through lockdowns. Our Free Little Library continued to be popular but most noteworthy was receiving humble feedback that for our neighbours it assisted "to get through the lonely lockdowns".

MANAGER'S REPORT

We welcomed virtual and in house visits from Hume City Council Councilor Jarrod Bell, State Member for Sunbury MP Josh Bull and Federal Member for McEwen MP Rob Mitchell.

We had the pleasure of hosting Cathy Grose Victoria University Community Services student placement, who proved to be such an asset is now completing some project work for SNH. For our 4th year we collaborated with Sunbury and Cobaw Community Health and Goonawarra Neighbourhood House for the Week Without Violence Global Campaign and celebrated Neighbourhood House Week.

SNH also continued strong ties with Hume City Council participating in a number of emergency management meetings pertaining to COVID 19 in the community, redevelopment of the 4 year funding agreement, being the recipient of quick turn around mobilisation grant and working alongside Property and Leasing and Facilities to ensure that delivering programs in a collocated building remained COVID safe as possible.

Unfortunately there were not as many opportunities for our wonderful SNH volunteers this year to participate in the usual way, however we've enjoyed remaining in contact throughout the year and we look forward to seeing you all back at the house setting up programs, answering phones and digging the garden soon.

We saw changes in our staffing team this year as we said farewell to Lynne Davis who had been with SNH for over 5 years. Lynne was an incredible "face" of SNH, always welcoming everyone who walked through the doors, easing those who may be a little nervous and always up for representing SNH at a festival or pop up shop. Despite retiring from the workforce we look forward to continuing to see Lynne as an active member of our Garden Group. Ebony and I have had the pleasure of welcoming Cathy Grose to the team. I'd like to thank Lynne, Ebony and Cathy for their incredible resilience, creativity and patience this year. We thoroughly miss the "norm" however we have created a new norm and continued our positive culture despite the challenges we have all faced this year. It has not been an easy year for the team with many moves from the office to home and back again and the juggles of caring for our loved ones and our community. We've done a wonderful job and I am incredibly proud of Lynne, Ebony and Cathy.

I'd also like to thank our ever supportive bookkeeper Jacqui Marshall and the team at JCI Services for all of your assistance this year and clarity particularly when applying for various grants and subsidies. I'd also like to thank our Networker for the Region Judy Lazarus who has been a wealth of information and support for SNH and for providing many opportunities to for houses to connect to one and other.

Looking forward to seeing what we come up with next year!

Hope Jenkins
SNH Manager

TREASURER'S REPORT

I have the pleasure of presenting the Treasurer's Report for the 2020-2021 financial year.

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

Despite the closure of the House, as a consequence of COVID-19 restrictions, and the resulting loss of program and room-rental income, our total revenue for 2020-2021 was very similar to the amount received in the previous Financial Year. This was due in the main to Covid-support grants we received from the Federal and State governments and Hume City Council, over the course of the year. We are most grateful for this support because it has helped us remain in a relatively sound and stable financial position and will mean that we are well placed to resume our programs and services when we are allowed to re-open.

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, ICT Expenses, Program Consumables, Program Facilitator costs, Telephone and Mobile, and Utilities costs. There was also a decrease in administrative expenses to just over \$7,852.

Overall, we can celebrate a surplus (net profit) of \$18,636 which is very pleasing considering the continuation of restrictive challenges to the House's operations during 2021.

Our total assets increased to \$241,380 up from \$215,370. We made no significant purchases during the year so our fixed assets reduced in value in line with our depreciation to \$20,159.

Summary position for 2021 v 2020

	2020-2021	2019-2020
Gross Income	228,574	226,015
Gross Expenses	209,938	220,471
Net Profit (Surplus)	18,636	5,544

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 is preferred as this allows us to invest money back into the House, for programs, staffing and/or equipment.

During the 2020/21 Financial Year the Board has continued to work closely with Hope Jenkins and our bookkeeper Jacqui Marshall from JCJ Account Services Pty Ltd, to ensure we have a solid foundation in terms of our financial processes and understanding.

Thank you to the SNH Board, staff and volunteers.

Denise Heffernan

Treasurer, Board of Management

Sunbury Neighbourhood House Inc.

FINANCIAL STATEMENT

SUNBURY NEIGHBOURHOOD HOUSE INC

A.B.N. 11 928 572 940

FINANCIAL STATEMENTS

FOR THE YEAR ENDED

30th JUNE 2021

FINANCIAL STATEMENT

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FINANCIAL STATEMENT

Sunbury Neighbourhood House Inc
A.B.N. 11 928 572 940

STATEMENT OF PROFIT OR LOSS FOR THE FINANCIAL YEAR ENDING 30TH JUNE 2021

	Notes	2021 \$	2020 \$
Revenue from Grants	3	135,370.82	120,238.94
Program Income		17,854.01	30,883.62
Room Hire		5,216.82	26,284.55
Revenue from Other Activities	4	70,132.55	48,607.65
Total Revenue		228,574.20	226,014.76
Employee Expenses	5	154,945.20	145,343.44
Program Costs	6	26,223.26	37,633.64
Occupancy Costs	7	14,653.37	16,863.38
Administrative Costs	8	7,852.93	12,021.93
Other Expenses	9	6,263.33	8,608.54
Total Expenses		209,938.09	220,470.93
Net Profit		18,636.11	5,543.83

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

FINANCIAL STATEMENT

Sunbury Neighbourhood House Inc

A.B.N. 11 928 572 940

STATEMENT OF FINANCIAL POSITION

AS AT 30TH JUNE 2021

	Notes	2021 \$	2020 \$
<u>Assets</u>			
Current			
Cash and cash equivalents	10	221,221.24	182,778.08
Accrued Income	11	-	9,000.00
Total Current Assets		221,221.24	191,778.08
Fixed			
Classroom Equipment	14	8,072.36	8,072.36
Less Accumulated Depreciation	14	(5,076.08)	(4,714.46)
Computer Equipment	14	38,777.24	38,777.24
Less Accumulated Depreciation	14	(22,958.85)	(19,407.19)
Office Equipment	14	17,250.07	16,614.62
Less Accumulated Depreciation	14	(15,905.51)	(15,750.90)
Total Fixed Assets		20,159.23	23,591.67
Total Assets		241,380.47	215,369.75
<u>Liabilities</u>			
Current			
Trade and other payable	12	10,652.52	5,955.97
Annual Leave Provision		12,790.97	12,622.26
Prepaid Income	13	21,373.35	18,864.00
Total Liabilities		44,816.84	37,442.23
Net Assets		196,563.63	177,927.52
Equity			
Current Year Earnings		18,636.11	5,543.83
Retained Earnings		177,927.52	172,383.69
Total Equity		196,563.63	177,927.52

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

FINANCIAL STATEMENT

Sunbury Neighbourhood House Inc

A.B.N. 11 928 572 940

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.

FINANCIAL STATEMENT

Sunbury Neighbourhood House Inc

A.B.N. 11 928 572 940

NOTES TO THE FINANCIAL STATEMENTS

Program Income

Fees are charged for diverse activities and courses for kids and adults 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

a) Operating Expenses

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

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 in 2020 FY.

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 as follows:

- 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

FINANCIAL STATEMENT

Sunbury Neighbourhood House Inc

A.B.N. 11 928 572 940

NOTES TO THE FINANCIAL STATEMENTS

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.

	2021	2020
	\$	\$
1. Revenue from Grants		
Department of Health & Human Services	86,909.17	83,033.45
Hume City Council – Operational Grant	28,975.00	28,407.00
Environment Grant	8,864.00	-
VIC Govt COVID Business Support Fund	8,626.65	-
HCC Covid 19 Mobilise Programs Grant	1,996.00	-
Uniting Grant	-	1,363.64
Other Grants	-	7,434.85
	135,370.82	120,238.94
4. Revenue from Other Activities		
JobKeeper Wage Subsidy	64,200.00	27,000.00
Cash Flow Boost	5,245.00	15,735.00
Fundraising and Donations	-	3,624.80
Interest Income	687.55	2,247.85
	70,132.55	48,607.65
5. Employee Expenses		
Salaries and Wages	137,874.74	128,813.51
Superannuation	12,356.26	11,103.85
Portable Long Service Leave	2,142.97	1,953.97
WorkCover Insurance	1,050.40	1,378.40
Staff & Facilitator Amenities	381.95	975.95
Training & Development	857.80	625.00
Travel & Accommodation	63.64	392.44
Volunteer Costs	217.44	100.32
	154,945.20	145,343.44

FINANCIAL STATEMENT

Sunbury Neighbourhood House Inc

A.B.N. 11 928 572 940

NOTES TO THE FINANCIAL STATEMENTS

	2021	2020
	\$	\$
1. Program Costs		
Program Facilitator	10,299.61	20,343.65
Program Equipment	5,565.03	-
ICT Expenses	5,383.54	7,495.07
Advertising & Promotion	3,892.89	4,916.69
Program Consumables	793.27	2,841.86
Program Room Hire	-27.27	2,036.37
PayPal Fees	316.19	-
	26,223.26	37,633.64
2. Occupancy Costs		
Cleaning & Pest Control	3,452.33	4,720.23
OH&S	2,858.37	2,808.79
Equipment Hire/Lease	1,587.73	1,276.82
Internet	1,497.19	649.48
Telephone & Mobile	1,225.74	2,791.54
Repairs and Maintenance	2,331.79	1,104.59
Insurance	735.43	706.14
Utilities	521.24	2,015.36
Garden Expense	250.82	740.43
House Equipment	142.73	-
Rent	50.00	50.00
	14,653.37	16,863.38
3. Administrative Costs		
Management Cost	2,035.10	3,500.00
Board Meeting Expenses	522.73	727.42
Depreciation	4,067.89	4,021.38
Printing & Stationery	432.61	1,453.87
Membership Fees & Permits	470.82	1,718.17
Bank Fees	323.78	501.09
Donations Made	-	100.00
	7,852.93	12,021.93

FINANCIAL STATEMENT

Sunbury Neighbourhood House Inc

A.B.N. 11 928 572 940

NOTES TO THE FINANCIAL STATEMENTS

	2021	2020
	\$	\$
1. Other Expenses		
Audit & Bookkeeping	6,178.15	5,745.50
Bad Debts	-	1,610.50
Fundraising Expenses	85.18	94.50
Network & Outreach	-	125.85
Uniting Grant Expenditure	-	1,032.19
	6,263.33	8,608.54
2. Cash and cash equivalents		
BBL Operating Account	109,311.56	72,303.72
BBL TD Cash Reserve	78,330.01	77,794.97
BBL Term Deposit	31,703.46	31,577.07
BBL - Debit Card	1,206.13	1,006.22
Paypal	553.68	-
Petty Cash	66.40	46.10
Undeposited Funds (Till Float)	50.00	50.00
	221,221.24	182,778.08
3. Accrued Income		
This represents the JobKeeper for the month of June 2020 which was received from the ATO on 8th July 2020.		
4. Trade and other payable		
ATO Debt	6,923.00	2,909.00
Superannuation Payable	3,181.43	2,596.08
Accrued Expenses	548.09	450.89
	10,652.52	5,955.97
5. Prepaid Income		
VIC Govt COVID Business Support Fund	21,373.35	10,000.00
Environment Grant	-	8,864.00
	21,373.35	18,864.00

NOTES TO THE FINANCIAL STATEMENTS

1. Full Schedule of Assets Detailed

Asset Register / Depreciation Schedule 20/21 FY

Asset Name	Asset Class	Description	Acquisition Date	Acquisition Cost	Depreciation Rate	Opening Written Down Value	Straight-Line Depreciation Value	Accumulated Depreciation	Closing Written Down Value
Outfit Classroom & Activity room	Classroom Equipment	Outfit classroom & Activity Room at SNH in Parmesan	3/27/2013	\$ 2,906.36	7%	\$ -	\$ -	\$ -	\$ -
Classroom Furniture	Classroom Equipment	24 Guest B Chairs Black 10 Radcliffe Flip Tables Redgum	14/08/2014	\$ 5,166.00	7%	\$ 3,357.90	\$ 361.62	\$ 2,169.72	\$ 2,996.28
Various	Office Equipment	Various Office Equipment purchased prior to 2009/2009	Pre 1/7/2008	\$ 4,613.00	7%	\$ -	\$ -	\$ -	\$ -
Typist Chairs	Office Equipment	10 x Grey Malaga Medium Black Typist Chairs	18/02/2009	\$ 3,445.50	10%	\$ -	\$ -	\$ 3,445.50	\$ -
Wall Clock	Office Equipment	1 Penline Metal Wall Clock	18/02/2009	\$ 25.41	10%	\$ -	\$ -	\$ 25.41	\$ -
Stationery Cupboard	Office Equipment	1 Elite First Line Stationery Cupboard (Silver Grey)	18/02/2009	\$ 354.37	7%	\$ -	\$ -	\$ 354.37	\$ -
3 Drawer Cabinet	Office Equipment	1 Elite First Line Filing Cabinet 3 Drawer (Silver Grey)	18/02/2009	\$ 242.88	7%	\$ -	\$ -	\$ 242.88	\$ -
Safe	Office Equipment	1 1.8 Lite Fire Resistant Safe	18/02/2009	\$ 349.00	5%	\$ -	\$ -	\$ 349.00	\$ -
Mobile 3 Drawer Cabinets	Office Equipment	4 x Mobile Pedestal 3 drawer (1 the 2 Standard) with Multilock	4/03/2009	\$ 1,340.00	7%	\$ -	\$ -	\$ 1,340.00	\$ -
Filing Cabinet	Office Equipment	Lockers & Filing Cabinets	5/16/2011	\$ 1,140.00	7%	\$ -	\$ -	\$ 1,140.00	\$ -
Office Chairs	Office Equipment	3x Office Chairs 7012233 plus 3 x Office Chairs 7007682	8/22/2012	\$ 1,347.29	7%	\$ -	\$ -	\$ 1,347.29	\$ -
Projector	Office Equipment	2/27/2013 Projector	2/27/2013	\$ 407.22	10%	\$ -	\$ -	\$ 407.22	\$ -
Desk	Office Equipment	1 Oxley Desk	9/12/2013	\$ 187.77	5%	\$ -	\$ -	\$ 187.77	\$ -
Return	Office Equipment	1 Oxley Return	12/9/2013	\$ 89.10	5%	\$ -	\$ -	\$ 89.10	\$ -
Whiteboard	Office Equipment	1 Mobile Whiteboard	9/12/2013	\$ 544.56	5%	\$ -	\$ -	\$ 544.56	\$ -
Stationery Cabinet	Office Equipment	1 Camform High stationery cabinet	12/9/2013	\$ 989.09	7%	\$ -	\$ -	\$ 989.09	\$ -
Stationery Cabinet	Office Equipment	1 Coform High Strength Stationery Cabinet	3/4/2014	\$ 989.09	7%	\$ 552.56	\$ 69.24	\$ 505.77	\$ 483.32
Binding Machine	Office Equipment	Cupa Binding Machine	3/24/2014	\$ 226.34	10%	\$ 84.46	\$ 22.63	\$ 164.51	\$ 61.83
Furniture	Office Equipment	2 Fabric Pin Boards	14/08/2014	\$ 324.00	5%	\$ 226.70	\$ 16.20	\$ 113.50	\$ 210.50
Camera	Office Equipment	Tom Saades Camera	6/10/2020	\$ 635.45	10%	\$ -	\$ 46.54	\$ 48.54	\$ 588.91
Laptop	Computer Equipment	Toshiba L50 Laptop & in house Connection	10/11/2013	\$ 895.45	14%	\$ -	\$ -	\$ 895.45	\$ -
DIGI Server	Computer Equipment	DIGI 17 Server - 16gm RAM, 2x21TB HDD, DVD +RW	10/22/2013	\$ 1,777.27	14%	\$ -	\$ -	\$ 1,777.27	\$ -
Intel Quad Core Server	Computer Equipment	New Intel Quad Core Server, gigabyte Motherboard	9/2/2009	\$ 1,790.00	14%	\$ -	\$ -	\$ 1,790.00	\$ -
Acer Desktop Computers	Computer Equipment	8 Desktop Computers with Wired keyboards and Monitors	10/12/2008	\$ 8,945.45	14%	\$ -	\$ -	\$ 8,945.45	\$ -
New Server	Computer Equipment	New Server	1/10/2016	\$ 4,789.00	14%	\$ 1,937.63	\$ 667.66	\$ 3,489.03	\$ 1,269.97
New Server	Computer Equipment	4 HP 600 Computers, 7 HP Installation	9/11/2017	\$ 749.09	14%	\$ 360.59	\$ 104.87	\$ 493.37	\$ 255.72
Computers, Modern and Server	Computer Equipment	Monitors, Rack Cabinet, Router, Modern, 13 Office 2019 Sogware, 12 Window Licences and Xeon Server	28/06/2019	\$ 19,850.98	14%	\$ 17,071.84	\$ 2,779.14	\$ 5,558.28	\$ 14,292.70
				\$ 38,777.24		\$ 19,370.06	\$ 3,551.67	\$ 22,958.85	\$ 15,818.39
				\$ 64,099.67		\$ 23,591.68	\$ 4,067.90	\$ 43,940.44	\$ 20,159.23

FINANCIAL STATEMENT

Sunbury Neighbourhood House Inc

A.B.N. 11 928 572 940

STATEMENT BY COMMITTEE FOR THE YEAR ENDED 30th JUNE 2021

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 2021 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

D. Keffner

Treasurer

8/10/21
Date

J. Ford

Secretary

8/10/21
Date

AUDITORS REPORT

SUNBURY NEIGHBOURHOOD HOUSE INC.

ABN 11 928 572 940

Independent Audit Report to the Members

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 2021 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 2021 and the results of its operations for the year then ended.

Signed on 4th October 2021



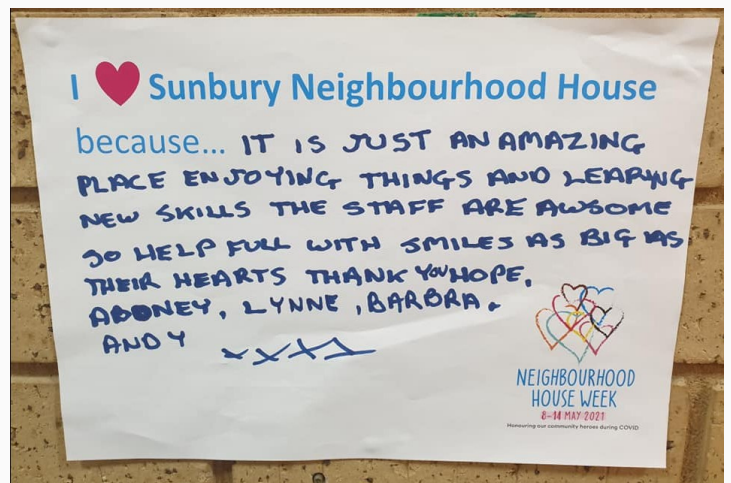
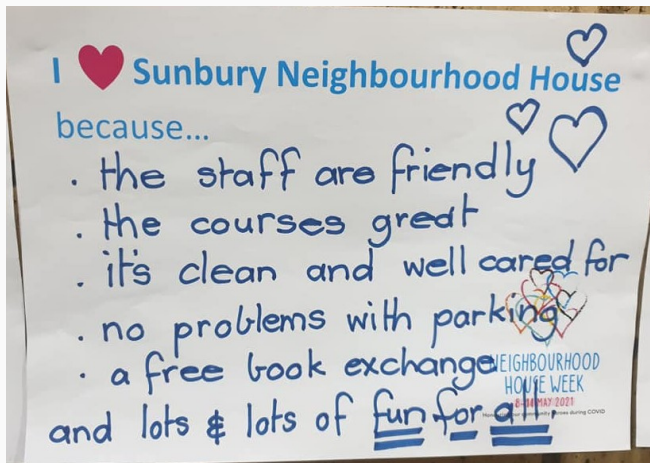
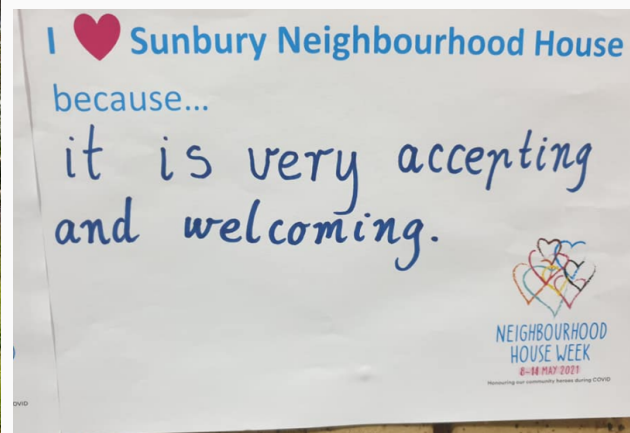
Mark Stuart Pressland Wilkinson, *CPA 513900 and ASIC Registered Company Auditor 4485*

Director of 2SM Pty. Ltd., P.O. Box 235, Leopold, Victoria, 3224

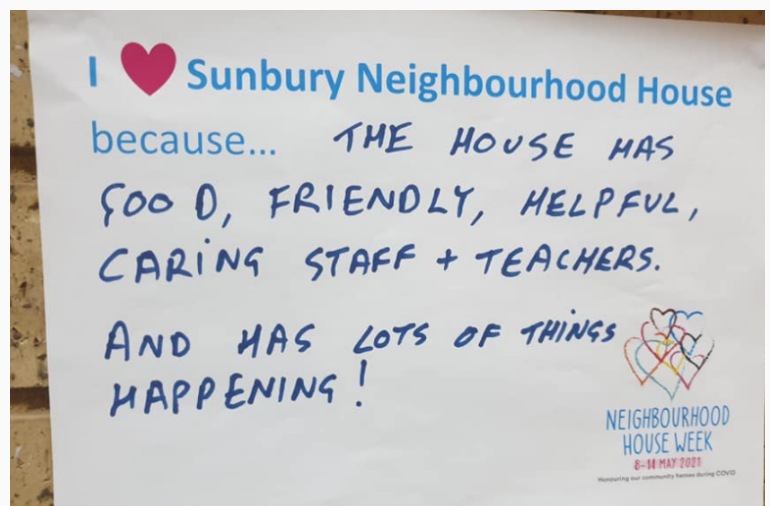
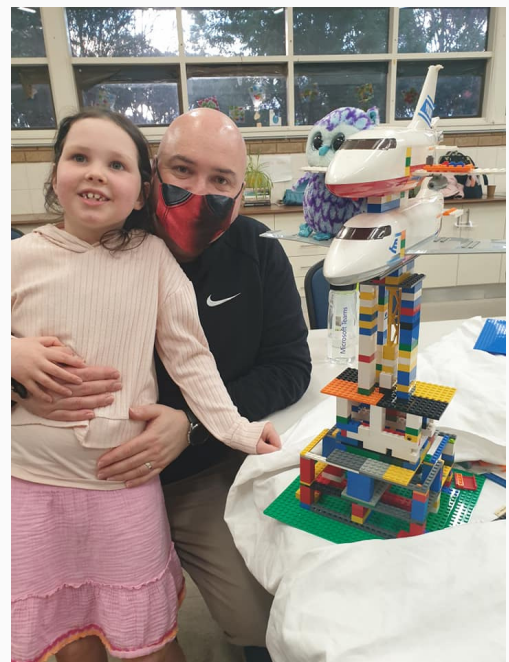
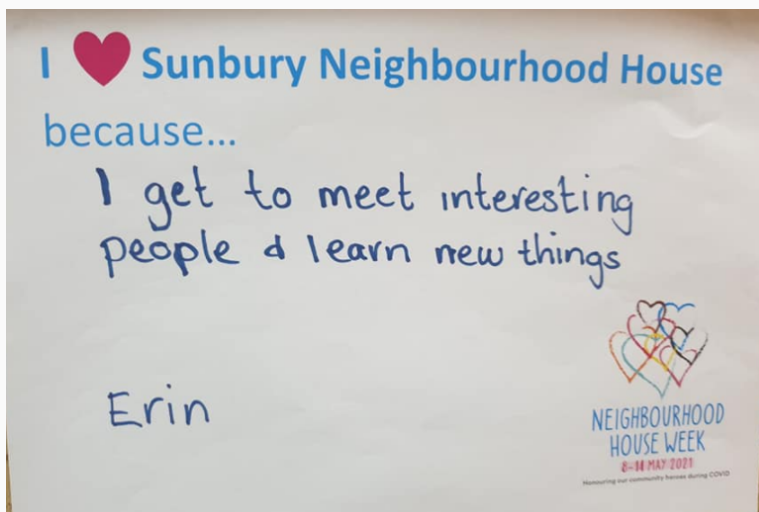
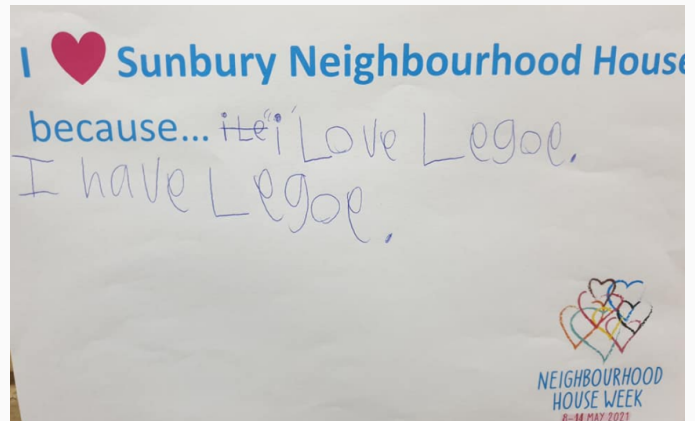
Telephone: 0418 772212

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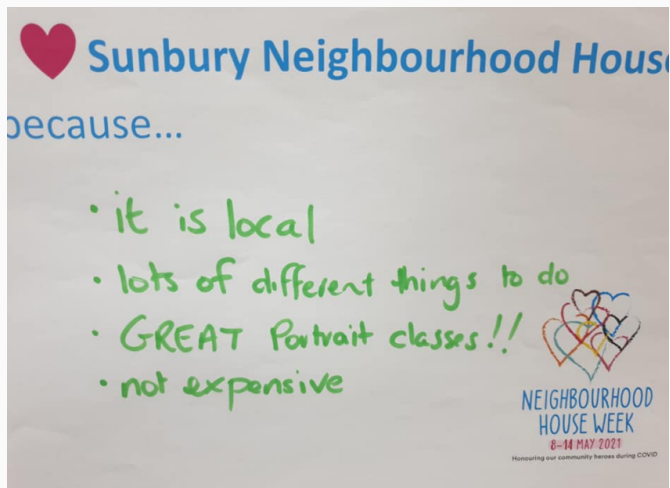
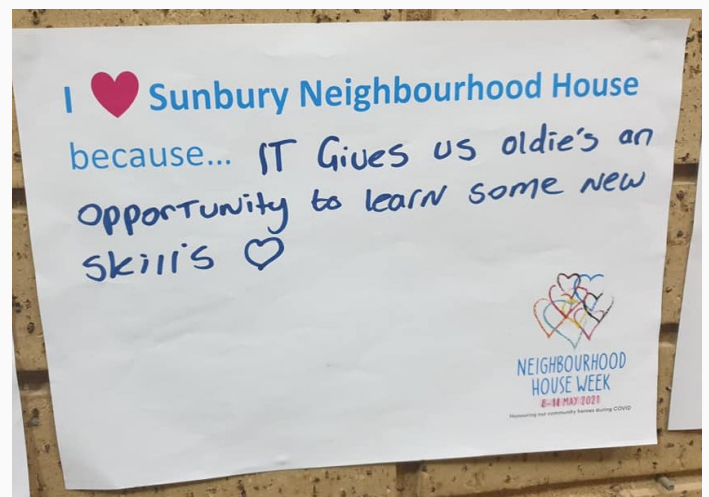
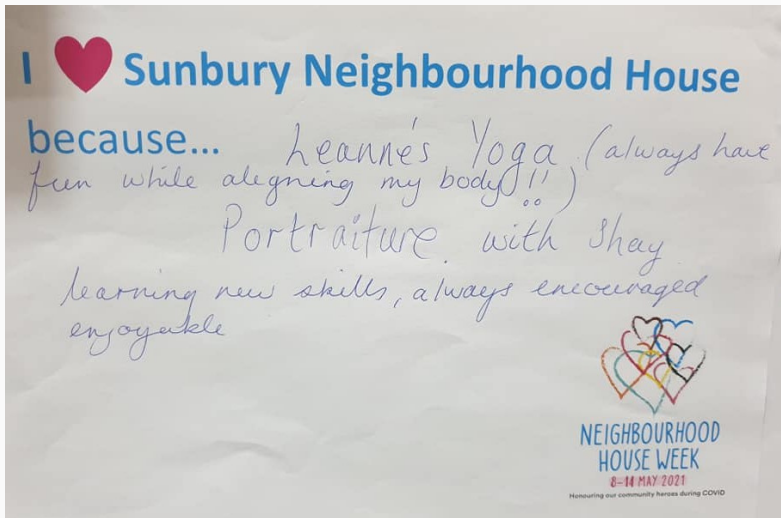
FRIEND'S, PROGRAMS AND FUN



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