

Sunbury Neighbourhood House Inc. 2025 Annual Report



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Acknowledgements

Sunbury Neighbourhood House would like to acknowledge the Gunung Willum-Balluk people Wurundjeri Woiwurrung Clan of the Kulin nation as the traditional custodians of the land on which we live, work, and play. We acknowledge the tens of thousands of years over which they have nurtured and looked after this land we now call our home. We pay respect to their Elders, past, present, and emerging and towards the Aboriginal and Torres Strait Islander people in our community.

We would like to thank our core funding bodies, Department of Family, Fairness and Housing, Hume City Council for their ongoing financial support.

We would also like to thank the Department of Jobs, Skills, Industry and Regions, Hume City Council Community Grants Program, the Department of Health, the Millet Fund and CareWorks for their generous Community Grants Programs.

The support of the Sunbury business community and our many generous community members have been critical in enabling us to continue providing the valued programs and activities that bring the community together in a place that is safe, welcoming and inclusive.



Families
Fairness
and Housing



Department
of Health



Who is Sunbury Neighbourhood House

Sunbury Neighbourhood House is an incorporated non-for-profit community-based organisation that has been serving the Sunbury community since 1996. We are committed to providing low-cost programs and activities in an environment that is safe, accessible and inclusive that promotes gathering, lifelong learning and social connection.

For the financial year 2024-25, the Volunteer Board supported by our 5 part time staff members, our dedicated facilitators and volunteers ensured the organisation operated in line with our Rules of Association to respond to the needs of our community. Our commitment to serving our community saw programs and activities operating out of SNH 6 days a week for 50 weeks of the year. We strive to make our organization as accessible as possible, and we are always looking for ways to improve and expand our services.

Funding for the last financial year came from a range sources including the State Government's Neighbourhood House Coordination Program (NHCP), the Hume City Council Neighbourhood House and Community Centres Annual Grant, and generous community donations and fundraising activities.

You can find us within the Sunbury Community Centre at 531 Elizabeth Drive Sunbury.



What drives Sunbury Neighbourhood House

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.



Repair Cafe's 5th anniversary

2024-25 Managers' Report

Presented by: *Hope Jenkins, Manager, Sunbury Neighbourhood House*

It is with great pride and deep reflection that I present the Manager's Report for the 2024–2025 financial year. This year has been one of remarkable creativity, connection, and community participation — set against the backdrop of rising costs and operational pressures that continue to challenge small community organisations such as ours.

Despite these challenges, Sunbury Neighbourhood House has remained a place where people come together to learn, connect, and belong. Through a mix of long-standing programs and new initiatives, our team has worked tirelessly to create opportunities for people of all ages and backgrounds to participate in meaningful community life.

Programs and Activities

This year's program calendar was both diverse and vibrant. We began the financial year with our school holiday kids' sewing workshop, where children proudly created colourful bunting — a joyful example of creativity and skill development during the school break. Due to increased costs and the need to balance staffing, we operated on reduced hours over the school holidays, allowing us to continue providing key programs while maintaining financial responsibility.



Bunting Workshop

Our **Bush Tucker Planting Workshop**, delivered in collaboration with **Hume City Council**, was another highlight, inviting participants to learn about native edible plants and their cultural significance. This partnership also extended to the **Let's Eat Weeds Workshop**, where participants explored edible backyard plants and sustainable food practices — continuing our strong focus on sustainability and lifelong learning.



Let's eat weeds workshop



We also celebrated **Children's Week** with support from a **Children's Week Grant from the State Government**, providing local families with a fun and inclusive creative experience. The theme of creativity continued during **Carers Week**, where we again hosted a *Creative Me Workshop* — offering carers a rare moment of rest, expression, and connection. This year, our **Walks for Carers** program continued to thrive, featuring once again in the local newspaper. Our long-time volunteer **Ken** remains a constant presence in the group, demonstrating the value of connection and consistency for carers who often place others' needs before their own.

We also welcomed **Cassy**, a student on placement, whose contribution brought fresh perspective and enthusiasm to our programs. During **Dental Week**, the **Dental Health Team from Sunbury Cobaw Community Health** joined our **Messy Play** group to share valuable information with families, continuing our strong partnership in early years health promotion. Messy Play also celebrated **Book Week** with a themed session that combined literacy, play, and creativity — a joyful mix that was loved by both children and parents.



As the year progressed, we proudly participated in the **Sunbury StreetLife Festival** in November, followed by a **Diwali celebration** during *Chai and Chat* — a wonderful opportunity to recognise and celebrate cultural diversity within our community.



Celebrating Diwali



Our much-loved **Annual Christmas Raffle Fundraiser** returned, raising vital funds to support social programs that address loneliness and isolation. I extend my heartfelt thanks to the many local businesses, community members, and volunteers Win, Tracey, Pat and Michelle who supported this initiative.

The **Crafternoon Group** continued to flourish, working collectively on a **textile-based social fabric project** that celebrated upcycling, creativity, and connection. This project embodied the spirit of neighbourhood houses — people sharing skills, learning together, and building community through creativity.

During **Neighbour Day**, we encouraged regular participants to reach out to a neighbour and bring them along to Sunbury Neighbourhood House. This simple invitation reflected the theme of connection that underpins everything we do.

In March, we joined **Harmony Day celebrations** with our friends at the **Dulap Wilim Hub**, celebrating inclusion and cultural understanding. The **Elizabeth Drive**



Crafternoon Group constructing StreetLife banner

Kindergarten also visited during **Neighbour Day**, bringing the next generation of community members through our doors.

Our **Sunbury Dads** program also gained visibility this year with the introduction of branded **T-shirts and caps**, further strengthening group identity and community recognition. The program continues to offer a safe and supportive space for dads and father-like figures to connect with their children and one another.

We so very proudly celebrated **five years of the Repair Café Sunbury**, a milestone that reflects the power of sustainability, community resilience, and volunteerism. Our involvement in **SunFest 2025** was another highlight — with our stall and parade entry recognised among the “Best Community Groups and Clubs.” Younger volunteers played an important role, assisting with marshalling and engaging with the community — their energy and enthusiasm were infectious.



Five years of Repair Cafe

In the final school holiday period, we offered another **sewing workshop**, this time teaching participants to make their own fabric heat packs, combining creativity with practical life skills. We also saw the **return of Lego Club**, bringing families and children back together through shared creativity and play.

Collaborations and Partnerships



Melissa Doherty, HCC Urban Diversity Officer leading a bush tucker planting day

This financial year, **Sunbury Neighbourhood House worked collaboratively with multiple departments of Hume City Council**, delivering community education, environmental workshops, and inclusion-based programs.

Neighbourhood Houses directly assist their local councils in **meeting their obligations to their communities**. Through our **excursion opportunities, maternal health referral pathways, and community education programs**, Sunbury Neighbourhood House plays a critical role in supporting Hume City Council's community engagement and wellbeing

outcomes – we do hope this is recognised one day. SNH was the recipient of HCC Cost of Living Relief Grant, while we are deeply **grateful for the Grant**, it is vital to acknowledge that the **tied** funding has been **short-sighted**. It has diverted both staff and volunteers away from their core duties to administer and manage the introduction of a new program and the reporting requirements of the grant.



Michelle's recycled and upcycled Christmas display

SNH has communicated clearly that we are already **working at full capacity**. By definition, *capacity* refers to the maximum amount that something can contain or produce — a limit. Sunbury Neighbourhood House reached that limit long ago. The message that we cannot continue to expand or absorb new responsibilities without additional support is **not being heard**.

For Sunbury Neighbourhood House to continue its **nearly 30 years of grassroots, community-based work**, what is needed is not piecemeal or project-based grants, but **sustainable, increased funding** that reflects the **extraordinary and predictable population growth** in Sunbury.

Next financial year, Sunbury Neighbourhood House will engage in **unapologetic campaigning** to both responsible levels of government — **local municipal and state** — to advocate for the funding and recognition our community deserves. Unfortunately, our needs have not been heard. Therefore, we will speak a little louder and encourage you, our community, to join in this conversation.

Team and Transitions

This year marked a significant transition within our team. We congratulated **Ebony, our Program Coordinator**, as she commenced maternity leave, and warmly welcomed **Christie McIntosh**, who quickly became an integral part of the team, demonstrating initiative, compassion, and adaptability.



Christmas entertainment

We also farewelled **Cathy Grose**, our long-serving Community Development staff member, who made the difficult decision to take a **voluntary redundancy**. Cathy's contribution to Sunbury Neighbourhood House has been **irreplaceable**. Her care, diligence, and unwavering commitment to the values of community development have left an enduring mark on both the organisation and the many

people she worked alongside. Cathy's professionalism and passion for helping others will be deeply missed, and we extend our sincere gratitude for her many years of service.

Our volunteers once again proved to be the heart of Sunbury Neighbourhood House. Whether staffing events, assisting with programs, or supporting administrative tasks, their contribution is immeasurable. I extend my thanks to the many volunteers who continue to give their time generously to help us serve our community.

Acknowledgements

Despite these pressures, I remain deeply proud of what we have achieved. The creativity, care, and commitment of our staff have ensured that Sunbury Neighbourhood House continues to embody the values of inclusion, learning, and connection.

I extend my sincere thanks to the **Board of Management** for their guidance, support, and commitment throughout the year. Your dedication to governance and to ensuring the organisation's integrity has been invaluable.

To our **staff**, I offer my deepest gratitude for your professionalism, adaptability, and compassion in an increasingly challenging environment. To our **volunteers**, your generosity continues to inspire — you remind us that community spirit is still alive and strong in Sunbury.

Finally, to the **Sunbury community**, thank you for your continued trust, participation, and belief in what we do.

As we look toward the next financial year, I remain hopeful. Hopeful that with honest conversations, strategic planning, and renewed advocacy, Sunbury Neighbourhood House will continue to serve as a cornerstone of connection and resilience in our community.

Hope Jenkins

*Manager, Sunbury
Neighbourhood House*



Sunfest Volunteer, Staff and Board of Management

Co-Treasurer's Report 2024-2025 Financial Year

As the Co-Treasurer on the Sunbury Neighbourhood House Board of Management, it is my pleasure to present the Treasurer's Report for the 2024-2025 financial year.

First of all, I would like to acknowledge the work done by **Denise Heffernan**, who was our Treasurer until February this year, when Rob & I took over due to her change in family circumstances. Thanks for your hard work and guidance over the previous 9 years, Denise.

During the 2024-25 financial year, across the entire Victorian Neighbourhood House sector, the majority of houses have struggled with limited funding, and many are in jeopardy of reducing needed services, or even closing their doors. Sunbury Neighbourhood House (SNH) is also affected by these funding shortfalls, especially against a background of increasing costs due to inflation and general cost of living expenses, resulting in a constant challenge for the House throughout the year.

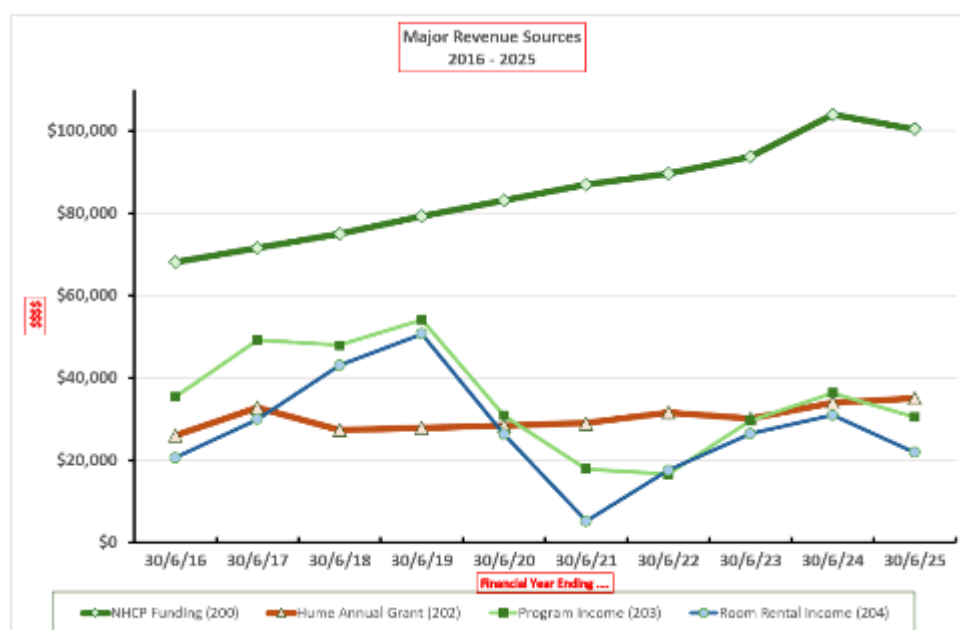
However, we are pleased to report that despite the challenges, SNH finished the 2024-25 financial year in a steadier position than initially forecast in our budget projections. This was made possible by the hard work and collaboration between the Board of Management and the House Manager and her team.

Government Support

The House continued to be supported by the Department of Families, Fairness and Housing (DFFH) and Hume City Council (HCC). In 2024-2025 SNH received similar funding to 2023-24 from both DFFH and HCC, although the change in the timing of HCC funding from a Calendar Year to a Financial Year which resulted in the House requesting part of the 2025-26 funding be brought forward to May 2025.

As can be seen from the following graph, our self-generated income has declined significantly since Covid whilst our Annual Grant from HCC has remained flat, not even allowing for CPI increases, let alone giving us an opportunity to grow the programs that we offer.

Figure
revenue



1Major
sources

Nevertheless, due to the diligence of our House Manager Hope and her team, we were successful in receiving new government grants to deliver two new programs designed to improve the resilience of our community, the Food Security/Community Lunch Program and the Job Readiness Program, which will commence soon.

Revenue

During the 2024-25 financial year, Program Income declined from \$36,312 in 2023-24 to \$30,395. In the same period there was also a significant decrease in income from Room Hire from \$30,907 in 2023-24 to \$21,763.

However, the total income in 2024-25 increased by around 4.5%, from \$229,993 in the previous financial year, to \$240,253.

Expenses

Due to persistent inflation and cost of living increases, SNH faced an increase in many of its costs during 2024-25.

However, through careful spending and planning, we were able to reduce some expenses in Program Costs and Occupancy Costs as well as renegotiating out IT expenditure, without risking any security or stability of our system.

The total expenses overall in 2024-25 increased by 14.9%, from \$254,986 in 2023-24 to \$295,945, but this was 6% less than budgeted expenses.

Summary

The overall financial outcome in 2024-25 financial year was a deficit of \$55,562. While this deficit is obviously of concern, it was significantly less than the forecast deficit for the year of \$63,656. This was managed despite our income (\$240,253) being \$5,155 less than expected as we were able to keep our expenses (\$295,945) to \$13,319 less than was planned for, by managing to budget.

Table 1: Comparison between 2024-25 and 2023-24

Financial Year	2024-2025	2023-2024
Gross Income	\$240,253	\$229,993
Gross Expenses	\$295,945	\$254,986
Net Surplus/Deficit	-\$55,562	-\$24,993

Full details of the SNH finances for the 2024 -2025 financial year can be found in Attachment 1: Financial Statements for the Year Ending 30th June 2025, including approval of our financial records by the Auditor.

Acknowledgements

The SNH Board and Management have worked closely together to maintain a delicate balance between providing programs that are affordable and meaningful to the community, and programs that are financially sustainable for the House. We would like to thank our SNH community for their continued support of the House.

The Board wishes to express our gratitude to DFFH and HCC for their continued support during the 2024-25 financial year.

The Board also wishes to acknowledge JCJ Services Pty Ltd for their accounting guidance and professional knowledge of the not-for-profit sector.

The Board would like to thank our Manager Hope and staff members Cathy, Maddie, Christie and Nick, and volunteers, for their hard work and dedication to the House. The achievements of 2024-25 would not have been possible without you.

Ian Burness

Co-Treasurer, Sunbury Neighbourhood House Inc. Board of Management.



2024-25 Chairpersons Report

This is my eighth Annual Report to Sunbury Neighbourhood House Members as Chairperson of the Board. It is without a doubt, the hardest one I've had to write since becoming that Chairperson. It is also, by virtue of our Rules of Association, focused on the 2024-2025 Financial Year. However, in the interests of ensuring we're all aware of where things are at closer to the end of October 2025, it will include more up-to-date information and data from the last four months.

As most people know, SNH has been in financial difficulties throughout the 2024-25 Financial Year and regrettably, still is. Our expenses have been exceeding our income for over four years and despite the best efforts of this Board, our hard-working and dedicated staff and our wonderful volunteers, we are still facing a funding shortfall that may ultimately mean we have to consider alternative models of operation including closing SNH's doors.

Some context:

Whilst our major source of income, the Neighbourhood House Coordination Program (NHCP), has increased reasonably steadily over 9 of the past 10 years, the Annual Grant we receive from Hume City Council has effectively flat-lined across the same period. Additionally, the income we generate from our Programs and Room Rental fees, is only half of what it was prior to Covid. So last financial year, we spent over \$55,000 more than we earned and just over 80% of that was on salaries, including Superannuation, Long Service Leave and WorkCover. In this Financial Year we have taken steps to reduce these costs including, regrettably, making one of our part-time positions redundant.

What have we done in response?

The Board wrote and subsequently met with our local member, Josh Bull MP to advise him of our funding difficulties that were the result of a range of things including:

- changes in post-Covid usage patterns which had reduced participation in our fee-for-service programs, whilst participation in our drop-in (free) activities had increased
- organisations that used to hire our rooms to deliver their programs haven't come back because Covid showed they could successfully deliver them online.
- significant increases in our salary costs as a result of increased awards and benefits and a more professional staff
- the maintenance of our Program fees at pre-Covid levels to minimise the cost-of-living impact on our community.

We emphasised that we needed him to promote and raise the awareness and understanding of his parliamentary colleagues and relevant Ministers of the positive ways Sunbury Neighbourhood House (and all other neighbourhood houses) contribute to the development and support of their communities



Participants at the Weedy Workshop

including to advocate for additional core funding from the government; and to help us identify other potential sources of funding.

We also wrote to our local Councillors, Jarrod Bell (the current Mayor) and Kate Hamley and asked them for a one-off grant of \$50,000 to help us get SNH back onto a sustainable financial footing. This led to a meeting with the Mayor, Hume City Council's CEO, Sheena Frost and senior HCC staff where they were told that:

- we'd been running a deficit budget for the last 4 years in expectation of a return to pre-Covid participation levels which hadn't happened; and that we would have to close the doors in November if we didn't find additional untied funds
- staffing costs were our largest expenditure and that we had identified at least three alternate staffing scenarios that would significantly reduce them
- our administrative and IT costs were being reduced through renegotiation of contracts and increased use of volunteers; and that
- we were improving our financial reporting systems and the financial understanding of the whole Board.



Scarecrow under construction

We've also taken every opportunity offered to raise our financial situation with our Federal MP, Sam Rae and his staff.

More recently, we hosted (at very short notice) a very enjoyable visit by Ros Spence MP, Minister responsible for Neighbourhood Houses, and Josh Bull. Thanks to the support of a wonderful group of SNH Board members and program participants who were able to join us, both MPs left SNH in no doubt about the important role SNH plays in many people's lives and that we need extra financial support to keep it going.

Most importantly, all of these people were told that whilst Grants are one way of increasing revenue, applying for them usually requires a lot of time and effort, isn't always successful and when it is, usually increases expenditure as well as revenue. This is because grants are mostly tied to provision of a new program, or service, that require extra work for an already hard-working staff. In other words, we told them that **we need a significant increase to our core funding in recognition and acknowledgement of what we've already achieved** and so that it can be used to help pay for salaries, materials, utilities, ICT costs and our community development activities.

Over the same period the Board has also:

- contributed to and endorsed "A Funding Crossroads Report" which was written by Lockie Flenley, ex-Chairperson of Goonawarra Neighbourhood House's Board, on behalf of all of HCC's Neighbourhood Houses. This excellent report established amongst a range of issues, that the Annual grant HCC gives each of its neighbourhood houses (\$35,000) is about half (50%) the amount most other LGAs around the Melbourne metropolitan area give to their neighbourhood houses
- sought and received human resources management advice from Sunbury Cobaw Community Health's HR manager, Peta Jennings

- reviewed our financial management practices and updated our monitoring and reporting processes
- supported Hope's review of our staffing profile and reduced our expenditure on salaries/wages in this F.Y. by 23% by reluctantly making one of our five part-time staffing positions redundant
- budgeted to reduce ICT expenses by 51% in the same period
- formally consulted with the staff re. the staffing review and encouraged them to give us their ideas and suggestions to help us get SNH back on to viable financial footing.
- investigated applying for Deductible Gift Recipient (DGR) status from the ATO in our own right. This would enable us to accept tax deductible donation of \$20+ and/or apply for grants from philanthropic foundations/trusts and corporations requiring DGR tax status. However, in the interests of getting it sooner rather than later we opted to use the Australian Neighbourhood Houses and Centres' (ANCHA) Public Fund for DGR; and
- had preliminary discussions with Goonawarra Neighbourhood House representatives about a shared-governance model that could potentially benefit both Houses from a financial, operational and governance perspective. These discussions are on hold until we're more confident about both Houses' futures.

Despite all this work and effort, lobbying and explanation, **I'm very sorry to report that we have not received any additional funds, or a firm commitment to provide them in the future, from either the State government, or Hume City Council;** and to add insult to injury, that the HCC has never formally responded to our request for \$50,000, so we still don't really know where we stand with them.

Achievements

Given all this work and remembering that the Board is a 100% volunteer organisation, I am pleased to report that throughout the 2024-2025 F.Y. and subsequent months, we have:

- kept the doors open, albeit with a reduction in our office hours, axing of any programs/services during the School Holidays and asking our staff, volunteers and participants to contribute more to tidying up and re-setting our rooms after they use them
- maintained the quality of our programs and our commitment to providing a very welcoming, safe and inclusive environment where our growing and diverse community can happily gather, interact, learn and enjoy themselves
- started the HCC funded Community Lunch Program in collaboration with CareWorks
- applied for and received a \$25,000 grant from Equity Trustees to run a Job Readiness Program for the broader community.
- applied for and received a \$1,000 Community Development grant from Villawood Properties which will be used to improve the Chai at our Weekly Chai & Chat sessions
- visited several other neighbourhood houses in the northern suburbs to see and hear how they operate and to learn how they're responding to the challenges they're facing



- consolidated management of our fantastic volunteers through the “Friends of Sunbury Neighbourhood House” group; and
- established fund-raising sub-committee to organise and coordinate our upcoming sausage sizzle at Bunnings, participation in Sunbury Streetlife in November and the Christmas raffle.

Thank you

I finished last year’s report by saying that SNH was a very special place. I’m pleased to report that it still is and that despite the obvious challenges we’re facing, that it will continue to be that special place for many years to come. This is due to a number of people and organisations who I’d like to thank now on behalf of all SNH’s members and supporters.

Our Dedicated staff: Hope, Christie, Maddie and Nick. . Despite being aware of our financial difficulties and no doubt worrying about their own respective futures, they have all remained focused on and dedicated to the provision of high quality and much appreciated programs, services and support that have made Sunbury Neighbourhood House the successful, well-liked, safe and inclusive place it is today. Thank you one and all.

Cathy Grose, our former Community Development officer. Cathy left our small but dedicated team around the middle of the year due to circumstances beyond her control, but she did so with a quiet dignity and minimal fuss. Thank you, Cathy.

Ebony Finnin, our former Program Coordinator and (until she left) our longest serving staff member. Ebony resigned around the middle of the year after making a much-anticipated sea-change. Thank you, Ebony.

Our much-appreciated **supporters and sponsors** including:

- the Department of Families, Fairness and Housing (DFFH), our principal source of funding and the Victorian Department of Health who fund the Sunbury Dads’ program
- Hume City Council, its staff and our two Councillors for the funds they do provide
- Karen Washfold, the Northwest Neighbourhood House Network Manager, who has provided me with a lot of advice and support over this very difficult year
- the staff at Sunbury Cobaw Community Health and especially Peter Donlon, the SCCHC Board Chair, who has been a good sounding-board and given me much appreciated financial advice and reassurance throughout our journey
- our neighbours at CareWorks, who collaborate with us on delivery of the Community Lunch programme
- Jacqui Marshall and her team at JCJ Accounting Services who have helped me and Ian manage our roles as Co-Treasurers in Denise’s absence
- Greg Ibbotson and the team at GICI Computer Services for keeping our ICT up and running.

Denise Heffernan, our former Treasurer, who resigned from the Board for family reasons earlier this year. We have all missed Denise’s quiet but effective support and advice since she left after spending over nine years on the Board. Thank you, Denise

Andy, Ian, Jenny, Melyssa, Meredith, Shalini and Win. You are an exceptional Board. I’m very fortunate to have had your patient forbearance, focus, wisdom, advice and support, especially over the past couple of years. I can’t thank you enough for staying the course and accepting the challenge of getting SNH back on to a viable and sustainable financial footing.

Despite all the set-backs, disappointments and financial pressures, we couldn't have achieved what we have and kept SNH up and running without you all. Thank you.

I have concluded most of my recent reports by saying that if you aren't already doing so, please renew, maintain and/or increase your support for SNH and come and help us be an even more special place. This message has never been more important than it is now, because 2026 will be SNH's 30th birthday and I'm committed to doing everything I can to make sure we're all able to celebrate it together throughout the whole of next year.

Thank you for reading and/or listening.

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



Dads Program



Attachment 1: Financial Statements
For the year ended
30th June 2025

Sunbury Neighbourhood House inc
A.b.n. 11 928 572 940

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Sunbury Neighbourhood House Inc
A.B.N. 11 928 572 940
STATEMENT OF PROFIT OR LOSS
FOR THE FINANCIAL YEAR ENDING 30TH JUNE 2025

	Notes	2025 \$	2024 \$
Revenue from Grants	3	182,902.71	156,223.83
Program Income		30,395.45	36,312.12
Room Hire		21,768.03	30,906.91
Revenue from Other Activities	4	5,186.71	6,550.25
Total Revenue		240,252.90	229,993.11
Employee Expenses	5	241,057.33	200,167.09
Program Costs	6	22,296.36	27,786.19
Occupancy Costs	7	16,243.17	11,244.90
Administrative Costs	8	9,557.79	9,405.16
Other Expenses	9	6,790.54	6,383.07
Total Expenses		295,945.19	254,986.41
Net Profit / (Loss)		(55,562.29)	(24,993.30)

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

Sunbury Neighbourhood House Inc
A.B.N. 11 928 572 940
STATEMENT OF FINANCIAL POSITION
AS AT 30TH JUNE 2025

	Notes	2025 \$	2024 \$
<u>Assets</u>			
Current			
Cash and cash equivalents	10	115,654.15	125,159.56
Trade debtors	11	3,101.04	3,586.00
Accrued Income	12	4,875.00	1,060.00
Total Current Assets		123,630.19	129,805.56
Fixed			
Classroom Equipment	15	12,085.36	12,085.36
Less Accumulated Depreciation	15	(7,087.92)	(6,445.39)
Computer Equipment	15	40,483.61	40,483.61
Less Accumulated Depreciation	15	(36,083.46)	(33,065.43)
Office Equipment	15	23,256.31	23,256.31
Less Accumulated Depreciation	15	(17,224.88)	(16,802.81)
Total Fixed Assets		15,429.02	19,511.65
Total Assets		139,059.21	149,317.21
<u>Liabilities</u>			
Current			
Trade and other payable	13	24,618.57	19,899.19
Annual Leave Provision		19,311.74	17,528.12
Prepaid Income	14	63,931.29	25,000.00
Total Liabilities		107,861.60	62,427.31
Net Assets		31,197.61	86,889.90
Equity			
Current Year Earnings		(55,692.29)	(24,993.30)
Retained Earnings		86,889.90	111,883.20
Total Equity		31,197.61	86,889.90

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

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.

Sunbury Neighbourhood House Inc
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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 need's 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.

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 5-year extension period with a renewal date of 1/7/2029

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.

Sunbury Neighbourhood House Inc
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NOTES TO THE FINANCIAL STATEMENTS

	2025	2024
	\$	\$
3. Revenue from Grants		
Department of Health & Human Services	100,334.00	103,894.50
Hume City Council – Operational Grant	52,500.00	33,973.00
HCC 2023 Participation Grant	3,000.00	1,361.83
HCC Cost of Living Fund	6,068.71	-
DFFH Grant	1,000.00	994.50
DFFH Grant – Dad’s Group	20,000.00	12,000.00
PS My Family Matters - Carers Project	-	4,000.00
	182,902.71	156,223.83
4. Revenue from Other Activities		
Fundraising and Donations	2,626.77	2,614.50
Sundry Income	172.34	62.56
Interest Income	2,387.60	3,873.19
	5,186.71	6,550.25
5. Employee Expenses		
Salaries and Wages	208,086.33	171,772.43
Superannuation	23,737.89	18,884.63
Portable Long Service Leave	3,666.06	2,848.42
WorkCover Insurance	3,412.45	2,679.68
Staff & Facilitator Amenities	899.11	2,057.39
Training & Development	683.18	1,759.09
Volunteer Costs	572.31	165.45
	241,057.33	200,167.09

Sunbury Neighbourhood House Inc
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NOTES TO THE FINANCIAL STATEMENTS

	2025	2024
	\$	\$
6. Program Costs		
Program Facilitator	6,516.36	12,257.08
Program Equipment	1,232.62	90.35
ICT Expenses	8,497.47	8,817.96
Advertising & Promotion	522.38	394.29
Program Consumables	3,667.38	1,592.83
Program Room Hire	1,822.52	4,479.53
Bad Debts	-	125.00
PayPal/Stripe Fees	37.63	29.15
	22,296.36	27,786.19
7. Occupancy Costs		
Cleaning & Pest Control	-	2,300.91
OH&S	117.98	-
Network & Outreach	433.22	-
Equipment Hire/Lease	282.73	633.14
Internet	1,012.64	942.64
Telephone & Mobile	1,260.99	1,216.27
Repairs and Maintenance	73.28	865.35
Insurance	1,082.02	906.71
Utilities	9,983.26	585.77
Garden Expense	1,997.05	3,744.11
Rent	-	1997.05
	16,243.17	11,244.90
8. Administrative Costs		
Management Cost	1,051.13	192.73
Board Meeting Expenses	582.22	269.90
Depreciation	4,082.63	4,153.65
Printing & Stationery	426.99	283.66
Membership Fees & Permits	660.45	1,402.64
Subscriptions & Licences	2,746.93	3,087.07
Bank Fees	7.44	15.51
	9,557.79	9,405.16

Sunbury Neighbourhood House Inc
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NOTES TO THE FINANCIAL STATEMENTS

	2025	2024
	\$	\$
9. Other Expenses		
Audit & Bookkeeping	6,790.54	6,383.07
Fundraising Expenses	-	-
	6,790.54	6,383.07
10. Cash and cash equivalents		
BBL Operating Account	72,851.30	42,787.30
BBL TD Cash Reserve	42,549.57	81,971.07
BBL - Debit Card	98.53	246.44
Petty Cash	104.75	104.75
Undeposited Funds (Till Float)	50.00	50.00
	115,654.15	125,159.56
11. Trade Debtors		
Accounts Receivable	-	3,586.00
PLSL Reimbursement owed from Authority	3,101.04	-
	3,101.04	3,586.00
12. Accrued Income		
June 24/25 Room Hire invoiced in July 25	4,875.00	1,060.00
	4,875.00	1,060.00
13. Trade and other payable		
ATO Debt	16,197.82	12,103.20
Superannuation Payable	6,282.19	5,182.40
Accrued Expenses	2,142.56	2,641.40
Employee money to be reimbursed	(4.00)	(27.90)
	24,618.57	19,899.19
14. Prepaid Income		
Millett Family Community Grant unexpended portion	25,000.00	25,000.00
HCC Cost of Living Fund unexpended portion	13,931.29	-
Felton Bequests Job Ready Project unexpended portion	25,000.00	-
	63,931.29	25,000.00

Sunbury Neighbourhood House Inc

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NOTES TO THE FINANCIAL STATEMENTS

Full Schedule of Assets Detailed / Depreciation Schedule 2024/25 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
Various	Office Equipment	Various Office Equipment purchased prior to 2009/2009	Pre 1/7/2008	\$ 4,613.00	7%	\$ -	\$ -	\$ 4,613.00	\$ -
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 Litre Fire Resistant Safe	18/02/2009	\$ 349.00	5%	\$ -	\$ -	\$ 349.00	\$ -
Mobile 3 Drawer Cabinets	Office Equipment	4 x Mobile Pedestal 3 drawer (1 file, 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	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%	\$ 275.60	\$ 69.24	\$ 782.72	\$ 206.37
Binding Machine	Office Equipment	Qupa Binding Machine	3/24/2014	\$ 226.34	10%	\$ -	\$ -	\$ 226.34	\$ -
Furniture	Office Equipment	2 Fabric Pin Boards	14/08/2014	\$ 324.00	5%	\$ 161.90	\$ 16.20	\$ 178.30	\$ 145.70
Camera	Office Equipment	Tom Saades Camera	6/10/2020	\$ 635.45	10%	\$ 398.29	\$ 63.55	\$ 300.71	\$ 334.74
Desk	Office Equipment	Toro CNRN WKST 18x18	8/03/2023	\$ 435.41	5%	\$ 406.84	\$ 21.77	\$ 50.34	\$ 385.07
Height Adjustable Desks	Office Equipment	4 Matr MNL Adjustable Desks	8/03/2023	\$ 1,320.59	5%	\$ 1,233.94	\$ 66.03	\$ 152.68	\$ 1,167.91
Visitor Chairs	Office Equipment	2 Matrix Mesh Visitor Armchairs	8/03/2023	\$ 376.95	5%	\$ 352.21	\$ 18.85	\$ 43.59	\$ 333.37
Office Chairs	Office Equipment	3 Flash II Ergo Chairs	8/03/2023	\$ 718.78	5%	\$ 671.62	\$ 35.94	\$ 83.10	\$ 635.68
Arm Chairs	Office Equipment	4 EKERO ach Skifebo yellow	29/03/2023	\$ 1,150.00	5%	\$ 1,077.85	\$ 57.50	\$ 129.65	\$ 1,020.35
Armchair	Office Equipment	2 Matrix Mesh Visitor Armchair	17/06/2023	\$ 508.14	5%	\$ 481.83	\$ 25.41	\$ 51.72	\$ 456.42
Vucuum	Office Equipment	3 Fgordless Vacuums	23/06/2023	\$ 951.82	5%	\$ 903.32	\$ 47.59	\$ 96.09	\$ 855.73
Printer	Office Equipment	Brother InkJet (serial E81791H2H534321)	1/10/2023	\$ 544.55	10%	\$ 490.10	\$ 54.46	\$ 54.46	\$ 490.10
				\$ 23,256.31		\$ 6,453.50	\$ 476.52	\$ 17,224.88	\$ 6,031.43

Financial Statements for year ending June 30th 2025

Sunbury Neighbourhood House Inc

A.B.N. 11 928 572 940

NOTES TO THE FINANCIAL STATEMENTS

15. Full Schedule of Assets Detailed / Depreciation Schedule 2024/25 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	27/03/2013	\$ 2,906.36	7%	\$ -	\$ -	\$ 2,906.36	\$ -
Classroom Furniture	Classroom Equipment	24 Guest B Chairs Black 10 Radidline Flip Tables Redgum	14/08/2014	\$ 5,166.00	7%	\$ 1,911.42	\$ 361.62	\$ 3,616.20	\$ 1,549.80
Bellbird - children equipment	Classroom Equipment	Premium Tray & 48.5cmH Stand - Staplestein Pastel Bundle - 6+1 - Wobble 360 - with Felt - Billy Kidz Birch Super Shop 12cmH	22/06/2023	\$ 1,736.18	7%	\$ 1,611.99	\$ 121.53	\$ 245.73	\$ 1,490.45
Fantastic Furniture - Table	Classroom Equipment	Retro Table D6 Oak	24/06/2023	\$ 461.82	7%	\$ 428.96	\$ 32.33	\$ 65.18	\$ 396.64
Cody Whelean 2 Wall Fans	Classroom Equipment	2 Wall Fans in outdoor play area	29/06/2023	\$ 1,815.00	7%	\$ 1,687.60	\$ 127.05	\$ 254.45	\$ 1,560.55
				\$ 12,085.36		\$ 5,639.97	\$ 642.53	\$ 7,087.92	\$ 4,997.44
Laptop	Computer Equipment	Toshiba L50 Laptop & in house Connection	10/11/2013	\$ 895.45	14%	\$ -	\$ -	\$ 895.45	\$ -
DIGI Server	Computer Equipment	DIGI i7 Server - 16gm RAM, 2X21TB HDD, DVD +-R/W	10/22/2013	\$ 1,777.27	14%	\$ -	\$ -	\$ 1,777.27	\$ -
Intel Quad Core Server	Computer Equipment	New Inter 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	\$ 4,769.00	14%	\$ -	\$ -	\$ 4,769.00	\$ -
New Server	Computer Equipment	Installation	9/11/2017	\$ 749.09	14%	\$ -	\$ -	\$ 749.09	\$ -
Computers, Modem and Server	Computer Equipment	4 HP 600 Computers, 7 HP Moniotrs, Rack Cabinet, Router, Modem, 13 Office 2019 Sogware, 12 Window Licences and Xeon Server	28/06/2019	\$ 19,850.98	14%	\$ 5,955.28	\$ 2,779.14	\$ 16,674.84	\$ 3,176.14
Galaxy Tab	Computer Equipment	2Galaxy Tab A8 Wi-fi 64GB - Grey	23/06/2023	\$ 344.55	14%	\$ 295.39	\$ 48.24	\$ 97.40	\$ 247.15
Laptops	Computer Equipment	2 15.6" 8GB Laptops	23/06/2023	\$ 1,361.82	14%	\$ 1,167.51	\$ 190.65	\$ 384.96	\$ 976.86
				\$ 40,483.61		\$ 7,418.18	\$ 3,018.03	\$ 36,083.46	\$ 4,400.15
				\$ 52,568.97		\$ 13,058.15	\$ 4,137.08	\$ 60,396.26	\$ 15,429.02

STATEMENT BY COMMITTEE

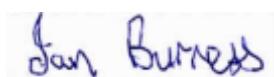
FOR THE YEAR ENDED

30th JUNE 2025

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 2025 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



Ian Burness (Co-Treasurer)

10/10/2025

Date



Robert Hill (Board Chair/Co-Treasurer)

10/10/2025

Date

Attachment 2: Auditor's 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 2025 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 form 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.

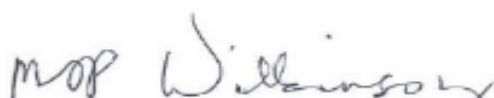
Qualification

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 2025 and the results of its operations for the year then ended.

Signed on 13th October 2025



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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