

# Notting Hill Community Association Annual Report 2015/16

In management of:



## *Notting Hill Neighbourhood House*

*The Home of Social Inclusion & Lifelong Learning*



## Report from the Board of Management

Good afternoon and welcome to the Annual General meeting of the Notting Hill Neighbourhood House. It's a pleasure to see everyone and in particular the new members and partners of our house.

2015-6 has brought many changes to our community. Last year saw the fruition of Kath Taylor's vision of a substantially enhanced community centre with the capacity to provide many more programs and make our Neighbourhood House a thriving, sustainable operation. The completion of the two additional classrooms has more than doubled our operational capacity. It is a fantastic resource and we owe Kath a big vote of thanks for the vision and energy that saw its execution.

Kath decided to move to the country early in 2016. Our new co-ordinator since April has been Daniel Kasnick.

Daniel has an impressive international resume around community education and development. He in fact arrived at the neighbourhood House as a volunteer in February this year. Kath was very impressed with his drive and Daniel was the organiser of one of the first Food and Fun Friday events with his own range of activities.

After Daniels appointment to the position of co-ordinator the Board reviewed the strategic direction of the Neighbourhood House. The major points were:

- 1) Increasing the use of the expanded facilities
- 2) Developing partnerships with appropriate organisations to help provide quality community programs
- 3) Re-assessing the criteria for use of the Houses facilities to ensure a closer fit with our strategic vision.
- 4) Ensuring that sustainability was a key feature of our future programs and operations.

Daniel will detail how these directives have been implemented in his co-ordinators report.

Before I let Daniel present his report it would be remiss of me not to recognise in particular the outstanding work he has done in developing the skills and opportunities for the volunteers who work with the house. As a committee we have particularly appreciated:

- 1) The creation of individual work roles for the volunteers have has recognised their strengths and given them the opportunity to develop skills that assist both the house and their future employment opportunities.
- 2) The development of regular staff training activities which has reinforced volunteer skills and focused attention on the many projects being developed.
- 3) The creation of an administrative structure that has enabled student placements from different institutions in the house. This is offering us a greatly increased capacity to meet our community vision.

Thank you and welcome Daniel.

Joseph Natoli- NHCA Committee Member

## Coordinator's Reports

Daniel Kasnick: April 2016 to current date

### **Introduction:**

I came on as coordinator in April of 2016 and it has been a great pleasure already to be involved with the community here in Notting Hill. My background is in the non-for-profit sector and education with experience starting and directing programs in Chicago, Haiti and Peru. Some of the programs I have been involved with include education for disenfranchised youth, immigrant and refugee support, social enterprise, community development and community gardens, among others. I firmly believe that community programs should reflect the community around them and that is the same approach I have and will be taking here as coordinator of the Notting Hill Neighbourhood House. In this report you will find an overview of the developments over the past few months that aim to carry out our vision.

**Partnerships:** We are actively building our partnership program to promote the efforts that are already alive in our community. A few partnerships have already been made and our focus is on findings ways where all groups can benefit. Some partnerships to highlight include: Monash University placement students, Telugu Language and Culture Group, Our Little Caravan Market Days, OZ Harvest Food Rescue and Education and Muthuhara Children's Literacy.

**Universal Access & Design:** Another approach being put into effect, is universal access and design. This includes making our facilities accessibility to people of all ability levels, staff training and re-evaluating how we structure our programs. This is an ongoing effort that will continue to drive how we connect with the community.

**Volunteers:** Our volunteer count has risen to 12 on at least a weekly basis. The team receives professional development every Wednesday including topics of Social Inclusion and Leadership.

**Events:** Each month we host two events to engage with the community as well as several other events such as markets. Food and Fun Fridays draw a crowd of 30-50 people with the emphasis on family fun at an affordable cost. Eat, Chat, Play has been launched this year with the goal of inter-generational activities with morning tea provided. Our market days are a great success with over 40 stall holders present.

**Sustainability:** Our plan for a sustainable future includes education, infrastructure, and policy. Our staff have received several educational sessions on sustainability that included topics of the environment as well as social factors. Our buildings have received improvements including solar panels, rainwater collection tanks and automatic taps with plans for new community gardens, all as part of our grant from Living Victoria.

**Holiday Camp Program:** This Winter we ran a holiday camp program for Pre-school to Jr. High School students. The program was highly successful with over 30 students participating and the activities were filled with creativity and lessons in life values.

**Community Voice:** The Neighbourhood House considers itself the hub for community voice in Notting Hill. We recently held a community meeting with the Monash Council to discuss the plans for the property on Samada Drive.

**Office Rearrangements:** The offices have been rearranged to allow more collaboration among staff/volunteers whilst also providing more meeting spaces for the community. The new set up includes: drop-in lounge, computer room and team working space.

**Lifelong Learning:** We continue to develop our classes to reach our aim of providing lifelong learning opportunities. Our programs include: Kid's Art Classes, Mini-chefs, Maths for Kids, Pastel Painting, Mandarin, Sewing, Ebay, Word, Excel, Computers, Mobile Phones, ipads, Singing/Piano, Yoga, Havago Fitness, Zumba, Cultural Groups, Cooking and Vocational Training.

## Treasurer's Report

In 2016, NHCA incurred an operating deficit of \$ 1,774, as opposed to a surplus of \$841 in the prior year.

The NHCA's Statement of Financial Performance shows total income of \$ 122,113 for the year, an increase of 2% as compared to year 2015. Our revenue from Grants, Facility Rental, interest on term deposits and Fundraising Activities is pretty much stable with the variance between 2-5%. There has been 26% growth in Class Fees. A big thank you to our Coordinator who works tirelessly to manage and create interesting classes, some of which always reach full capacity. And many thanks to our Tutors who are willing to stand ready to take up additional class members.

Regarding Total Operating Expenses of \$ 123,338 it has increased 4% as compared to year 2015, mainly on wages and salary as more staff is required to facilitate increasing activities of NHCA. On a separate note, although the number of activities is increasing, the overhead costs in year 2016 declined 9% compared to year 2015, which was achieved by a more efficient and effective operation of the NHCA team members.

NHCA's Financial Position shows Cash Assets declining to \$ 47,418 as compared to \$58,636 in 2015 and Staff Annual Leave Liabilities reducing from \$11,197 to \$139. NHCA's cash at bank reduced as it was mainly used to pay former staff's entitlements and purchased additional kitchen & office equipment for the house.

Retained Earnings are therefore \$ 8,082 and Total Equity is \$ 30,604 (Prior year \$ 32,378)

The Committee would like to thank all NHCA stakeholders for their contributions and commitments to the organisation.

Treasurer  
Kim Nguyen

**Notting Hill Community Association Inc**  
**Statement Of Financial Performance**  
**For Year Ended 30th June 2016**

	Year Ended 30th June 2016		Year Ended 30th June 2015	
<b><u>Income</u></b>				
Class Fees		23,418.00		18,655.50
Grants				
State Govt NHCP	54,496.42		51,809.41	
City of Monash - Operational	6,975.00		7,905.00	
Other	7,814.00	69,285.42	11,021.50	70,735.91
Facility Rental				
Computer Room			2,000.00	
Community Meetings	594.00		836.00	
Educational	5,147.50		2,565.75	
Playgroup	360.00		1,745.65	
Family Functions	8,318.50	14,420.00	8,642.00	15,789.40
Bank Interest		684.74		971.38
Administration Revenue				461.40
Fundraising Events & Donations		14,305.31		13,663.85
<b>Total Income</b>		<b>122,113.47</b>		<b>120,277.44</b>
<b><u>Expenses</u></b>				
Salaries & Wages				
Administration	68,806.82		61,416.72	
Tutors	4,947.50		7,437.50	
Contract Tutors	7,882.83		4,615.00	
Cleaners	4,049.31	85,686.46	4,369.56	77,838.78
Salary Related Expenses				
Leave Accruals	138.69		10,124.30	
Superannuation	12,572.75		5,794.03	
Workers Compensation	731.09	13,442.53	846.22	16,764.55
Telephone		1,539.28		1,942.93
Computer Costs				
Internet	549.45		549.45	
Software		549.45	555.00	1,104.45
Utilities				
Gas	1,287.74		1,095.61	
Electricity	2,521.65	3,809.39	2,872.04	3,967.65
Advertising and Promotion				15.00
Bank Charges		863.13		727.28
Conference Fees		947.60		256.00
Contents Insurance		471.73		461.90
Cleaning Consumables		204.51		281.80
Depreciation & Amortisation		3,861.32		1,681.39
Event Expenditure		3,680.36		3,848.64
Equipment Expenditure		1706.60		0.00
Grant Expenditure		3,553.00		6,702.09
Printing		310.60		194.44
Registration Fees				
ANHLC	275.00		265.00	
Jobs Australia	345.00		335.00	
Other	328.40	948.40	454.00	1,054.00
Repairs & Maintenance		499.01		499.01
Stationery & Office Supplies		682.16		539.60
Other Minor Items		1,132.14		1,556.48
<b>Total Expenses</b>		<b>123,887.67</b>		<b>119,435.99</b>
<b><u>Operating Surplus (Deficit)</u></b>		<b>-1774.20</b>		<b>841.45</b>

**Notting Hill Community Association Inc**  
**Statement Of Financial Position**  
**For Year Ended 30th June 2016**

	Year Ended 30th June 2016		Year Ended 30th June 2015	
<b>Assets</b>				
<u>Current Assets</u>				
Cash At Bank				
ANZ Term Deposit	34,779.96		38,240.95	
Bendigo Bank Term Deposit	5,301.78		5,156.10	
NHNH Cheque Account	2,452.88		7,455.79	
NHCA Cheque Account	4,783.79		7,682.95	
Petty Cash Imprest	100.00		100.00	
Total Current Assets		47,418.41		58,635.79
<u>Fixed Assets</u>				
Furniture & Fittings	8,272.00		8,272.00	
Less Depreciation	-3,545.13	4,726.87	-1,181.66	7,090.34
Kitchen Equipment	4,689.25		3,498.25	
Less Depreciation	-1719.80	2,969.45	-499.73	2,998.52
Office Equipment	1,500.00			
Less Depreciation	-277.78	1,222.22		
Total Fixed Assets		8,918.54		10,088.86
<b>Total Assets</b>		<b>56,336.95</b>		<b>68,724.65</b>
<b>Liabilities</b>				
<u>Current Liabilities</u>				
Trade Creditors		1388.50		114.24
Accrued Charges				953.26
Accrued Payroll Liabilities		1,652.15		1,646.00
Employee Entitlements				
Annual Leave		138.69		11,196.78
Long Service Leave		6,066.00		4,867.56
Hall Hire Bond Payments		1,520.00		2,400.00
Income in Advance		5,748.00		7,014.00
Insurance on Hall Hire		3,720.00		2,655.00
Total Current Liabilities		20,233.34		30,846.84
<u>Long Term Liabilities</u>				
Computer Replacement Provision		5,500.00		5,500.00
Total Long Term Liabilities		5,500.00		5,500.00
<b>Total Liabilities</b>		<b>25,733.34</b>		<b>36,346.84</b>
<b>Net Assets</b>		<b>30,603.61</b>		<b>32,377.81</b>
<b>Equity</b>				
Equity At Commencement		22,521.85		22,521.85
Retained Earnings				
Opening Balance	9,855.96		9,014.51	
Operating Surplus	-1,774.20		841.45	
Closing Balance		8,081.76		9,855.96
<b>Total Equity</b>		<b>30,603.61</b>		<b>32,377.81</b>

## Notes

### **Notting Hill Community Association Inc. Notes to the Financial Statements For Year Ended 30th June 2016.**

#### **1. Statement of Significant Accounting Policies**

These financial statements are a special purpose financial report prepared in order to satisfy the financial reporting requirements of the Associations Incorporations Reform Act 2012.

The accrual basis of accounting has been applied in the preparation of these financial statements whereby assets, liabilities, equity, income and expenses are recognised in the reporting period to which they relate, regardless of when cash is received or paid.

The financial statements are prepared in accordance with the historical cost convention.

#### **2. Income Tax**

Notting Hill Community Association Inc is endorsed for exemption from Income Tax.

#### **3. Employee Benefits**

Provision is made for the Association's liability for employee benefits arising from services rendered by employees to balance date. Long Service Leave is provided for all employees with five or more years' service, with those of more than six years' service classified as a Current Liability.

#### **4. Events occurring after balance date.**

Since the end of the financial year, the Committee is not aware of any matter or circumstance that may affect the operations of the Association.

There were no contingent liabilities as at 30th June 2016.