

# KNH INC



# 2024 ANNUAL REPORT



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# ABOUT KERRIE NEIGHBOURHOOD HOUSE INC

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Kerrie Neighbourhood House Inc. (KNH) operates across two locations. Kerrie Road Neighbourhood House (Kerrie Rd) is situated in Glen Waverley and Mackie Road Neighbourhood House (Mackie Rd) is located within the Wellington Reserve Community Centre, Mulgrave. Both Houses offer a wide range of activities to residents of the City of Monash and surrounding communities.

## Associations and Networks

Kerrie Neighbourhood House Inc. is a member of the following associations and networks:

- Neighbourhood Houses Victoria (NHVic)
- Monash Coordinators Network
- Network of Inner East Community Houses (NIECH)
- LearnLocal
- SwinLocal

## VISION

To be an active part of and enrich our local community.

## MISSION

Our mission is to enrich our community by developing social connectedness, promoting healthy lifestyles and providing opportunities for lifelong learning, recreation and support within an inclusive, safe and welcoming environment.

## Acknowledgements

Kerrie Neighbourhood House Inc. wishes to thank the following organisations for their ongoing support.

- Department of Family, Fairness and Housing
- City of Monash
- Department of Education and Training
- Neighbourhood Houses Victoria
- Network of Inner East Community Houses
- Monash Coordinators Network

# OUR TEAM 2023-2024

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## COMMITTEE OF GOVERNANCE

**President:** Rosanne Pittard

**Vice President:** Robyn Hofmann

**Treasurer:** Margaret Menzies

**Secretary:** Margaret Menzies

**Committee Member:** Greg Menzies

**Committee Member:** Geraldine Howson

## STAFF

**Manager:** Laura Orr

**Bookkeeper:** Beth Ellis

**Kerrie Rd Administrator:** Jo Whatley

**Mackie Rd Administrators:** Elizabeth Scarfe and Belinda Brand

## VOLUNTEERS

### Kerrie Road:

Lois and Trevor Vincent

Kerrie Rd Group Leaders

### Mackie Road:

Christina Reeves

Tom Ang

Chan Mee Leong

Yvonne Askew

Billy Blanch

Hnin Adair

Maria Cionte

Mackie Rd Group Leaders

Community Connections Café volunteers

# ANNUAL GENERAL MEETING 2024 - AGENDA

## KERRIE NEIGHBOURHOOD HOUSE INC

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**WEDNESDAY 23 OCTOBER 2024 AT 1.30PM**

**Mackie Rd Neighbourhood House**

### **1. OPEN MEETING**

Welcome

Attendance and Apologies

### **2. MINUTES OF PREVIOUS ANNUAL GENERAL MEETING**

Thursday 18 October 2023

### **3. MINUTES OF SPECIAL GENERAL MEETING**

Wednesday 15 May 2024

### **4. BUSINESS ARISING FROM PREVIOUS MINUTES**

### **5. PRESENTATION OF PRESIDENT'S REPORT**

### **6. PRESENTATION OF MANAGER'S REPORT**

### **7. PRESENTATION OF TREASURER'S REPORT**

### **8. ELECTION OF 2024/2025 COMMITTEE OF GOVERNANCE\***

### **9. GENERAL BUSINESS**

### **10. MEETING CLOSED**

\*Members who wish to nominate (themselves or someone else) for a committee position are asked to advise the President or Manager beforehand (**by 14 October 2024**) in order for voting arrangements to be made.

# MINUTES OF ANNUAL GENERAL MEETING 2023

## KERRIE NEIGHBOURHOOD HOUSE INC

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**Thursday 18 October 2023 Commenced at 1.30pm**  
**Kerrie Rd Neighbourhood House, Glen Waverley**

**Present:** Rosanne Pittard, Robyn Hofmann, Margaret Menzies, Greg Menzies, Laura Orr, Jo Whatley, Belinda Brand, Liz Scarfe, Steve McGrath, Kate Bolaffi, Wilma Orr, Susan Lee, Billy Blanch, Yvonne Askew, Luciano Pirrottina, Nikki Maddern, Emily Beimers

**Apologies:** Lucia Silverii, Tiffany Tyler-Dignam, Dr Carina Garland MP, Matthew Bach MP, John Mullahy, David Holdsworth, Tina Samardzija, Christine Matysik, Kier Patterson, Shane McCluskey

**Acknowledgement of Country:** Robyn Hofmann acknowledged the traditional landowners of the land on which the meeting took place.

### **1. Open and Welcome**

Rosanne Pittard (Chair) opened the meeting after establishing there were sufficient members present for a quorum.

Apologies were accepted.

Committee, staff and members introduced.

### **2. Minutes of previous Annual General Meeting**

Minutes of 2022 AGM held on 20th October 2022 were taken as read and accepted.

Moved: Margaret Menzies Seconded: Greg Menzies

Motion carried

### **3. Business arising from previous minutes**

None

### **4. Presentation of Presidents Report**

Presented by Rosanne Pittard

Highlights

- Financials for 2022/23 were better than expected.
- The past years focus was on increasing participation, activities & social media presence.
- At Committee level a new Strategic Plan was implemented & the Business Plan updated
- Treasurer's position changed during year to Margaret Menzies.
- Committee acknowledge the invaluable assistance of Bookkeeper Beth Ellis in helping Margaret transition to role as Treasurer, and for assisting with the Budget & Business Plan
- Early this year committee decided to update Laura Orr's title from House Coordinator to Manager to better reflect her role & responsibilities.

Motion to accept report: Moved: Rosanne Pittard Seconded: Robyn Hofmann

Motion carried

### **5. Presentation of Manager's Report**

Presented by Laura Orr

Highlights:

- FY focused on partnerships, community and increasing activities.
- Job Share Role created at Mackie Rd for Administration role.
- Summarised grants & funding received across both Houses.
- Held 2 highly successful Open Days
- Acknowledged the great work of Committee, Staff, CALD Workers, Volunteers & Tutors.
- Thanked Monash Council, NIECH, Learn Local, NHVic & DFFH for their support.



Motion to accept report: Moved: Laura Orr Seconded: Greg Menzies

Motion carried

## 6. Presentation of Treasurer's Report

Presented by Margaret Menzies

Highlights:

- Better than expected financial year.
- Largest increase in income from class fees & room rentals, also aided by higher interest rates
- Employment costs increased but that's in line with increased participant numbers & classes.
- Expenses higher across the board
- Budget for 2023/24 is forecasting a small loss.
- Balance Sheet shows sound financial position with adequate cash reserves.
- Committee's strategy to increase participation rates led to decision to increase staffing hours in at both venues. Extra cost is covered by cash reserves and is subject to regular reviews.

Motion to accept report: Moved: Margaret Menzies Seconded: Laura Orr

Motion carried.

## 7. Election of 2022/2023 Committee of Governance

Rosanne Pittard took the Chair and proposed that in accordance with Section 53 of KNH Inc Organisations Rules Para (1), there be 7 Committee Members in 2023/24 with 4 positions for ordinary members in addition to office bearing roles.

Motion that the amendment be accepted: Moved Rosanne Pittard Seconded Robyn Hofmann

Nikki Maddern took chair and declared all positions open with nominations declared as follows:

- President: Rosanne Pittard
- Vice President: Robyn Hofmann
- Treasurer: Margaret Menzies
- Secretary: Margaret Menzies
- Committee Member: Greg Menzies

No further nominations were put forward.

Nikki Maddern declared nominations accepted & Committee formally elected for 2023/24

## 8. General Business

None

## 10. Meeting Closed

Rosanne Pittard declared the meeting closed at 2.00pm.

# MINUTES OF SPECIAL GENERAL MEETING 2024

## KERRIE NEIGHBOURHOOD HOUSE INC

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**Wednesday 15 May 2024    Commenced at 9am**  
**Kerrie Rd Neighbourhood House, Glen Waverley**

### **1. Welcome and Apologies.**

Rosanne Pittard

### **2. Attendance/ Quorum:**

Rosanne Pittard, Margaret Menzies, Robyn Hofmann, Greg Menzies, Laura Orr, Geraldine Howson, David Holdsworth.

Proxy: Wilma Orr appointed Margaret Menzies as proxy vote.

### **3. Acknowledgement of Country:**

Rosanne Pittard

### **4. Background:**

Margaret Menzies provided the background to the impetus to make changes to the constitution (attachment A as per email circulated to members). Margaret commended Cameron MacRae from NHVic on his advice and support during this process.

### **5. Motion:**

The motion was put to approve the proposed changes to the Model Rules (our constitution) that govern KNH Inc. in its management of both our Neighbourhood Houses, to become Own Rules.

Proposed: Margaret Menzies

Seconded: Robyn Hofmann

### **6. Discussion:**

Rosanne called for discussion then a vote. David sought clarification on the process to adopt the Own Rules and questioned if ATO/CAV approval was required prior to adopting the Own Rules. David questioned if KNH Inc. had applied for DGR status and advised the new provisions in the Own Rules. Rosanne stated that further investigation is required in this provision.

### **7. Vote:**

Margaret Menzies proposed that the Own Rules be accepted as the constitution of KNH Inc.

Seconded: Robyn Hofmann. Accepted by all.

### **8. Meeting closed:**

Rosanne Pittard declared the meeting closed at 9.20am.



# **PRESIDENT'S REPORT**



Welcome to the 2024 Annual General Meeting of the Kerrie Neighbourhood House Inc (KNH Inc) and our review of the financial year just ended June 2024.

KNH Inc provided activities, classes, space for community activities throughout the year and we have had a successful year. Our activities have been ongoing, and our financial situation remains sound. This has all been possible because of dedicated teams of staff, volunteers and Committee members believing we have much to offer and that our community welcomes our offering.

It might be useful to reflect on the recent past since 2020 to place today's performance in context. Two years ago KNH Inc declared a substantial loss for the whole organisation: this had been anticipated with the end of the Covid-affected years. We had been able to keep the houses operating throughout that difficult time from March 2020 with the support of a strong balance sheet and some additional government funding. One year ago KNH Inc posted a tiny surplus which reflected a reasonable path of return to normal operations.

When we made our plans for the year just finished, we still had significant uncertainty about our revenue and some of our costs – in particular IT, utilities, cleaning, consumables and to some extent staffing. We budgeted therefore for a loss.

However pleasingly KNH Inc can report a surplus of some \$14,000. You will hear/read more about that in the Treasurer's Report. That report will also explain 2 significant amounts of revenue (one a follow-on from the COVID years) that assisted that surplus. It is important to note that our expenses for the year have been well-managed and our concerns about utility and IT costs did not eventuate.

As in previous years we have offered a good range of classes – languages, art, craft, exercise, dance, and computer training. Complementing this are other activities such as playgroups, walking groups, luncheons, or meeting places for special groups. New ways of involving the community are being explored and new classes and activities are being offered. These has been a focus for the year and will continue. Our Manager has continued to source grants for local projects and has been quite successful in many cases; most of these grants are fully expended on their respective projects. New websites have been launched for both houses and the use of social media to communicate with our community has worked well.

Differences have emerged between the houses. Kerrie Road continues to perform well in course offerings, despite its small size. Mackie Road does not always mirror Kerrie Road in its course offerings, instead finding its role in community activities and events, most of which are free.

It is pleasing to see the space used for the community in things such as the Chatty Café. It is interesting to note that local politicians and Councillors have been reasonably active and visible at both our houses. Pleasingly some of these resulted in a long-standing (7-year) issue regarding signage being satisfactorily resolved.

# PRESIDENT'S REPORT



During the year, it became apparent that our Constitution (known as the Rules) needed to be updated. This was done and endorsed by a Special General Meeting held in May 2024, and subsequently submitted to Consumer Affairs Victoria. Our constitution is now known as our Own Rules.

Late in 2023, Council absorbed (into library and general use) the room designated as the Children's Centre much to our disappointment as we feel we could have used that space well. However, we look forward to working with Council representatives and library representatives in delivering programs together or in symbiosis and best using the spaces at the Wellington Reserve Community Centre.

There are some matters that the Committee of Governance has been actively involved in that are worth reporting:

- Implementation and monitoring of the Strategic Plan
- Development of a new Strategic Plan for 2024-2028 (ongoing)
- Overseeing delivery of the Business Plan for 2023/24
- Developing a Business Plan for the current year (2024/25)
- Participation in co-tenant meetings at Mackie Road
- Policy reviews
- Support for staff at a Sausage Sizzle in conjunction with the Container deposit scheme (10c)
- Endorsement for moving forward with a Human Resources system to enable digital records, improved compliance and staff training together with a significant reduction of paperwork
- The approval of a new Enterprise Bargaining Agreement with our staff; this was developed in conjunction with Neighbourhood Houses Victoria who took the role of lead negotiator
- Support for local Volunteers Expo
- Annual review with Council representatives of each house focusing on lease arrangements

The Committee and I are extremely grateful for the contributions of all our staff. Laura Orr has continued to do an excellent job as Manager. Jo Whatley continues her great work as Kerrie Road administrator and Belinda Brand and Liz (Elizabeth) Scarfe are working well sharing the role of office administrators at Mackie Road. Our Bookkeeper, Beth Ellis has continued to contribute strongly to her role and has assumed additional duties to support the Manager and the Committee. Our wonderful tutors have delivered a great range of interesting classes often with a unique approach. A big Thank You to all these staff for their work during the year.

As always, we are very grateful for our volunteers. Thank you to the following: at Mackie Road- Billy Blanch, Yvonne Askew, Tom Ang, Chan Mee Leong, Maria Cionte, Hnin Adair and our Group Leaders. At Kerrie Road- Christina Reeves, Lois and Trevor Vincent, and our Group Leaders.

# **PRESIDENT'S REPORT**

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The Department of Families, Fairness and Housing continued to provide funding to support house administration and have continued to offer small annual increases in funding; this goes a little way towards covering increases in expenses.

NHVic (Neighbourhood Houses Victoria) has continued to provide support in particular for the renegotiation of the Enterprise Agreement (Collective Bargaining Agreement) and in general through Cameron McCrae, their very knowledgeable Treasurer; sadly NHVic has recently farewelled Cameron; we wish him well.

NHVic regularly presents reports on the contribution of Neighbourhood Houses to the Community and the economy; these include an annual survey of all houses and the services and programs they offer, plus related ad hoc reports. It is pleasing to see that both our houses perform well in this aspect; an individual report showed a positive contribution by each house and comparing our offerings with the range of services offered across the sector, both our houses do well.

Monash Council has continued to provide some project-based funding as well as general support. We were sad to farewell Colin Bostock at Christmas, but support from other staff has continued - in particular, Kate Bolaffi, Steve McGrath and Karena Johnson. NIECH has also provided support; and we are proud that our Manager, Laura Orr has recently been elected as President of NIECH. We are grateful for all their contributions.

Finally, I would like to thank the Committee of Governance for the year: Robyn Hofmann, Margaret Menzies, Greg Menzies, and Geraldine Howson, who joined us in March. All Committee members seem to find a way of contributing that suits their interests and expertise and we are grateful for all their contributions. For particular mention, Margaret in her role as Treasurer, Greg continues to be the person to call on for general advice and repairs as well as OH&S and Robyn who has provided secretarial support and does many things including monitoring our Strategic Plan, ensuring OH&S is on track, driving various projects and in general giving sound professional advice and direction.

We have had a successful year and can justifiably look forward to the future.

**Rosanne Pittard**  
**President**  
**Kerrie Neighbourhood House Inc**



# OUR COMMUNITY



# **MANAGER'S REPORT**



It has been another busy and productive year for us, marked by significant work in several key areas. We have remained deeply committed to engaging with our local community members, focusing on strengthening our capacity, and undertaking targeted projects to enhance our Houses. Our efforts to foster new partnerships have also been central to our focus.

We were pleased to see an increase in participation and engagement, reflecting the growing impact of our initiatives. In response to community needs, we have continued to introduce new programs, events and free offers, further broadening our reach and support.

I also continued to represent both our Houses at NIECH Network meetings as a member of their Committee of Governance, Monash Coordinators meetings, Wellington Reserve Community Centre Tenants meetings, and at local and State Government advocacy meetings and new partnership opportunity meetings.

## **Notable Achievements**

In summary, achievements have included:

- Built community engagement through activities such as: dumpling making with our Chinese language class; pizza making with our Italian language class; and Christmas lunch at our Community Connections Café. Each activity increased engagement within our community and supported an increased sense of place.
- Hosted a community Cultural Day which saw members of our local community and participants in the OC Connections group come together to celebrate different cultures through food, music and dance.
- Using funding received from the City of Monash Community Grants program, we held annual Open Day events at both locations. Approximately 300 people attended at Kerrie Rd and approximately 500 people attended Mackie Rd. Both events had multiple activities on offer for our communities and were a chance to partner with local businesses and organisations.
- Hosted a Chinese New Year celebration in partnership with True Maple Early Learning Centre which provided an opportunity for community to celebrate and learn through activities, food and cultural dress.
- Using funding received from the Victorian State Government, we celebrated Children's Week and Science Week by hosting free science activities and an early learning experience for our Playgroup participants.
- Partnered with the local Return-It depot and Mulgrave Scouts group to run fundraising events.
- Celebrated Neighbourhood House week by providing fun activities and feedback opportunities.

# MANAGER'S REPORT

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- Hosted several free information sessions including: Coffee with a Cop in partnership with local Victorian Police services; Aged Care and Pension talks in partnership with Services Australia.
- Hosted free health services including hearing checks and vaccinations in partnership with Hearing Australis, Bloom Hearing Specialists and Priceline Pharmacies.
- Investigated new funding opportunities to allow us to offer additional courses and services to our communities.
- Grew our team with new tutors and volunteers. We also, sadly, farewelled some long-term tutors who moved onto new adventures.
- Used funding received through the Vicinity Community Grants Program to host sustainability focused activities for local children and our Playgroup participants.
- Used funding received from the City of Monash Community Grants program to: continue strengthening Mackie Rd Neighbourhood House and the Wellington Reserve Community Centre through our management of the Wellington Reserve building; and create space and opportunities for social inclusion through our Community Wellness and Social Connection projects at each House.
- Continued to offer our computer and digital devices courses through the Victorian State Government's Adult, Community and Further Education (ACFE) program. The purpose of pre-accredited training is to provide learners with a pathway to employment and/or further training. Eligible Student Contact Hours are subsidised.
- Continued to meet requirements under our funding agreement with the Department of Families, Fairness and Housing 'Neighbourhood House Coordination Program'. We are funded 25 hours a week, for 40 weeks of the year, and are required to deliver twice as many activity hours as this at each House.
- Delivered, on average, 30 programs (regular classes, workshops, free information sessions) at Kerrie Rd with 250 participants attending, per term.
- Delivered, on average, 32 programs (regular classes, workshops, free information sessions) at Mackie Rd with 200 participants attending, per term.
- Continued to provide a home to a range of room hires and social and support groups at both our Houses, all of whom play an important role in the community. At Kerrie Rd, our groups include Japanese Playgroup, Knitting Group, Playgroup, Hungarian Group, Waverley Widows Support Group, and Walking Group. At Mackie Rd, our groups include Playgroup, Knit and Knatter Group, and the Community Connections Café.

# MANAGER'S REPORT



## Acknowledgements

I would sincerely like to thank all our groups for the work they do for our community and our volunteer group leaders for all their valuable support and commitment. Thank you also to all our tutors for your caring and professional facilitation of our classes and courses in 2023/2024.

This year I have worked alongside a dedicated team including the KNH Committee of Governance (Rosanne Pittard, Margaret Menzies, Greg Menzies, Robyn Hofmann and more recently, Geraldine Howson); our Office Administrators Jo Whatley, Elizabeth Scarfe and Belinda Brand; and Bookkeeper Beth Ellis.

Thank you also to our Mackie Rd Community Garden volunteers Tom Ang and Chan Mee Leong, and Office/House volunteers Trevor and Lois Vincent, Yvonne Askew, Christina Reeves, Billy Blanch, Maria Cionte and Hnin Adair. I sincerely thank them all for the expertise, hard work and commitment they have given to our organisation and local community over the last twelve months.

I would like to acknowledge Monash Council including the Neighbourhoods and Placemaking Team- Kate Bolaffi, Steve McGrath and Karena Johnson; the NIECH Network, networker Lily Kovacevic and Projects and Partnerships Manager Nikki Maddern; the Department of Families Fairness and Housing; the LearnLocal team; and NHVic, for their ongoing support of KNH Inc.

## Looking Ahead

Our organisation has accomplished a great deal this past year and our Vision remains constant: to be an active part of and enrich our local community.

Whilst there are some challenges ahead in our sector, we will continue to provide services and support, and develop and implement projects, partnerships and opportunities that meet local needs and empower our communities.

I look forward to seeing how our organisation, and our communities, will continue to grow and thrive in the coming years.

**Laura Orr**

**Manager, Kerrie Rd and Mackie Rd Neighbourhood Houses**



# OUR COMMUNITY





# TREASURER'S REPORT



You will find the Audit Review Letter from our auditors, audited accounts, and related reports for the 2023/24 financial year in the Annual Report. The accounts were formally accepted online and have been certified by two members of the Committee as required by The Associations Incorporation Reform Act 2012.

The basis on which the accounts are prepared is detailed in the Notes to the Financial Accounts which follow the financial reports.

KNH Inc has performed particularly well in the 2023/24 financial year, outstripping expectations, and turning a predicted loss of \$37,740 into a profit of \$14,105.

## **Income:**

Total income of \$504,854 rose by \$46,228, an increase of 10% from 2022/23, but this was a smaller increase than the previous year.

The indexation of the NHCP funding was welcomed and assisted in the payments of increases in wages and on-costs. KNH Inc has also benefited from higher interest rates. Returns on our investments of \$12,564 were \$5,797 higher than the previous year. The importance of assistance from the DFFH and Monash Council in maintaining the viability of these community centres, through the Neighbourhood House Coordinators Program (Department of Families, Fairness, and Housing), and grants from the City of Monash, cannot be over emphasised.

## Kerrie Rd:

Kerrie Road recorded an operating profit of \$11,775, compared with a profit last year of \$4,997. Income totalled \$252,503 compared with \$230,516 in the previous year.

The increase in income was derived from a growth in income from class fees and interest received on our investments.

## Mackie Rd:

Mackie Road recorded an operating profit of \$2,330 compared with a deficit of \$3,950 in the previous year. Income totalled \$252,350 compared with \$228,110 for the previous year.

However, these figures need to be clarified in order to reflect the reality of the Mackie Rd operations. Income from class fees was \$20,000 less than expected which is an area of some concern. The favourable result came from two sources. Mackie Rd received \$13,000 as a windfall from ACFE Student Contact Hours, dating from 2020 and which would generally be reclaimed. Also, the facility was used as a polling location for the Referendum in October 2023, for which it received \$10,000. Without those funds, Mackie Rd would have recorded a loss.

## **Expenditure:**

Employment expenses rose by \$13,838 with increases across the board: wages, and on-costs. However, tutor payments at Mackie Rd were lower than expected by almost \$9,000, consistent with lower-than-expected class income.

Operating expenses were higher this year, with cleaning, consumables, utilities and consumables being the main contributors.

A Statement of Income and Expenditure by Campus is included as Appendix 1.

# TREASURER'S REPORT

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## **Balance Sheet:**

The Balance Sheet is solid. KNH Inc is in a very sound financial position and is readily able to fulfil its financial commitments and statutory responsibilities when they fall due. Our cash reserves are adequate for our current and foreseeable needs.

## **Conclusion 2023/24**

Although we felt encouraged by the upward trend of the 2023/24 year, this financial year is proving to be quite challenging. We have budgeted for a small profit at Kerrie Rd, but a significant loss at Mackie Rd, principally due to increased employment expenses and forecast lower class income at Mackie Rd.

Notwithstanding our negative forecast, we have, as an organisation, placed our emphasis on participation levels, and have maintained our staffing to support that, using, if needed, our funds in reserve. This is subject to regular review.

We are benefiting from higher interest rates on our investments and this income will be utilised to offset increased costs.

As a Committee, and consistent with good business practice, we have undertaken a detailed analysis of our reserves to identify the amount we need to retain in reserve to remain viable, and that which we could utilise to make improvements to our facilities. The City of Monash plans to renew the flooring in all wet areas at Kerrie Rd, scheduled for January 2025. In partnership with the Council, we will seek to utilise some of our reserves to upgrade the facilities in those areas. This is subject to discussion with and approval by Council.

I would like to conclude by expressing my appreciation for the work undertaken by Laura, Rosanne and Beth in preparing the budget of 2024/25. Beth has been a great support to me in this role, and I value her willingness to respond to queries, and prepare any relevant documentation required throughout the year.

**Margaret Menzies**  
**Treasurer**



#### Directors

Lionel R. Arnold CA B.Bus  
Raelene Cheng CPA B.Com

## INDEPENDENT AUDITOR'S REVIEW REPORT To the Board of KERRIE NEIGHBOURHOOD HOUSE INC.

Report on the Financial Report We have reviewed the accompanying 30th June 2024 financial report of KERRIE

NEIGHBOURHOOD HOUSE INC., which comprises the balance sheet as at 30th June 2024, and the income statement, statement of changes in equity and cash flow statement for the 30th June

2024 ended on that date, a statement or description of accounting policies, other selected explanatory notes and the declaration of those charged with governance. Committee Responsibility for the 30th June 2024 Financial Report

The Committee of the KERRIE NEIGHBOURHOOD HOUSE INC. are responsible for the preparation and fair presentation of the 30th June 2024 financial report in accordance with the Australian Accounting Standards and Associations Incorporation Reform Act 2012 and the Australian Charities and Not-for-profits Commission Act 2012. This responsibility includes designing, implementing and maintaining internal control relevant to the preparation and fair presentation of the 30th June 2024 financial report that is free from material misstatement, whether due to fraud or error; selecting and applying appropriate accounting policies; and making accounting estimates that are reasonable in the circumstances.

#### Auditor's Responsibility

Our responsibility is to express a conclusion on the 30th June 2024 financial report based on our review. We conducted our review in accordance with Auditing Standard on Review Engagements ASRE 2410 Review of an Interim Financial Report Performed by the Independent Auditor of the Entity, in order to state whether, on the basis of the procedures described, anything has come to our attention that causes us to believe that the financial report is not presented fairly, in all material respects, in accordance with the Australian Accounting Standards and Associations Incorporation Reform Act 2012. As the auditor of KERRIE NEIGHBOURHOOD HOUSE INC., ASRE 2410 requires that we comply with the ethical requirements relevant to the audit of the annual financial report.

A review of a 30th June 2024 financial report consists of making enquiries, primarily of persons responsible for financial and accounting matters, and applying analytical and other review procedures. A review is substantially less in scope than an audit conducted in accordance with Australian Auditing Standards and consequently does not enable us to obtain assurance that we would become aware of all significant matters that might be identified in an audit. Accordingly, we do not express an audit opinion.

#### Independence

In conducting our review, we have complied with the independence requirements of the Australian professional accounting bodies.



## Directors

Lionel R. Arnold CA B.Bus  
Raelene Cheng CPA B.Com

Conclusion Based on our review, which is not an audit, nothing has come to our attention that causes us to believe that the 30th June 2024 financial report of KERRIE NEIGHBOURHOOD HOUSE INC. does not present fairly, in all material respects, or “give a true and fair view of the financial position of the KERRIE NEIGHBOURHOOD HOUSE INC. as at 30th June 2024, and of its financial performance and its cash flows for the 30th June 2024 ended on that date, in accordance with Australian Accounting Standards and Associations Incorporation Reform Act 2012 and the Australian Charities and Not-for-profits Commission Act 2012.

Lionel Robert Arnold CA  
19th September 2024  
J L Collyer & Partners  
Unit 7 603 Boronia Road, Wantirna Vic 3152



## Statement of Income & Expenses for the year ended 30 June 2024

<b>Income</b>	<b>2024</b>	<b>2023</b>
Class Fees	166,832	174,942
DET, ACFE grants	14,256	738
DET, ACFE SCH	24,596	12,566
DFFH, NHCP	193,778	187,435
Fundraising/Donations	872	1,094
Grants, Other	6,350	2,653
Groups	2,442	5,977
Interest Received	12,564	6,767
Membership Subscriptions	25	40
Monash Council	32,000	28,351
Recoveries (Note 1)	6,538	4,587
Rent	40,753	33,430
Sundry	3,846	4,635
<b>Total Income</b>	<b>504,854</b>	<b>463,215</b>
<b>Expenses</b>		
<b>Employment</b>		
Counselling	0	109
Long Service Leave	8,401	9,780
Office Staff	238,688	223,724
Recruitment	32	308
Staff Training	420	724
Superannuation	38,275	34,955
Tutors, Contractors	9,133	19,026
Tutors, Payroll	103,266	98,321
WorkCover	6,408	3,860
<b>Total Employment</b>	<b>404,624</b>	<b>390,807</b>
<b>Operating</b>		
Advertising	695	397
Audit Fees	1,081	1,090
Bank Fees	1,140	1,152
Cleaning	21,495	19,108
Computer Software/Support	11,430	10,859
Consumables	4,536	5,290
Depreciation	6,438	7,448
Events/Projects	1,278	2,124
Gifts & Entertainment	1,607	1,005
Government charges	413	0
Grant expenditure	20,862	4,731
Insurance	1,373	1,165
Memberships/Subscriptions	975	1,018
Non Capital Equipment	782	1,833
Occupational Health & Safety	31	42
Printing & Stationery	1,088	1,891
Repairs and Maintenance	98	1,396
Telephone & Internet	2,449	2,343
Utilities	8,355	8,488
<b>Total Operating</b>	<b>86,125</b>	<b>71,381</b>
	<b>490,749</b>	<b>462,188</b>
<b>Total Expenses</b>		
<b>Net Profit</b>	<b>14,105</b>	<b>1,027</b>

Note 1 - prior to 1/7/23 this income was allocated as a negative expense



## Balance Sheet

Assets	30 June 2024	30 June 2023
<b>Banking</b>		
ANZ Cheque Account	19,649	33,211
ANZ Online Savings Account	48,634	54,245
Term Deposits	347,936	324,432
Undeposited Funds	2,958	1,603
<b>Total Banking</b>	<b>419,177</b>	<b>413,491</b>
<b>Current Assets</b>		
Accounts Receivable	0	2,649
Accrued Income Cash	0	973
Float Petty Cash	300	300
Prepaid Expense	699	700
<b>Total Current Assets</b>	<b>1,450</b>	<b>0</b>
	<b>2,449</b>	<b>4,622</b>
<b>Fixed Assets</b>		
Capital Equipment at cost	82,400	82,400
Less Accumulated Depreciation	(62,603)	(56,165)
<b>Total Fixed Assets</b>	<b>19,797</b>	<b>26,235</b>
<b>Total Assets</b>	<b>441,423</b>	<b>444,348</b>
<b>Liabilities</b>		
<b>Current Liabilities</b>		
Accounts Payable	15,170	5,568
Accrued Expenses	563	167
ANZ Credit Card	888	741
GST	3,716	4,289
Income In Advance	35,313	62,129
PAYG Payable	9,052	9,567
Refundable Rental Bonds	1,725	1,025
<b>Total Current Liabilities</b>	<b>66,427</b>	<b>83,485</b>
<b>Non-current Liabilities</b>		
Provision for Long Service Leave	23,312	23,283
<b>Total Non-current Liabilities</b>	<b>23,312</b>	<b>23,283</b>
<b>Total Liabilities</b>	<b>89,739</b>	<b>106,768</b>
<b>Net Assets</b>	<b>351,684</b>	<b>337,580</b>
<b>Equity</b>		
Current Year Earnings	14,105	1,027
Kerrie NH Member's Funds	39,163	39,163
Retained Earnings	298,416	297,390
<b>Total Equity</b>	<b>351,685</b>	<b>337,580</b>

We certify that the Statement of Income & Expenses and Balance Sheet for the 2023/2024 financial year give a true and fair picture of Kerrie Neighbourhood House Inc.'s financial position and performance.

Treasurer

President

**KERRIE NEIGHBOURHOOD HOUSE INC.**  
**Financial Declaration for Responsible Person**  
**For the Year ended 30th June 2024**

*Per section 60.15 of the Australian Charities and Not-for-Profits Commission Regulation 2013*

The responsible Persons declare that in the Responsible Persons' opinion:

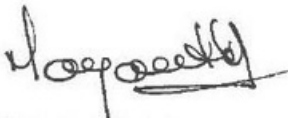
- (a) There are reasonable grounds to believe that the registered entity is able to pay all of its debts, as and when they become due and payable; and
- (b) The financial statements and notes satisfy the requirements of the Australian Charities and Not-for-Profits Commission Act 2012.

Signed in accordance with subsection 60.15(2) of the Australian Charities and Not-for-Profits Commission Regulation 2013.

Responsible persons' declaration



.....  
President



.....  
Treasurer

10/10/2024

.....  
Date



## Notes to the Financial Statements for the Year ended 30th June 2024

The functional and presentation currency of KERRIE NEIGHBOURHOOD HOUSE INC. is Australian dollars.

### 1. Basis of Preparation

In the opinion of the Committee of Governance, the Association is not a reporting entity since there are unlikely to exist users of the financial report who are not able to command the preparation of reports tailored so as to satisfy specifically all of their information needs. These special purpose financial statements have been prepared to meet the reporting requirements of the Associations Incorporation Reform Act 2012 and the Australian Charities and Not-for-profits Commission Act 2012. KERRIE NEIGHBOURHOOD HOUSE INC. is a not-for-profit entity as required by Australian Charities and Not-for-profits Commission.

The financial statements have been prepared in accordance with the recognition and measurement requirements of the Australian Accounting Standards and Accounting Interpretations, and the disclosure requirements of AASB 101 Presentation of Financial Statements AASB 107 Statement of Cash Flows AASB 108 Accounting Policies, Changes in Accounting Estimates and Errors, AASB 120 Accounting for Government Grants and Disclosure of Government Assistance, AASB 1048 Interpretation of Standards, AASB 1054 Australian Additional Disclosures and AASB 1058.

The financial statements have been prepared on an accruals basis and are based on historical costs modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and financial liabilities.

Significant accounting policies adopted in the preparation of these financial statements are presented below and are consistent with prior reporting periods unless otherwise stated.

### 2. Summary of Significant Accounting Policies

#### (a) Cash and Cash Equivalents

Cash and cash equivalents comprise cash on hand, demand deposits and short-term investments which are readily convertible to known amounts of cash and which are subject to an insignificant risk of change in value. Bank overdrafts also form part of cash equivalents and presented within current liabilities on the balance sheet.

#### (b) Provisions

Provisions are recognised when the Association has a legal or constructive obligation, as a result of past events, for which it is probable that an outflow of economic benefits will result and that outflow can be reliably measured.

#### (c) Employee Benefits

Provision is made for the Association's liability for employee benefits arising from services rendered by employees to the end of the reporting period. Employee benefits that are expected to be settled within one year have been measured at the amounts expected to be paid when the liability is settled.

Changes in the measurement of the liability are recognised in profit or loss.





Employee benefits are presented as current liabilities in the balance sheet if the Association does not have an unconditional right to defer settlement of the liability for at least 12 months after the reporting date regardless of the classification of the liability for measurement purposes under AASB 119

(a) Property, Plant and Equipment

Plant and equipment are carried at cost or fair value less, where applicable, any accumulated depreciation and impairment of losses.

Plant and equipment are depreciated on a straight-line basis over the asset's useful life to the Association, commencing when the asset is ready for use.

(b) Revenue and Other Income

Revenue is recognised when the amount of the revenue can be measured reliably, it is probable that economic benefits associated with the transaction will flow to the Association and specific criteria relating to the type of revenue as noted below, has been satisfied.

Revenue is measured at the fair value of the consideration received or receivable and is presented net of returns, discounts and rebates.

Interest Revenue

Interest is recognised using the effective interest method.

Rendering of Services

Revenue in relation to rendering of services is recognised depending on whether the outcome of the services can be estimated reliably. If the outcome can be estimated reliably then the stage of completion of the services is used to determine the appropriate level of revenue to be recognised in the period.

If the outcome cannot be reliably estimated, then revenue is recognised to the extent of expenses recognised that are recoverable.

Grant Revenue

Government grants are recognised at fair value where there is reasonable assurance that the grant will be received and all grant conditions will be met. Grants relating to expense items are recognised as income over the periods necessary to match the grant to the costs they are compensating. Grants relating to assets are credited to deferred income at fair value and are credited to income over the expected useful life of the asset on a straight-line basis

*The accompanying notes form part of these financial statements.  
These financial statements have been subject to audit or review and should be read in conjunction with the attached Audit Review Report.*



# Statement of Cash Flows

**Kerrie Neighbourhood House Inc.**

**For the year ended 30th June 2024**

	2024	2023
	\$	\$
<b>CASH FLOW FROM OPERATING ACTIVITIES</b>		
Receipts from operations	469,796	462,199
Payments to suppliers and employees	(476,674)	(470,351)
Interest received	12,564	6,767
<b>Net cash flows from operating activities</b>	<b>5,686</b>	<b>(1,385)</b>
<b>CASH FLOW FROM INVESTING ACTIVITIES</b>		
Purchase of property, plant and equipment	-	(6,951)
<b>Net cash flows from investing activities</b>	<b>-</b>	<b>(6,951)</b>
<b>CASH FLOW FROM FINANCING ACTIVITIES</b>		
Proceeds from borrowings	-	-
Repayment of borrowings	-	-
<b>Net cash flows from financing activities</b>	<b>-</b>	<b>-</b>
<b>NET CASH MOVEMENT</b>		
Net increase/ (decrease) in cash held	5,686	(8,336)
Cash at the beginning of the reporting period	414,491	422,827
Cash at the end of the reporting period	<u>420,177</u>	<u>414,491</u>
Cash at Bank	419,177	413,491
Petty Cash & Cash Float	1,000	1,000
	<u>420,177</u>	<u>414,491</u>
<b>CASH FLOWS INFORMATION</b>		
Reconciliation of cash flows from operations with Net profit (loss) for the period after income tax		
Net profit (loss) for the period after income tax	14,105	- 1,027
Non-Cash flows in Retained Earnings	6,438	7,448
Depreciation and amortisation		
Change in Assets and Liabilities		
(Increase)/decrease in receivables	3,622	(2,432)
(Increase)/decrease in other assets	(1,450)	-
Increase/(decrease) in payables	9,058	(19,145)
Increase/(decrease) in income in advance	(26,816)	7,603
Increase/(decrease) in provisions	29	4,064
Increase/(decrease) in Rental Bond	700	50
<b>Net cash provided by operating activities</b>	<u><b>5,686</b></u>	<u><b>(1,385)</b></u>



## Statement of Change in Equity

Kerrie Neighbourhood House Inc

For the year ended 30th June 2024

	<u>2024</u>	<u>2023</u>
	\$	\$
Retained Surplus at the Beginning of Financial Year	298,416.48	297,389.65
Prior Year Adjustment	-	-
Operating Surplus/(Deficit) attributed to members	14,104.69	1,026.83
<u>Retained Surplus at the End of Financial Year</u>	<u>312,521.17</u>	<u>298,416.48</u>

The accompanying notes form part of these financial statements. These financial statements should be read in conjunction with the attached Audit Review Report

**Appendix 1: 2023/2024 actuals by campus**

<b>Income</b>	<b>Kerrie Rd</b>	<b>Mackie Rd</b>	<b>Total</b>
Class Fees	105,915	60,917	166,832
DET, ACFE grants	3,272	10,984	14,256
DET, ACFE SCH	224	24,372	24,596
DFFH, NHCP	96,889	96,889	193,778
Fundraising/Donations	8	865	872
Grants, Other	3,850	2,500	6,350
Groups	2,154	288	2,442
Interest Received	11,870	694	12,564
Membership Subscriptions	13	13	25
Monash Council	13,500	18,500	32,000
Recoveries	0	6,538	6,538
Rent	13,520	27,232	40,753
Sundry	1,288	2,558	3,846
<b>Total Income</b>	<b>252,503</b>	<b>252,350</b>	<b>504,854</b>
<b>Expenses</b>			
<b>Employment</b>			
Long Service Leave	3,946	4,454	8,401
Office Staff	117,651	121,037	238,688
Recruitment	0	32	32
Staff Training	135	285	420
Superannuation	19,471	18,804	38,275
Tutors, Contractors	2,580	6,553	9,133
Tutors, Payroll	58,942	44,325	103,266
WorkCover	3,243	3,166	6,408
<b>Total Employment</b>	<b>205,968</b>	<b>198,656</b>	<b>404,624</b>
<b>Operating</b>			
Advertising	565	130	695
Audit Fees	540	540	1,081
Bank Fees	674	466	1,140
Cleaning	5,275	16,220	21,495
Computer Software/Support	3,895	7,534	11,430
Consumables	2,010	2,526	4,536
Depreciation	4,510	1,928	6,438
Events/Projects	159	1,118	1,278
Gifts & Entertainment	763	844	1,607
Government charges	207	207	413
Grant expenditure	8,669	12,193	20,862
Insurance	824	549	1,373
Memberships/Subscriptions	488	488	975
Non Capital Equipment	434	348	782
Occupational Health & Safety	0	31	31
Printing & Stationery	885	202	1,088
Repairs and Maintenance	0	98	98
Telephone & Internet	1,178	1,271	2,449
Utilities	3,684	4,671	8,355
<b>Total Operating</b>	<b>34,761</b>	<b>51,365</b>	<b>86,125</b>
<b>Total Expenses</b>	<b>240,728</b>	<b>250,020</b>	<b>490,749</b>
<b>Net Profit</b>	<b>11,775</b>	<b>2,330</b>	<b>14,105</b>



# Kerrie Rd Neighbourhood House

*enriching our community*



KERRIE RD NEIGHBOURHOOD HOUSE

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 [kerrierdneighbourhoodhouse](https://www.instagram.com/kerrierdneighbourhoodhouse)

 [kerrierdnh](https://www.facebook.com/kerrierdnh)



# Mackie Rd Neighbourhood House

*learn • share • belong*



MACKIE RD NEIGHBOURHOOD HOUSE

36-42 MACKIE RD MULGRAVE 3170

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