



Ararat Neighbourhood House Inc.
The Heart of our Community

2019-2020

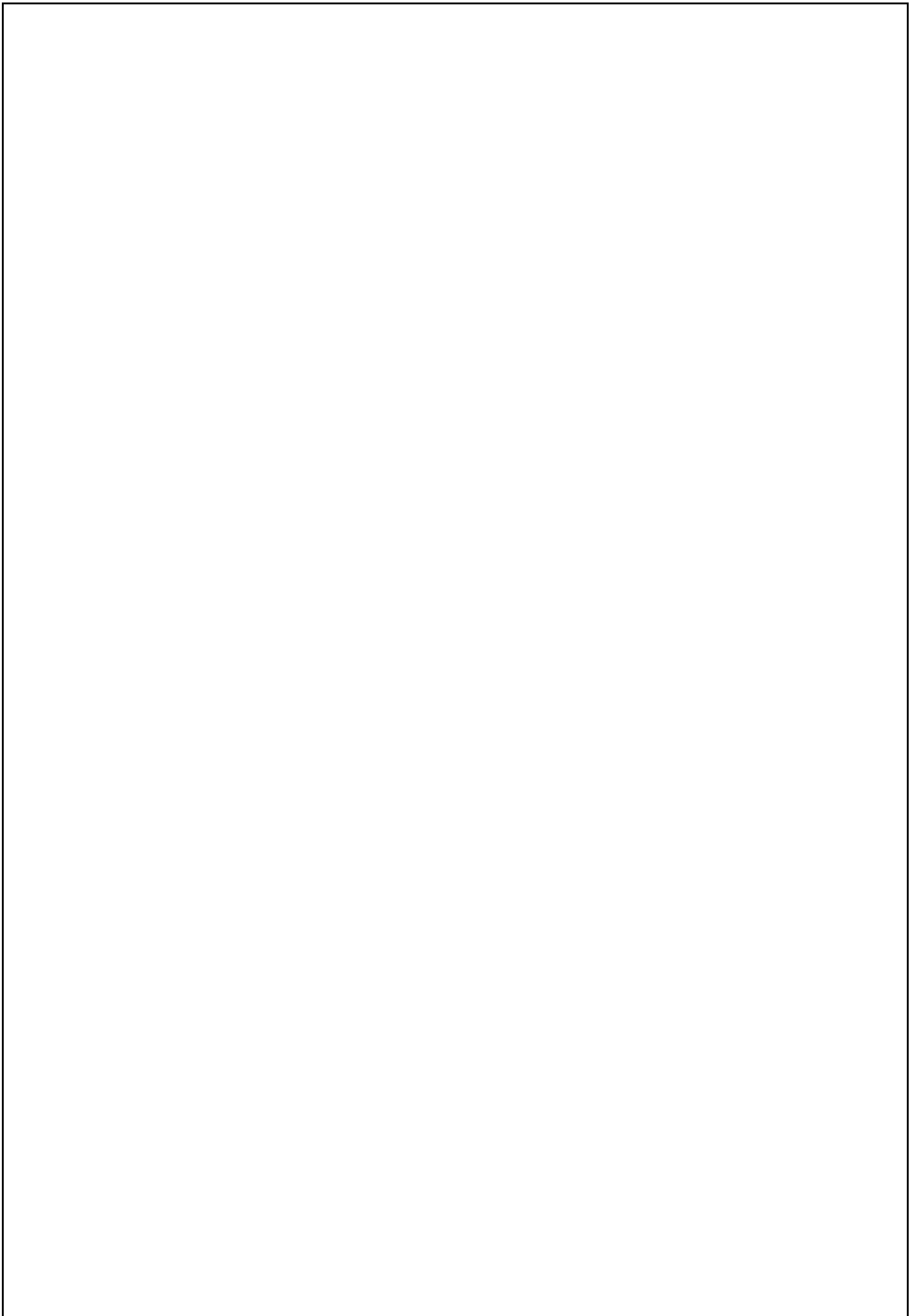
ANNUAL REPORT

Ararat Neighbourhood House Inc.

56 Campbell Street, Ararat VIC 3377

ABN: 78 941 184 276 | Inc. No: A0007608D





Our Mission

Ararat Neighbourhood House is committed to identifying and addressing the changing needs of our local community by providing a welcoming space for people to gather, to form friendships, develop skills, gain knowledge and connect with other services and supports.

Our Vision

"Opening Doors - Building Bridges".

Ararat Neighbourhood House services Ararat and surrounds, providing a welcoming space for our local community, where people can come together to learn new skills, form friendships, obtain information and connect with services and supports.

Ararat Neighbourhood House provides an inclusive environment, welcoming people of all circumstances, backgrounds and abilities. We are continually striving to identify and address the changing needs of our community by offering a diverse range of programs and opportunities for growth, in an accessible, creative and vibrant manner. We partner with local service providers to give access to affordable programs that meet the needs of person and professional development.

Our History

Ararat Neighbourhood House Inc. is a not-for-profit organisation committed to identifying and addressing the needs of the local community. We do this through collaboration and consultation with stakeholders, members, partner organisations and community members.



Ararat Neighbourhood House began operations on 4 July 1979, after a need for family support services in the area was identified by Erin Ballinger, a visiting Child Health Nurse.

Originally opened to provide a place for young mothers to bring their children to interact and engage with other young families in the area. Addressing issues such as community interaction and social isolation for young families, by providing playgroup sessions and support for young mums, Ararat Neighbourhood House became an Incorporated Entity on 6 December 1985 with its own Committee of Management.

From 1999 to 2015, the house was a Registered Training Organisation (RTO), providing accredited training such as the Certificate in General Education for Adults.

No longer an RTO, Ararat Neighbourhood House Inc. is currently a registered Learn Local provider with the Adult Community and Further Education board offering pre-accredited training across a range of subjects including digital literacy training and living skills. In line with the five community development principles of the Social Model of Health, we continue to provide opportunities for improved social interaction and engagement in an inclusive and welcoming space, eg. Art classes, craft and knitting group, Book Chat, English as an Alternative Language classes, to name a few.



Where you fit in your community



In partnership with FoodBank Victoria and SecondBite, working towards zero food insecurity in our local area, the ANH Food Hub was established in 2017 and operates four days per week providing food relief to vulnerable community members.

By continuing to consult with partner organisations, our members, stakeholders, and community, it is our aim to remain relevant, by addressing the identified needs of our local community. Over the years, Ararat Neighbourhood House has evolved according to these needs, and continues to deliver valuable services and supports to some of the most vulnerable members of our community.

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Our People

Governance Committee Members

Name	Position	Dates acted (if not for whole year)
Philip Hollis	Chairperson	10 March 2020 – current
Suzannah Burton	Vice-Chairperson	10 March 2020 – current
Beverley Goode	Secretary	10 March 2020 – current
Responsibility shared by all committee members	Treasurer	10 March 2020 – current
Toni Hobson	General Member	10 March 2020 – current
Graeme Ferguson	General Member	10 March 2020 – current
Deborah O'Brien	General Member	10 March 2020 – current
Jenni Starick	General Member	10 March 2020 – current
Carol Starkey	General Member	10 March 2020 – current

Employees

Name	Position	Dates acted (if not for whole year)
Lou Makin	Manager	23 September 2015 – current
Natasha Hughes	Admin Officer	29 April 2019 – current

Volunteers

Name	Position	Dates acted (if not for whole year)
Dean Pattison	Volunteer	2016 – current
Gaylene Baker	Volunteer	2016 – current
Peter Beales	Volunteer	2018 – current
Graeme Ferguson	Volunteer	2018 – current
Tony Makin	Volunteer	2017 – current
John Makin	Volunteer	2018 – current
Andrew Meek	Volunteer	12 February 2020 – current
Philip Hollis	Volunteer	05 February 2020 – current
Kylie Howarth	Volunteer	14 January 2020 – current
Talwinder Kaur	Volunteer	21 July 2020 – current



Philip Hollis
Chairperson



Suzannah Burton
Vice-Chairperson



Bev Goode
Secretary



Graeme Ferguson
General Committee



Toni Hobson
General Committee



Deb O'Brien
General Committee



Jenni Starick
General Committee



Carol Starkey
General Committee



Lou Makin
Manager



Natasha Hughes
Admin Officer



Dean Pattison
Volunteer



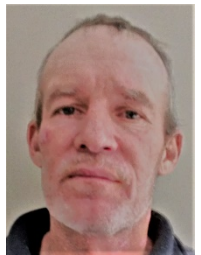
Gaylene Baker
Volunteer



Peter Beales
Volunteer



Graeme Ferguson
Volunteer



Tony Makin
Volunteer



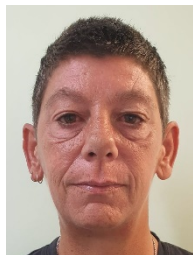
John Makin
Volunteer



Andrew Meek
Volunteer



Philip Hollis
Volunteer



Kylie Howarth
Volunteer



Tali Kaur
Volunteer

Our Partners/Supporters



Neighbourhood Houses
Victoria



Department of Health &
Human Services



Learn Local



Grampians Advocacy



Grampians Pyrenees Primary
Care Partnership



Grampians Community
Health



East Grampians Health
Service



Ararat Rural City Council



Food Bank Victoria



SecondBite



Ararat Wind Farm



Pacific Hydro

West Wimmera Grampians Neighbourhood House Network

Patricia Hinchey Day Centre

AME Systems

Gason

Ace Radio Network

Pinnacle Inc.

Ararat & District Carer Support Group

Ararat Wellness Centre

Engage OT

Elmhurst Bush Nursing Centre

Ararat Emergency Relief

Olive Branch Church

Ararat Islamic Welfare Association

Ballarat Regional Multicultural Council

Corrections Victoria

Agenda:

Annual General Meeting 2020

Meeting held 24th November 2020 at 4pm, via Zoom.

The meeting will be audio recorded for the purpose of accuracy and transparency

1. **Welcome and acknowledgement of traditional custodians** Chair
2. **Apologies:** Secretary
3. **Minutes from previous AGM:** Chair
As this is the inaugural Annual General Meeting upon exiting an auspice, there are no minutes to review from previous AGM.
4. **Chairperson's Report:** Chair
5. **Manager's Report:** Manager
6. **Financial Report:** Chair
7. **Special Resolution:** Chair
That ANH adopt the Model Rules for an Incorporated Association under the Associations Incorporation Reform Act 2012
8. Decide on number of General Committee Members Chair
9. Members confirm or vary the membership fee for full and associate members Chair
10. **Election of Committee Members** Returning Officer
President
Vice-President
Secretary
Treasurer
General Committee Members
11. **Meeting close** Chair

Chairperson's Report

In a year that has seen Communities, organisations and individuals all turn to a common cause, many changes have been made and challenges met. In an event with an effect not seen in decades, many have been inspired to even higher levels of commitment to community and equality of opportunity.

February saw the Committee of Governance re-established and further steps towards structural independence within the Neighbourhood House Network. Changes in the auspice agreement with Grampians Community Health at the turn of the financial year bought with it another step toward that independence, with the end of this calendar year seeing that process complete. A sub-committee has put much time and energy into ensuring policy and procedure is contemporary and transparent. With much changing on a regular basis, operations within the house have been kept current through the administration of Lou Makin with Natasha Hughes providing further support, through all of those changes services continue to be delivered as restrictions have allowed. They have achieved much.

Ararat Neighbourhood House strives to provide place, connections, food security and education to community with an open heart to all. The opportunity to see outside of your own daily doings and gain a larger view of your community, I think is one of the great gifts received when you participate. On that note I am thankful for the chance to participate with a governance committee that has enthusiasm and optimism for the future, innovative and energetic staff and volunteers with their many and varied stories.

Many thanks also go to Christine Zubrinich, Network Manager for Wimmera West Grampians Neighbourhood House Network and Cameron MacRae, Chief Finance Officer at Neighbourhood House Victoria, both have provided much support, guidance and education.

As Chair of the Committee of Governance for Ararat Neighbourhood House, I would tell my community that the organisation is in a good and proper place to continue providing services to you with altruism, understanding and compassion.

Philip Hollis.

Manager's Report

What a year we've had!

We started out with a bang, holding our 40th Birthday celebrations at Alexandra Oval Community Centre on 4 July 2019. Over 120 guests from across the state were in attendance, including some of the original and current members of the house, Erin Ballinger, who was instrumental in the establishment of the house, Emma Kealy MP, Ararat Mayor Cr Jo Armstrong, Cr Gwenda Allgood, Dr Tim Harrison, CEO of Ararat Rural City Council, Nicole Battle, CEO of Neighbourhood Houses Victoria (NHVic), Christine Zubrinich, Manager of the West Wimmera Grampians Neighbourhood House Network (WWGNHN), representatives from several community groups and many more came together to celebrate and acknowledge such a milestone. It was a fabulous day with many stories and laughter shared by all.

ANH was successful in applying for a grant with Ararat Wind Farm Sustainable Grants Program to replace the old vertical blinds with double blackout and sunscreen blinds throughout which has made a huge difference to the internal temperature. We were also successful in receiving funds from the Pacific Hydro Ararat Sustainable Communities Fund to develop the back yard space into an accessible 'community' type garden space called "The ANH Patch". Progress has been impacted due to COVID however, we are almost to completion and look forward to inviting people in to enjoy the "patch".

In December 2019, ANH headed a team of local community organisations in hosting International Day of People with Disabilities celebrations in Alexandra Oval. This day was well supported by Ararat Rural City Council, community groups, local organisations and businesses, and was attended by over 250 people from across the region. WIN News came along to cover the day, interviewing some of our wonderful community members who have lived experience with disabilities. The day was a huge success with many people requesting a repeat in 2020. ANH is committed to working with local groups and organisations to ensure community can enjoy more accessible and fun events such as this in the future.

March 2020 was an eventful month, I attended the NHVic Conference in Lorne on 4th March, with approximately 400 delegates from across the state we appointed our new Governance Committee on the 10th, and then COVID hit! Everything screeched to a halt. Our new Governance Committee, headed by Phil Hollis as Chair, adapted quickly to regular online Zoom meetings and have been holding regular productive meetings in this new format since. I want to thank Phil, and our committee for stepping up and providing strong leadership and guidance.

All face to face programs and group activities at the house had to stop and we commenced working from home, only permitted to run essential services, the public were not allowed entry to the building, the ANH Food Hub began operating by appointment only, with volunteers packing bags of produce to hand over as appointments arrived. This has been quite successful and we will continue to operate the Food Hub this way moving forward.

On 30 June 2020, we ended our auspice with Grampians Community Health which had been in place for the past 7 years, and once again became a self-governing body, entering into a new service agreement with Department of Health and Human Services. Ararat Neighbourhood House has been closely supported by NHVic and the WWGNHN throughout the transition process. We are moving forward with anticipation and a sense of great optimism for all that lies ahead for Ararat Neighbourhood House.

I would like to thank Grampians Community Health for their continued support during the auspice, and look forward to enjoying a strong partnership with the organisation into the future.

I wish to also extend my sincerest thanks to Chris Zubrinich for her ongoing support provided not only to Ararat Neighbourhood House, but to all houses within the WWGNH Network. Chris has worked closely with our committee, providing governance training and guidance, and her commitment to helping to lay a strong foundation for the ANH Governance Committee is appreciated. Chris has also been a great sounding board and supported me in my role throughout the transition period. Thanks Chris!

To our valued members, all I can say is we can't wait to welcome you back. To take part in your regular groups and activities. To hear your chatter and laughter. To bring life back to ANH!

Onwards and upwards!

Sincerely,
Lou Makin



Financial Report

SALLY HINCHLIFFE
& ASSOCIATES

CERTIFIED PRACTISING ACCOUNTANTS
ABN 58 121 794 045

ARARAT NEIGHBOURHOOD HOUSE INC

REASONABLE ASSURANCE REPORT

Scope

I have reviewed the Financial Statements of the **Ararat Neighbourhood House Inc.** for the year ended 30th June, 2020. The Committee is responsible for the Financial Statements. I have conducted an independent assurance review of the Financial Statements in order to express an opinion on them to the Committee.

I have conducted our engagement in accordance with Standard on Assurance Engagements ASAE 3100 Compliance Engagements issued by the Auditing and Assurance Standards Board.

I believe that the evidence obtained is sufficient and appropriate to provide a basis for my opinion.

Our independence and quality control

We have complied with the independence and other relevant ethical requirements relating to assurance engagements, and Auditing Standard ASQC 1 Quality Control for Firms that Perform Audits and Reviews of Financial Reports and Other Financial Information, and Other Assurance Engagements in undertaking this assurance engagement

Assurance practitioner's responsibilities

Our responsibility is to express an opinion on Ararat Neighbourhood House Inc's compliance throughout the year. ASQC 1 requires that we plan and perform our procedures to obtain reasonable assurance regarding compliance and controls. The procedures selected depend on our judgement, including identification and assessment of risks of material non-compliance.

Inherent limitations

Because of the inherent limitations of an assurance engagement, together with the internal control structure it is possible that fraud, error or non-compliance may occur and not be detected.

SALLY HINCHLIFFE & ASSOCIATES

Liability limited by a
scheme approved under
Professional Standards
Legislation

210 BARKLY STREET
ARARAT, VICTORIA 3377

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FACSIMILE: (03) 5352 5151
EMAIL: office@shararat.com.au

As it is not practical for **Ararat Neighbourhood House Inc.** to establish control over cash receipts prior to their initial entry in the accounting records, my assurance review relating to cash receipts was therefore limited to the amounts recorded in the accounts.

In my opinion, except for any adjustments that might have resulted had the receipts been submitted to satisfactory audit tests, the Financial Statements present fairly the cash receipts and cash payments of the Ararat Neighbourhood House Inc. for the year ended 30th June, 2020.



SALLY HINCHLIFFE
CERTIFIED PRACTISING ACCOUNTANT

Date: 28th September, 2020

ARARAT NEIGHBOURHOOD HOUSE INC

**Statement of Receipts & Payments
for the Year ended 30th June, 2020**

RECEIPTS

Student Fees Collected	1818.19
EAL	70.00
Computer Studies Abridged	90.91
Activities Income	59.09
Room Hire	2574.57
Provide First Aid	1268.19
Grants	11859.70
Donations	5050.00
Bank Interest	1.99
Term Deposit Interest	475.27
ATO Reimbursement	476.00
Miscellaneous Income	340.18

Total Receipts \$24,084.09

PAYMENTS

Advertising	30.00
Contract Cleaner	3927.18
Equipment	3416.92
Bank Charges	20.00
Groceries	250.63
IT Service Provider	300.00
Lease - Equipment	2207.28
Lease - Photocopier	828.48
Repairs & Maintenance	2000.00
Garden Maintenance	68.18
Software Subscriptions	1505.97
Office Supplies	95.44
Activity Resources	5176.87
Course Expenses	2509.09
Professional Development	750.00
Memberships	259.09
Reimbursement	2247.00
Catering/Lunch	319.00

Total Payments \$25,911.13

Net Surplus/(Deficit) (\$1,827.04)

Add Opening Balance - 1st July, 2019 \$45,533.44

Closing Balance - 30th June, 2020 \$43,706.40

REPRESENTED BY

Closing Balances as at 30th June, 2020

Commonwealth Bank Cheque Account	\$15,526.47
Bendigo Bank Term Deposit	\$28,179.93
	<u>\$43,706.40</u>

To be read in conjunction with the attached assurance report

28th September, 2020

The Treasurer,
Ararat Neighbourhood House Inc.,
56 Campbell Street,
ARARAT VIC. 3377

SALLY HINCHLIFFE
& ASSOCIATES

CERTIFIED PRACTISING ACCOUNTANTS
ABN 58 121 794 045

Dear Sir/Madam,

Ararat Neighbourhood House Inc. Accounts

We are pleased to advise that we have completed the assurance review of the Ararat Neighbourhood House Inc. accounts for the year ended 30th June, 2020.

In addition to enclosing the completed audited accounts and our Assurance Report, we report as follows in relation to the financial records of the Ararat Neighbourhood House Inc. for the year:

1. BOOKKEEPING

All records examined were found to be accurate and complete with supporting documentation available for verification of expenditure payments.

Note: Treasurers should be reminded that Blank Cheques should not be pre-signed in order to avoid any possible misappropriation of funds.

2. SCOPE

Our assurance review was limited to checking receipts and expenditure listing in the accounting records, and ensuring that the annual accounts accurately summarised such receipts and expenditure. As stated in our Assurance Report it is not possible to verify the accuracy of cash collections prior to them being entered into the books of account.

Our audit should NOT, therefore, be regarded as a guarantee against possible misappropriations of income.

We trust that the above comments are of assistance and again express our general satisfaction with the assurance review.

Should you wish to discuss any of the matters raised, please do not hesitate to contact Sally Hinchliffe of this office.

Yours faithfully,
SALLY HINCHLIFFE & ASSOCIATES PTY. LTD.

Per:



SALLY HINCHLIFFE & ASSOCIATES

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Practising Standards
Legislation

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Schedule 1
Regulation 15
Form 1

Associations Incorporation Reform Act 2012

Sections 94 (2)(b), 97 (2)(b) and 100 (2)(b)

**Annual statements give a true and fair view of financial performance and position
of incorporated association**

We GRAEME FERGUSON and PHILIP HOLLIS being members of the
committee of the ARARAT NEIGHBOURHOOD HOUSE INC. certify that –

“The statements attached to this certificate give a true and fair view of the financial
performance and position of the above named association during and at the end of
the financial year of the association ending 30/6/2020.”

Signed: 

Date: 28/10/2020.

Signed: 

Date: 28/10/2020



Ararat Neighbourhood House Inc.

Real Impact. Real Value.



INCOME
\$125,921

Emergency relief includes:

- Food and groceries: \$245,412

Services include:

- Computer/internet usage: \$360
 - Room hire: \$50,400
 - Résumé assistance: \$720
 - Tax Help: \$2,000
- Community lunch, frozen or other meals: \$14,400

Employment value

1.79 FTE jobs

including 1.3 direct and 0.5 indirect
Full Time Equivalent positions



These calculations were conducted by Neighbourhood Houses Victoria Based on data provided in the 2019 Neighbourhood Houses Survey. Only activities where a determinable valuation method exists are included.



VALUE
\$644,923

This figure includes the value of:

Improved quality of life through social connection: \$114,656

Volunteer contributions: \$61,906

Emergency relief provided: \$245,412

Services provided: \$67,880

Adult Community Education: \$155,070

This community value equates to:

\$5.12 for every \$1 of income

\$6.78 for every \$1
of Neighbourhood House Coordination
Program funding

Over \$293.15 for every hour the
neighbourhood house is in use

