



Ararat Neighbourhood House Inc.
The Heart of our Community

2020-2021

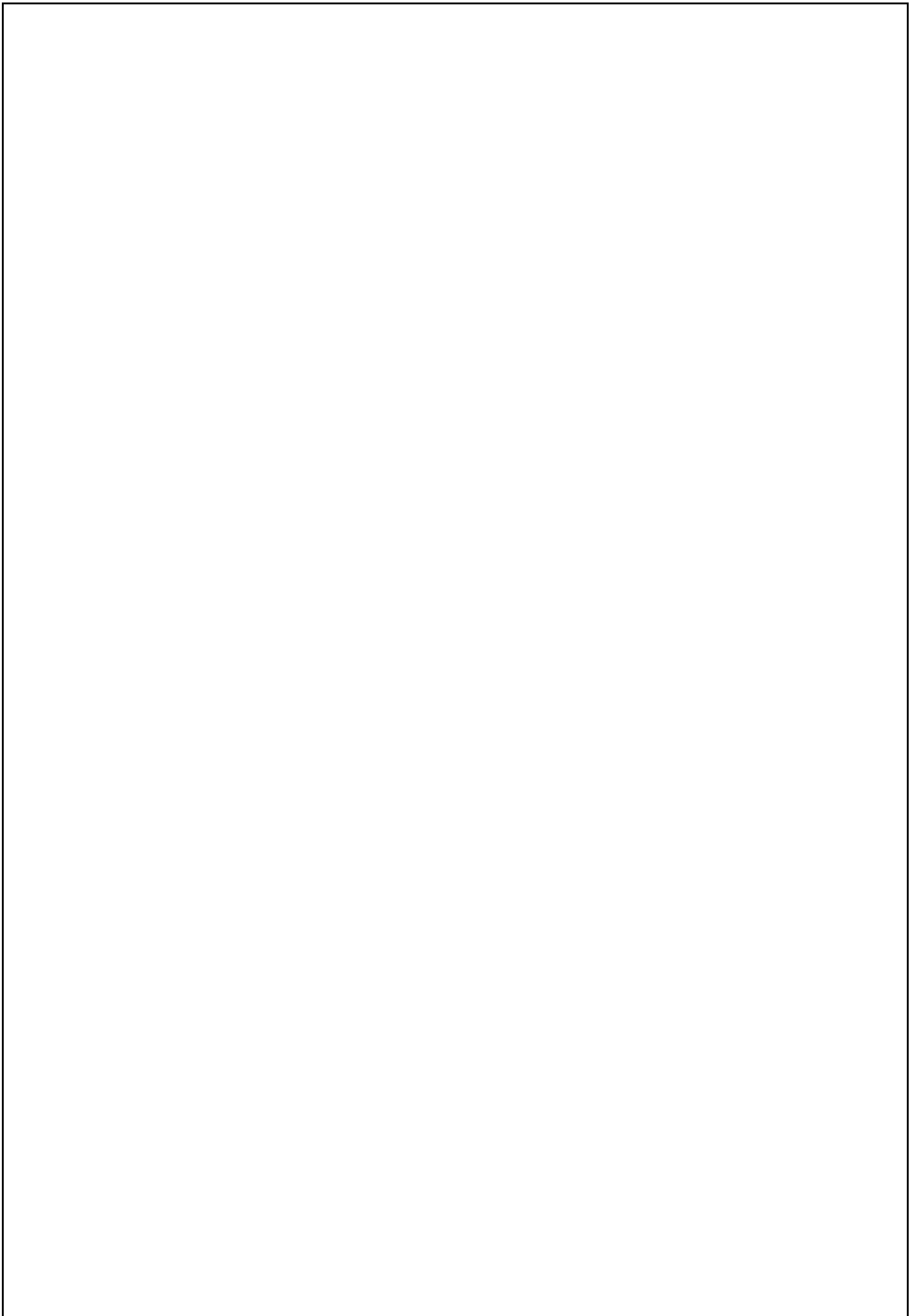
ANNUAL REPORT

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.

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Our People

Governance Committee Members

Name	Position	Dates acted (if not for whole year)
Philip Hollis	Chairperson	current
Suzannah Burton	Vice-Chairperson	Resigned 13 July 2021
Beverley Goode	Secretary	Resigned 15 May 2021
Responsibility shared by all committee members	Treasurer	current
Alan Green	General Member	current
Graeme Ferguson	General Member	current
Deborah O'Brien	General Member	current
Jenni Starick	General Member	current
Carol Starkey	General Member	current

Employees

Name	Position	Dates acted (if not for whole year)
Lou Makin	Manager	current
Natasha Hughes – on leave	Admin Officer	current
Ulesha Sewastenko	Admin Officer – relief	current

Volunteers

Name	Position	Dates acted (if not for whole year)
Dean Pattison	Volunteer	current
Gaylene Baker	Volunteer	current
Peter Beales	Volunteer	current
Graeme Ferguson	Volunteer	current
Tony Makin	Volunteer	current
John Makin	Volunteer	current
Andrew Meek	Volunteer	current
Philip Hollis	Volunteer	current
Kylie Howarth	Volunteer	current
Talwinder Kaur	Volunteer	current
Chantelle Giles	Volunteer	current
Ashleay Doenhert	Volunteer	current

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 2021

Meeting held 9th November 2021 at 10am, 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
4. **Chairperson's Report:** Chair
5. **Manager's Report:** Manager
6. **Financial Report:** Chair
7. Decide on number of General Committee Members Chair
8. Members confirm or vary the membership fee for full and associate members
Chair
9. **Election of Committee Members** Returning Officer
President
Vice-President
Secretary
Treasurer
General Committee Members
10. **Meeting close** Chair

Minutes: Annual General Meeting 2020

Meeting held 24th November 2020 at 4pm, via Zoom
Meeting was audio recorded for the purpose of accuracy and transparency.

PRESENT:

Members: Philip Hollis, Suzannah Burton, Graeme Ferguson, Bev Goode, Deb O'Brien, Jenni Starick and Carol Starkey

Staff: Natasha Hughes and Lou Makin

Guests: Christine Zubrinich, Wimmera West Grampians Neighbourhood House Network Manager, Nicole Battle, CEO Neighbourhood Houses Victoria, Cameron MacRae, Chief Finance Officer Neighbourhood Houses Victoria, Dr Tim Harrison, CEO, Ararat Rural City Council and Rowly Paterson, Ace Radio Network

1. **APOLOGIES:** Alan Green

2. **ACKNOWLEDGEMENT OF COUNTRY:** Phil welcomed everybody and delivered the acknowledgement of traditional custodians.

3. **MINUTES FROM PREVIOUS MEETING:**

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:**

Tabled and accepted as presented

5. **MANAGER'S REPORT:**

Tabled and accepted as presented

Moved: Graeme Ferguson

Seconded:

Suzannah Burton

Carried.

6. **FINANCIAL REPORT:**

Tabled and accepted as presented

Moved: Carol Starkey

Seconded:

Jenni Starick

Carried.

7. **SPECIAL RESOLUTION:**

The members resolve:

1. that the whole current rules of the organisation be repealed; and
2. that the proposed Model Rules for an Incorporated Association under the Associations Incorporation Reform Act 2012, attached to the notice of the meeting of the members of the organisation be adopted.

Moved: Carol Starkey

Seconded:

Suzannah Burton

Unanimously Carried.

8. **NUMBER OF GENERAL COMMITTEE MEMBERS:**

Carol moved that the number of general committee members be maintained at five (5).

Moved: Carol Starkey

Seconded: Graeme Ferguson

Carried.

9. **MEMBERSHIP FEE:**

Suzannah moved that the annual membership fees remain at \$5 for full membership and \$2.50 for concessional membership.

Moved: Suzannah Burton

Seconded: Jenni Starick

Carried.

10. **ELECTION OF COMMITTEE MEMBERS:**

Returning Officer, Christine Zubrinich declared all positions vacant. As only one nomination was received for each executive position and five (5) nominations for general committee members, the new ANH Governance Committee was elected as follows:

President:

Philip Hollis

Vice-President:

Suzannah Burton

Secretary:

Beverley Goode

Treasurer:

shared by Committee members

General Committee Members:

Graeme Ferguson

Alan Green

Deborah O'Brien

Jenni Starick

Carol Starkey

As there was no Keynote speaker, Phil opened the floor for anyone who would like to address the meeting.

Nicole Battle acknowledged the contribution Neighbourhood Houses make to their communities, by providing various social interaction and pre-accredited training opportunities as well as emergency relief support, the need for these having increased due to the number of people having been displaced as a result of COVID. Nicole, thanked the committee for persevering during this challenging time and commended them on their achievements since leaving the auspice. Nicole is looking forward to seeing what can be achieved next year.

Dr Tim Harrison spoke about his recent appointment to the ACFE Regional Council and congratulated Ararat Neighbourhood House on it's recent ACFE accreditation as a Learn Local provider and acknowledged the fantastic step forward that this registration brings to the community of Ararat. Tim spoke about the great strength and opportunities that Neighbourhood Houses bring to their communities. He commented that Neighbourhood Houses really bind communities together and thanked the committee for their great work.

The committee thanked both Nicole and Tim for their words of encouragement and support.

Meeting closed at 4.34pm.

Chairperson's Report

After another year of social and regulatory changes, ANH volunteers and staff have all put in outstanding efforts to ensure the house has continued to provide opportunity and services to the community as circumstances have permitted. Efforts that should be noted and thanks given.

Continuing on from last year, the review of existing policy and procedure was complete and further policy developed as new situations present themselves. The committee will continue to meet on a regular basis to insure governance remains transparent and contemporary.

Our manager, Lou Makin oversees the day to day operations whilst looking for opportunities to contribute to our community further. Food security and education remain a major portion of an ongoing plan to provide for community, but at the heart remains connection and place for members of the community to find a diverse, positive and uplifting experience.

Members of the Neighbourhood House Network have again provided valued guidance and assistance in maintaining regulatory compliance, with special mention to Christine Zubrinich, the Neighbourhood House Network Manager. Thanks must also be given to community benefactors, Rowly and Judy Patterson, and the Ararat Lions Club, who have supported the house in the past and have done so again, their interest in what we do is most welcome and encourages us to go forward with confidence.

As we all emerge from various COVID restrictions and move towards further changes, the energy and time provided to the house by volunteers and staff places Ararat Neighbourhood House in a position to contribute with empathy and understanding to our community.

Philip Hollis

Manager's Report

COVID! COVID! COVID!

This small five letter word has impacted every little nook and cranny of our society over the past couple of years. Our resolve and resilience has been tested in ways we'd never imagined prior to March 2020.

Covid-19 has pushed us into isolation, challenged our mental tenacity and forced us to re-evaluate priorities, yet at the same time, provided real growth opportunity. We have been required to re-examine operations, develop new and innovative ways to maintain crucial links to community members and maintain existing partnerships with stakeholders, enabling us to provide continued support to the most vulnerable members of our community.

Throughout the 2020-2021 financial year, much of our focus has shifted towards food security in our community, providing ready-cooked meals and fresh produce to many families and individuals in the Ararat Rural City LGA and beyond. Strategic partnerships with local organisations, agencies and community members assisted us in ensuring that food was reaching those who most needed it. A partnership with Corrections Victoria provided a means for surplus produce from our ANH Food Hub to be prepared into ready-made nutritional meals which were then frozen for distribution to vulnerable members of the community. We had volunteers who helped with food pick-up and deliveries to those who were in isolation. We teamed up with the ARCC Community Relief centre, Ararat Emergency Relief and Beaufort Food Pantry in an effort to ensure food distribution across the entire ARCC LGA and beyond.

During the pandemic, ANH took the opportunity to upgrade furnishings throughout the building, installing new tables and chairs in all rooms to facilitate effective and efficient cleaning and sanitising in line with our COVID-safe plan. Our computer lab was equipped with new sit/stand desks, allowing greater participation of students of all abilities. Some of our spaces have been repurposed, allowing for new programs and activities to happen. If anything has been highlighted throughout the pandemic, it's the need for increased mental health support. ANH now has two inviting spaces which can be utilised for such services, whilst also keeping our learning spaces for our regular Learn Local pre-accredited training programs and social activities. Installation of the new ANH Street Library has been also completed. It sits in the front garden space adjacent to the concrete path to allow access for all abilities, and it is filled with books to suit all ages and interests, free for our community members to read and exchange.

A primary focus throughout my time as Manager, has been to make Ararat Neighbourhood House a more safe and accessible space for all community members, including those with limited mobility. The installation of concrete paths in the back

yard ANH Patch space, the new design of the front reception area, which allows enough space for wheelchairs and mobility scooters to enter, the purchase and placement of new furnishings inside, and the construction and placement of the ANH Street Library, have all been purposeful decisions which allow for greater participation by all members of our community. ANH is now a recognised "Carer Friendly" space, with staff having completed the "Carer Friendly" program provided by NHVIC in partnership with Carer's Victoria. These are all mini-celebrations to be recognised in a year that has been a challenge to say the least.

I would like to take the time to express my thanks to the following organisations and individuals:

Neighbourhood Houses Victoria, who have provided continual guidance and updates throughout the pandemic, keeping all houses abreast of changes to governance and operational requirements.

The ANH Governance Committee for their support, guidance and adaptability in responding to necessary changes over the past year.

Chris Zubrinich, our Wimmera West Grampians Neighbourhood House Network Manager, for your ongoing support. Chris continues to work closely with our staff and committee, providing governance training and guidance as needed. Thank you Chris, your efforts are always appreciated!

To our staff and volunteers who have continually stepped up, to assist where necessary. I appreciate you more than I can say. Thank you.

To our valued members, participants, and stakeholders. Rest assured, we remain committed to continuing to provide high quality programs that meet the identified needs of our local community in line with our new COVID-safe plan. Thank you for sticking it out with Ararat Neighbourhood House.

Bring on 2022. It can only get better.

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, 2021. 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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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, 2021.



SALLY HINCHLIFFE
CERTIFIED PRACTISING ACCOUNTANT

Date: 28th September, 2021

Profit and Loss

Ararat Neighbourhood House Inc.
1 July 2020 to 30 June 2021
Cash Basis

30 Jun 21

Income	
ACFE funding	14,104
ATO - BAS refund	438
Interest Income	163
Membership	3
NHCP funding	103,163
Other Revenue	3,377
Power Saving Bonus	550
Program Fee Refund	51
Program Fees	3,238
Room Hire	2,154
Total Income	127,249
Gross Profit	127,249
Plus Other Income	
Donations	1,110
JobKeeper Payments	13,800
Total Other Income	14,910
Less Operating Expenses	
Accrued Annual Leave Charge	3,326
Advertising	527
Bank Fees	57
Cleaning	1,065
Consulting & Accounting	3,320
Course/Activity costs	8,915
Electricity/Gas	2,719
Employee Assistance Program	160
Freight & Courier	86
Garden Maintenance	455
General Expenses	1,157
Groceries	109
Income Tax Expense	158
Insurance	1,870
Legal expenses	186
Memberships	485
Office Expenses	2,685
Portable Long Service	1,215
Printing & Stationery	336
Repairs and Maintenance	19
Square payment fee	(242)
Subscriptions	2,241
Superannuation	9,028

Profit and Loss

	30 Jun 21
Telephone & Internet	5,402
Wages and Salaries	95,031
Water	120
Total Operating Expenses	140,429
Net Profit	1,731

Balance Sheet

Ararat Neighbourhood House Inc.
As at 30 June 2021
Cash Basis

30 JUN 2021

Assets	
Bank	
Ararat Neighbourhood House Inc	26,935.84
Ararat Neighbourhood House Inc. - Term Deposit - Bendigo Bank	28,335.29
Petty Cash	200.00
Total Bank	55,471.13
Fixed Assets	
Less Accumulated Depreciation on Office Equipment	1,198.30
Office Equipment	9,211.50
Total Fixed Assets	10,409.80
Total Assets	65,880.93
Liabilities	
Current Liabilities	
GST	925.77
PAYG Withholdings Payable	6,618.00
PayPal	166.33
Rounding	89.01
Total Current Liabilities	7,800.01
Non-current Liabilities	
Holiday Leave Liability	6,049.34
Long Service Leave Liability	6,296.24
Total Non-current Liabilities	12,345.58
Total Liabilities	20,145.59
Net Assets	45,735.34
Equity	
Current Year Earnings	1,730.89
Retained Earnings	44,004.45
Total Equity	45,735.34

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 Philip Hallis and CHRISTINE FERGUSON being members of the
committee of the Ararat Neighbourhood House 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 June 2021."

Signed: 

Date: 22-10-2021

Signed: 

Date: 20/10/2021

