



Ararat Neighbourhood House Inc.  
The Heart of our Community

**2021-2022**

## **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

<b>Name</b>	<b>Position</b>	<b>Dates acted (if not for whole year)</b>
Philip Hollis	Chairperson	current
Manzoor Mian	General Member	current
Alan Green	Treasurer	current
Graeme Ferguson	General Member	current
Deborah O'Brien	General Member	Resigned 26 September 2022
Jenni Starick	Secretary	current
Carol Starkey	General Member	current

### Employees

<b>Name</b>	<b>Position</b>	<b>Dates acted (if not for whole year)</b>
Lou Makin	Manager	Resigned 29 April 2022
Talwinder Kaur	Manager	current
Natasha Hughes	Admin Officer	Resigned 15 September 2022
Ulesha Sewastenko	Admin Officer	Resigned November 2021

## Volunteers

<b>Name</b>	<b>Position</b>	<b>Dates acted (if not for whole year)</b>
Dean Pattison	Volunteer	2016 - current
Verne Simmons	Volunteer	2022 - current
Peter Beales	Volunteer	2018 - current
Graeme Ferguson	Volunteer	2018 - current
Tony Makin	Volunteer	Resigned 29 April 2022
John Makin	Volunteer	2018 - current
Andrew Meek	Volunteer	2020 - current
Karamvir Singh	Volunteer	2022 - current
Kylie Howarth	Volunteer	2020 - current
Melinda MacMillan (Mel)	Volunteer	2022 - current
Renee Whakatau	Volunteer	2022 - current
Maria Terisa (Mercy)	Volunteer	2022 - current
Mary Wong Shun Wai (Mary)	Volunteer	2022 - current
Jenny Harnall	Volunteer	2020 - current

## Our Partners/Supporters



Neighbourhood Houses  
Victoria



Grampians Advocacy



East Grampians Health  
Service



SecondBite



Department of Families,  
Fairness & Housing



Grampians Pyrenees Primary  
Care Partnership



Ararat Rural City Council



Ararat Wind Farm



Learn Local



Grampians Community  
Health



Food Bank Victoria



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 2022**

Meeting held 22<sup>nd</sup> November 2022 at 4pm, via Zoom and in person.

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 2021**

Meeting held 9<sup>th</sup> November 2021 at 10am, in-person and via Zoom

Meeting was audio recorded for the purpose of accuracy and transparency.

### **PRESENT:**

**Members:** Phil Hollis - Chairperson, Jenni Starick – Secretary, Graeme Ferguson, Alan Green, Carol Starkey, Manzoor Mian

**Staff:** Lou Makin - Ararat Neighbourhood House (ANH) Manager, Ulesha Sewastenko – ANH Admin Officer

**Guests:** Dr Tim Harrison – Ararat Rural City Council (ARCC) CEO and Adult Community & Further Education (ACFE) Regional Council, Misa Le Vo – Neighbourhood Houses Victoria (NHVIC), Christine Zubrinich – Wimmera West Grampians Neighbourhood House Network (WWGNHN) Manager, Rowley Paterson – ACE Radio Network, Jo Richie – Ararat Lions Club/Grampians Pyrenees Primary Care Partnership (GPPCP) and Peter Beales – ANH Volunteer and ARCC Councilor

1. **APOLOGIES:** Nicole Battle – NHVIC CEO, Jane Moriarty – Central Grampians LLEN CEO, Debbie Verdon – Grampians disAbility Advocacy CEO, Anna Greene – GPPCP, Deb O’Brien – ANH Committee,

2. **ACKNOWLEDGEMENT OF COUNTRY:** Phil delivered the acknowledgement of country.

### **3. MINUTES FROM PREVIOUS MEETING:**

Minutes of previous AGM were reviewed and accepted as presented.

*Moved: Carol Starkey*

*Seconded: Graeme Ferguson*

*Carried.*

### **4. CHAIRPERSON’S REPORT:**

In addition to his written report, Phil expressed his personal thanks to all who had assisted in many ways over the past 12 months. To Christine Zubrinich for her guidance and advice, to Rowley and Judy Paterson and various other community groups for their generous financial donations ensuring the continuance of much needed programs at the house.

5. **MANAGER’S REPORT:**

Lou reiterated Phil’s words and thanked the ANH Team for their continued commitment to ensuring ANH is in a strong position moving forward.

6. **FINANCIAL REPORT:**

The Financial report was reviewed and accepted as presented.

*Moved: Graeme Ferguson                      Seconded: Alan Green  
Carried.*

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

A motion was made regarding points 7 and 8 collectively, that the number of general committee members remain at 5 and that membership fees remain as they have been with full membership at \$5.00 p.a. and concessional membership at \$2.50 p.a.

*Moved: Carol Starkey                      Seconded: Jenni Starick*

8. **MEMBERSHIP FEES:**

*Moved: Carol Starkey                      Seconded: Jenni Starick  
Carried.*

9. **ELECTION OF COMMITTEE MEMBERS**

Returning Officer, Christine Zubrinich declared all positions vacant. The new ANH Governance Committee was elected as follows:

**President:** Philip Hollis  
**Vice-President:** Vacant  
**Secretary:** Jenni Starick  
**Treasurer:** Alan Green  
**General Committee Members:** Graeme Ferguson  
Manzoor Mian  
Deborah O’Brien  
Carol Starkey

With the formalities of the meeting concluded, Phil invited members and guests to speak if they would like.

Dr Tim Harrison spoke about his appointment to the ACFE Regional Council and said that he would like to come to the house and speak to the staff and committee about his role, and any assistance that ARCC may be able to provide to the house in future. Committee will send an invitation to Tim in the new year.

Rowley Paterson offered media support through the ACE Radio network.

Meeting closed at 10.20 am.

## Chairperson's Report

As in years past, change continues, we adapt and move forward. Some years those changes appear to rush at us, this year with repetition. The challenges of governance and service delivery in all areas both public and private, federal to community are being tested with the many changes currently rushing at us.

The changes at Ararat neighbourhood house this year have been significant yet change that comes with any organisation, we farewell both Lou Makin and Natasha Hughes, moving on to a new era or adventure can be as exciting as daunting and we wish them happiness and success. As Chairperson it has been a delight to welcome Talwinder Kaur (Teli) into the position of Manager. Teli's lived experiences and knowledge brings another story and adds to the many that make up and contribute to Ararat Neighbourhood House.

Ararat Neighbourhood House draws on many resources to continue in its efforts to deliver a safe space to make connections, food security as resources permit and community education. Some of those resource are staples, Christine Zubrinich, regardless of official position, is still the most outstanding "how to manual" and mentor, and I for one give thanks. Neighbourhood House Victoria and Cameron MacRae guides us and provides education on the maze that is community service finance. A community of volunteers and members is the foundation on which all else stands, not just our organisation, but all of those that wish to bridge the gap. To each and every one, Thank you.

I suspect the next few years will be a time of do more with less, with the members and volunteers, a committed staff, and diverse committee we move forward and work towards a healthier, happy community.

Philip Hollis.  
Chairperson.  
Ararat Neighbourhood House.

## Manager's Report

What a year we've had!

2021 - 2022 has certainly been another challenging year for all of us, but our willingness to adapt to change has shown our strength and perseverance to represent the Ararat community even in these uncertain times. It is therefore my pleasure to present this manager's report.

Myself, Talwinder Kaur joined the team at the Ararat Neighbourhood House as a manager in mid of May 2022 and has worked tirelessly in this role to ensure the Ararat Neighbourhood House functions at its best.

Since my appointment in May, I have been fortunate to be able to network with community groups, businesses and with individuals and promote the House, the services and programs, we offer at the Ararat Neighbourhood House.

Covid-19 has pushed us into isolation in the past couple of years, 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 2021 - 2022 financial year, much of our focus has gone 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. We are very lucky to have strong 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 the members of the community.

Ararat Neighbourhood House has been really busy to assist our community with their Power Saving Bonus applications, since July 2022 till now, ANH has done over 130 applications.

A primary focus throughout my time as a manager, has been to make Ararat Neighbourhood House a more safe and accessible space for all community members, including those with limited mobility.

Volunteer numbers have increased at the Neighbourhood House, the house now has more than ten volunteers. Their support and assistance has been invaluable in ensuring the continued success of Ararat Neighbourhood House.

I personally want to acknowledge the many supports the house has received throughout the last year.

Cameron MacCrae, Misa and the whole crew from NHVic for being there, being supportive of the house and for their sound advice, and expertise.

The Department of Families, Fairness and Housing and their continued support of the House.

Adult Community and Further Education(ACFE), which provides funding through the Learn Local Program of non-accredited training courses and Department of Health and Human

Services, Peter McNabb and Davis Harris been really supportive and helpful.

I wish to also extend my sincerest thanks to 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. Chris has also been a great sounding board and supported me in my role throughout the period. Thank you Chris, your efforts are always appreciated!

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

And a huge thanks needs to go out to the Volunteers of the House. Volunteers are critical to the operation and success of any Neighbourhood House. Our volunteers play a huge role supporting various activities at the house which strengthens the sustainability of the house. I would like to thank them for their efforts over the past months.

To our valued members, participants, and stakeholders. Ararat Neighbourhood House are constantly looking to expand and develop our organisation to best meet the changing needs of our local community. Over the coming 12 months, I look forward to maintaining and fostering relationships, that will encourage social inclusion and more community involvement in the activities we run at the house, strengthening our profile within our local Ararat community.

I look forward to 2022 - 2023 with extreme confidence and optimism for the continued growth of the House.

Sincerely,

Talwinder Kaur (Teli)

# Financial Report

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**SALLY HINCHLIFFE**  
& ASSOCIATES

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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 30<sup>th</sup> June, 2022. 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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EMAIL: sally@sharat.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 30<sup>th</sup> June, 2022.



SALLY HINCHLIFFE  
CERTIFIED PRACTISING ACCOUNTANT

Date: 29<sup>th</sup> September, 2022



# Profit and Loss

Ararat Neighbourhood House Inc.

For the year ended 30 June 2022

Cash Basis

	2022
<b>Trading Income</b>	
ACFE - Training Delivery Support Grant	5,500.00
ACFE funding	3,749.20
Interest Income	30.72
Membership	7.45
NHCP funding	108,642.01
Other Revenue	3,797.88
Power Saving Bonus	160.00
Program Fees	6,232.54
Room Hire	8,400.08
<b>Total Trading Income</b>	<b>136,519.88</b>
<b>Gross Profit</b>	<b>136,519.88</b>
<b>Other Income</b>	
Donations	5,279.81
<b>Total Other Income</b>	<b>5,279.81</b>
<b>Operating Expenses</b>	
Advertisement	666.91
Bank Fees	75.16
Catering	301.05
Cleaning	3,784.93
Consulting & Accounting	5,590.00
Course/Activity costs	4,171.96
Electricity/Gas	2,325.03
Equipment	5,961.14
Garden Maintenance	688.58
General Expenses	1,773.79
Gift	227.27
Groceries	142.57
Insurance	1,926.33
Memberships	895.00
Motor Vehicle Expenses	24.50
Office Expenses	1,110.77
PayPal Fees	14.84
Portable Long Service	1,710.52
Printing & Stationery	306.66
Square payment fee	51.60
Subscriptions	2,028.77
Superannuation	10,178.51
Telephone & Internet	5,003.26

Profit and Loss

	2022
Wages and Salaries	117,251.63
Water	299.74
<b>Total Operating Expenses</b>	<b>166,510.52</b>
<b>Net Profit</b>	<b>(24,710.83)</b>

# Balance Sheet

Ararat Neighbourhood House Inc.

As at 30 June 2022

Cash Basis

30 JUN 2022

## Assets

### Bank

Ararat Neighbourhood House Inc	7,823.75
Ararat Neighbourhood House Inc. - Term Deposit - Bendigo Bank	28,483.63
PayPal	366.48
Petty Cash	19.02
<b>Total Bank</b>	<b>36,692.88</b>

### Fixed Assets

Less Accumulated Depreciation on Office Equipment	(1,198.30)
Office Equipment	10,409.80
<b>Total Fixed Assets</b>	<b>9,211.50</b>

### Total Assets

45,904.38

## Liabilities

### Current Liabilities

GST	3,042.42
Holiday Leave Liability	6,049.34
PAYG Withholdings Payable	10,336.00
Rounding	89.88
<b>Total Current Liabilities</b>	<b>19,517.64</b>

### Non-current Liabilities

Long Service Leave Liability	6,296.24
<b>Total Non-current Liabilities</b>	<b>6,296.24</b>

### Total Liabilities

25,813.88

### Net Assets

20,090.50

## Equity

Current Year Earnings	(24,710.83)
Retained Earnings	44,801.33
<b>Total Equity</b>	<b>20,090.50</b>

**Schedule 1**  
**Regulation 15**  
**Form 1**

*Associations Incorporation Reform Act 2012*

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

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

We Philip Hollis and GRAEME FERGUSON being members of the  
committee of the AVANT 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 6/2022."

Signed: 

Date: 20/10/22

Signed: 

Date: 24/10/2022.