



ANNUAL REPORT 2016-2017



Manna Gum Community House Inc. is funded by the following organisations



Our premises are provided and maintained by



We would also like thank the following organisations for their support:

Adult Learning Australia
Andos Bakery
Anglicare Victoria
Bendigo Bank
Communities Making Energy Together (ComMET)
Department of Human Services
FareShare
Foodbank Victoria
Foster Foodworks
Foster Primary School
Gippsland Regional Neighbourhood Houses Group
Leongatha Community House
Local Learning and Employment Network
Manna Community Garden
Milpara Community House

Neighbourhood Houses Victoria
Parks Victoria
Prom Coast Centres for Children
South Coast Primary Care Partnership
South Gippsland Secondary College
Foster IGA
StreetSmart Australia
Sustainability Victoria
The Mirror Newspaper
The Salvation Army
Toora Primary School
VALBEC
Venus Bay Community Centre
Volunteering Victoria
Wulgunggo Ngalu Learning Place



MANNA GUM COMMUNITY HOUSE

**Financial Statements
For the year ended 30 June 2017**

Finance Consulting And Accounting

FCAA

10 Williams Street

Inverloch 3996

Phone: (03) 56742922 Fax: (03) 56742413

Email: queries@fcaa.com.au

MANNA GUM COMMUNITY HOUSE

Detailed Statement of Financial Performance

For the year ended 30 June 2017

	2017	2016
	\$	\$
Income		
Commission on Consignment		99.63
Donations / Gifts	1,275.00	2,365.38
Internet / Photocopying / Printing	367.23	338.13
Membership Fees	190.92	172.73
Programs / Events	1,901.56	2,228.05
Room Hire	7,836.86	3,556.80
Tea / Coffee Donations		23.73
Course Income - Funded GST Free	2,784.08	230.00
Course Income - Unfunded GST Free	23,184.58	15,196.00
Unfunded Incl GST	781.82	6,816.38
Skill Share Income	2,822.79	201.82
DHS Grant	71,393.09	68,120.53
ACFE Equipment Grant	5,093.18	10,575.00
Broadband for Seniors	360.00	
SGSC Community Grant		500.00
FRRR Grant		2,791.00
Streetsmart Grant		750.00
Youth Week Grant		1,950.00
Centrelink Grant	22,060.20	22,880.56
ACFE CAIF Grant	40,000.00	
Emergency Relief Income	5,615.50	
Kitchen Grant	13,000.00	
Auspicing Income	3,631.41	
TIPS Grant	9,454.55	
Building Dis. Incl Com. Grant	500.00	
Dairy Tigh Times Grant	5,000.00	
Fees for Service - Tutoring	500.00	
Community Shop	22,693.15	19,562.29
Interest Income	253.31	305.48
Total income	<u>240,699.23</u>	<u>158,663.51</u>

The accompanying notes form part of these financial statements.

MANNA GUM COMMUNITY HOUSE

Detailed Statement of Financial Performance

For the year ended 30 June 2017

	2017	2016
	\$	\$
Expenses		
Accountancy	800.00	1,000.00
ACFE Equipment Grant Expense	1,476.27	4,021.00
Auspicing Expense	11,246.39	
Admin Expenses	877.98	
Advertising and Marketing	1,919.45	1,941.64
Bank Fees And Charges	141.85	133.10
Catering / Room Hire	1,086.26	794.10
Community Shop Expenses	4,460.84	5,505.01
Community Shop Consignees	441.35	660.60
Course Refunds	403.63	378.18
Broadband for Seniors	455.00	
Building Dis. Incl. Com Grant exp	500.00	
Cleaning and rubbish removal	3,401.92	4,353.62
Donations	50.00	1,452.60
Electricity Expenses	3,903.92	3,745.64
Groceries	1,067.14	722.01
Legal Fees		808.64
Police Checks	137.27	180.91
Programs / Events	1,671.35	1,896.24
Gifts	404.90	211.75
Travel Re-Imbursement		192.47
Community House Equipment	3,808.98	1,848.24
Youth Week Grant Expense		1,950.00
Depreciation	4,398.00	5,056.00
Dairy Farm Day	4,264.64	
Family Learning Support Program	2,311.00	
Fees for Service - Tutoring	550.00	
Repairs & maintenance	3,054.66	3,143.80
Printing / Photocopying	1,125.15	1,249.19
Internet	601.22	513.05
Computer Expenses	2,032.00	4,532.00
Council Rates	269.30	264.80
Postage	156.96	207.28
SGSC Discretionary Fund		500.00
Emergency Relief Expense	3,828.68	387.45
Sculpture Garden Grant expense		16,605.23
Security	480.00	776.41

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MANNA GUM COMMUNITY HOUSE

Detailed Statement of Financial Performance

For the year ended 30 June 2017

	2017	2016
	\$	\$
Skill Share Programs	655.03	158.55
Stationery / Office Supplies	1,807.66	1,355.27
Software	2,471.25	
Staff training	1,292.44	
Subscriptions / Memberships	1,044.80	990.00
Streetsmart Grant Expense		402.49
Sundry expenses	348.04	
Telephone	2,760.51	2,901.09
Tutors - Not Reportable	2,555.00	2,595.00
Tutors - GST Free	21,340.00	11,180.00
Tutors - Incl GST	2,021.63	2,181.82
TIPS Grant expnse	4,335.00	
Wages & Salaries	70,947.63	63,996.69
Work Cover Premiums	1,849.84	965.57
Other Employer Expenses		396.11
Superannuation	6,155.68	5,705.30
Travel & Accom. Expenses	659.49	
Insurance	650.94	634.39
Mens Shed Building		4,779.79
Total expenses	<u>182,221.05</u>	<u>163,273.03</u>
Net Profit from Ordinary Activities before income tax	<u>58,478.18</u>	<u>(4,609.52)</u>

The accompanying notes form part of these financial statements.

MANNA GUM COMMUNITY HOUSE

Detailed Statement of Financial Position as at 30 June 2017

	2017 \$	2016 \$
Proprietors' Funds		
Opening balance	117,485.40	126,322.37
Net profit / (loss)	58,478.18	(4,609.52)
Less:		
Total Proprietors' Funds	175,963.58	121,712.85
Represented by:		
Current Assets		
Cash Assets		
Foster Community House	75,299.01	46,775.78
Corner Inlet Mens Shed	166.35	166.35
Grant Account	663.95	8,495.56
Term Deposit	11,289.26	11,043.24
Petty Cash	5.65	100.00
Cash Tin	50.00	50.00
Community Shop Float	100.00	200.00
Mastercard Debit Card	1,131.45	959.25
	<u>88,705.67</u>	<u>67,790.18</u>
Receivables		
Trade debtors	2,198.93	3,305.00
	<u>2,198.93</u>	<u>3,305.00</u>
Total Current Assets	90,904.60	71,095.18
Non-Current Assets		
Property, Plant and Equipment		
Buildings - at cost	90,275.65	58,207.89
Office equipment	16,265.83	9,845.28
	<u>106,541.48</u>	<u>68,053.17</u>
Total Non-Current Assets	106,541.48	68,053.17

The accompanying notes form part of these financial statements.

MANNA GUM COMMUNITY HOUSE

Detailed Statement of Financial Position as at 30 June 2017

	2017	2016
	\$	\$
Total Assets	<u>197,446.08</u>	<u>139,148.35</u>
Current Liabilities		
Payables		
Secured:		
Trade creditors	<u>2,261.66</u>	<u>2,261.66</u>
	<u>2,261.66</u>	<u>2,261.66</u>
Current Tax Liabilities		
GST clearing	5,117.00	1,322.00
Amounts withheld from salary and wages	<u>1,598.00</u>	<u>1,346.00</u>
	<u>6,715.00</u>	<u>2,668.00</u>
Other		
Provision for Annual Leave	1,691.00	1,691.00
Provision for Long Service Leave	<u>10,814.84</u>	<u>10,814.84</u>
	<u>12,505.84</u>	<u>12,505.84</u>
Total Current Liabilities	<u>21,482.50</u>	<u>17,435.50</u>
Total Liabilities	<u>21,482.50</u>	<u>17,435.50</u>
Net Assets	<u>175,963.58</u>	<u>121,712.85</u>

The accompanying notes form part of these financial statements.

MANNA GUM COMMUNITY HOUSE

Depreciation Schedule for the year ended 30 June, 2017

	Office Equipment at Cost	Total	Priv	OWDV	DISPOSAL		ADDITION	DEPRECIATION	CWDV	PROFIT	LOSS
					Date	Consid					
	94,540.52	94,541	0.00	5,871			5,871 D	32.77	1,924	3,947	
Alpha Visuals - Community Shop Grant	2,750.00 20/10/14	2,750	0.00	1,987			1,987 D	15.00	298	1,689	
Alpha Visuals - BFS & Community Shop Gra	2,750.00 20/10/14	2,750	0.00	1,987			1,987 D	15.00	298	1,689	
Computers	2,750.00 09/03/17	2,750	0.00		09/03/17	2,750	2,750 D	15.00	129	2,621	
Fridge/Freezer	1,744.55 01/04/17	1,745	0.00		01/04/17	1,745	1,745 D	0.00		1,745	
Computers	4,800.00 09/03/17	4,800	0.00		09/03/17	4,800	4,800 D	15.00	225	4,575	
		108,336		9,845		9,295	19,140		2,874	16,266	
							Deduct Private Portion				
							Net Depreciation		2,874		
BUILDINGS - AT COST											
Men's Shed Building	61,230.89 17/04/15	61,231	0.00	58,208			58,208 D	2.50	1,455	56,753	
Kitchen Development	28,123.58 01/06/17	28,124	0.00		01/06/17	28,124	28,124 D	2.50	58	28,066	
Front Garden	5,468.18 01/06/17	5,468	0.00		01/06/17	5,468	5,468 D	2.50	11	5,457	
		94,823		58,208		33,592	91,800		1,524	90,276	
							Deduct Private Portion				
							Net Depreciation		1,524		

These financial statements are unaudited. They must be read in conjunction with the attached Accountant's Compilation Report and Notes which form part of these financial statements.

**MANNA GUM COMMUNITY HOUSE
NOTE 1 TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2017**

1. Statement of Significant Accounting Policies

The Committee have prepared the financial statements on the basis that the Manna Gum Community House is a non-reporting entity because there are no users dependent on general purpose financial statements. The financial statements are therefore special purpose financial statements that have been prepared in order to meet the needs of members.

The financial statements have been prepared in accordance with the significant accounting policies, which the committee have determined are appropriate to meet the needs of members. Such accounting policies are consistent with the policies adopted in the previous period unless stated otherwise.

The financial statements have been prepared on an accrual basis. Using Historical cost accounting.

MANNA GUM COMMUNITY HOUSE

Independent Auditor's Report to the Members

We have audited the accompanying financial report, being a special purpose financial report, of Manna Gum Community House which comprises the Income and Expenditure Statement, Balance Sheet, notes comprising a summary of significant accounting policies, for the financial year ended 30 June 2017.

Committee's Responsibility for the Financial Report

The committee of Manna Gum Community House is responsible for the preparation and fair presentation of the financial report, and have determined that the basis of preparation described in Note 1 is appropriate to meet the requirements of the Associations Incorporation Act of Victoria 2012 and is appropriate to meet the needs of the members. The committee's responsibilities also includes such internal control as the committee determine is necessary to enable the preparation and fair presentation of a financial report that is free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on the financial report based on our audit. We have conducted our audit in accordance with Australian Auditing Standards. Those Standards require that we comply with relevant ethical requirements relating to audit engagements and plan and perform the audit to obtain reasonable assurance whether the financial report is free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial report. The procedures selected depend on the auditor's judgement, including the assessment of the risks of material misstatement of the financial report, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the association's preparation and fair presentation of the financial report in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the association's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by the committee, as well as evaluating the overall presentation of the financial report.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial report gives a true and fair view of the financial position of Manna Gum Community House as at 30 June 2017 and its financial performance for the year then ended in accordance with the accounting policies described in Note 1 to the financial statements, and the requirements of the Associations Incorporation Act of Victoria 2012.

Basis of Accounting and Restriction on Distribution

Without modifying our opinion, we draw attention to Note 1 to the financial statements, which describes the basis of accounting. The financial report has been prepared to assist Manna Gum Community House to meet the requirements of the Associations Incorporation Act of Victoria 2012. As a result, the financial report may not be suitable for another purpose.

Signed on : 13/9/17



Walter Taberner

10 Williams Sreet, Inverloch

2016-2018 Strategic Plan

PURPOSE - The purpose of the Manna Gum Community House is to strengthen the Foster and Corner Inlet community by providing a welcoming place to find information and support. Our primary drivers are:

Education - We provide local and relevant community education to support lifelong learning.

Social inclusion - We are committed to encouraging community participation in all our activities and reducing social isolation.

Sustainability - We are committed to sustainable practice in all our activity.

VALUES - All activity at Manna Gum Community House is based in the core values of:

Respect

Accountability

Transparency

Community-focus

These values inform and direct our work and our relationships.

EDUCATION GOALS

1. Maintain a high standard of community education tailored to community needs.
2. Expand program delivery in Digital Literacy and Hospitality.
3. Increase the diversity of participants in our programs.
4. Increase program delivery in offsite locations.

SOCIAL INCLUSION GOALS

1. Maintain a safe, welcoming space for users of the Manna Gum Community House.
2. Maintain our relationship with Government agencies and other service providers to meet the needs of our local community
3. Increase the diversity of visitors to the Manna Gum Community Lounge and Shop.

4. Maximise the use of Manna Gum Community House facilities to reach more community members experiencing social isolation and disadvantage.
5. Maintain regular and effective communication with our community to promote our services and determine community needs.

SUSTAINABILITY GOALS

1. Promote environmental sustainability initiatives in the community and in Manna Gum Community House operations.
2. Develop and implement policies that commit to sound and sustainable financial, administrative and management practices.
3. Continually explore possible revenue streams to increase financial sustainability and reduce financial risk.
4. Promote job satisfaction amongst volunteers and staff through sustainable work practices and effective management.
5. Maintain a high level awareness of opportunities for continuous improvement in environmental, financial and organisational sustainability.



President's Report

Another year has sped by and Manna Gum Community House has continued our work to respond to our community demands and identify new ways of continually improving what we do. Our volunteers, staff and Committee of Management have worked together over the year to make significant achievements in the interests of serving our community.

The completion of our kitchen renovations has equipped Manna Gum with a fully equipped Level 2 registered kitchen. It has been a terrific addition and is regularly in use for 'Foodie Fridays' and our fabulous functions that we held as part of our regular yearly events. Again it was a full house for St Patricks Day, Bastille Day and Remembrance Day with good food and music. For the first time this year we partnered with local business and the Shire to hold a 'Pamper Day'. The day was designed to treat women in the farming community to haircuts, manicures, facials and massages while being entertained by the amazing Philmah Bocks! The day was great fun and will definitely be a must-do again on the Manna Gum Community House agenda for 2018.

The renovated front garden completed last year has inspired the development of a 'backyard master plan' that promises great things in the next twelve months. So watch this space.

Critical to all our achievements are the relationships we have with individuals and groups in our community. Within our walls our volunteers work to bring services and a bright cheery coffee and cake in the lounge.

Outside our walls our relationship with Adult Community Further Education is stronger than ever before. Growing numbers of local learners are enrolling in education programs to help them access pathways to employment.

Our Centrelink services continue to be an invaluable asset to our local community. They are made all the more valuable because of the professional and friendly agents that help navigate what can sometimes be a complex system.

The excellence of our volunteers and staff are the reason behind our continued growth and success. It is no small thing to spend your time serving your community and immensely satisfying to see the rewards that it brings.

As we head towards the close of another year I want to give a big thank you to volunteers, staff and the Committee of Management who work together and make Manna Gum Community House the huge community asset it is.

Jeanette Pierce
President
Manna Gum Community House

Co-ordinator's Report

After a period of revitalisation Manna Gum Community House (MGCH) is a busy hub of activity as we continue to experience an increase in the number of people who utilise our services. Our program offers new courses every term and our course income has increased by over 30%. Our rooms are often at capacity during the day and our room hire income has more than doubled. The Community Lounge and Shop opened an additional day this year, and continues to provide a warm and friendly atmosphere for a chat and a hot drink.

Some highlights of this year include:

Our annual Bastille Day community lunch celebration in July, with a special performance from Port Welshpool Primary School students, French food and live music.

August and September were busy with projects supporting environmental sustainability through advocacy and education. We hosted a free community event with financial support from South Gippsland Shire Council on sustainable soil health. We participated in a workshop funded by Communities Making Energy Together (ComMET) to undergo technical and financial feasibility studies for the Foster Pool and MGCH to install renewable energy onto their facilities. As a result, we committed to be the lead partner for the Foster Community Energy Project in partnership with the Foster Swimming Pool Association. The aim of this ongoing project is to install sustainable, renewable energy infrastructure on both facilities to reduce overheads and increase viability. We have raised \$30,000 so far through grant funding. This includes full funding for a 4.5kW solar panel installation at MGCH donated by the Powershop Your Community Energy fund, which will save us an estimated \$1000 in electricity annually. In September we also acted as host organisation for four local houses participating in Sustainable House Day, raising \$115 of donations to go towards our emergency relief service.

In October our kitchen was renovated and given a Class 2 registration with the support of a Stronger Communities grant of \$13,000 which we matched our own funds. In November we hosted a Garden Party celebrating the launch of the kitchen; new landscaping in the front garden including a plaque commemorating local community activist and artist Geraldine Wogan-Browne; and a community art exhibition with work from our Friday art group, local children and the South Gippsland Specialist School.

We began January 2017 with the TAKE2 Pledge for direct action on climate change recognising the work we have already done to reduce emissions and our plans for the future. Our Adult Community and Further Education (ACFE) Equipment grant allowed us to purchase four new desktop computers and to set up a small computer lab in our Centrelink room for our digital literacy programs.

In February we hosted a community information stall at the Foster and District Agricultural Show. This coincided with the official launch of the new Training Information Pathways Service (TIPS), a pilot project delivered by seven Learn Local sites in Gippsland and funded by ACFE. The TIPS program included training of two MGCH staff members to assist local clients to access information about employment and further education pathways.

March was busy with community events, including the annual St Patricks Day celebration attended by 40 people. We hosted cooking workshops as part of the Prom Coast Seachange Festival program. South Gippsland Shire Council provided us with a Dairy Tight Times Community Grant of \$5000 towards a Pamper Day for farming families. Around thirty women (and one man!) enjoyed a day of

massage, facials, chocolate-making, manicures and hair-dressing. The free on-site childcare was busy in the backyard and representatives from Relationships Australia and the Lions Club were on hand if anybody wanted to learn more about support services.

In May we hosted the 'Catch-a-Volunteer-in Action' photography exhibition in our hall - an initiative of Volunteering Victoria, South Gippsland Shire Council and Bass Coast Shire Council that celebrated the work of volunteers throughout both the Shires. We celebrated our volunteers again with a winter solstice party in June. We have over 30 volunteers working on our Committee of Management, in our Community Lounge and Shop, maintaining the garden and the building, working in office administration, teaching courses, running school holiday activities and delivering emergency relief. We could not deliver our range of services without our volunteers, and they provide a wealth of experience and expertise in support of our organisation. We were deeply saddened by the passing of our longest-serving and dedicated volunteer Trevor Ketchell in April, who had been with us for 25 years.

MGCH has supported community arts projects throughout the year including auspicing the Community Sculpture Garden project, now fully installed at the P.J Wilson Reserve in Foster, and The Owl's Apprentice community arts puppetry project. We take part every year in the Creative Gippsland program showcasing our regular arts workshops and recognise the arts as a valuable way to connect, celebrate culture and learn new skills.

We continue to provide access for local people to Emergency Relief services. We are now working under a third party contract with the Salvation Army, distributing \$4,700 worth of grocery and petrol vouchers annually on their behalf. We also distribute bags of groceries purchased through Foodbank, frozen meals by FareShare, bread from Andos Bakery. We receive community donations and this year were grateful to receive a \$700 donation from StreetSmart Australia.

In June 2017 we were successful with an ACFE Capacity and Innovation Fund grant application for a project to engage with young people in the local district and to develop innovative, new education programs to support pathways to further education and employment. We are looking forward to working on this 12-month project and aim to increase the reach of our ACFE program delivery as a result.

Rebecca Matthews
Community Development Coordinator
Manna Gum Community House



Community Lounge & Shop Report

The Lounge continues to thrive and is bringing in around \$20,000 per year which provides a really solid position for the House. Demand for space in all areas of the House is at a premium and we are currently looking at acquiring a transportable building to help ease the pressure. We have recently done significant re-organisation of the Lounge & Shop and have created a lot more space on the back verandah area. With the addition of a new blind and separate door, the space should be really comfortable all year round.

Our volunteers continue to provide a great service and create a really welcoming atmosphere for all who come to visit. We really thank all those who give us their time and their skills to make the Lounge and Shop such a success. Many of our customers have become regulars and lots of great discussion happens around the tables. Thanks to Noelle who makes all the soups and interesting fillings for toasties as well as super scones and cakes. Shirley makes great cakes for Mondays, Lesley often provides a lemon meringue slice and I do lots of baking to ensure that we always have appetising cakes or slices to tempt the taste buds.

Donations of goods for the Community Shop are on-going (often we have too much!). We have developed a partnership with the Prom Lodge/Linton Court Opportunity shop and regularly send boxes of excess goods over to Lifeline in LaTrobe Valley. We have also given up selling goods on consignment as demand for these was very slow and there are other outlets in the town for craftspeople to showcase their wares. We deliberately keep our prices low so that quality goods are affordable for all. We also help with donations to charities and those who are struggling.

A huge thank you to all our volunteers who keep this important community resource open.

Kelly Collard
Committee of Management
Manna Gum Community House



Centrelink & Medicare Agency Report

The Foster Centrelink and Medicare Agency was selected this year to trial new media technology. A 42" television screen was installed in the waiting area in July to provide information to clients on government services. The information on the screen is provided by Centrelink.

We received approximately 1,387 customer enquiries this year.

Centrelink mail has been sent by registered post for the month of July & August. We would like to thank the Foster Post Office for providing this service at no cost.

A MyGov information session was hosted by Centrelink in November at Manna Gum Community House to assist our local community to access their Government services online.

Paul Lawrence, Manager Wonthaggi CSC, attended and met with Barb in May for a review. Paul is the new contact for Centrelink Agency issues.

New DHS equipment (fax, copier and scanner) was installed in May and customers are able to access Wi-fi, a multi-function device (scan and print), self-service computer terminal and customer phone and fax machine.

In November and June the Centrelink Mobile Bus Service visited Foster to provide outreach services for local people.

Committee of Management & Staff

Committee of Management

President
Jeanette Pierce

Treasurer
Linley Granger

Secretary
Susan Burke

Members
Noelle Bonnin
Colin Nicholas
Kelly Collard
Gail Nicholas
Lesley Elliot
Janne McPhie

Staff

Community Development Coordinator
Rebecca Matthews

Centrelink & Medicare Agents
Sandra Liversidge
Barbara Stevens

Bookkeeper
Simone Goeckes