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Annual Report 2018

Lancefield Neighbourhood House Inc.



ABN 54 269 033 662

Lancefield Neighbourhood House

President's Report – October 2018

It is with a sad heart that I sit down to write this report. The recent sudden and tragic death of Deb Bailey, a much loved and valuable member of the LNH Family, left us all reeling. In her short time in our community Deb played an increasingly valuable role in contributing to various aspects of town life. Her enthusiasm and passion were always to the fore despite having to contend with significant issues personally. Deb will always be remembered with great love, gratitude and a smile whenever we see something purple.

Vale Deb Bailey.

Our Neighbourhood House continues to make a positive impact on both our town and the wider community. Our existing projects continue to thrive as we also develop new and innovative ways to serve the needs of an increasing number of groups and individuals.

The Op-Shop, The Farmer's Market, The Men's Shed and The Town House are all doing well. Again, a big heartfelt thanks to all the volunteers who make these ventures such a great success.

Some of the new projects we have embarked upon this year also deserve a mention.

The Boomerang Bag initiative has been a great success, pulling together some enthusiastic volunteers who have worked hard to sew and produce a considerable resource of reusable shopping bags. It seems that slowly but surely people are getting the message and increasingly remembering to use environmentally friendly bags. Well done to all involved.

Op Shop funds have again been used to assist a number of community groups with various projects. These include funds for both our schools, assistance to light up the Tennis/Netball courts, and helping the cricket club to furnish their newly renovated clubrooms.

We also helped facilitate the renovations of the Playgroup building.

The House has also been involved in two exciting projects in partnership with Romsey Neighbourhood House. The Feed it Forward initiative and the Community Transport project.

Our Community Lunch, the Christmas Carols and our Anzac Day breakfast also continue to be a popular success. (Special thanks to our in-house catering company..!!!)

Also a big thank you to Alison Gamble for stepping in to fill the void when we lost Deb.

Finally, to everyone who contributes in whatever way to the work we do, a huge thank-you.

Peter Quinn, President.

Lancefield Neighbourhood House Inc.

ABN 54 269 033 662

FINANCIAL REPORT

For the year ended 30 June 2018

Prepared by
Ryan Blachford & Associates Pty Ltd
PO Box 473
KILMORE VIC 3764

Lancefield Neighbourhood House Inc.

ABN 54 269 033 662

FINANCIAL REPORT

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Lancefield Neighbourhood House Inc.

ABN 54 269 033 662

TRADING, PROFIT AND LOSS STATEMENT

For the year ended 30 June 2018

	2018	2017
	\$	\$
INCOME		
Grant Income	94,419.97	70,581.51
Farmers Market Income	16,811.60	19,654.00
Op Shop Income	89,997.45	85,834.42
Fees for Services	5,690.53	6,555.76
Mens Shed Income	5,762.49	13,359.60
Town House	4,748.53	5,649.56
Fundraising	394.20	415.00
Donations	5,000.00	3.00
Memberships	80.00	105.00
Toilet Paper	6,030.78	5,869.69
Broadband Seniors	-	360.00
Christmas Carols	-	692.00
Calender	1,340.90	1,245.46
Miscellaneous income	573.05	399.00
Course Income	1,191.40	2,305.25
Interest received	5,951.75	6,487.40
	<u>237,992.65</u>	<u>219,516.65</u>
EXPENDITURE		
Administration Costs	80.80	301.23
Advertising	3,712.11	1,505.04
Advertising	1,314.29	365.96
Audit Fees	563.64	1,900.00
Bank charges	159.15	209.33
Christmas Carols	-	2,633.17
Cleaning	1,520.00	-
Computer Costs	508.43	490.02
Consumables	7,990.73	17,084.75
Consumables	26,907.86	30,639.19
Coordinator	4,000.00	6,000.00
Course Expenses	172.73	792.00
Donations	12.00	50.00
Donations	52,289.19	42,286.59
Entertainment	3,950.00	3,600.00
Equipment Purchases	2,869.00	9,550.87
Event Expenses	595.37	1,507.93
Events	-	984.50
Grant Expenses	20,458.23	8,862.61
Incredible Edible	290.17	255.95
Insurance	1,347.55	1,434.78
Insurance and fees	2,785.46	2,299.73
Memberships	359.09	425.00

These statements should be read in conjunction with the attached compilation report.

Lancefield Neighbourhood House Inc.

ABN 54 269 033 662

TRADING, PROFIT AND LOSS STATEMENT

For the year ended 30 June 2018

	2018	2017
	\$	\$
Photocopier rental and usage	3,890.93	3,614.98
Postage and stationery	1,654.83	1,153.85
Professional Development	-	300.00
Professional development	-	615.64
Rates & land tax	559.83	551.82
Repairs and maintenance	864.74	395.72
Staff amenities	35.46	79.02
Sundry Expenses	5,438.44	3,430.36
Sundry expenses	1,244.52	119.32
Superannuation contributions	3,471.00	3,650.71
Telephone & Internet	1,823.62	1,762.09
Toilet Paper	4,588.60	5,995.45
Town House Costs	10,099.96	10,220.26
Utilities	1,857.27	2,553.24
Wages	42,879.20	45,195.40
Workcover	125.62	-
	<u>210,419.82</u>	<u>212,816.51</u>
PROFIT FROM ORDINARY ACTIVITIES BEFORE INCOME TAX	<u>27,572.83</u>	<u>6,700.14</u>
Accumulated loss at the beginning of the financial year	(26,526.73)	151,140.24
TOTAL AVAILABLE FOR APPROPRIATION	<u>1,046.10</u>	<u>157,840.38</u>

These statements should be read in conjunction with the attached compilation report.

Lancefield Neighbourhood House Inc.

ABN 54 269 033 662

TRADING, PROFIT AND LOSS STATEMENT

For the year ended 30 June 2018

Farmers Market	2018 \$	2017 \$
INCOME		
Farmers Market Income	16,811.60	19,654.00
EXPENDITURE		
Advertising	3,712.11	1,505.04
Coordinator	4,000.00	6,000.00
Entertainment	3,950.00	3,600.00
Events	-	984.50
Insurance and fees	2,785.46	2,299.73
Professional Development	-	300.00
Sundry Expenses	5,438.44	3,430.36
	<u>19,886.01</u>	<u>18,119.63</u>
LOSS FROM ORDINARY ACTIVITIES BEFORE INCOME TAX	<u>(3,074.41)</u>	<u>1,534.37</u>

These statements should be read in conjunction with the attached compilation report.

Lancefield Neighbourhood House Inc.

ABN 54 269 033 662

TRADING, PROFIT AND LOSS STATEMENT

For the year ended 30 June 2018

Op Shop	2018	2017
	\$	\$
INCOME		
Op Shop Income	89,997.45	85,834.42
EXPENDITURE		
Consumables	26,907.86	30,639.19
Donations	52,289.19	42,286.59
	<u>79,197.05</u>	<u>72,925.78</u>
PROFIT FROM ORDINARY ACTIVITIES BEFORE INCOME TAX	<u>10,800.40</u>	<u>12,908.64</u>

These statements should be read in conjunction with the attached compilation report.

Lancefield Neighbourhood House Inc.

ABN 54 269 033 662

BALANCE SHEET

As at 30 June 2018

	2018	2017
	\$	\$
ASSETS		
Current Assets		
Sundry debtors	(60.47)	(77.27)
Loans - Other	7,330.00	13,130.00
Bendigo Bank 2322	73,544.72	78,742.27
Term Deposit 7359 (Op Shop)	120,448.54	118,025.46
Term Deposit 6652	9,965.80	9,720.86
Term Deposit 9299	115,410.19	112,912.45
Term Deposit 9490	35,919.52	35,133.53
Bendigo Bank 9731	2,315.96	1,440.45
Bendigo Bank 2493	445.33	1,000.00
Bendigo Bank 8533	188.95	1,000.00
Petty Cash Mens Shed	176.51	734.30
Load n Go	141.91	-
	365,826.96	371,762.05
TOTAL ASSETS	365,826.96	371,762.05
LIABILITIES		
Current Liabilities		
PAYG withholding payable	1,463.78	1,464.78
Superannuation payable	2,536.50	1,468.50
Provision for GST	2,351.45	(99.20)
	6,351.73	2,834.08
TOTAL LIABILITIES	6,351.73	2,834.08
NET ASSETS	359,475.23	368,927.97
EQUITY		
Retained earnings	1,046.10	157,840.38
Op Shop Reserves	171,512.06	12,908.30
Mens Shed Reserves	6,177.42	(3,725.34)
Farmers Market Reserves	1,583.99	1,534.40
Skate Park Reserves	-	37,218.23
Relay for Life Reserves	286.30	-
Benevolent Funds	5,000.00	-
	185,605.87	205,775.97
TOTAL EQUITY	185,605.87	205,775.97

These statements should be read in conjunction with the attached compilation report.

Lancefield Neighbourhood House Inc.

ABN 54 269 033 662

TRADING, PROFIT AND LOSS STATEMENT

For the year ended 30 June 2018

Mens Shed	2018	2017
	\$	\$
INCOME		
Mens Shed Income	5,762.49	13,359.60
EXPENDITURE		
Consumables	7,990.73	17,084.75
	<u>7,990.73</u>	<u>17,084.75</u>
LOSS FROM ORDINARY ACTIVITIES BEFORE INCOME TAX	<u>(2,228.24)</u>	<u>(3,725.15)</u>

These statements should be read in conjunction with the attached compilation report.

Lancefield Neighbourhood House Inc.

ABN 54 269 033 662

STATEMENT OF CASH FLOWS

For the year ended 30 June 2018

	Note	2018 \$	2017 \$
CASH FLOWS FROM OPERATING ACTIVITIES			
Receipts from customers		232,040.90	213,029.25
Payments to suppliers and employees		(210,419.82)	(212,816.51)
Interest received		5,951.75	6,487.40
Net cash provided by operating activities	2	27,572.83	6,700.14
CASH FLOWS FROM FINANCING ACTIVITIES			
Net increase in cash held		(151.89)	12,059.32
Cash at the beginning of year		358,709.32	346,650.00
Cash at end of year		358,557.43	358,709.32

These statements should be read in conjunction with the attached compilation report.

Lancefield Neighbourhood House Inc.

ABN 54 269 033 662

INDEPENDENT AUDIT REVIEW TO THE MEMBERS

We have audited the accompanying financial report of Lancefield Neighbourhood House Inc. which comprises all relevant reports for the year ending ended 30/06/2018.

In our opinion the financial report of Lancefield Neighbourhood House Inc. has been prepared in accordance with Division 60 of the Australian Charities and Not-for-profits Commission Act 2012, including:

(a) giving a true and fair view of the Not-for-profit financial position as at 30/06/2018.

(b) complying with Australian Accounting Standards and Division 60 of the Australian Charities and Not-for-profits Commission Regulation 2013.

Basis for Opinion

We conducted our audit in accordance with the Australian Accounting Standards. Our responsibilities under those standards are further described in the *Auditor's Responsibilities* section of this report. We are independent of the Not-for-profit entity in accordance with the ethical requirements of the Accounting Professional and Ethical Standards Board (*APES 110 Code of Ethics for Professional Accountants*) that are relevant to our audit of the financial report in Australia. We have also fulfilled our other ethical responsibilities in accordance with the Code.

Committee's Responsibility for the Financial Report

The committee of the Lancefield Neighbourhood House Inc. is responsible for the preparation of the financial report, and has determined that the basis of reporting is appropriate to meet the requirements of the Associations Incorporation Reform Act 2012 (Vic) and the ACNC Act and is appropriate to meet the needs of members. The committee's responsibility also includes such internal control as the committee determines is necessary to enable the preparation 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 judgment, 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 of the financial report that gives a true and fair view, 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 audit opinion. In conducting our audit, we have complied with the independence requirements of the Australian professional accounting bodies.

Audit Opinion

In our opinion, the financial report presents fairly, in all material respects, the financial position of the Lancefield Neighbourhood House Inc. as at 30/06/2018 and of its financial performance for the year then ended.

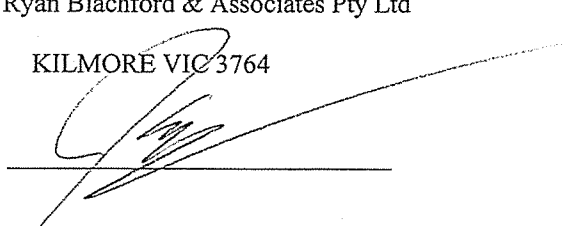
Basis of Accounting and Restriction on Distribution

The financial report has been prepared for the purpose of fulfilling the Committee of Managements reporting responsibilities. As a result, the financial report may not be suitable for another purpose and we disclaim any assumption of responsibility for any reliance on this report or on the financial report to which it relates to any person other than the members, or for any purpose other than that for which it was prepared.

Name of Firm Ryan Blachford & Associates Pty Ltd

KILMORE VIC 3764

Signature of Auditor



Dated : 26/09/2018

Coordinators Report 2018

This report is incredibly difficult one to write, having just returned from three months long service leave and still shell shocked from the news, of Deb Baileys', my leave replacement, death whilst I was away.

The ability for the committee and community members to pull together through this time, keeping the Neighbourhood House running, as well as covering all the other roles Deb was filling on various committees, is truly amazing.

The House programs and enterprises have continued to run relatively smoothly which is a good indication of a strong and resilient community.

I am also very grateful to Romsey Neighbourhood House for 'sharing' their work place student with Lancefield. Alison's work at the House has meant I have returned to an organised and up-to date work load which certainly has made the transition back from three months holiday an easier and more enjoyable one.

1000 Boomerang Bags have now been made and distributed in the town and we had a very successful Plastic Bag Free re-launch. We are also working on two projects in conjunction with Romsey Neighbourhood House , Feed it Forward and the Community Transport initiative.

Students from William Angliss College are supporting the organisation of the fourth Megafauna Festival, and I am very grateful to Deb Dunne for stepping in and taking on the coordination of the Festival.

I am looking forward to progressing with the radio station at the House in the next twelve months and to the benefits to the House from the extra five hours funding we now receive.



Report to Committee Annual General Meeting October 18th 2018

The year has been successful for the Men's Shed, with an increase in membership and the completion of number of community projects.

Current membership stands at 40. Sadly, one of our most respected members, Robert Green passed away recently. A letter from Meryl, his wife, thanking us for the friendship and support given to Robert by the Shed members, underlines the importance of Men's Sheds to a community.

Lunches continue to be well attended. We are currently exploring and seeking grants to provide a dedicated lunch space away from the working environment.

Projects completed for the Community include: the Romsey Christmas angel, equestrian equipment, repair and renewal of items requested by the community, corral for Relay for Life, repair of the Megafauna puzzle

We continue to seek opportunities for fundraising to purchase new equipment. Firewood, bird house and children's table set were prizes in our recent raffle. We have also, as a result, received orders to make items for individuals.

The 'Kids in Sheds' project was not undertaken due to illness of the coordinator but is set to resume in a modified form this October. All members working with the students have obtained Working with Children's Checks.

Thankyou to the Committee and the Op Shop for continuing to support the Shed. We also wish to acknowledge the support of the late Deb. Bailey.

G Knell

On behalf of the members - Lancefield Neighbourhood House Men's Shed

Farmers Market Report. Meggs Hannes

The farmers' market is continuing to offer a viable trading place for primary producers & associated value-adding producers from the region & further afield. Stallholder numbers are high with the market at full capacity many months during the year, leaner times being Winter & Spring.

We have around 50 out of 65 stalls that are primary producers.

The market mix is incredibly diverse due to the popularity of the market with stallholders, many people who have visited the market for the first-time comment on just how much there is to choose from.

We continue to be the number one market for many of the producers who attend.

The marketplace is becoming more & more vibrant, often with multiple community & special interest groups sharing their message, volunteers conducting raffles & local musicians busking.

The farmers market has purchased three new branded marquees to offer shade to shoppers over the warmer months down at the Lions Kiosk end of the market.

We could do with some new signage for the town entry points, the old ones are very faded & starting to deteriorate from weather damage. Printed corflute ones are available from the VFMA by order.

Unfortunately, we needed to request one stallholder to leave the market during the year due to several warnings regarding reselling being ignored. This producer is now situated in the Little Treasures Market, though he continues to bad mouth the market management. The Victorian Farmers' Markets Association are aware of the issue.

Market manager, Meggs Hannes, won the inaugural Weekly Times/Harvey Norman SHINE Awards late in 2017. She won the Courage category & was the overall winner of the awards, which gifted her a Harvey Norman voucher for \$7500 for contributions made to the farmers' market movement over the years & moving on after a series of unfortunate events.

It will be interesting to see how trade at farmers' markets goes over the next few years with the rise in popularity of community supported agriculture networks, where people join a farm to buy direct throughout the year. Will we see shoppers continuing to flock to the markets with new customers joining the CSA model or will we see a trend of the same shoppers moving over to the new model. Time will tell....