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Annual Report 2019

Lancefield Neighbourhood House Inc.



ABN 54 269 033 662



Lancefield Neighbourhood House

President's Report – October 2019

Another year has passed, and again the Neighbourhood House goes from strength to strength.

First of all, I must say, as I do each year, a great big heartfelt thank you to our fantastic team of volunteers. Without you and your valuable contributions none of what the House achieves would be possible.

Also, a big thank you to Alison Gamble for all the groundwork she put in with the Feed it Forward and Community Transport initiatives. These two joint projects by Lancefield and Romsey Houses are proving to be very successful and having a profound positive impact on members of both towns.

Also, a VERY special thank you to both Rhonda Cusack and Deidre Knell for their invaluable contributions to the House over many years. Both Deidre and Rhonda are stepping down from their roles as Secretary and Treasurer (respectively), and it is with much regret that we bid them farewell.

We also have a new staff member, Kerrie Sheawick, who is helping Viv with promotion and administrative duties.....welcome Kerrie.

78 High Street has never looked better after the recent works undertaken to brighten the place up. Thanks to all who had a hand in making this happen.

Our new venture at No.28 High Street is very exciting and, although it is early days, I feel that this project will reap many rewards for our community. Already it has generated great interest and seen quite a few new volunteers wanting to get on board.

It's also great to see the success of all the other projects we are involved with (as outlined in Viv's report). Well done to all who contribute.

Again, a great big thanks to Viv for all her efforts and her undying enthusiasm and energy.

Looking forward to the next twelve months and seeing what the year ahead may bring.

Peter Quinn,

President LNH COM

Coordinators report 2019

Neighbourhood Houses across the State have found this past 12 months challenging and I must say that I have also felt this to be true for Lancefield – we have however ended up with yet another incredibly full and successful year.

Starting with the end of last year when we held our fourth Extinct-Megafauna Festival, an event enjoyed by locals and many visitors to the town. This Festival is an opportunity to explain and highlight two of the fascinating and unique aspects of Lancefield's history; Mt William Quarry and the Lancefield Park Swamp. Raising their profile through the Festival has led to a twelve-month environmental and cultural study of Mt William and the possibility of a permanent Megafauna education centre in the township. Organised in partnership with the Macedon Ranges Shire Council this event would arguably never have happened without the Neighbourhood House.

The end of the year also saw us being very busy with the Community Christmas Lunch and the Carols Evening. Once again both these events were fabulous and very well attended, even having to move indoors from the rain for the Carols did not put a dampener on the evening.

Early 2019 saw us running our best yet Whole Town Garage Sale, an inaugural and very successful New Residents Evening and a Business Network Meeting, which had only a few attendees but was a quality event for those who were there. Once again, the incredible Neighbourhood House catering team provided a sensational Anzac Day morning tea and our Christmas Decoration team started getting creative – can't wait to see what the street looks like in December.

Throughout the year our regular classes and activities have been filling the House – yoga, decorative painting, craft, boomerang bags (2222+ bags have been made so far), meditation, shared reading, mosaics, scrapbooking, sacred sound and mental wellness group. We also run a First Aid course each term, have held a variety of accredited classes and information sessions as well as providing a meeting space for four community groups throughout the year. Our 'off campus' activities include the Friday bike riding group and a weekly walking group which ran for part of the year.

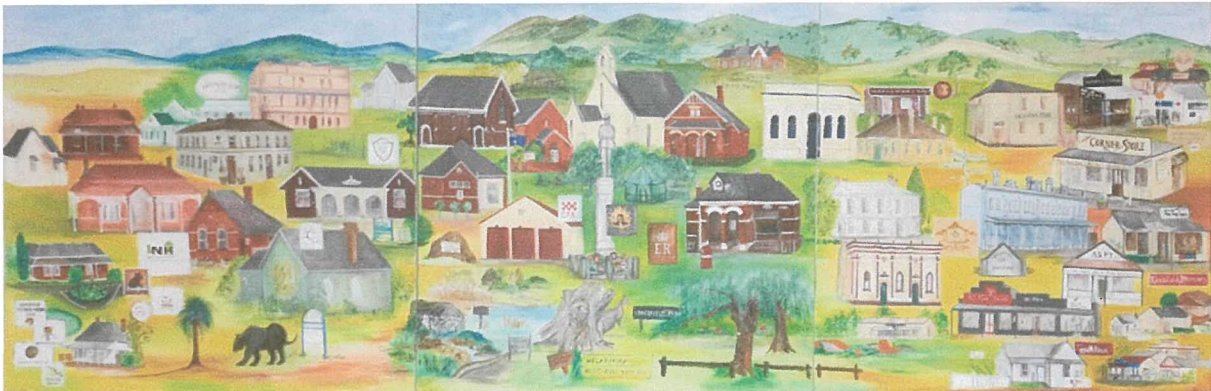
The House now runs enterprises at four other locations – the Men's Shed, the Op Shop, Fancy That Costume Shop and The Town House – all coincidentally on the north side of High Street. The big change for this year is the moving of the Townhouse to its new location and the early planning for incorporating a Food Pantry and Community Garden. The new space has been very well received and we have several new volunteers on board who are keen to be part of establishing the new projects.

Two other big things have happened this year; the hiring of Kerrie Sheawick to work as a promotion and administration assistant and the renovation of the House. The new paint, carpet, lighting and blinds have lifted the building incredibly, a great legacy for Deidre Knell, who obtained the grant for the renovation and provided the piece de resistance, the sensational 'Lancefield' mural.

Feed it Forward will celebrate its one-year lunch this month. Our other project run in partnership with the Romsey Neighbourhood House, Community Transport, is also proving to be a very strong, and much needed, community development initiative.

The Farmers Market continues to be an important aspect of the Lancefield Community. A survey undertaken in September showed that nearly 60% of the over 3000 market attendees came to Lancefield from outside the Macedon Ranges. Market visitors are spending around \$200,000 with the stallholders and Lancefield businesses each month.

Absolutely everything listed above is only made possible by all the people who volunteer their time and skills – you are all amazing – thank you.



Lancefield Neighbourhood House Inc.

ABN 54 269 033 662

FINANCIAL REPORT

For the year ended 30 June 2019

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 2019

	2019	2018
	\$	\$
INCOME		
Grant Income	111,764.81	94,419.97
Farmers Market Income	25,617.00	16,811.60
Op Shop Income	85,966.13	89,997.45
Fees for Services	6,933.26	5,690.53
Mens Shed Income	33,081.25	5,762.49
Town House	4,240.71	4,748.53
Fundraising	-	394.20
Donations	25.09	5,000.00
Memberships	150.05	80.00
Toilet Paper	5,697.84	6,030.78
Calender	900.00	1,340.90
Miscellaneous income	1,110.40	573.05
Course Income	3,016.25	1,191.40
Mega Fauna Project Income	6,650.80	-
Interest received	5,855.90	5,951.75
	<u>291,009.49</u>	<u>237,992.65</u>
EXPENDITURE		
Administration Costs	324.07	80.80
Advertising	2,723.92	3,712.11
Advertising	1,193.58	1,314.29
Audit Fees	480.00	563.64
Bank charges	157.90	159.15
Christmas Decorations Costs	2,002.28	-
Cleaning	1,760.00	1,520.00
Computer Costs	784.45	508.43
Consumables	33,533.72	26,907.86
Coordinator	7,090.00	4,000.00
Course Expenses	1,737.15	172.73
Donations	41.18	12.00
Donations	83,765.20	52,289.19
Entertainment	5,750.00	3,950.00
Equipment Purchases	440.53	2,869.00
Event Expenses	1,186.75	595.37
Feed it forward costs	8,336.92	5,438.44
Grant Expenses	10,219.15	20,458.23
Incredible Edible	50.00	290.17
Insurance	-	1,347.55
Insurance	2,375.90	-
Insurance and fees	2,492.83	2,785.46
Mega Fauna Project Costs	36,608.28	7,990.73
Memberships	452.27	359.09

Lancefield Neighbourhood House Inc.

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TRADING, PROFIT AND LOSS STATEMENT

For the year ended 30 June 2019

	2019	2018
	\$	\$
Photocopier rental and usage	4,932.99	3,890.93
Postage	359.09	-
Postage and stationery	1,368.98	1,654.83
Professional development	210.70	-
Rates & land tax	590.71	559.83
Repairs and maintenance	964.21	864.74
Staff amenities	46.50	35.46
Sundry expenses	530.35	1,244.52
Superannuation contributions	5,813.42	3,471.00
Telephone & Internet	1,621.43	1,823.62
Toilet Paper	4,196.00	4,588.60
Town House Costs	14,475.47	10,099.96
Utilities	818.19	1,857.27
Wages	68,973.46	42,879.20
Water	482.63	-
Workcover	-	125.62
	<u>308,890.21</u>	<u>210,419.82</u>
DEFICIT FROM ORDINARY ACTIVITIES BEFORE INCOME TAX	(17,880.72)	27,572.83
Retained surplus at the beginning of the financial year	1,046.10	(26,526.73)
TOTAL AVAILABLE FOR APPROPRIATION	(16,834.62)	1,046.10

Lancefield Neighbourhood House Inc.

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TRADING, PROFIT AND LOSS STATEMENT

For the year ended 30 June 2019

	2019	2018
	\$	\$
Farmers Market		
<hr/>		
INCOME		
Farmers Market Income	25,617.00	16,811.60
EXPENDITURE		
Advertising	2,723.92	3,712.11
Coordinator	7,090.00	4,000.00
Entertainment	5,750.00	3,950.00
Insurance and fees	2,492.83	2,785.46
Sundry Expenses	7,983.67	5,438.44
	<hr/>	<hr/>
	26,040.42	19,886.01
	<hr/>	<hr/>
DEFICIT FROM ORDINARY ACTIVITIES BEFORE INCOME TAX	(423.42)	(3,074.41)

Lancefield Neighbourhood House Inc.

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TRADING, PROFIT AND LOSS STATEMENT

For the year ended 30 June 2019

	2019	2018
Op Shop	\$	\$
INCOME		
Op Shop Income	85,966.13	89,997.45
EXPENDITURE		
Consumables	33,533.72	26,907.86
Donations	83,765.20	52,289.19
	<u>117,298.92</u>	<u>79,197.05</u>
DEFICIT FROM ORDINARY ACTIVITIES BEFORE INCOME TAX	<u>(31,332.79)</u>	<u>10,800.40</u>

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TRADING, PROFIT AND LOSS STATEMENT

For the year ended 30 June 2019

	2019	2018
	\$	\$
Mens Shed		
<hr/>		
INCOME		
Mens Shed Income	33,081.25	5,762.49
EXPENDITURE		
Consumables	25,553.93	7,990.73
	<hr/>	<hr/>
	25,553.93	7,990.73
	<hr/>	<hr/>
SURPLUS FROM ORDINARY ACTIVITIES BEFORE INCOME TAX	7,527.32	(2,228.24)

Lancefield Neighbourhood House Inc.

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BALANCE SHEET

As at 30 June 2019

	2019 \$	2018 \$
ASSETS		
Current Assets		
Sundry debtors	(60.48)	(60.47)
Loans - Other	-	7,330.00
Bendigo Bank 2322	52,075.62	73,544.72
Term Deposit 7359 (Op Shop)	122,875.63	120,448.54
Term Deposit 6652	10,200.00	9,965.80
Term Deposit 9299	117,846.53	115,410.19
Term Deposit 9490	36,677.79	35,919.52
Bendigo Bank 9731	2,315.96	2,315.96
Bendigo Bank 2493	1,001.00	445.33
Bendigo Bank 8533	559.35	188.95
Petty Cash Mens Shed	149.40	176.51
Load n Go	-	141.91
	<u>343,640.80</u>	<u>365,826.96</u>
TOTAL ASSETS	<u>343,640.80</u>	<u>365,826.96</u>
LIABILITIES		
Current Liabilities		
PAYG withholding payable	2,352.37	1,463.78
Superannuation payable	869.15	2,536.50
Provision for GST	1,288.09	2,351.45
	<u>4,509.61</u>	<u>6,351.73</u>
TOTAL LIABILITIES	<u>4,509.61</u>	<u>6,351.73</u>
NET ASSETS	<u>339,131.19</u>	<u>359,475.23</u>
EQUITY		
Accumulated deficits	(16,834.62)	1,046.10
Op Shop Reserves	140,179.27	171,512.06
Mens Shed Reserves	13,704.74	6,177.42
Farmers Market Reserves	1,160.57	1,583.99
Relay for Life Reserves	166.30	286.30
Benevolent Funds	2,997.72	5,000.00
	<u>141,373.98</u>	<u>185,605.87</u>
TOTAL EQUITY	<u>141,373.98</u>	<u>185,605.87</u>

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STATEMENT OF CHANGES IN EQUITY

As at 30 June 2019

	2019	2018
	\$	\$
Total equity at the beginning of the financial year	6,332.40	195,058.61
Surplus attributable to members	(17,880.72)	27,572.83
Transfers to and from retained surpluses	-	(184,367.11)
TOTAL EQUITY	(11,548.32)	38,264.33

Lancefield Neighbourhood House Inc.

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STATEMENT OF CASH FLOWS

For the year ended 30 June 2019

	Note	2019 \$	2018 \$
CASH FLOWS FROM OPERATING ACTIVITIES			
Receipts from customers		285,153.59	232,040.90
Payments to suppliers and employees		(308,890.21)	(210,419.82)
Interest received		5,855.90	5,951.75
Net cash provided by operating activities	2	(17,880.72)	27,572.83
CASH FLOWS FROM FINANCING ACTIVITIES			
Net increase in cash held		(14,856.15)	(151.89)
Cash at the beginning of year		358,557.43	358,709.32
Cash at end of year		343,701.28	358,557.43

Lancefield Neighbourhood House Inc.

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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 30/06/2019.

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 30/06/2019.
- (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 30/06/2019 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 : 11/09/2019