

# Annual General Report 2019



**KYNETON  
COMMUNITY HOUSE**

This report pertains to the period before the Covid-19 crisis, so does not include the adaptations of Kyneton Community House programs and projects caused by the very necessary 2020 lockdown.

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Kyneton Community House acknowledges Dja Dja Wurrung and Taungurung peoples as the traditional Owners/Custodians of the land on which we operate. KCH commits to continue learning and working respectfully to honour ongoing Aboriginal cultural and spiritual connections to this country. We acknowledge their Elders past, present and emerging and any Aboriginal and/or Torres Strait Islander People who may connect with us.

Diversity and inclusivity are important to Kyneton Community House and we are committed to ensuring our workplace and services reflect this.

Everyone is welcome at our House, regardless of race, age, ability, gender, sexuality or religion.

### History

The Kyneton Community House was originally established in 1988 by a small group of community members. They recognised the need to accommodate opportunities for local groups and individuals, particularly isolated women, to meet together and participate in a range of activities. First registered as a Not for Profit Incorporated Association in September 1989 the organisation has been managed to service the Kyneton community ever since.

Our current premises 34 Mollison Street, Kyneton is now owned outright by our organisation offering security into the future.

Our mission *'To enhance lives and develop a strong community'*. Participate. Learn. Develop.



## Chairperson's Report

### KCH BOARD REPORT

January 2019 – December 2019

2019 has been a year of planning for positive change and growth.

Increasing community demands meant that the facilities at 34 Mollison Street were sometimes unable to provide the activities and resources being sought. This was particularly the case with the occasional child care service, where the waiting list was consistently more than three times the available places. The old Cobaw Community Health Services building in High Street was identified as a possible new home.



It offered double the space currently available and enough room to quadruple the number of child care places.

However, it was not to be. Finance to make the move and necessary renovations proved impossible to source. A positive outcome has been that the business plan and budgets which were drafted then, with updating, have proved invaluable for our current application to become the managers of the old Kyneton Primary School.

The decision of KCH manager Mary Hogarth to retire, effective from December 2019, at the end of her accumulated long service leave, was something of a shock. Mary's long career at KCH commenced more than thirty years ago as child care coordinator, then progressed through to being the community house manager, a position she filled for twelve years. Mary's commitment to community development and her sound management has created a unique Kyneton institution; networked into both the community and resourcing agencies, including government departments and Council.

Mary's long stewardship has produced a uniquely responsive and strong community house.

After advertising and interviewing for a new manager, the Board appointed Claire Rawlinson, KCH Community Development and Pathways Coordinator. The position has since been re-classified as Director KCH, incorporating the old education coordinator role with the manager's role. This conforms with the policy of the Regional Association of Neighbourhood and Community Houses.

Thank you to all KCH staff, particularly Claire, in taking on her new and expanded role with such energy and creativity. Also Casey Grana, as promotions and Administration manager, calmly and efficiently keeping the show on the road. And our volunteers for their inestimable support with administration and projects.

Last but not least, members of the board, thanks for commitment, informed advice and good judgement.

Alan Moor

Chair KCH

## Treasurer's Report

For 2019, MGR Accountants in Bendigo audited our financial books. The auditor's report can be found later in this annual report.

Please note that this financial report does not reflect our financial status for 2020 and the impact of the coronavirus pandemic on our finances and programs.

The auditors reported a continued sound financial position for the Kyneton Community House. During 2019, we experienced a one off increase in expenditure due to paying out the entitlements of two staff members through resignation and retirement and through paying out our mortgage on the existing KCH building. These payments have been reflected in our bottom line with an overall decrease in our financial position of \$84,000. However, our overall bottom line remains sound at \$506,134.

2019 also saw the appointment of our new centre manager - Claire Rawlinson, our new bookkeeper - Jacinta Stone, and the migration of our accounting system to the Xero Accounting package in the second half of the year. This new system has streamlined and improved both our bookkeeping and our reporting to the Board.

Mark Ridgeway, Treasurer, 13/7/2020



# Kyneton Community House Members 2019

## Committee of Management

- Alan Moor – Chair
- Geraldine Ramselaar – Vice Chair
- Mark Ridgeway – Treasurer
- Amanda Harland – Secretary
- Heather McIntyre – Ordinary Member
- Ron Rutlidge – Ordinary Member
- Peter Henderson – Ordinary Member
- Peter Johnson – Ordinary Member



## KCH Members

- |                    |                  |                         |
|--------------------|------------------|-------------------------|
| Heather Baker      | Judy Brady       | Beverly Daffy           |
| Joanne Dixon       | Rhona Ekberg     | Maryann Falkland        |
| Helen Forsyth      | Garry Galloway   | Linda Johnson           |
| Helen Metcalfe     | Gary Perkins     | Trevor Pollard          |
| Dawn Rasmus        | Mary Reid        | Paul Reid               |
| Graham Smith       | Veronica Taubman | Lidia Taylor            |
| John Teed          | Mary Teed        | David Wauchope          |
| Joan Willis        | Veronika Sultana | Catherine Neale         |
| Julie Eldridge     | Casey Grana      | Claire Rawlinson        |
| Sally Towell Julie | Jane Williams    | Alexander Guzman        |
| Duncan             | Don Hill         | Katherine Padilla Judge |
| Jo Skipper Smith   | Kylie Swain      | Laurens Wildeboer       |
| Jodie Cations      | Graham Smith     |                         |



## Director's Report

2019 not only saw a return to the organisation's original name, Kyneton Community House, it also saw a changing of the guard with the retirement of long time Centre Manager, Mary Hogarth. The transition of operations under new management began with gusto, and many new and innovative programs started at the House. The team was a great mix of old and new faces, bringing a balance of valued experience and invigorated enthusiasm.

Broadly, operations fell into the following areas in 2019:

- Community Development
- Community Childcare
- Learn Local Education
- Community Lunches
- Room Hire & Community Groups



With the changing demographics in Kyneton and an increased demand for community involvement, our focus shifted to a more contemporary model, intended to benefit the whole of the Kyneton community. The ramping up of social media use and the broadening of our client base meant we were able to reach, facilitate and assist many more people in our town.

With excellent promotional content, coordinated and generated by our Promotions and Administration Manager, Casey Grana, we saw an increase in people accessing opportunities and utilising services on offer. KCH also saw numerous new service providers and community facilitators requesting to use our facilities, and much of the time the House was filled to the brim and buzzing with activity. This served as a great indicator that we are serving our community well, reaching those that need us and working towards our mission statement '*To enhance lives and develop a strong community*'.

Partnerships were also a key focus for KCH in 2019. We formed and strengthened ties with many community organisations, schools and small businesses in Kyneton and surrounds to deliver programs underpinned by strong community development framework.

Overall our programs were diverse including education and employment pathways, wellbeing and social endeavours. We welcomed many faces through our doors, old and new, and did our utmost to cater to as many folks in Kyneton that would benefit.

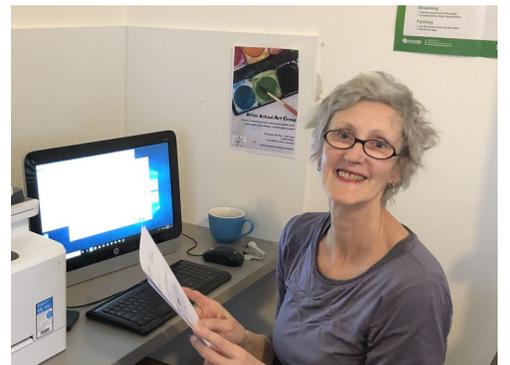
Claire Rawlinson

Director, Kyneton Community House

## With Thanks to our Volunteers

Kyneton Community House runs with the tireless support of our amazing volunteers. Generosity with their time, life experience and amazing skill sets knows no bounds. We would like to thank them for their commitment in 2019 and look forward to working with all our volunteers, existing and new, in 2020 and beyond.

Fran Malane	Community Lunches & Child Care
Joanne Dixon	Admin & Community Lunches
Jody Cooke	Community Lunches
Kate Neal	Admin & Community Garden
Margaret Markovic	IT
Richard Buse	IT
Bobbi Cheetham	Community Lunches
Nicholas Scott	Community Lunches
Lucinda Dodds	Community Garden
Marisa Leahy	Community Lunches
Lyn Currie	Community Lunches
Bree Gerity	Admin & Community Lunches
Deita Walters	Child Care
Bernie Cruise	Maintenance
Marian Gurbisz	Maintenance
Anna Haessner	Admin



## Operational Staff 2019

Mary Hogarth — Centre Manager (Jan—May)  
Claire Rawlinson — Community Development & Pathways  
Coordinator/Interim Manager/Director  
Casey Grana — Administration & Promotions Coordinator  
Casey Sowula — Childcare Coordinator  
Wendy Chaplin — Childcare Coordinator  
Catherine Christmass — Community Lunch Coordinator  
Kat Mansbridge — Project Officer CAIF  
Laura Gardner — Administration Assistant  
Neil Claney — Bookkeeper (Jan—July)  
Jacinta Stone — Bookkeeper  
Allison Horley — Housekeeping



## Community Development Highlights

2019 saw KCH nurture existing community programs whilst forging new partnerships and connections to meet local needs.

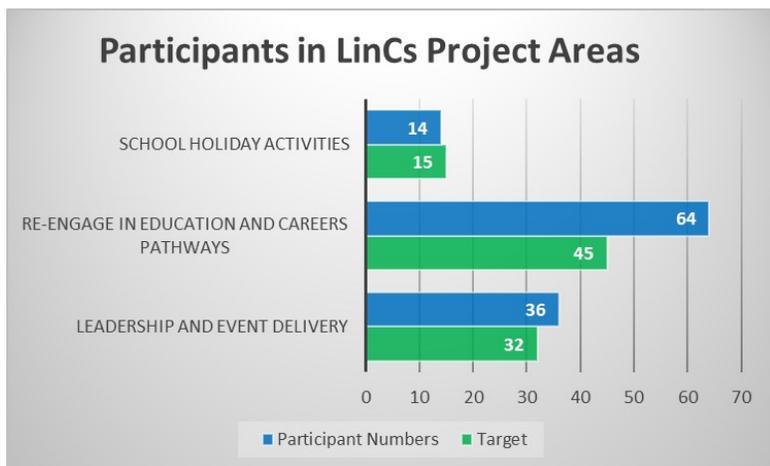
Our Learning in Community (LinCs) project saw us working with school communities, local council and small business to deliver various programs and events including:

Book Clubs and English Study Club with Squishy Minnie Bookstore

Music in the Sticks with Macedon Ranges Shire Council (MRSC)

Project Ready with Central Ranges LLEN, Kyneton High School and Gisborne Secondary College

Queer Formal with MRSC and Cobaw Community Health



We also saw a pressing need to support young families moving to our town as a priority making sure to give them access to social supports and special interest opportunities. The Young Parents Group through MRSC were supported with activities and a meeting space. The 'new residents morning teas' were also trialed to help acclimate new Kyneton residents.

Our Community Garden flourished as attended to by dedicated volunteers Lucinda Dodds and Kate Neale. This program fed many Community Lunch goers and made the grounds of our House such a delight to all that visited or travelled through. Our Open Garden Event held as part of the Transition Hub's garden tour program was a great success with many people visiting for the first time.



Creation of and participation in many other initiatives was also undertaken by KCH in order to support the diverse needs people in Kyneton.

### Community Development Programs 2019

KCH Community Free Book Exchange

After School Lego Clubs and holiday programs with Aha Moments

Art classes for all ages in various disciplines (term and holiday programs)

Be Connected over 55s digital literacy program launch with one on one support offered

KCH Pub Singers with Polly Christie at the Albion Hotel

Bee Keeping Courses with Macedon Ranges Sustainability Group

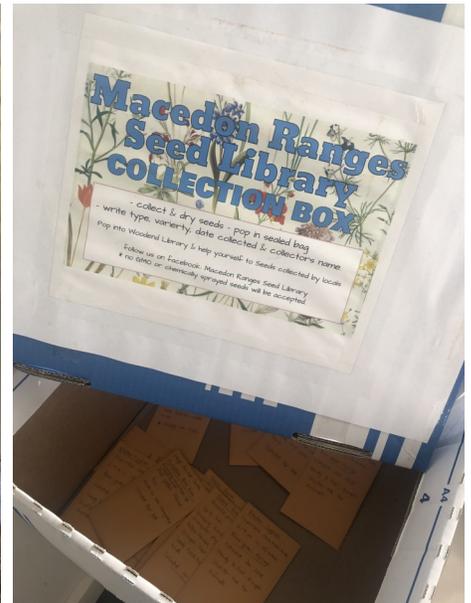
Bread Tags for Wheelchairs collection point

Catholic Care Sandhurst parenting workshops

Collection Point for Macedon Ranges Seed Savers

Boomerang Bags workshops and distribution

Read Victoria program facilitated with bookings and accommodations



## Kyneton Twilight Festival

The 2nd Kyneton Twilight Festival was held on the 7th of December 2019. The Event was organised by Volunteer Project Manager, Geraldine Ramselaar. She undertook the monumental task of coordinating all aspects of the event. She did an excellent job, ensuring a successful and stress free day for all.

Drew Ramselaar took over the reins from Geraldine on the day as the Event Manager to keep all our volunteers, stall holders and patrons happy and safe. Many thanks also go out to the marshals, without whom the event would not be possible.

A great mix of 23 artisan stall holders and 7 food stalls participated, along with Santa photos, lucky dip, craft activities, face painting and musicians.

The Festival was attended by an estimated 1250 people.

Held in the lead-up to the Festival was a shop window decorating competition. Thank you to Mark Ridgeway, The Rotary Club of Kyneton and The Lions Club. This was a great supporting event for the market and helped bring local businesses to the market and a festival feel to the town.

We had some very generous donations from the Kyneton RSL, Preloved Pedlar, Ray White, RT Edgar, with Rotary donating their time and marquees. Without these and the grant the Festival would not be viable.

Planning for 2020 has already commenced, however the Covid-19 Pandemic may change how this event proceeds.



## Steering Committee

Geraldine Ramselaar (Chair)

Alan Moor

Amanda Harland

Casey Grana

Claire Rawlinson

## Community Childcare

2019 saw our Occasional Child Care flourish. With near full enrolments year round we saw a great many families accessing our service. Casey Sowula took maternity leave in March and Wendy Chaplin stepped to run the program for the remainder of the year. With the transition to the Child Care Subsidy in 2018 we saw a lot more families finding some fee relief a welcome addition to their child care needs with us at KCH. A welcome contribution was made by the Kyneton Uniting Church Parish Op Shop that went towards new books and other educational resources.

The waiting list grew to hit 40+ children at some points, and as such we have made child care program expansion a top priority. Our Occasional Care also moved to being open 48 weeks of the year after the Easter holidays in April, further providing support needed by Kyneton families and carers.

Our students enjoyed lots of gardening (harvesting and tasting our first radishes was a total highlight), painting, making, playing, singing, reading and exploration of their environment. An obsession with volcano creation was definitely a well-loved pastime.

In 2019 we also farewelled one of our longstanding, much-loved educators, Allison Horley. She gave ten years to the Occasional Child Care service at KCH, firstly as a volunteer and then as a qualified paid worker. For that and the care she showed our children and families we are most grateful and wish her all the best into the future.

## List of 2019 Educators

Casey Sowula  
Wendy Chaplin  
Allison Horley  
Alicia Anastassi  
Sung Choi (Sabina)  
Rebecca Paine  
Xanthe Buckland  
Mary Hogarth



## Occasional Child Care Enrolment Numbers 2019



## Learn Local Education

What great year 2019 was for us as a Learn Local Provider. Finalists in the Learn Local Awards for our vocational Hospitality and Agriculture 'Skills for Life' offering in the Pre-accredited Pathways Program category. Partnering with This Farm Needs a Farmer and the Social Foundry as student placement facilitators was key to this success.



The Gala dinner and awards ceremony was a wonderful event enjoyed by Board members, staff and students alike.

The Learn Local funding increased by 33% in 2019 encompassing both Pre-Accredited and LEAP programs. Enrolments were steady and delivery was facilitated by our skilled tutors.

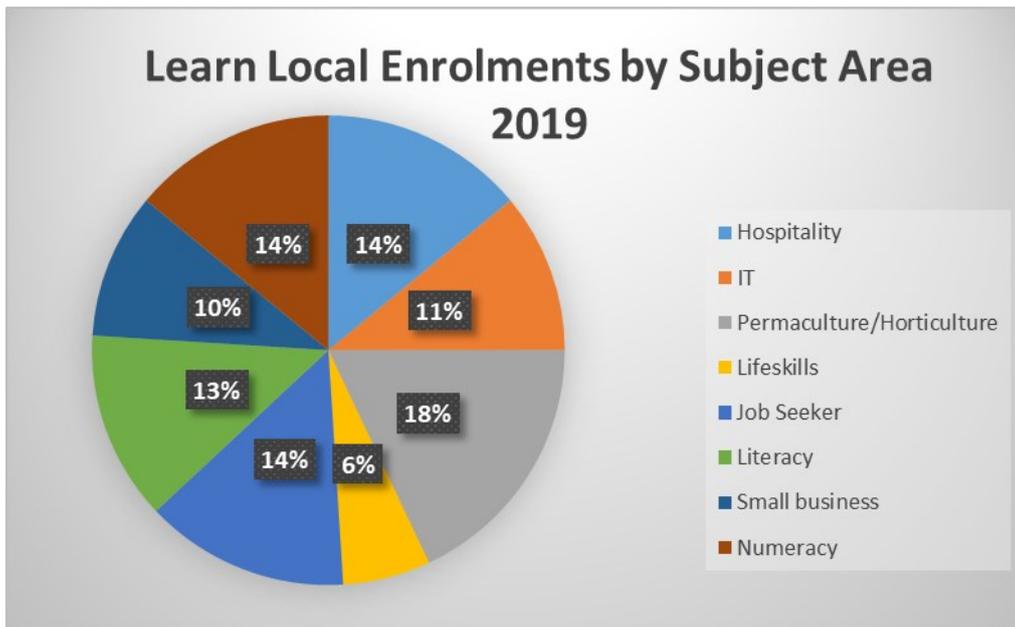
A CAIF 11 funding grant of \$42,910 was also awarded to KCH for a project looking at 'Uncovering EAL support needs, Macedon Ranges and Surrounds'. This research was undertaken by looking at potential student needs for housing, employment and other social connectivity.

We were also privileged to be one of the Learn locals involved in the pilot SARA Project addressing financial wellbeing for women informed by the Royal Commission into Domestic Violence. The partnership between Learn Locals and Wire for Woman provided resources and training that will be utilised well into the future for Financial Literacy program deliveries.

The training partnership with Windarring also flourished, allowing us to deliver Learn Local Courses in Hospitality, Art, Gardening, IT and Life Skills to people living with difference in our community.

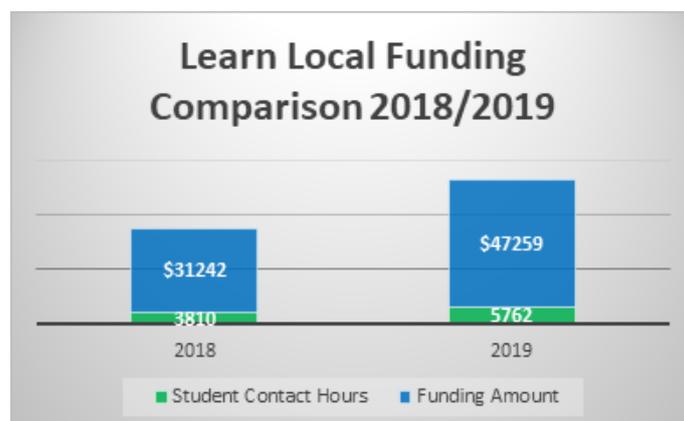
Other programs included vocational pathway programs in Sewing, Website Creation, Horticulture and Small Business start-up. Literacy and numeracy for work and life was also on offer as was 'LEAP Back into The Game' to see people empowered to return to work after an absence.





### 2019 Learn Local Trainers

- Jane Williams - Literacy & Numeracy, IT
- Deita Walters - Lifeskills Art
- Adam Laurance - Permaculture/Horticulture
- Joy Robbins - Hospitality, IT
- Geraldine Ramselaar - LEAP Small Business Sewing
- Joanne Murray - LEAP Small Business Sewing
- Kat Mansbridge - IT
- Tian Jay - LEAP Small Business IT



## Kyneton Community Lunches

Our Community Lunch Coordinator Catherine Christmass and a team of dedicated volunteers hit the ground running in February to deliver delicious offerings to the Kyneton community at the Kyneton Mechanics Institute on Wednesdays during school terms. Food was generously donated consistently by Kyneton Caring Community and Ryan's IGA Kyneton.



The Community Lunches were well-attended this year by 1,800+ guests. Numerous lunches were dedicated to shine a light and raise funds for special causes such as Bushfire Fundraiser, Seniors Week, Harmony Day, International Women's Day and Refugee Week.

Proceeds generated from the Kyneton Community Lunches enable us to provide continued support to Kyneton community's most vulnerable. Our 'Eat One Treat One' program also provided free meals to many community members throughout the year.

We are grateful for the generous support of our sponsors including Macedon Ranges Shire Council, Reform Landscaping, Campaspe Family Practice, Kyneton Uniting Church Parish Op Shop and Lisa Chesters, MP. Extra funds were also raised with produce sales at the Kyneton Agricultural Show and The Kyneton Daffodil and Arts Festival parade.

**The Long Lunch** was a roaring success with over 140 tickets sold, generating \$5,050. This annual event is the major fund-raiser for the Kyneton Community Lunches and was made possible through the dedication and generosity of the Community Lunch volunteer team as well as students from Sacred Heart College, Kyneton who all volunteered their time.

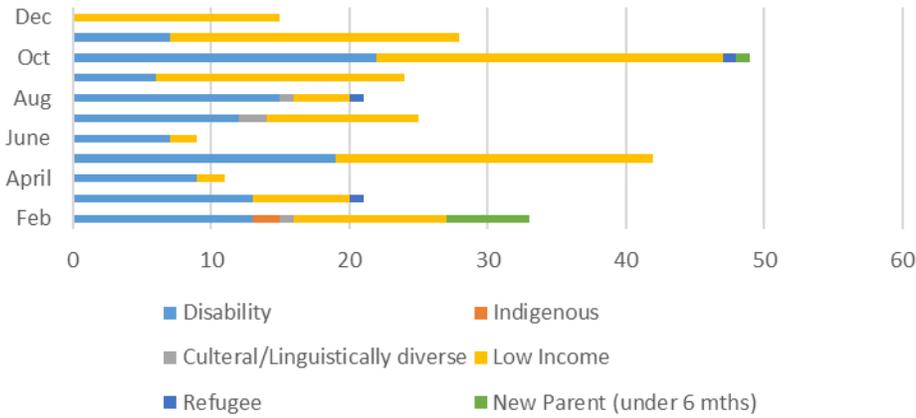
Our thanks to these local businesses who kindly donated goods or voucher for the raffle:

Animus Distillery, Big Tree Distillery, Crofton Park, Donkey, Harper Lee, Hunter Gatherer, Monsieur Pierre, Musk Lane, Ruby Café, Source Dining, Tea of Earth.

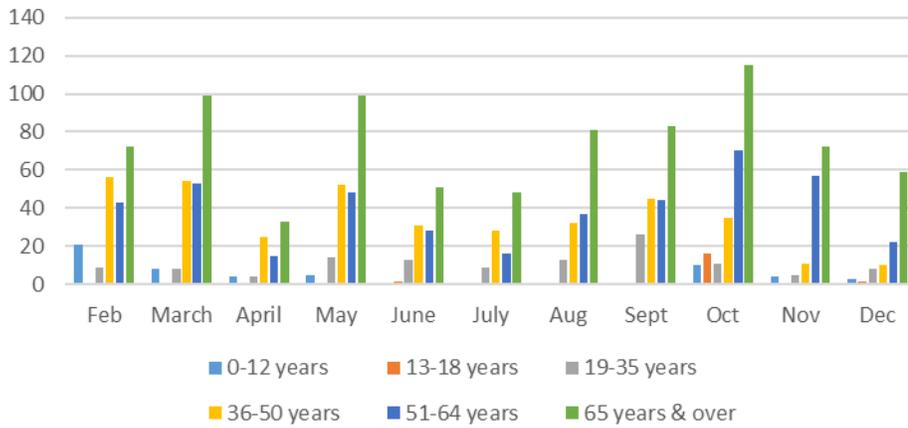
Our thanks also to the following local businesses who provided food or preparation facilities for the Long Lunch: Hardwicks, Kyneton Caring Community and Piper Street Food.



Self-identified Cohorts Accessing KCH Community Lunches in 2019



KCH Community Lunch Attendance 2019 by Age Group



**Steering Committee**

- Mary Hogarth (Chair) Jan- May
- Claire Rawlinson (Chair)
- Catherine Christmass
- Bobbi Cheetham
- Anne Hill
- Emilie Byrne
- Rhani Dean-Talbett
- Sarah Guy

### Room Hire & Fee for Service Programs

Hiring out our facilities sees many people access our Community House. We are grateful to the community groups and service providers that utilise our premises to offer the people of Kyneton a variety of programs and services. Room hire revenue remained relatively consistent in 2018 (with \$22,444 income) and 2019 (with \$23,346), although there were markable differences in the times of year people made use of KCH in the two time periods.



### List of Room Hires/Course Facilitators

Intelligent Training Solutions (First Aid/CPR)  
AHA Moments (Lego/Robotics)  
Fran Malane (Yin Yoga)  
Lucinda Dodds (Watercolour, Meditation)  
Western District Employment Agency (WDEA)  
University of the Third Age (U3A)  
Macedon Ranges Shire Council  
Kathryn Goldrick (Chair Yoga)  
Karina Reed (Vinyasa Yoga)  
Glenn Rowley/GenU (RSA)  
Mel Husada (Garden programs)  
Jeanine Kolasa (After School Art Programs)  
Partners in Training (Certificate/Diploma Health Courses)  
Lakshal Perera (Photography)  
Drew Ramselaar (Beekeeping)  
Dave MacMunn (Bike Maintenance)  
Joy Robbins (Wax Wraps)  
Cath Chugg (Skincare & cleaning)  
Anne Rex (Gingerbread making, Scrapbooking)  
Emily Sims (Gluten free Breadmaking, Soapmaking)  
Voula Augerinos (Meditation)  
Australian Boating College  
Martin Joiner Spirituality  
Boomerang Bags  
Reconnect Program  
Distinctive Options  
Tiffany Speight Singing  
Ranters & Ravers Bookclub  
Personnel Group  
Elisha Redpath Tutoring



**INDEPENDENT AUDITOR'S REPORT  
TO THE MEMBERS OF  
KYNETON COMMUNITY & LEARNING CENTRE INC**

**Report on the Audit of the Financial Report**

**Qualified Opinion**

We have audited the accompanying financial report of Kyneton Community & Learning Centre Inc, which comprises the balance sheet as at 31 December 2019, and the statement of comprehensive income, statement of changes in equity and statement of cash flows for the year then ended, a summary of significant accounting policies, other explanatory notes and the certification by members of the committee on the annual statements giving a true and fair view of the financial position and performance of the association.

In our opinion, except for the effects of the matter described in the Basis of Qualified Opinion section of our report, the financial report gives a true and fair view of the financial position of Kyneton Community & Learning Centre Inc as of 31 December 2019, and of 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 Reform Act 2012.

**Basis of Qualified Opinion**

As is common for organisations of this type, it is not practicable for the Kyneton Community & Learning Centre Inc to maintain an effective system of internal control over receipts until their initial entry in the accounting records. Accordingly, our audit in relation to receipts was limited to amounts recorded.

We conducted our audit in accordance with Australian Auditing Standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Report section of our report. We are independent of the association in accordance with the ethical requirements of the Accounting Professional and Ethical Standards Board's APES 110 Code of Ethics for Professional Accountants (the Code) 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.

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

**Emphasis of Matter - Basis of Accounting**

We draw attention to Note 1 to the financial report, which describes the basis of accounting. The financial report has been prepared to assist the association to meet the requirements of the Associations Incorporation Reform Act 2012. As a result, the financial report may not be suitable for another purpose. Our opinion is not modified in respect of this matter.

## **Responsibilities of the Committee for the Financial Report**

The committee of the Kyneton Community & Learning Centre Inc are responsible for the preparation of the financial report that gives a true and fair view in accordance with Australian Accounting Standards and the Associations Incorporation Reform Act 2012 and for such internal control as the committee determines is necessary to enable the preparation of the financial report that gives a true and fair view and is free from material misstatement, whether due to fraud or error.

In preparing the financial report, committees are responsible for assessing the association's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the committee either intends to liquidate the association or to cease operations, or has no realistic alternative but to do so.

## **Auditor's Responsibilities for the Audit of the Financial Report**

Our objectives are to obtain reasonable assurance about whether the financial report as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Australian Auditing Standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of the financial report.

As part of an audit in accordance with the Australian Auditing Standards, we exercise professional judgement and maintain professional scepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial report, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit 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.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the committee.
- Conclude on the appropriateness of the committee's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the association's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial report or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the association to cease to continue as a going concern.

- Evaluate the overall presentation, structure and content of the financial report, including the disclosures, and whether the financial report represents the underlying transactions and events in a manner that achieves fair presentation.

We communicate with the committee regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.



**Warren Pollock**  
**MGR ACCOUNTANTS**  
mgr@mgr.com.au

13 July 2020

# **KYNETON COMMUNITY & LEARNING CENTRE INC**

## **FINANCIAL REPORT** FOR THE YEAR ENDED 31 DECEMBER 2019

# KYNETON COMMUNITY & LEARNING CENTRE INC

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# KYNETON COMMUNITY & LEARNING CENTRE INC

## PROFIT AND LOSS STATEMENT FOR THE YEAR ENDED 31 DECEMBER 2019

	Note	2019 \$	2018 \$
<b>INCOME</b>			
Support Services		22,322	25,381
ACFE Income		65,157	48,263
Education Project Income		6,413	73,016
Community Programs		188,776	174,393
Childcare Income		122,047	90,735
Interest received		2,852	3,739
Other Income		4,003	11,436
		411,570	426,963
<b>LESS EXPENDITURE</b>			
Advertising		3,701	3,315
Auditors' remuneration	2	516	350
Bank charges		2,495	1,013
Cleaning		1,360	323
Contract Work		31,992	21,670
Community lunch expenses		27,057	26,602
Course costs		5,947	4,548
Depreciation		12,088	14,791
Employees entitlement		(5,008)	4,347
Fees & charges		-	263
Insurance		3,622	3,538
Interest paid		1,685	1,923
Light, heating and power		2,427	1,335
Postage		3	98
Printing and stationery		3,515	2,714
Project costs		57,837	98,696
Rates and taxes		2,397	1,791
Repairs and maintenance		5,608	6,439
Replacements		5,234	4,430
Security Costs		774	776
Staff amenities		-	871
Staff Training And Welfare		4,308	2,332
Subscriptions		4,102	3,862
Sundry Expenses		10,332	2,638
Superannuation		35,489	19,242
Telephone		3,553	2,515
Salaries & wages		275,192	179,182
		496,226	409,604
<b>NET OPERATING PROFIT (LOSS)</b>		(84,656)	17,359
Retained Profits at the beginning of the financial year		590,790	573,431
<b>RETAINED PROFITS AT THE END OF THE FINANCIAL YEAR</b>		<b>506,134</b>	<b>590,790</b>

The accompanying notes form part of these financial statements.

**KYNETON COMMUNITY & LEARNING CENTRE INC**

**STATEMENT OF FINANCIAL POSITION**

**AS AT 31 DECEMBER 2019**

	Note	2019 \$	2018 \$
<b>ASSETS</b>			
<b>CURRENT ASSETS</b>			
Cash on hand	3	200,342	305,275
Accounts receivable and other debtors	4	5,081	3,652
<b>TOTAL CURRENT ASSETS</b>		<b>205,423</b>	<b>308,927</b>
<b>NON-CURRENT ASSETS</b>			
Property, plant and equipment	5	420,499	432,587
<b>TOTAL NON-CURRENT ASSETS</b>		<b>420,499</b>	<b>432,587</b>
<b>TOTAL ASSETS</b>		<b>625,922</b>	<b>741,514</b>
<b>LIABILITIES</b>			
<b>CURRENT LIABILITIES</b>			
Accounts payable and other payables	6	32,143	14,487
Provisions	7	32,997	44,092
Other	8	50,052	62,935
<b>TOTAL CURRENT LIABILITIES</b>		<b>115,192</b>	<b>121,514</b>
<b>NON-CURRENT LIABILITIES</b>			
Borrowings	9	-	29,210
Provisions	7	4,596	-
<b>TOTAL NON-CURRENT LIABILITIES</b>		<b>4,596</b>	<b>29,210</b>
<b>TOTAL LIABILITIES</b>		<b>119,788</b>	<b>150,724</b>
<b>NET ASSETS</b>		<b>506,134</b>	<b>590,790</b>
<b>MEMBERS' FUNDS</b>			
Retained earnings		506,134	590,790
<b>TOTAL MEMBERS' FUNDS</b>		<b>506,134</b>	<b>590,790</b>

# KYNETON COMMUNITY & LEARNING CENTRE INC

## STATEMENT OF CHANGES IN EQUITY

FOR THE YEAR ENDED 31 DECEMBER 2019

	Retained Earnings \$	Total \$
Balance at 1 January 2018	573,431	573,431
Comprehensive income		
Profit for the year	17,359	17,359
<b>Total comprehensive income for the year attributable to members of the association</b>	<u>17,359</u>	<u>17,359</u>
Balance at 31 December 2018	<u>590,790</u>	<u>590,790</u>
Balance at 1 January 2019	590,790	590,790
Comprehensive income		
Profit (loss) for the year	(84,656)	(84,656)
<b>Total comprehensive income for the year attributable to members of the association</b>	<u>(84,656)</u>	<u>(84,656)</u>
Balance at 31 December 2019	<u>506,134</u>	<u>506,134</u>

**KYNETON COMMUNITY & LEARNING CENTRE INC**

**STATEMENT OF CASH FLOWS**

**FOR THE YEAR ENDED 31 DECEMBER 2019**

	Note	2019 \$
<b>Cash flows from operating activities</b>		
Receipts from customers		394,407
Payments to suppliers & employees		(471,298)
Interest received		2,853
Interest paid		(1,685)
<b>Net cash provided by (used in) operating activities</b>	<b>10</b>	<b>(75,723)</b>
<b>Cash flows from financing activities</b>		
Repayment of borrowings		(29,210)
<b>Net cash provided by (used in) financing activities</b>		<b>(29,210)</b>
Net increase (decrease) in cash held		(104,933)
Cash on hand at beginning of financial year		305,275
Cash on hand at end of financial year	<b>10</b>	<b>200,342</b>

# KYNETON COMMUNITY & LEARNING CENTRE INC

## NOTES TO THE FINANCIAL STATEMENTS

### FOR THE YEAR ENDED 31 DECEMBER 2019

#### 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The financial statements are special purpose financial statements prepared in order to satisfy the financial reporting requirements of the Associations Incorporation Reform Act 2012 Victoria. The committee has determined that the association is not a reporting entity.

The financial statements have been prepared on an accruals basis and is based on historic costs and does not take into account changing money values or, except where stated specifically, current valuations of non-current assets.

The following significant accounting policies, which are consistent with the previous period unless stated otherwise, have been adopted in the preparation of these financial statements.

##### (a) Income Tax

No provision has been made for income tax as the income of Kyneton Community & Learning Centre Inc is exempt from income tax under section 50-5 of the Income Tax Assessment Act 1997 as amended.

##### (b) Property, Plant and Equipment

All property, plant and equipment except for freehold land and buildings are initially measured at cost and are depreciated over their useful lives to the association.

The carrying amount of plant and equipment is reviewed annually by the committee to ensure it is not in excess of the recoverable amount. The recoverable amount is assessed on the basis of expected net cash flows that will be received from the asset's employment and subsequent disposal. The expected net cash flows have been discounted to present values in determining recoverable amounts.

Freehold land and buildings are carried at their recoverable amounts, based on periodic, but at least triennial, valuations by the directors.

##### Depreciation

The depreciable amount of all fixed assets, including buildings and capitalised lease assets but excluding freehold land, is depreciated on a straight-line basis over the asset's useful life to the association commencing from the time the asset is held ready for use.

The assets' residual values and useful lives are reviewed, and adjusted if appropriate, at the end of each reporting period. An asset's carrying amount is written down immediately to its recoverable amount if the asset's carrying amount is greater than its estimated recoverable amount.

##### (c) Accounts Receivable and Other Debtors

Accounts receivable and other debtors include amounts due from members as well as amounts receivable from donors. Receivables expected to be collected within 12 months of the end of the reporting period are classified as current assets. All other receivables are classified as non-current assets.

# KYNETON COMMUNITY & LEARNING CENTRE INC

## NOTES TO THE FINANCIAL STATEMENTS

### FOR THE YEAR ENDED 31 DECEMBER 2019

#### (d) Employee Benefits

Provision is made for the association's liability for employee benefits arising from services rendered by employees to the end of the reporting period. Employee benefits have been measured at the nominal amounts expected to be paid when the liability is settled, plus any related on-costs. Both annual leave and long service leave are recognised within the provisions liability.

##### **Short-term employee benefits**

Provision is made for the association's obligation for short-term employee benefits. Short-term employee benefits are benefits (other than termination benefits) that are expected to be settled wholly before 12 months after the end of the annual reporting period in which the employees render the related service, including wages, salaries and sick leave. Short-term employee benefits are measured at the (undiscounted) amounts expected to be paid when the obligation is settled.

The association's obligations for short-term employee benefits such as wages, salaries and sick leave are recognised as a part of current trade and other payables in the statement of financial position.

##### **Other long-term employee benefits**

Provision is made for employees' long service leave and annual leave entitlements not expected to be settled wholly within 12 months after the end of the annual reporting period in which the employees render the related service. Other long-term employee benefits are measured at the present value of the expected future payments to be made to employees. Expected future payments incorporate anticipated future wage and salary levels, durations of service and employee departures and are discounted at rates determined by reference to market yields at the end of the reporting period on government bonds that have maturity dates that approximate the terms of the obligations. Upon the remeasurement of obligations for other long-term employee benefits, the net change in the obligation is recognised in profit or loss as a part of employee benefits expense.

The association's obligations for long-term employee benefits are presented as non-current provisions in its statement of financial position, except where the association does not have an unconditional right to defer settlement for at least 12 months after the end of the reporting period, in which case the obligations are presented as current provisions.

#### (e) Revenue and Other Income

Non-reciprocal grant revenue is recognised in profit or loss when the association obtains control of the grant and it is probable that the economic benefits gained from the grant will flow to the association and the amount of the grant can be measured reliably.

If conditions are attached to the grant which must be satisfied before it is eligible to receive the contribution, the recognition of the grant as revenue will be deferred until those conditions are satisfied.

When grant revenue is received whereby the association incurs an obligation to deliver economic value directly back to the contributor, this is considered a reciprocal transaction and the grant revenue is recognised in the statement of financial position as a liability until the service has been delivered to the contributor, otherwise the grant is recognised as income on receipt.

The association receives non-reciprocal contributions of assets from the government and other parties for zero or a nominal value. These assets are recognised at fair value on the date of acquisition in the statement of financial position, with a corresponding amount of income recognised in the statement of profit or loss.

# KYNETON COMMUNITY & LEARNING CENTRE INC

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2019

Donations and bequests are recognised as revenue when received.

Interest revenue is recognised using the effective interest method, which for floating rate financial assets is the rate inherent in the instrument.

Revenue from the rendering of services is recognised upon the delivery of the service to the customer.

All revenue is stated net of the amount of goods and services tax.

### **(f) Accounts Payable and Other Payables**

Accounts payable and other payables represent the liability outstanding at the end of the reporting period for goods and services received by the association during the reporting period that remain unpaid. The balance is recognised as a current liability with the amounts normally paid within 30 days of recognition of the liability.

### **(g) Goods and Services Tax (GST)**

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO).

Receivables and payables are stated inclusive of the amount of GST receivable or payable. The net amount of GST recoverable from, or payable to, the ATO is included with other receivables or payables in the statement of financial position.

Cash flows are presented on a gross basis. The GST component of cash flows arising from investing or financing activities which are recoverable from, or payable to, the ATO are presented as operating cash flows included in receipts from customers or payments to suppliers.

### **(h) Critical Accounting Estimates and Judgements**

The committee evaluates estimates and judgements incorporated into the financial statements based on historical knowledge and best available current information. Estimates assume a reasonable expectation of future events and are based on current trends and economic data, obtained both externally and within the association.

**KYNETON COMMUNITY & LEARNING CENTRE INC**

**NOTES TO THE FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 31 DECEMBER 2019**

	2019	2018
	\$	\$
<b>2. PROFIT (LOSS) FOR THE YEAR</b>		
Expenses:		
Auditors' remuneration	516	350
	<hr/>	<hr/>
<b>3. CASH ON HAND</b>		
Cash on hand	100	526
Cash at bank - BBL General Account	41,856	113,548
Cash at bank - Social Investment Deposit Account	40,136	74,328
Cash at bank - KCLC Debit Card	2,080	2,899
Cash At Bank - BBL Term Deposit	115,687	113,974
Cash At Bank - PayPal Holding Account	483	-
	<hr/>	<hr/>
	200,342	305,275
	<hr/> <hr/>	<hr/> <hr/>
<b>4. ACCOUNTS RECEIVABLE AND OTHER DEBTORS</b>		
<b>CURRENT</b>		
Trade receivables	5,081	3,652
	<hr/> <hr/>	<hr/> <hr/>
<b>5. PROPERTY, PLANT AND EQUIPMENT</b>		
Property Improvements	295,148	295,148
Less Accumulated Depreciation	(98,141)	(90,762)
	<hr/>	<hr/>
	197,007	204,386
	<hr/>	<hr/>
Buildings - at cost	223,492	223,492
Total land and buildings	420,499	427,878
	<hr/> <hr/>	<hr/> <hr/>
Fixtures And Fittings	67,860	67,860
Less Accumulated Depreciation	(67,860)	(63,151)
	<hr/>	<hr/>
Total plant and equipment	-	4,709
	<hr/> <hr/>	<hr/> <hr/>
Total property, plant and equipment	420,499	432,587
	<hr/> <hr/>	<hr/> <hr/>
<b>6. ACCOUNTS PAYABLE AND OTHER PAYABLES</b>		
<b>CURRENT</b>		
Good and services tax	924	8,146
Trade creditors	-	883
Superannuation Payable	17,177	-
Withholding taxes payable	14,042	5,458
	<hr/>	<hr/>
	32,143	14,487
	<hr/> <hr/>	<hr/> <hr/>

**KYNETON COMMUNITY & LEARNING CENTRE INC**

**NOTES TO THE FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 31 DECEMBER 2019**

	2019 \$	2018 \$
<b>7. PROVISIONS</b>		
<b>CURRENT</b>		
Provision For Annual Leave	11,988	10,075
Provision For Long Service Leave	21,009	34,017
	32,997	44,092
	32,997	44,092
<b>NON-CURRENT</b>		
Provision For Long Service Leave	4,596	-
	4,596	-
	4,596	-
<b>8. OTHER LIABILITIES</b>		
<b>CURRENT</b>		
Income In Advance	50,052	62,935
	50,052	62,935
	50,052	62,935
<b>9. BORROWINGS</b>		
<b>NON-CURRENT</b>		
Loans - Bendigo Bank Mortgage	-	29,210
	-	29,210
	-	29,210
<b>10. CASH FLOW INFORMATION</b>		
<b>(a) Reconciliation of Cash</b>		
Cash on hand at the end of financial year as included in the statement of cash flows is reconciled to the related items in the statement of financial position as follows:		
Cash at Bank	200,342	305,275
	200,342	305,275
	200,342	305,275
<b>(b) Reconciliation of cash flow from operating activities with net current year profit</b>		
Current year profit after income tax	(84,656)	
Cash flows excluded from current year profit:		
Depreciation	12,088	
Changes in assets and liabilities:		
(Increase)/decrease in receivables	(1,428)	
Increase/(decrease) in payables	17,655	
Increase/(decrease) in other liabilities	(12,883)	
Increase/(decrease) in provisions	(6,499)	
	(75,723)	
<b>Net cash provided by (used in) operating activities</b>	(75,723)	

## KYNETON COMMUNITY & LEARNING CENTRE INC

### STATEMENT BY MEMBERS OF THE COMMITTEE

The committee has determined that the association is not a reporting entity and that this special purpose financial report should be prepared in accordance with the accounting policies outlined in Note 1 to the financial statements.

In accordance with a resolution of the committee of Kyneton Community & Learning Centre Inc, the members of the committee declare that the financial statements as set out on pages 2 to 10:

1. present a true and fair view of the financial position of Kyneton Community & Learning Centre Inc as at 31 December 2019 and its performance for the year ended on that date in accordance with the accounting policies described in Note 1 to the financial statements and the requirements of the Associations Incorporation Reform Act 2012; and
2. at the date of this statement there are reasonable grounds to believe that Kyneton Community & Learning Centre Inc will be able to pay its debts as and when they fall due.

This statement is signed for and on behalf of the committee by:

Committee Member

A J Moor

Dated:

16/7/20