



**ALAMEIN NEIGHBOURHOOD
& LEARNING CENTRE INC.**
Learn Laugh Live

2015

ANNUAL REPORT

ABN 14634 097 750

Incorporation No.A 1801D

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President's Foreword

At the conclusion of another successful year for the Alamein Neighbourhood & Learning Centre I look back with a great deal of pride at the tremendous achievements that have been attained.

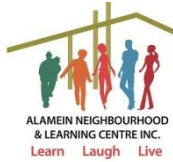
This was in no small way was due to the efforts of our very talented staff at the Centre who despite the enforced absence of our new Manager earlier in the year rose to the occasion and ensured that the operations of the Centre continued and all courses and activities proceeded as planned.

To our wonderful volunteers and my Committee of Management colleagues thank you also for your continuing dedication and hard work during the year. 2016 will present further and ongoing challenges and I believe that the talent and expertise within our organisation will ensure that all such challenges will be embraced.

I would also take this opportunity to thank our funding bodies for your continuing support. Without such important partnerships the Alamein Neighbourhood & Learning Centre would not be in a position to provide the pre accredited and leisure programs to our community. I very much look forward to continuing our productive partnerships into the future to consolidate the fine work undertaken by this very important community neighbourhood house resource.

Nicholas Meadley
President
Alamein Neighbourhood and Learning Centre





AGENDA

2015 Annual General Meeting Alamein Neighbourhood & Learning Centre Inc

Tuesday 26 April 2016

1. Welcome/Apologies
2. Confirmation of minutes of the previous AGM
3. Business arising from the minutes
4. Guest speaker: Christine Barca, Manager Craig Centre
5. President's report
6. Treasurer's report and presentation of audited financial statement
7. Appointment of the Auditor
8. Election of Committee of Management Members
9. Date of next meeting: Wednesday 26 April 2017

Meeting Close



Alamein Neighbourhood and Learning Centre

Annual General Meeting 2014

Minutes of Meeting held on 28 April 2015

1. Welcome

Karen Ward Smith, ANLC President opened the 38th Annual General Meeting at 4.00 pm on Tuesday 28 April at 4.00pm, acknowledging the traditional owners of the land and welcoming all who were present.

Present: Jonathan Brown, Karen Buckthought (NEAMI), Margaret Campion, Muriel Clarke (NIECH), Kate Doolan, Geraldine Farrell (Ashburton CC), Karen Foo, Hayley George, Pat Griffith, Sue Harris, Sally Holdsworth, Sandi Ingham, Margaret Jemmerson, Leanne Lawrence, Nicholas Meadley, Scott Moran, Joyce Petrie, Natalie Rabey, Rob Read, Amanda Smith, Margaret Smith, Rodney Sprenger, Karen Ward-Smith, Graham Watt MLC, Kate Woodlock,

Apologies: Janet Shortal (City of Boroondara), Helen Molna (City of Boroondara), Ria Mountford(City of Boroondara), Carolyn McClean (City of Boroondara), Fiona Brown(City of Boroondara), Judy Russell, John Somerville, Sylvia Somerville, Cheryl Draper, Jenny Fuge, Gina Reddaway, Scott Moran

2. Minutes of the 2013 AGM

That the minutes of the 2013 AGM as circulated be accepted as a true record of the meeting

Moved: Kate Woodlock Seconded: Margaret Jemmerson Carried

3. Business Arising

Nil

4. Chairperson's and Annual Report 2014

Karen Ward Smith introduced Rob Read as the new Manager of the ANLC. Sue Leavesly has also resigned and we will be looking as to what resourcing the ANLC will require. She indicated that it had been a successful year particularly in consolidating the Men's Shed. She congratulated the sterling job of the volunteers and also the work of the Committee of Management.

A key focus this year has been in consolidating finances and ensuring the operational health of the organisation.

The Committee has also been focussed on ongoing appropriateness of courses being offered to the community and have written to ACFE to present a case for appropriate funding for courses for the ANLC. There has been no reply as yet and Karen Ward Smith will be writing another letter. During 2014 there has been an increase in the number of participants and there have been approximately 2,500 participants.

Rob Read introduced himself and congratulated the staff on their professionalism and commitment particularly as the Centre is short staffed at the moment. He reported on the progress of the Men's Shed indicating that there had been two community events this year and the Shed is becoming better known in the community.

The Shed has undertaken a number of projects including making table tennis bats for Vision Australia when required.

That the Annual Report 2014 be accepted
Moved: Nicholas Meadley Seconded: Leanne Lawrence Carried

5. Treasurer's Report including the Financial Statement 2014

The 2014 financial results show an operating deficit of \$24,288 which is an improvement from the operating deficit of \$45,284.

The improvements were achieved through

- Improvements on returns on investments
- A reduction in spending where possible.

ANLC total assets decreased by \$11,046 and total liabilities increased by \$13,243 during 2014. Total equity are \$167,844 which includes a \$70,000 reserve that has been set aside for the replacement of the new bus. Full details regarding funding are on page 20 of the annual report.

Margaret Jefferson queried the reduction of monies spent on salaries this year and plans for recruiting new staff.

Karen advised that the Centre intended to recruit and was currently reviewing the needs with the possibility of some short term contracts to cover specific needs.

That the Treasurer's Report 2014 be accepted.
Moved: Kate Woodlock Seconded: Margaret Campion Carried

6. Appointment of the Auditor 2015

That Jan Collyer and Associates be appointed Auditor for 2015.
Moved Karen Ward Smith Seconded: Margaret Campion Carried

7. Election of Committee of Management

Nominations for the Committee this year are Leanne Lawrence and Sue Harris, both for three years. Nominations were invited from those in attendance but none were received.

As there are more vacancies than nominations, Karen Ward Smith declared Sue Harris and Leanne Lawrence elected for the term 2015-2018.

The Committee still has 4 vacancies should anyone in the audience be interested, they should talk to Rob Read.

8. Guest Speaker Amanda Smith, Housing Services Officer.

Amanda was introduced by Rob, who indicated that she had been very helpful in assisting the Centre with answers to the many questions of local residents.

Amanda indicated that Ashburton is a very complex area with aging housing stock and she manages 340 tenancies in Ashburton while being based in Box Hill. The big question for the future is to whether this stock is to be maintained by the department or not, forcing current residents to be relocated.

The challenges being faced are the complexities presented by the diversity of the tenants and the increase in local disputes being escalated to VCAT. Local tenants

prefer to use ANLC as an information source, particularly as many residents know Rob and prefer to talk to people they know.

There was a general discussion regarding the various needs of the tenants and how to get them involved. There are currently 20 remaining tenancies in Markham Estate and the future of this estate has not been resolved.

Pat Griffiths thanked Amanda for all her support to the local residents and acknowledged her contribution to the area.

There being no further business, the Meeting closed at 4.40pm

Date of next meeting: 26 April 2016

Meeting closed at 4.40pm.

Alamein Neighbourhood and Learning Centre Teams

Committee of Management

President	Nicholas Meadley
Vice President	Leanne Lawrence
Minute Secretary	Sue Harris
	Kate Woodlock
Treasurer	Karen Foo
Secretary	Rob Read
Committee	Karen Ward-Smith
	Pat Griffith
	Sally Holdsworth
	Jai Lim
	Etiene Goews

Staff

Manager	Rob Read
Further Education Coordinator	Sandii Ingham
Administration & Operations Coordinator	Sharon Buck
Bookkeeper	Tony Crawford
HACC Coordinator	Margaret Smith
Bus Drivers	Peter Miller
	John Somerville
Front Desk/Administration	Isabel Ho
	Cheryl Draper

Further Education Tutors

Robyn Engdahl	Sandii Ingham
Sue McBride	Val Barling
Anita O'Shea	Scott Moran
Tricia Ziemer	Paul Ho
Louise Avery	Deb Langley
Pandora Fernandez	Thomas Fagernes
Sue Braint	Lyn Pound
Kae Woei Lim	Fiona Baker
Perri Campbell	Kirsten Majidi

Leisure Tutors:

Vrinda Fernando	Robyn Burne	Barbara Richter-Kirk
Fiona Baker	Sarah Salas	Darren King
Catherine Schnell	Jenny Tai	Rebecca Millin

Volunteers: Fiona Baker, Anjanette Barrett, Joe Batista, Karen Boheme, Theresa Bonasera, Edward Chen Yen, Linda Davis, Simon Dix-Draper, Chrissie Egan, John Egan, Rodney Fielden, Yuriko Franks, Janet Hills, Andrew Howells, Diana Huang, Doug Johnson, Steve Kilner, Ron Mansell, Gabriella Mathews, Ann Morris, Joan Morton, Kim Patane, Christine Peters, Joyce Petrie, Gabriel Skoropada, Margaret Smith, Sylvia Somerville, Jenny Stubenrauch, Rohan Wimalasuriya, Nancy Flowers.



President's and Manager's Report 2015

It is a pleasure to present the President and Manager's report upon the activities of the Alamein Neighbourhood & Learning Centre during 2015.

Let us begin by acknowledging our appreciation and affection for the tireless energy and outstanding leadership provided to this Centre by Karen Ward-Smith who has stepped down from her position as President of the Alamein Neighbourhood & Learning Centre. Karen's contribution to the advancement of the Centre during her tenure cannot be overstated. Her governance expertise and extensive knowledge of the sector will be greatly missed.

Our appreciation also extends to outgoing Committee members Kate Woodlock and Sue Harris who have tendered their resignations from the Committee of Management. We have been fortunate for their immense support and dedication to the governance of the Centre. Special thanks to Sue for her tireless dedication in her role as Secretary to the Committee of Management.

Our previous Manager Jill Hitchcock resigned from her position at the end of 2014 and like Karen had demonstrated outstanding leadership in her management of the Centre. There are so many initiatives introduced under Jill's guidance that have placed the Centre in its highly acknowledged position. We applaud her work and wish her well in her new endeavours.

At the same time we bade farewell to another staff member who has been an extremely energetic resource for the Centre Sue Leavsley, Community Program Coordinator. Sue was a highly experienced Project Officer/Educator and was responsible for running many activities that contributed significantly to the highly regarded activities provided by the Centre.

In light of these departures the Committee took the opportunity to evaluate the structure of the staffing arrangements for the Centre and subsequently created the new position of Operations and Administration Officer. We are delighted to have appointed Sharon Buck to the position. Sharon has a strong background in local government and working with organisations in the Not for Profit sector. During her short time at the Centre, Sharon has enthusiastically approached her role and will be a significant asset to the Centre.

It was with sadness that we learned of the passing of our esteemed colleagues who had given outstanding service to the Alamein Neighbourhood & Learning Centre:-

Judy Twigg
Doug Cowling
John Holmes
Margaret Tinham

Volunteer
ex Committee member
Bus Driver
Tutor

Ashburton community continued to see many changes during 2015. Of particular relevance to the Centre was the decision made by the State government to close the Markham Public Housing complex. All remaining residents were relocated during the year and by the end of December all buildings had been demolished.

Alamein Neighbourhood and Learning Centre has a special relationship with local community and the public tenants living nearby. During the year not only did the Centre welcome many new students to its courses but also many public housing residents who sought advice, assistance or referral in relation to issues they were facing. The Centre plays an important role in responding to these needs and continues to be an important partner in local community development considerations.

2015 has been a successful year; however, it was not without its challenges. It is important to thank our highly valued staff, particularly Sandii, Further Education Coordinator, Cheryl and Isabel Administration Officers who took on many additional responsibilities during an enforced absence of the incoming Manager and while we advertised and appointed staff. Being short staffed this time presented many challenges and difficulties. The work of the staff at this time was exceptional and the Committee deeply appreciates the tremendous work they performed under very trying circumstances.

Thank you also to our Home & Community Care Coordinator Margaret Smith who continues to provide exceptional service to her Dial a Bus and bus outing clients.

Mention must be made of our committed and highly motivated volunteers who continue to support many activities run by the Centre. The assistance the volunteers provide to the Centre be it classroom assistance or program activities cannot be overstated and their enthusiastic approach to their roles is gratefully acknowledged.

Thank you also to the expertise of Margaret Campion the Volunteer Alliance Coordinator from Ashburton Support Services who continues to assist the Centre in recruiting our very special volunteers for our programs or new members to our Committee of Management. Margaret also hosts regular meetings of the Volunteer Alliance members, ANLC, Samarinda Support Services and Craig Centre which ensure that all agencies are kept up to date with emerging issues and opportunities.

The Alamein Neighbourhood & Learning Centre gratefully acknowledges our funding partner organisations:-

- City of Boroondara
- Department of Health and Human Services
- Department of Education and Early Childhood Development

and our valued network of allied service agencies:-

- Inner East Community Health
- Craig Centre
- Ashburton Support Services
- Samarinda Support Services
- Home and Community Care Eastern Alliance
- Boroondara Neighbourhood House Network
- Network of Inner East Community Houses (NIECH)
- Camcare
- Salvation Army Camberwell
- Ashwood & Ashburton Public Tenants Group
- Ashburton Community Residents Association

We thank all staff of these organisations for their continued support to the Alamein Neighbourhood & Learning Centre. Our special thanks also to Merial Clarke from NIECH for her continuing service, expertise and support to our Centre, and to Alex Threfall from the

City of Boroondara in particular for supporting and providing training opportunities for the Committee of Management.

The Alamein Men's Shed has continued to evolve over the year and we welcomed a number of new participants to the group. Our thanks are extended to the volunteers within the Shed Joe Battista, Doug Johnson, Ron Mansell and Johnny Egan. Their good humour, extensive knowledge and enthusiasm ensure that all participants within the Shed feel welcome and supported during their activities.

The Men's Shed has continued to demonstrate why it is such an important community development initiative. The activities of the Shed are not simply limited to the production or repair of items of interest. It is very much about men's health in general and being able to come together as a group of diverse ages and interests who are able to share their many experiences.

The Ashburton Festival is an event that is eagerly awaited by the Men's Shed, however the original 2015 plans did not eventuate. Nevertheless, arrangements are being planned for February 2016 and our Men's Shed members are very much looking forward to again being involved with the ANLC to promote all of its important activities.

The Shed was extremely fortunate during the year to receive two substantial financial donations. These donations are extremely important for the members as the money enables the purchase of materials and equipment that enhance the ability of the Shed to respond to the many requests it receives to assist agencies and individuals with small but important jobs.

To the Rotary Club of Camberwell and the Lions Club of Boroondara – Gardiners Creek we are delighted to express our deep gratitude for your magnificent donations and look forward to our continuing close relationship into the future.

In closing to our wonderful staff, tutors and volunteers, thank you for your tireless efforts over the past twelve months which have ensured that the quality of the Centre's work is not only maintained but continually evaluated for continuing improvement.

To the Committee of Management thank you too for the hard work undertaken during 2015 and we look forward to addressing the issues and challenges that will be part of 2016.

Nicholas Meadley
President

Rob Read
Manager





Further Education Program 2015

In 2015, 76 courses were delivered at Alamein (ANLC), made up of 38 different types of classes, which were ACFE funded, fee-for-service and leisure courses. We offered new courses, including Know your SLR, Introduction to Carpentry, and Meditation.

Adult Community and Further Education (ACFE)

Adult Community and Further Education (ACFE) 2015 funding per student contact hours (SCH) remained at the same payment level as 2014 and has remained the same since 2010. Student fees also remained the same as the previous year, with concession card holders paying a static fee allowing them to attend multiple classes. ACFE paid ANLC a concession rebate to offset some of these costs.

In 2015, ANLC's initial ACFE funding was for 8,929 SCH for courses in employment skills, vocational education, language & Literacy, and digital literacy. This increased to 10,259 in late January 2015 when ACFE requested we take a proportion of another provider's hours as well as one of their classes due to the provider going into receivership. Later in 2015, we returned a total of 574 SCH as some courses did not get the minimum enrolment number and so were not run. We delivered a total of 9685 SCH, which was 865 SCH more than in 2014.

Twenty-seven different ACFE funded courses were run, including 3 new courses, Introduction to Event Management, Literacy for Practical Purposes, and Introduction to Carpentry. In total there were 253 ACFE enrolments, which included some course withdrawals. Courses run were:

- 6 full year courses (80 enrolments)
- 2 x 32 hour classes (13 enrolments)
- 4 x 25 hour class (35 enrolments)
- 17 x 20 hour classes (125 enrolments)

In addition to the above, there were 8 students who were fee-for-service (not eligible for funding).

Popular courses included Literacy for Early Childhood Educators, Introduction to Carpentry, English for Work & Study, Introduction to Computers and Introduction to Event Management. As per compliance, we held an internal A-frame moderation in September. Nine courses were moderated from courses that ran in 2015.

In November, Alamein was audited on 7 students (4 more than in previous years) for the ACFE Ineligible Module Enrolment audit. Challenges with our enrolment system were discovered during this audit, which we then worked on rectifying in order to be able to deliver all the necessary student enrolment information.

Fee-For-Service classes

In 2015, ANLC ran 22 fee-for-service classes, made up of 11 different courses, including 3 new ones: Know your SLR, Interview Skills, and Introduction to Android. We offered and ran a number of regular, well received courses including short iPad courses and eBay. There were 106 enrolments in total.

Alamein also continued to provide weekly 2.5 hour English classes to parents of international students at Lauriston Girls. The class grew in size in early 2015 which led to the teacher,

Sue McBride, proposing that the class be split into 2 levels and two weekly 2 hour classes (4 hours in total) delivered. Lauriston agreed to this new format, which ran from term 2.

Leisure classes

Thirteen different types of leisure courses ran in 2014 with 194 enrolments in total. We offered new courses, including meditation, personal safety, mindfulness and Chinese New Year cooking, as well as our regular popular courses, including Gentle Yoga and Pilates. A total of 29 classes ran:

- 19 x term classes
- 3 x 2 sessions
- 7 x 1 session

Events

During Adult Learners Week, ANLC had 3D printing and iPad demonstrations at Ashburton library. A number of people attended these workshops with at least 1 enrolment coming from this.

Promotion of courses

In 2015, the loss of the community programs coordinator position impacted on course promotion, which caused challenges in gaining class enrolments. The course promotion that did occur included, the term program mail out, word of mouth, and specifically targeted emails and text messages. There were only a small number of Job Search Agent (JSA) course referrals due to the reduction in funding of training for job seekers.

Teaching/Training staff

Thank you to all the wonderful teachers/ trainers at Alamein NLC. They are all professional educators who are very approachable and go the extra mile for their students and the centre. ANLC are extremely privileged to have them teaching the various courses we offer.

Sandii Ingham

Further Education Co-ordinator

Classes that ran in 2015

Full year classes (Term 1-4) (ACFE funded)

Basic Literacy & Numeracy (90) Literacy for Practical Purposes (95)
Literacy & ESL through Computers (93) English for Work and Study (95)
English Communication Skills (95) Living English (90)

Term 1

ACFE funded Classes

Introduction to Computers (25) Communication in Digital Age (20)
Marketing Through Digital Media (20) Literacy for Early Childhood (20)
Pathways to Employment (20)

Fee For Service Classes

Introduction to iPad Buy & Sell on eBay
Introduction to Android tablet English for Lauriston parents

Leisure Classes 2013

Gentle Yoga Mosaics
Continuing Yoga Chinese New Year Cooking
Pilates Fitball

Term 2

ACFE funded Classes

Introduction to Computers (25) Introduction to Event Management (20)
Marketing Through Digital Media (20) Introduction to Excel (20)

Fee For Service Classes

Introduction to iPad Introduction to Android tablet
Intermediate iPad Social Media Strategy
Buy & Sell on eBay 3D printing
Introduction to Wordpress English for Lauriston parents

Leisure Classes

Gentle Yoga Meditation taster for Adults
Continuing Yoga Meditation taster for Teens
Pilates Asian cooking
Mosaics

Term 3

ACFE funded Classes

Communication in Digital Age (20) Literacy for Early Childhood (20)
Introduction to Word (20) Marketing Through Digital Media (20)
Introduction to Excel (20) Pathways to Employment (20)
Introduction to Event Management (20) Introduction to Carpentry (32)

Fee For Service Classes

Introduction to iPads Intermediate iPad
Introduction to Android tablets Interview Skills
Intermediate Android English for Lauriston parents

Leisure Classes

Gentle Yoga Mosaics Term
Continuing Yoga Personal Safety workshop
Pilates Asian Cooking x 3
Meditation

Term 4

ACFE funded Classes

Introduction to Computers (30)
Communicating Digital Age (20)

Fee For Service Classes

Introduction to iPad
Intermediate iPad
Introduction to Android
Intermediate Android

Leisure Classes

Gentle Yoga
Continuing Yoga
Pilates
Mosaics
Meditation
Introduction to Mindfulness
Creating handmade Christmas gifts

Intermediate Word & Excel (25)
Introduction to Carpentry (32)

Buy & Sell on eBay
Discover your SLR
Protect your computer
English for Lauriston parents



Home and Community Care Program 2015

2015 has been a quieter year for the HACC Program. A number of our regular participants have dropped out due to declining health and one has unexpectedly passed away over the summer break. This has affected both the Monday and Friday Dial A Bus Services and the Wednesday bus trips. We are no longer operating the Dinner's Out Program.

Feedback from clients indicated that the Monday Dial A Bus participants were finding that "The Glen" Shopping Centre was not meeting their needs. It was suggested by the clients that Waverley Gardens Shopping Centre was more suitable. Monday DAB participants voted (paper ballot) and as per Active Service Model expectations and a change was made to Waverley Gardens.

Monday Dial a Bus service is funded through the Department of Human Services to both Forrest Hills Chase and Waverley Gardens Shopping on an alternating fortnightly basis.

Friday's Dial a Bus service is funded through City of Boroondara and continues to transport clients to Ashburton and Chadstone Shopping Centres on a weekly basis. Many thanks to our bus drivers: John Somerville and Peter Miller. Special thanks to John's wife, Sylvia Somerville, who is our Friday bus volunteer.

We currently have 12 active participants, 3 occasional users and 2 participants who have requested to come on a less than occasional basis.

It is expected that with further changes to Home and Community Care funding, the number of participants will drop further as part pensioners and self funded retirees will be expected to pay more for Home and Community Care services.

In an attempt to increase participant numbers, I have undertaken letter box drops to senior's independent living units in Victory Blvd and Stocks Avenue, Ashburton, as well as Kerferd Road, Glen Iris. A letter box drop at "The Harrison Community" was unsuccessful due to most residents posting no junk mail stickers on their mailboxes.

During the past year, I have attended a number of educational workshops sponsored by the Department of Health and Human Services and run by Chisholm Institute. I have also undertaken further study, completing on line training with the University of Tasmania's "Wickings Institute" on ***Understanding Dementia***.

During the past year, I have also attended meetings and educational sessions run by DHHS and Boroondara Aged Services Providers Association meetings. Rob, our Manager and I have also attended the Eastern Metropolitan HACC Alliance meetings during 2015.

Margaret Smith

Home and Community Care Coordinator



Treasurer's Report and 2015 Financial Statements

Financial Statements

The 2015 financial results show an operating surplus for the year of \$9,745 representing an improvement from last year's operating deficit of \$24,288.

The improvements were achieved as a result of the following:

- an increase in grants, offset by
- a significant decline in interest returns on re-investments of funds
- a reduction in salaries through a more effective utilization of staff hours and use of volunteers, and
- an ongoing conscious and concerted effort in spending leading to lower expenses for the year.

The operating results also included a write-off of loans associated with the newsletter team which were not collected, and a provision for old aged legacy loans.

Audited Accounts

The 2015 accounts have been prepared on an accruals basis, and were audited by J L Collyer & Partners. The Auditor's Report is attached to the accounts.

Financial Position

ANLC's total assets increased by \$13,013 and total liabilities increased by \$3,269 for the year. This was mostly due to the operating demands of the Centre. Total equity is \$153,299, which includes a \$70,000 reserve that has been set aside for the replacement of the community bus.

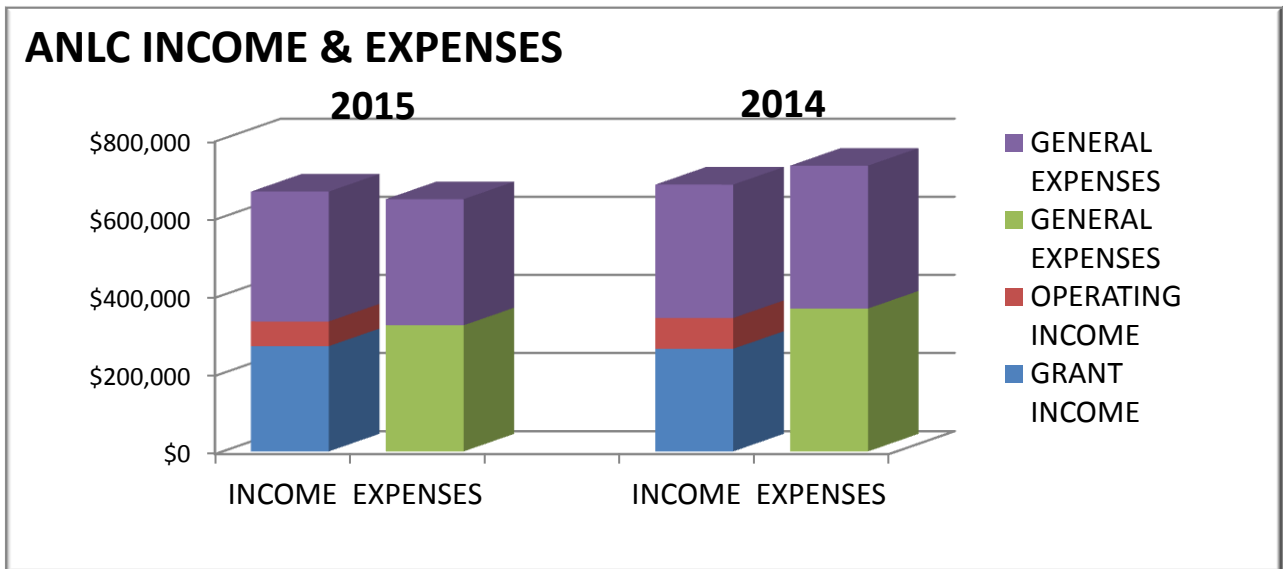
Following is a summary of the changes to ANLC's financial position in 2015:

	Opening Balance	Movement for the year	Closing Balance
ASSETS	\$168,569	Increased by \$13,013	\$181,582
Less		Increased by	
LIABILITIES	\$ 25,014	\$3,269	\$ 28,283
Equals		Increased by	
EQUITY	\$143,555	\$9,744	\$153,299

A detailed breakdown of these closing balances is shown in the Balance Sheet.

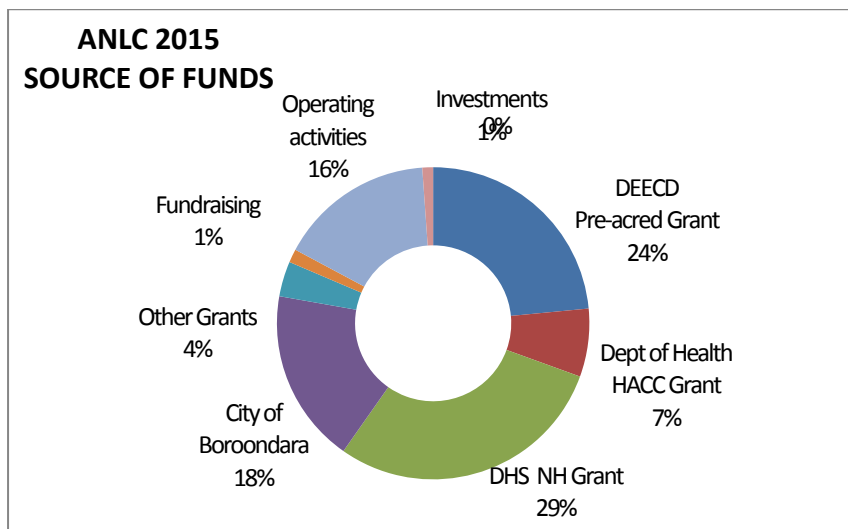
Income & Expenses

The following chart compares income and expenses for 2014 with 2013, as shown in the Audited accounts:

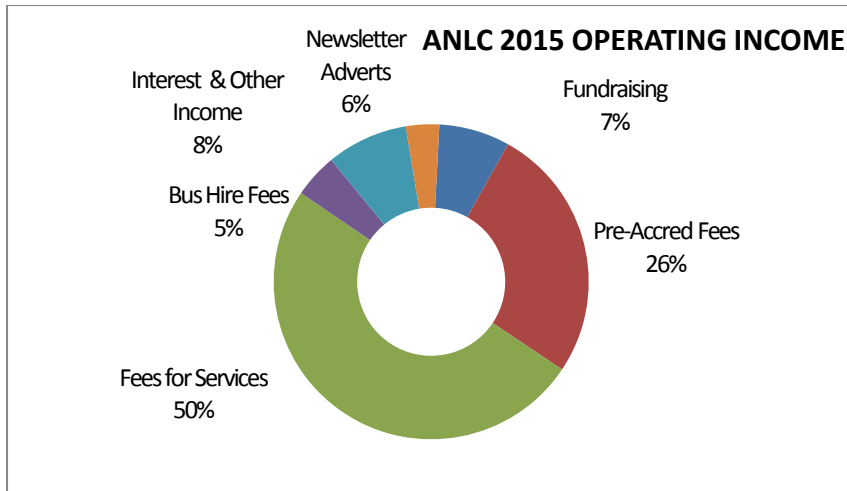


Source of Funds

ANLC receives the majority of its income from various funding bodies. The following chart shows the primary sources of funds in 2015:



ANLC also generates a significant portion of its income from operating activities such as course fees, charges for services provided to the local community, fundraising, and interest earned on funds invested. The following chart shows the primary sources of operating income in 2015:



Investments

Surplus funds were invested in interest bearing deposits throughout the year to achieve the best possible return on investment while maintaining a high level of security.

Karen Foo
Treasurer

Directors

Lionel R. Arnold CA B.Bus
Raelene Cheng CPA B.Com

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**INDEPENDENT AUDITOR'S REPORT
TO THE MEMBERS OF
ALAMEIN NEIGHBOURHOOD & LEARNING CENTRE INC.**

Report on the Financial Report

We have audited the accompanying financial report, being a special purpose financial report, of ALAMEIN NEIGHBOURHOOD & LEARNING CENTRE INC., which comprises the balance sheet as at 31st December 2015, and the income statement, statement of changes in equity and cash flow statement for the year then ended, a summary of significant accounting policies, other explanatory notes and the Committee declaration.

The Responsibility of Committee for the Financial Report

Committee of the association are responsible for the preparation and fair presentation of the financial report and have determined that the accounting policies described in Note 1 to the financial statements which form part of the financial report are appropriate to meet the financial reporting requirements of the entity and are appropriate to meet the needs of the members. The Committee responsibility also includes establishing and maintaining internal control relevant to the preparation and fair presentation of the financial report that is free from material misstatement, whether due to fraud or error; selecting and applying appropriate accounting policies; and making accounting estimates that are reasonable in the circumstances.

Auditor's Responsibility

Our responsibility is to express an opinion on the financial report based on our audit. No opinion is expressed as to whether the accounting policies used, as described in Note 1, are appropriate to meet the needs of the members. We conducted our audit in accordance with Australian Auditing Standards. These Auditing 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 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 Committee, as well as evaluating the overall presentation of the financial report.

The financial report has been prepared for distribution to members for the purpose of fulfilling the Committee financial reporting under the Constitution. 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.

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

Independence

In conducting our audit, we have complied with the independence requirements of Australian professional accounting bodies.

Auditor's Opinion

In our opinion, the financial report presents fairly, in all material respects, of the financial position of ALAMEIN NEIGHBOURHOOD & LEARNING CENTRE INC. as of 31st December 2015 and of its financial performance and its cash flows for the year then ended in accordance with the accounting policies described in Note 1 to the financial statements.

J. L. Collyer & Partners

Lionel R. Arnold



Accountants

Partner

Dated in Glen Waverley on 13th April 2016

ALAMEIN NEIGHBOURHOOD AND LEARNING CENTRE INC.

INCOME STATEMENT
FOR THE YEAR ENDED 31 DECEMBER 2015

		<u>2015</u>		<u>2014</u>
	\$	\$	\$	\$
<u>INCOME</u>				
Grants				
- Pre-Accredited Grant	77,769		74,436	
- HACC Grant	23,325		24,546	
- NH Grant	96,706		87,287	
- City of Boroodara	59,693		57,640	
- Other Grants	<u>12,045</u>	269,538	<u>18,836</u>	262,745
Fundraising - Gifts		1,777		1,757
Fundraising - Contributions		2,817		3,719
Trading/operating Activities		53,247		58,001
Other Income				
- Interest	3,683		13,527	
- Sundry Income	<u>1,585</u>	<u>5,268</u>	<u>1,801</u>	<u>15,328</u>
		332,647		341,550
<u>LESS EXPENDITURE</u>				
Advertising & Promotion		12,043		11,019
Audit Fees		1,460		1,585
Bad Debts		3,177		-
Bank Charges		623		691
Cleaning		6,362		5,118
Client Support Consumables		2,023		3,103
Computer Expenses		100		63
Depreciation		115		-
Entertainment		725		-
Events & Catering		475		559
Fees & Permits		-		-

Health & Safety	36	140	
Insurance	1,538	1,487	
Meeting Expenses	-	407	
Membership & Subscription Fees	2,103	2,698	
Minor Assets <\$5000	160	4,454	
Motor Vehicle Expenses	5,456	5,268	
Newsletter	6,427	13,707	
Postage	359	2,402	
Printing & Stationery	6,939	6,625	
Publication & Info Resources	2,348	943	
Repairs & Maintenance	597	1,904	
Salaries	235,540	267,471	
Security	286	-	
Staff amenities	69	335	
Staff Training	840	1,341	
Sundry expenses	1,015	517	
Superannuation	16,748	17,758	
Telephone, fax & Internet	7,998	8,976	
Travelling	-	-	
Utilities	3,862	4,313	
Volunteer	278	302	
Workcover	<u>3,201</u>	<u>2,652</u>	
	322,903	365,838	
SURPLUS/(DEFICIT) FOR THE YEAR		<u>9,744</u>	<u>-</u> <u>24,288</u>

ALAMEIN NEIGHBOURHOOD AND LEARNING CENTRE INC.

BALANCE SHEET
AS AT 31 DECEMBER 2015

		<u>2015</u>		<u>2014</u>
	\$	\$	\$	\$
<u>ACCUMULATED FUNDS</u>				
Retained Surplus		83,300		73,555
New Bus Reserve		<u>70,000</u>		<u>70,000</u>
		<u>153,300</u>		<u>143,555</u>
<u>ASSETS</u>				
<u>Current Assets</u>				
Petty Cash	240		240	
Cash at Bank - Operating A/C	21,879		5,535	
Prepayments	-		1,001	
Accounts Receivable	-		1,098	
Sundry Debtors	<u>730</u>	22,849	<u>10,904</u>	18,778
<u>Investments</u>				
ING Savings	156,558		69,714	
ING Term Deposit	-		80,000	
Westpac Business Max-I Direct	<u>-</u>	156,558	<u>77</u>	149,791
<u>Fixed Assets (Note 2)</u>				
Community Bus at cost	37,551		37,551	
Less Accumulated Depreciation	<u>37,551</u>	-	<u>37,551</u>	-
Computers at cost	14,021		14,021	
Less Accumulated Depreciation	<u>14,021</u>	-	<u>14,021</u>	-
Fixtures & Fittings at cost	37,190		37,190	
Less Accumulated Depreciation	<u>37,190</u>	-	<u>37,190</u>	-
Property & Equipment at cost	5,559		3,268	
Less Accumulated Depreciation	<u>3,383</u>	2,176	<u>3,268</u>	-

		<u>2,176</u>	<u>-</u>
<u>TOTAL ASSETS</u>		<u>181,583</u>	<u>168,569</u>
<u>LESS LIABILITIES</u>			
<u>Current Liabilities</u>			
Creditors (Note 3)	23,612		20,767
GST	<u>4,671</u>	28,283	<u>4,247</u> 25,014
<u>TOTAL LIABILITIES</u>		<u>28,283</u>	<u>25,014</u>
<u>NET ASSETS</u>		<u><u>153,300</u></u>	<u><u>143,555</u></u>

ALAMEIN NEIGHBOURHOOD AND LEARNING CENTRE INC.

STATEMENT OF CHANGES IN EQUITY
FOR THE YEAR ENDED 31 DECEMBER 2015

	<u>2015</u> \$	<u>2014</u> \$
Retained Surplus at the Beginning of Financial Year	73,557	97,846
Operating Surplus/(Deficit) attributed to members	9,744	(24,288)
Prior Year Adjustments	-	-
Transfer to New Bus Reserve	-	-
<u>Retained Surplus at the End of Financial Year</u>	<u>83,300</u>	<u>73,557</u>

ALAMEIN NEIGHBOURHOOD AND LEARNING CENTRE INC.

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2015

NOTE 1. STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES

This financial report is a special purpose financial report that has been prepared in accordance with the Australian Accounting Standards, Urgent Issues Group Consensus Views and other authoritative pronouncements of the Australian Accounting Standards Board.

The financial report has been prepared on an accruals basis and is based on historical costs and does not take into account changing money values or, except where stated, current valuations of non-current assets. Cost is based on the fair values of the consideration given in exchange for assets.

Each Class of Fixed Assets is carried at cost or fair value less, where applicable, any accumulated depreciation. The depreciable amount of all fixed assets is Nil as all were written off during the year. Assets costing less than \$100 are written off at the time of purchase.

The accounting policies have been consistently applied, unless otherwise stated.

NOTE 2. Depreciation of Fixed Assets

Assets	Costs \$	Opening WDV \$	Additions	Deprn Rate	Deprn \$	Closing WDV \$
Community Bus	3,268	-		100%	-	-
Computers	14,021	-		100%	-	-
Fixtures & Fittings	37,189	-		100%	-	-
Property & Equipment	37,551	-	2,291	100%	115	2,176
	<u>92,029</u>	<u>-</u>			<u>115</u>	<u>2,176</u>

NOTE 3. Creditors

2015

Creditors are made up as follows:

Accounts Payable	6,642.00
Superannuation	3,352
PAYG	1,618
Long Service Leave Provision	12,000
	<u>23,612</u>

ALAMEIN NEIGHBOURHOOD AND LEARNING CENTRE INC.

STATEMENT OF CASH FLOWS

For the period ending 31 December 2014

	<u>2015</u>	<u>2014</u>
	\$	\$
CASH FLOW FROM OPERATING ACTIVITIES		
Receipts from grants etc.	338,060	322,314
Payments to suppliers and employees	(316,342)	(352,594)
Interest received	3,683	15,328
	-----	-----
Net cash provided by (used in) operating activities (Note 2)	25,401	(14,952)
CASH FLOW FROM INVESTING ACTIVITIES		
Proceeds from (payment for) plant & equipment	(2,290)	-
Proceeds from (payment for) investment	-	-
	-----	-----
Net cash provided by (used in) investing activities	(2,290)	-
Net increase (decrease) in cash held	23,111	(14,952)
Cash at beginning of year	155,566	170,518
	-----	-----
Cash at end of reporting period (Note 1)	178,677	155,566

NOTES TO THE STATEMENT OF CASH FLOWS

NOTE 1. RECONCILIATION OF CASH

For the purposes of the statement of the cash flows, cash includes cash on hand and in at call deposits with banks or financial institutions, investments in money market instruments maturing within less than two months, net of bank overdrafts

(a) Reconciliation of Cash

Cash at the end of the reporting period as shown in the statement of cash flows is reconciled to the related items in the statement of financial position as follows:

Cash at bank	178,437	155,326
Petty Cash	240	240
	<u>178,677</u>	<u>155,566</u>

NOTE 2. **RECONCILIATION OF NET CASH PROVIDED BY OPERATING ACTIVITIES TO OPERATING PROFIT**

Operating Profit (Loss)	9,744	(24,288)
Depreciation	115	-
Prior Year Adjustment	-	-
(Increase)/decrease in debtors/prepayments	12,273	3,908
Increase/(decrease) in grants in advance	-	-
Increase/(decrease) in creditors	3,269	5,428
	<u>25,401</u>	<u>(14,952)</u>