

Canterbury Neighbourhood Centre

# Annual Report 2021

2021  
celebrating 10 years of excellence



Canterbury  
Neighbourhood  
Centre



# 2021

celebrating 40 years of community



Canterbury  
Neighbourhood  
Centre

## **Vision**

The Centre of a vibrant, inclusive and connected community.

## **Purpose Statement**

To connect and strengthen our community, through being responsive to their needs and providing opportunities to learn and grow.

## **Values**

Our values guide our conduct and the way we carry out our business. We are:

**Respectful** – we act with openness and integrity

**Responsive** – we are receptive to the needs of our community

**Inclusive** – we create a welcoming place to belong, that embraces diversity and is accessible to all

# Table of Contents

President's Report	2
Manager's Report	3
Our People	6
Community exhibition – Nature in Art	7
A new life about to begin as Canterbury Neighbourhood Centre turns 40	8
Treasurer's Report	9
Statement by the Board	10
Schedule 1	11
Independent Auditor's Review Report	12
Financial Reports	13
Minutes of the AGM 2020	19



*Sam, Lyla and Ellie*

# President's Report

**Two words characterise the 2020-21 year for the Canterbury Neighbourhood Centre and indeed for our wider community – hope and frustration. Hope as we started the year out of lockdown and frustration when we quickly went back in. Hope that we would see significant progress with our strategic plans and with the construction of our new centre; frustration that we were delayed on both fronts.**

The Melbourne community went back into lockdown on July 9th and emerged at the end of October. Subsequently we were locked down twice more in 2020-21 and in total we were locked down for 126 days or one third of the year. These times were, and continue to be, extremely trying for everyone in the community and it is to the great credit of our staff and volunteers that CNC has continued to provide services throughout. We all know that as each lockdown has occurred our ability to “grin and bear it” been sorely tested.

Our staff have managed magnificently and during the lulls between lockdowns we have been able to install and bed down a new booking system which is making operating remotely considerably easier. Additionally, we have installed a new financial management system which is making the work of treasurer John Lagdzinis and our manager Tracey Martin more efficient. These innovations are among a number we intend to implement over coming months ahead of our move to the new community centre in mid-2022.

Having mentioned Tracey Martin, it would be remiss of me not to single out the enormous contribution she has made during the year under the most trying of circumstances.

Back at the start of 2020-21 the board under the leadership of Astrid Hartono was anticipating a substantial effort to plan and prepare for occupancy of our new facility. It goes without saying that the July lockdown threw those plans out the door. Other activities were also delayed and we were unable to hold our AGM until November and then it was on Zoom. At the AGM three new members joined the board, Ray Gruchy, Austin King and me.

The new board started 2021 filled with energy but sadly Julie Brandsen, who had served CNC with great enthusiasm over a number of years decided that she was unable to continue. Shortly after, our President Astrid Hartono faced the reality that trying to combine a very demanding job and a young family left too little time or energy to continue as president and she tendered her resignation. With some reluctance, given that I had only recently joined the board, I accepted the position in her

stead. I would like to note our thanks to both Julie and Astrid for their splendid contributions.

This calendar year has seen construction of the new building commence and move ahead at pace. The board has been working to update our plans for occupancy with the intention that we will move in ready to fully capitalise on the resources at our disposal. While lockdowns have continued to be frustrating, progress has been made on several fronts and we have been particularly fortunate to secure the services of three new directors, Fairlie Kapiniaris, Catherine Ashley and Narelle Kossatz.

Neighbourhood Houses in Victoria and particularly in Boroondara benefit from great support both financial and resources from a number of entities. We would particularly like to thank Boroondara Council and our local councillors, primarily Jane Addis councillor for Maling Ward and also Di Gillies from Junction Ward and Lisa Hollingsworth from Lynden Ward. Our other major source of funding is the State Government through the Department of Families, Fairness and Housing (DFFH) we would like to acknowledge the support of our local MLAs John Kennedy and Paul Hamer. And in this particular year we acknowledge the significant COVID related financial support we have received both from State and Federal governments, and we thank our local federal representative and treasurer Josh Frydenberg.

As important as the funding is, we would not have been able to deliver the services which we have without the dedicated support of tutors, volunteers and our splendid staff. So on behalf of the board and the community, thank you.

**Gordon Black  
President**

# Manager's Report

**It has indeed been an extraordinary year, quite unlike any I have experienced in my seven years with Canterbury Neighbourhood Centre. With a proverbial one step forward two steps back into lockdown, Covid continues to present new challenges to CNC and our community.**

The long winter lockdown of July 2020 effectively closed the Centre for the remainder of the year. February joyously reminded us of why Neighbourhood Houses exist as we welcomed back our members keen to reconnect with their classmates and tutors. It was reassuring to hear the chatter around the Centre again. Term one was briefly disrupted with a snap 5-day lockdown, but we otherwise had a relatively complete term for the first time in a year. Term two brought further disruption as lockdown number 4 closed us down for another couple of weeks.

When we were open for face-to-face business Covid continued to test us with constantly changing restrictions and density limits and we added new terms to our operational vocabulary as Covid Safe plans, QR codes, Covid Marshals, PPE, cleaning logs and temperature checks all became part of normal business.

Whilst these ongoing disruptions and restrictions interrupt the usual flow of Centre life and bring uncertainty to our

community, they also serve to remind us of what we can achieve when we look beyond the challenge to find the opportunities it presents. Community connection, wellbeing and support remain central to who we are as a Neighbourhood House, so when our community can't come to us, we continue find ways to reach out to them.

Though it remains disheartening, switching from face to face to online classes is now seamless. Many of our classes have continued without disruption through consecutive lockdowns. The use of technology now allows us to offer blended class delivery with participants both in the room and on zoom when face to face is permitted. We are also offering fully online classes including for Upholstery with participants from remote locations taking the opportunity to attend this unique class. These new ways of connecting will remain a part of our operations even when life settles back into a 'normal' rhythm.

*Connecting online, Upholstery classes*



## Manager's Report

Connection for those unable to participate in online classes was facilitated over the phone, both through ongoing welfare checks and through opportunities to stay in touch with their tutors, be it for a few tips on their art piece or just a conversation. Those things that are familiar and routine can be very reassuring in an uncertain world.

I am grateful for the patience and understanding of all our members as we worked through the frustrations and learnt to navigate in new unfamiliar territory to deliver their classes. Your patience, good humor and resilience brought joy to our working day. Working in community development without a community has reminded me just how important human connection is to the overall health and wellbeing of not just the individual, but the entire community.

3126 remains our most effective way to reach beyond our CNC members and out to the broader Canterbury Community. Going into its fourth year of publication 3126 is a familiar and regular addition to local mailboxes. Our intent when starting this little magazine was to provide something truly local, relevant, and supportive to our extended community. Now, at a time when both our community and our local businesses are struggling, 3126's underlying message of community is more important than ever as we continue to promote local businesses and groups and keep Canterbury connected. I am very proud of what 3126 has achieved for CNC and Canterbury and I am very grateful for the small team of mostly volunteers who create it; designer Jo Marchese, writer and editor Jenny Novick, editor and proof-reader Philippa Cadman, photographer Ray Gruchy, and coordinator Anna Martin. Also a huge thank you to the Canterbury Community Action Group for John Constable and the team of amazing volunteers that deliver 3126 into every Canterbury mailbox.

After two years of waiting, the Canterbury Neighbourhood Centre Nature in Art exhibition finally opened at the Hawthorn Town Hall Art Gallery. The exhibition opened to the public on July 6th and was formally opened by Councillor Jane Addis on July 9th in a wonderful evening celebrating the talents of our artists. You can read more about this inspiring art form in this Annual Report.

For all the operational challenges Covid has brought in the past year, it has also been the catalyst for some major shifts in how we work, both in the office and working at home. In March we changed our accounting system to the fully cloud-based system, Xero. The folders of paper receipts, invoices and reports are gone, replaced with

digital folders that Tall Books, our new bookkeeping organisation, our Treasurer and admin staff can access from anywhere. Our Audit could also be successfully completed online, a big bonus in the middle of a lockdown.

For the commencement of term two we introduced a new cloud-based data management and enrolment software system, Social Planet. Social Planet has been developed by two Melbournians in conjunction with Neighbourhood Houses. The software is designed for Houses and continues to evolve with the input of the over 20 houses now using it. The system has streamlined our enrolment processes, provides a data base for participants, volunteers, staff and tutors, and gives us the ability to promote classes online when we are ready to do that. All our pertinent operational data is held in one place, accessible from anywhere, and simplifying reporting on all those numbers that our funding bodies and the Board like to collect.

To complete our digital transformation, we have migrated our office files and email to a cloud-based Microsoft Office platform allowing staff to work from home with ease having access to all documents and emails. Just as importantly the migration provides data security with automated backups, protection from digital invaders and managed updates so our systems are always current.

These exciting updates are the beginning of CNC's transformation in readiness for a new home and mode of operation in mid-2022 when we move into Canterbury Community Precinct.

The foundation of any good organisation is its people. CNC is blessed to have an administration team that has risen to every challenge Covid has delivered, supported each other whilst supporting our community and continued to smile through most of it. Mary Kostopoulos, Caitlin Macdonald, Ruby Chu, and Anna Martin, thank you for the extraordinary effort and commitment you have demonstrated in supporting the CNC community, adapting to operational changes with enthusiasm and hanging in there through everything Covid continues to throw at us.

Our tutors too continue to adapt, find new ways to deliver remote classes and connect with their participants. Classes in Neighbourhood Houses are more than just a place to learn a new skill, they are vehicles to social connection. Our tutors are the facilitators of that connection.



*The groundworks for the new precinct*

Though each lockdown is logistically easier, the impact and uncertainty of successive lockdowns brings an exhaustion for all of us that may linger for some time to come. Social isolation, mental health, and wellbeing are ongoing community issues further exacerbated by Covid. Neighbourhood Houses have a vital role to play in reconnecting people to community in the years to come. We are uniquely placed to facilitate community recovery, providing spaces for social connection, activities for wellbeing, and leading with hope, as we all adapt to a constantly changing Covid world.

Canterbury Neighbourhood Centre was founded by a small group of committed community members who saw community needs and addressed them. Forty years on and the needs of the community have shifted. CNC has and will continue to respond to those changing needs. It's not quite the year we imagined celebrating a milestone 40th birthday, the party and cake may have to wait a little longer. It is said that life begins at 40 though and preparations for our new and exciting future are well underway. Building work at the Canterbury Community Precinct has begun in earnest and community engagement and operation planning are commencing. Despite some early delays and frustrations, we are confident of a new building and a renewed CNC in mid-2022.

I would like to gratefully acknowledge the ongoing support and funding of the City of Boroondara and Maling Ward Councillor Jane Addis for her continued backing. Thank you also to Fiona Brown, Caddy Purdy and the Boroondara Community Development team, and to the Canterbury Community Precinct team, Hannah Martin, Stephanie Leggett and Danielle Short for keeping

us informed and answering my constant requests for information.

I also acknowledge the ongoing funding support from the State Governments Department of Families, Fairness and Housing, and additionally this year the Covid relief support from Business Victoria. Additional financial support from the Federal Government was gratefully received with thanks to Josh Frydenberg, Treasurer and Boroondara federal member.

The support and camaraderie of my fellow managers in the Neighbourhood Houses Boroondara network has been invaluable and reassuring this year as we shared our experiences and learnings in a new operational environment. And Nikki Madden, the Network of Inner East Community Houses (NIECH) continues to provide valued support to all the Houses in the network, thank you.

Thank you to Nicole Battle and her amazing team at Neighbourhood Houses Victoria for doing all the hard work and research so we don't have to and for providing relevant and timely information and tireless support.

We remain thankful for our ongoing relationship with BASScare, Vicky Bayley and Tom Edwards. Our temporary stay at Rochester Road stands at 6 years now and their welcome has not waned. We look forward to continuing this collaborative partnership even after we move into our new home.

Though we have not seen much of each other over the past year, our partnership with the Camberwell Hockey Club remains productive and we thank the club for their support in giving our wellbeing and social programs a home.

And a special thank you to the CNC Board. It has been a year of change, of challenges and frustration for all of us and we have worked together to move forward. Thank you for your support.

As the Centre moves forward into an unfamiliar new world, we remain committed to serving our community with empathy and kindness, and look to the future with excitement, gratitude and hope.

**Tracey Martin**  
Manager

# Our People

## Centre Staff

**Tracey Martin** – Centre Manager  
**Mary Kotsopoulos** – Administration  
**Caitlin Macdonald** –  
Administration and Finance  
**Ruby Chu** –  
Administration (Volunteer)  
**Anna Martin** –  
Programs and Marketing

## Board

**Astrid Hartono** – President/  
Secretary (2016 - 2021) Retired  
**Kerry Toumbourou** – Vice President  
(2017 - )  
**John Lagzdins** – Treasurer (2007 - )  
**Julie Bransden** – Board Member  
(2017 - 2021) Retired  
**Phillip Chen** – Board Member  
(2017 - )  
**Praveetha Nandacumaran** –  
Board Member (2019 - 2020) Retired  
**Austin King** – Board Member (2020 - )  
**Gordon Black** – President (2020 - )  
**Ray Gruchy** – Board Member (2020 - )

## Our Tutors

**Marie Baker** – French  
**Sue Braint** – Literature Workshops  
**Amber Callaghan** – Upholstery  
**Caroline Carruthers** –  
Writing and Literature  
**Marta Eppel** – Spanish (Resigned)  
**Vrinda Fernando** – Yoga  
**Margaret Hunt** –  
Structured Playgroup (Resigned)  
**Kheng Lau** – Tai Chi  
**Deb Mawdsley** – Watercolor  
**Susie Mioni** – Yoga  
**Terry Napier** – Nature in Art  
**Nicolas Panayotis** – Italian  
**Janina Sienkiewicz** –  
Structured Playgroup  
**Robyn Simmons** – Buff Bones  
**Maria Volpe** – Italian

## Our Volunteer Group Facilitators

**Pauline Moncrieff** – Book Circles  
**Julie Bransden** – Book Circle  
**Claudia Barras** – Book Circle  
**Jenny Yau** – Tai Chi (Resigned)  
**Chris Perrins** – Mahjong  
**Di Taylor** – Walk and Talk Leader  
**Bernadette Walker** –  
Walk and Talk Leader

## Our 3126 Volunteers

**Jo Marchese** – Graphic Design  
**Philippa Cadman** –  
Editing and Proof Reading  
**Jenny Novick** – Writing and Editing  
**Ray Gruchy** – Photographer

2021  
United Neighbourhood Centre



*Ruby Chu demonstrating COVID-safety in the classroom, with CNC tutors Marie Baker and Deb Mawdsley.*

# Community exhibition – Nature in Art



**Despite the winter chill, the mood was buoyant at the opening night celebration of the Nature in Art exhibition at Hawthorn Town Hall.**

The exhibition showcases richly detailed botanical illustrations produced by long-time students from Canterbury Neighbourhood Centre (CNC), led by renowned artist Terry Napier. ‘We are so thrilled that our students could finally celebrate their artwork’ says CNC manager Tracey Martin, after the 2020 exhibition was postponed due to COVID.

Captured in an almost forensic manner, the works feature flora and fauna created through a many-layered process of complex drawings. Using magnification and dissection, the works reveal details not always visible to the naked eye. Artists spend up to several months labouring over their works to record every detail of their subject matter. The passion of these painters is clear in these beautiful and captivating illustrations.

The emerging artists participating in the show vary in experience, but for several the exhibition marks their first foray into the gallery world. Each week they diligently attend classes led by artist Terry Napier, who has been teaching at the Canterbury centre for many years.

A long-time member of the Botanical Illustrators group at the Royal Botanical Gardens, Terry is a distinguished artist well-known for his exquisite botanical paintings and his celebrated artworks showcasing birds, butterflies and insects. His much sought-after paintings can be found



*Terry Nappier speaking at the opening of The Nature in Art  
Above: Participating artists at the opening of the exhibition*

in prominent public and private collections, including Victoria’s State Botanical Collection, The Cranbourne Botanical Collection, The Illustrated Garden and in the Government House Florilegium held by the State Library of Victoria. In 2010, Terry was awarded the Celia Rosser medal for his contribution to botanical art and teaching.

The Nature in Art exhibition ran for a week in July before being interrupted by Covid. These exquisite works can still be viewed **online**.

**Anna Martin  
Canterbury Neighbourhood Centre**

# A new life about to begin as Canterbury Neighbourhood Centre turns 40

**From a church-run group in a basement to shortly becoming a fully-fledged community centre occupying its own premises, Canterbury Neighbourhood Centre has seen a lot of changes in its forty years of serving the community. It is about to embark on the next stage in its life, in a move towards what the Centre hopes will be a more secure and better future, with its much awaited relocation to the Canterbury Community Precinct, expected in the next few months.**

Mary Doery, the long-time member of Canterbury Baptist Church who persuaded her church to establish a Neighbourhood Centre in some unused rooms in its basement, would be well-pleased to see how the organization she started has expanded and continued to serve the community in the way she envisaged.

When she advocated for the Centre, Mary wanted it to be open as a place to meet not just on Sundays; to be a place of friendship and fun, where people could gather for educational and recreational activities and make new friendships or strengthen existing ones. Members of the church had also noticed the changing demographics of Canterbury with young families, some of them single-parent families, as well as recent retirees, moving into the suburb. Many of the new arrivals were from interstate or otherwise had no family or close connections in Melbourne. The church wanted to reach out to give support to the newcomers. As many of those attending the centre would be mothers of young children, the provision of childcare to those attending the centre was also regarded as essential.

The Canterbury Neighbourhood Centre opened its doors on 1 October 1981. Initially, volunteers from the church ran the centre and provided all the activities and the childcare. Its first activities included embroidery, china clay and parenting classes as well as access to the church's tennis and badminton courts.

The Centre proved extremely popular and grew rapidly. By 1985, it was providing a wide range of cooking and craft activities, a scrabble group and a range of activities for pre-schoolers and their mothers in addition to the parenting classes.

As the organisation grew, it formalised its structure and operating procedures. It appointed a co-ordinator early on, at the beginning of 1982. It incorporated in 1988, becoming a separate entity to the church which nonetheless continued to provide affordable premises and provide an annual financial contribution. New childcare regulations in

1989 led the Centre to professionalise its childcare services and it refurbished an old building to provide a dedicated childcare facility. The upside of this was that its childcare service received additional funding and this enabled the Centre to offer childcare to the wider community.

It also became integrated into the Neighbourhood House network. In 1988 it joined the State Government's Neighbourhood House Co-ordination Program which provided triennial recurrent funding for the coordination of activities, which gave the Centre the security to plan for the years ahead.

Then in 1995, following local council amalgamations, a number of neighbourhood and community houses in the newly-formed City of Boroondara joined forces to apply for cluster funding and develop joint projects. Boroondara also introduced service agreements for the Houses which provided them with additional triennial funding.

In 2015, the Baptist Church decided it wanted to focus on other areas of activity and cut its ties with the Centre, which then had to find a new home. Aged care provider, Basscare, generously offered space in its building in Rochester Road. This has been its temporary home ever since whilst it has waited for the Council to find a long-term home.

The space available has not been sufficient for the Centre to run all its activities on site. Some classes have been accommodated in local scout and guide halls and exercise classes were put on hold until space became available in 2018 at the newly rebuilt Camberwell Hockey Centre. It also meant that it could no longer provide its occasional childcare service and playgroups. Thus the Centre has been in a holding pattern for the last six years.

A lot has happened in the forty years since Mary Doery first had her idea of setting up a Neighbourhood Centre. The Centre looks forward to moving to its own home next year where it can provide more services and more activities, all under the one roof, and can be a true centre of the community.

# Treasurer's Report

## Financial Statements for the 12 months ended 30th June 2021

The Board is pleased to present the Audited Accounts for the year-ended 30th June 2021.

In the ordinary course of its activities for the year, the Canterbury Neighbourhood Centre incurred a deficit of \$33,436. The prior year reported a deficit of \$21,186.

However, during the year the Centre received \$122,946 net in Government cash assistance due to the COVID-19 pandemic, shown as Net Extraordinary Income in the Statement of Financial Performance. Thus, the Centre achieved an overall surplus of \$89,509.

The Centre's Statement of Financial Performance shows total ordinary income of \$255,214, a decline from the prior year's \$271,410 as class activities operated under difficult circumstances.

Grants from the City of Boroondara and Department of Health and Human Services amounting to \$ 162,620 were gratefully received and we thank these funding bodies.

Total ordinary expenses of \$288,651 were favourably comparable to the prior year's \$292,596.

The Centre's Statement of Financial Position shows Cash held rising to \$372,519.

Our various liabilities have increased to \$80,085 and are well covered.

Retained Earnings at 30th June amount to \$253,921 and Total Equity is \$296,921

The Board thanks our Auditor, Mr. Alan Mai of Alan Mai Pty. Ltd. for auditing the Centre's accounts.

On behalf of the Board of Canterbury Neighbourhood Centre Inc.

**John Lagzdins**  
**Treasurer**  
**2nd September 2021**

# Statement by the Board

Canterbury Neighbourhood Centre Inc.

Reg. No. A15323E

- (a) the accompanying Statement of Income and Expenditure is drawn up so as to give a true and fair view of the profit (or loss) of the Association for the year ended 30<sup>th</sup> June 2021.
- (b) the accompanying Balance Sheet is drawn up so as to give a true and fair view of the state of affairs of the Association as at 30<sup>th</sup> June 2021.
- (c) at the date of this Statement there are reasonable grounds to believe that the Association will be able to pay its debts as and when they fall due.

Signed in accordance with a resolution of the Board:

At Canterbury;

Date: September 13th, 2021

Signed: John Lagzdins

Signed: Gordon Black

John Lagzdins

Gordon Black

# Schedule 1

(Regulation 15)

## Form 1

### Associations Incorporation Reform Act 1981

Sections 94(2)(b), 97(2)(b) and 100(2)(b)

### Annual Statements give true and fair view of Financial position of Incorporated Association.

We, John Lagzdins and Gordon Black being members of the Board of the Canterbury Neighbourhood Centre Inc., certify that;

The statements attached to this certificate, give a true and fair view of the financial position of the Canterbury Neighbourhood Centre Inc. during and at the end of the financial year of the association ending on 30<sup>th</sup> June 2021.

Signed: John Lagzdins

John Lagzdins

Dated: September 13th, 2021

Signed: Gordon Black

Gordon Black

Dated: September 13th, 2021

# Independent Auditor's Review Report

## Canterbury Neighbourhood Centre Inc.

ABN 90876 989 116

I have reviewed the accompanying financial report, being a special purpose financial report of Canterbury Neighbourhood Centre Inc. which comprises the balance sheet as at 30 June 2021, the statement of income, statement of changes in equity and statement of cash flow for the year ended 30 June 2021, Notes comprising a summary of significant accounting policies and the Board's declaration.

The Board of the Centre are responsible for the preparation of the financial report that gives a true and fair view and have determined that the basis of preparation described in Note 1 to the financial report is appropriate to meet the requirements of the Australian Charities and Not-for-Profits Commission Act 2012 (ACNC Act) and the needs of the Board. The Board's responsibility also includes such internal control that is determined as necessary to enable the preparation of a financial report that gives a true and fair view and is free of material misstatement.

### Auditor's Responsibility

My responsibility is to express a conclusion on the financial report based on my review. I conducted my review in accordance with Auditing Standard on Review Engagements ASRE 2415 Review of a Financial Report: Company Limited by Guarantee or an Entity Reporting under the ACNC Act, in order to state whether, on the basis of the procedures described, anything has come to my attention that causes me to believe that the financial report does not satisfy the requirements of Division 60 of the ACNC Act including: giving a true and fair view of the Board's financial position as at 30 June 2021 and its performance for the year ended on that date; and complying with the Australian Accounting Standards and the Australian Charities and Not-for-Profits Commission Regulation 2013 (ACNC Regulation). ASRE 2415 requires that I comply with the ethical requirements relevant to the review of the financial report.

A review of the financial report consists of making enquiries, primarily of persons responsible for financial and accounting matters, and applying analytical and other review procedures. A review is substantially less in scope than an audit conducted in accordance with Australian Auditing Standards and consequently does not enable me to obtain assurance that I would become aware of all significant matters that might be identified in an audit.

### Conclusion

Based on my review, nothing has come to my attention that causes me to believe that the financial report of Canterbury Neighbourhood Centre Inc. does not satisfy the requirements of Division 60 of the Australian Charities and Not-for-Profits Commission Act 2012 including:

- (a) giving a true and fair view of the registered entity's financial position as at 30 June 2021 and of its financial performance and cash flows for the year ended on that date: and
- (b) complying with the Australian Accounting Standards to the extent described in Note I, and Division 60 of the Australian Charities and Not-for-Profits Commission Regulation 2013.

### Basis of Accounting

Without modifying my conclusion, I draw attention to Note I to the financial report, which describes the basis of accounting. The financial report has been prepared for the purpose of fulfilling the responsible entity's financial reporting responsibilities under the ACNC Act. As a result, the financial report may not be suitable for another purpose.

ALAN MAI PTY LTD



A.G. Mai

Principal & Registered Company Auditor (9233)

7 September 2021

# Financial Reports

## Statement of Financial Performance

30th June 2021

	June 30, 2021 \$	June 30, 2020 \$
<b>Ordinary Income/Expense</b>		
<b>Income</b>		
Fee		
Class Fees	<u>53,177.07</u>	<u>50,170.00</u>
<b>Grant</b>		
City of Wellington	10,211.00	70,460.00
Exp. for Mkt & Human Services	40,677.00	60,000.00
<b>Total Grants</b>	<u>50,888.00</u>	<u>130,660.00</u>
<b>Interest on Term Deposit</b>	62.20	0.00
<b>Membership fees</b>	54.00	0.00
<b>Residual Income</b>	1,111.00	0.00
<b>Supply Income</b>	477.00	0.00
<b>Total Other Income</b>	<u>1,664.20</u>	<u>0.00</u>
<b>Total Income</b>	<u>105,737.27</u>	<u>180,830.00</u>
<b>Expense</b>		
<b>Class Expenses</b>		
Contracted Labor Fees	12,725.04	0.00
Materials	1,122.00	80.00
Maggroup Toys & Equipment	1.00	500.00
Marketing & Promotional	1,100.00	0.00
Total Logistics & Leave Provision	6,515.00	1,000.00
Total Support Services	1,757.00	0.00
Travel Costs	12,411.00	0.00
Wk & Casual Expenses	117.00	791.00
<b>Total Class Expenses</b>	<u>46,748.04</u>	<u>1,271.00</u>
<b>Operating Costs</b>		
Admin Fees	1,200.00	1,000.00
Bank Movement fees	1,470.00	1,200.00
Facilities & Fees	6,420.00	5,140.00
Governance & Finance Costs	8,000.00	7,000.00
Governance Mktg & Publicity & Promotion	780.00	1,000.00
Equipment & Fuel	2,550.00	1,400.00
Governance and Planning	1,000.00	-
Hospitality	700.00	200.00
Insurance of Contents	300.00	250.00
Management Expenses	1,000.00	500.00
Photocopying	1,000.00	1,000.00
Postage	100.00	100.00
Publicity & Accounting	1,000.00	1,000.00
Rent - Community Centre	10,000.00	8,500.00
Rent for Office Properties	4,000.00	0.00
Stationery & Office Supplies	0.00	100.00
Subscriptions	1,000.00	1,000.00
Telephone & Internet	2,000.00	3,000.00
<b>Total Operating Costs</b>	<u>50,000.00</u>	<u>30,000.00</u>

Statement of Financial Performance continued

30th June 2021

	June 30, 2021 \$	June 30, 2020 \$
<b>Staff and Administration Costs</b>		
Annual Leave Provision	1,358.74	257.14
Long Service Leave Provision	333.85	307.70
Workplace Injury Compensation	2,174.75	1,624.26
Staff Incentives	177.75	199.75
Superannuation	15,773.00	13,852.12
Systems Administration Fees	2,322.00	0.00
Utilities	10,125.24	12,302.50
WorkCover Insurance	1,325.52	1,000.80
<b>Total Staff and Administration Costs</b>	<u>32,598.65</u>	<u>29,844.57</u>
<b>Total Expenses</b>	<u>751,381.22</u>	<u>726,792.82</u>
<b>Net Operating Deficit</b>	<u>22,177.77</u>	<u>21,146.22</u>
<b>Extraordinary Income and Expense</b>		
State Government Business Support	10,133.00	7,000.00
Federal Govt. Cash Flow Boost	10,051	17,577.00
Federal Govt. JobKeeper Support	196,122.17	27,737.00
Local JobKeeper - to help pay rent	117,222.87	1,511,233
<b>Net Extraordinary Income</b>	<u>423,539.14</u>	<u>26,827.00</u>
<b>Net Results</b>	<u>401,361.37</u>	<u>5,680.78</u>

**Statement of Financial Position**

30th June 2021

	June 30, 2021 \$	June 30, 2020 \$
<b>ASSETS</b>		
<b>Current Assets</b>		
Cash at Bank - Commonwealth Bank	191,141.00	1,281.00
Banking Cash	43,272.14	17,073.56
Savings Bank - Bank of NSW	6,755.47	7,846.85
Term Deposit - Building Society Bank	40,777.47	161,557.26
Fully Paid	394.52	394.00
Total Cash	<u>382,340.60</u>	<u>288,152.67</u>
Superannuation	138.00	572.00
Federal Government Business Support Revenue Bonds (2016)	1,000	41,000.00
Total Investments	<u>1,139.00</u>	<u>42,572.00</u>
Other Assets		
Travel Expenses	8,130.28	37.00
Security Deposits and Bonds	1,100	1,350.00
Total Other Assets	<u>9,230.28</u>	<u>2,737.00</u>
<b>TOTAL ASSETS</b>	<u>393,709.88</u>	<u>333,953.67</u>
<b>LIABILITIES</b>		
<b>Current Liabilities</b>		
Accounts Payable	2,804.00	6,177.35
Creditors and Accounts	7,000.00	3,112.41
Fees Received in Advance	6,075.00	2,016.50
Credit Received in Advance	9.00	1,121.20
PAYG Tax Withholding	1,000.00	6,500.00
Goods and Services Tax	2,014.19	3,226.49
Provision for Annual Leave	1,942.00	3,500.00
Provision for Long Service Leave	12,420.00	12,188.00
Superannuation Contributions	1,000	1,000.00
Total Current Liabilities	<u>37,684.19</u>	<u>48,828.95</u>
<b>Non Current Liabilities</b>		
Provision for Long Service Leave	1,100.00	1,100.00
Total non Current Liabilities	<u>1,100.00</u>	<u>1,100.00</u>
<b>TOTAL LIABILITIES</b>	<u>38,784.19</u>	<u>49,928.95</u>
<b>NET ASSETS</b>	<u>354,925.69</u>	<u>284,024.72</u>
<b>EQUITY</b>		
Community Reserve Funds	8,115.45	1,000.00
Reserve Funds - Longevity	38,214.14	3,000.00
Retained Surplus	184,411.15	178,724.72
Accumulated Surplus	<u>87,180.95</u>	<u>21,300.00</u>
<b>TOTAL EQUITY</b>	<u>354,925.69</u>	<u>284,024.72</u>

**Statement of Changes in Equity**

30th June 2021

	June 30, 2021 \$	June 30, 2020 \$
<b>Retained Earnings</b>		
Balance 1st July 2020	53,700.00	145,737.73
Surplus for year	17,800.41	<u>51,734.33</u>
Balance 30th June 2021	<u>71,500.41</u>	<u>197,472.06</u>
Revaluation Reserve	17,944.50	38,244.50
Community Community Garden Group	5,000.00	6,000.00
<b>Total Equity</b>	<u>94,444.91</u>	<u>247,716.56</u>

**Cash Flow**

30th June 2021

	June 30, 2021 \$	June 30, 2020 \$
<b>Cash flow from operating activities</b>		
Receipts from sales of goods and services	92,460	77,707
Government grants and support	200,276	17,047
Grants received (including in advance)	167,190	75,047
Member donations	2,105	7,207
Investment income	100	820
Other income	100	112
Payments to suppliers and employees	(107,775)	(105,864)
Net cash provided by operating activities	<u>164,280</u>	<u>71,026</u>
<b>Cash flow from financing activities</b>		
Interest	1,348	1,062
Canterbury Community Garden Group	(301)	(3,300)
	402	(2,238)
Net increase in cash held	165,008	68,788
Cash at the beginning of the year	<u>226,821</u>	<u>2,306,5</u>
Cash at the end of the financial year	<u>391,829</u>	<u>2,375,294</u>
<b>Reconciliation of Cash Flow from Operations</b>		
Decrease in inventory	15,000	54,75
<b>Changes in assets and liabilities</b>		
increase in payable and accounts	2115	1,000
Decrease in receivables	(1,000)	(1,000)
increase in prepayments	21,540	107,000
increase in Provisions for employee leave	12,000	120,000
Canterbury Community Garden Group	100	6,000
Net Increase (Decrease) in cash held	<u>165,008</u>	<u>68,788</u>

## Canterbury Neighbourhood Centre Inc.

### Notes to the Financial Statements

For Year Ended 30th June 2021

**1. Statement of Significant Accounting Policies**

These financial statements are a special purpose financial report prepared in order to satisfy the financial reporting requirements of the Australian Charities and Not-For-Profits Commission Act 2012.

The accrual basis of accounting has been applied in the preparation of these financial statements whereby assets, liabilities, equity, income and expenses are recognised in the reporting period to which they relate, regardless of when cash is received or paid.

The financial statements are prepared in accordance with the historical cost convention.

**2. Income Tax**

Canterbury Neighbourhood Centre is endorsed for exemption from Income Tax.

**3. Employee Benefits**

Provision is made for the Centre's liability for annual and long service leave arising from services rendered by employees to balance date. Under the provisions of the State Portable Long Service Authority which came into effect July 1st, 2019, long service leave is provided for all office staff from that date funded by a levy paid to the Authority. The liability for long service leave as at 30th June, 2021 has been brought to account as Provision for Long Service Leave where employees with five or more years of service are classified as a Current Liability.

**4. Government COVID-19 Financial Assistance**

During the year the Centre received \$122,946 net, in cash assistance, shown as Extraordinary Income in the Statement of Financial Performance. Without this money, the Centre would have incurred a Net Deficit of \$33,436 for the year. Government cash assistance has continued into the next financial year, but it is unknown for how long.

**5. Canterbury Community Garden Group**

The Centre continues to auspice the Garden Group under a Memorandum of Understanding where the Centre provides banking facilities and essential insurance cover at no cost under the Centre's existing arrangements. The Garden Group's activities are neither a source of income nor an outlay of expense for the Centre.

**6. Events occurring after balance date**

Since the end of the financial year, the Board is not aware of any matter or circumstance that may affect the operations of the Association.

# Minutes of the AGM 2020

**Date of meeting:** Friday, 20th November 2020

**Meeting held at:** ZOOM

**Meeting opened at:** 2pm

## Attendance

**Board:** Astrid Hartono, John Lagzdins, Kerry Toumbourou, Tracey Martin.

**Others Present:** John Cavedon, Chi Keen Low, Gordon Black, Nicole Battle, Hannah Martin, Jean Christie, Ray Gruchy, Joan Inman, Rose Babic, Austin King, Caroline Carruthers, Carolyn Ingvarson, Mary Kotsopoulos, Ruby Chu, Caitlin Macdonald, Anna Martin

**Apologies:** Jane Addis, Pauline Moncrieff, Jo Marchese, Julie Bransden, Fiona Brown, Jill Hitchcock, Marie Baker, Di Tayler, Shima Ibuki, Nic Panayotis

## Minutes of Previous Meeting

### Confirmation of minutes of previous meeting

**Motion:** The Minutes of the Canterbury Neighbourhood Centre Management Annual General Meeting of 25th October 2019 be accepted as a true and correct record of the meeting

**Moved:** John Lagzdins      **Seconded:** Kerry Toumbourou      **Carried:** All in favour

## Matters Arising from Previous Minutes

Action or Issue	Update Information	Person Responsible
Nil		

## Reports

### Board Report

As presented in the Annual Report.

Address by Astrid Hartono

Astrid commenced by borrowing the phrases “Year that changed the world” or “Year the world changed” and how CNC managed the year and the changes with its challenges by:

The staff

- embracing the changes and kept working from their own homes
- focusing on the positives
- bringing the members along the journey
- using ZOOM to run as many of the programs as possible and effectively.

The members working with the CNC staff to keep the programs offered going at a steady and viable pace.

Astrid wanted to highlight the agility the administration team demonstrated throughout the whole lockdown period in keeping CNC alive and well and the members for their cooperation. On behalf of the Board, she expressed thanks to the staff and members.

Astrid bid farewell to Board Members – Graham Hubbard, Tat Lim Choo, Praveetha Nandacumaran

**Motion:** That the Board Report be moved and accepted.

**Moved:** Ruby Chu      **Seconded:** Anna Martin      **Carried:** All in favour

## Manager's Report

As presented in the Annual Report.

Tracey welcomed and thanked everyone for attending the CNC AGM and:

- Acknowledged the gratitude of the Board on behalf of the staff and members
- Remarked on the resilience of the members
- Echoed the sentiment that 2020 has been a challenging year full of changes and learning
- Described how the Centre:
  - Transformed the programs from face to face to online via Zoom
  - The administration team kept together and learnt how to deliver the programs online via Zoom so that they in turn assisted the tutors and members how to deliver and access the online programs
  - The tutors were encouraged to continue deliver their courses, on line
  - Went from paper-based administration to digital
  - Implemented a program to keep in touch with members particularly those who were not enrolled in a program. In the last Outreach Program Board Members Kerry Toumbouros and Philip Chen participated and found the experience to be interesting to have direct contact with members. They were very appreciative of the amount of time involved in such a program
- Gave the latest progress of Canterbury Community Precinct. The link is finally up showing the virtual "turning of the sod" on the site
- Acknowledged the Bridge Club and the Canterbury Community Garden and looking forward to when we can pick up those relationships again
- Thanked the Boroondara Council members who attended and for their continuing support.

**Motion:** That the Manager's Report be moved and accepted.

**Moved:** Mary Kotsopoulos **Seconded:** John Lagzdins **Carried:** All in favour

## Treasurer's Report

The Annual Report showed that the organisation is in a strong and well placed financial status.

**Motion:** To receive and consider the Treasurer's Report and, if thought appropriate, pass the following resolutions: 'That in accordance with part 7 of the Associations Incorporation Reform Act 2012, the statement containing the Income and Expenditure of the Association for the year to 30 June, 2019 and the Assets and Liabilities of the Association at 30 June, 2020 be accepted.'

**Moved:** Jean Christie **Seconded:** Caitlin Macdonald **Carried:** All in favour

**Motion:** That Alan Mai & Co. be reappointed as auditors for the coming financial year.

**Moved:** John Lagzdins **Seconded:** Astrid Hartono **Carried:** All in favour

## Agenda Items

### General Business

President asked the Meeting for questions re Reports. None were received.

### Motion:

The President declared Graham Hubbard, Tat Lim Choo, Praveetha Nandacumaran are standing down from the Board. The following nominations were received:

Gordon Black

Austin King

Ray Gruchy

All nominees were elected.

**Moved:** Carolyn Ingvarson

**Seconded:** Anna Martin

**Carried:** All in favour

## Guest Speakers

### Hannah Martin, Boroondara Council, Community Facility Support and Engagement Officer

Hannah touched on our future home and congratulated us for our ability and agility in functioning off site.

### Nicole Battle CEO NHV

Commented on the positive vibe CNC projects. Thanked CNC for the invitation to the AGM and congratulated CNC for a great AGM.

The Chair thanked the Guest Speakers and everyone for their attendance and participation and called the 2020 AGM to an end.

**Meeting closed:** 2.45pm

## Minutes Confirmed

These minutes were confirmed at the Annual General Meeting meeting held on

**Signed:** .....

**Position:** .....

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