

# ANNUAL REPORT

2018



The Surrey Hills Neighbourhood Centre provides an inclusive, supportive and caring environment which promotes lifelong learning, personal development and well-being.

# guiding aims

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## services

To provide a rich range of programs and activities that meet community needs and interests, and provide opportunities for individuals and groups to connect with others in the community and promote social cohesion.

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## community learning

To be an organisation which promotes life-long learning, personal development and well-being in a culturally diverse community.

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## process

To be a trusted and transparent organisation, operating in a responsive and collaborative manner.

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# chair's report

Positive stories abound throughout this Annual Report as the Surrey Hills Neighbourhood Centre again completes a very successful year, a year in which we celebrate our 40th birthday.

While some programs continue year to year, many others have emerged to meet current interests of our members. Our nimble staff have been quick to identify programs and activities of contemporary relevance and worked hard to facilitate these activities. Other areas of this report identify the range of programs and activities offered in the last 12 months.

In the area of governance, your Board has been active to ensure the Surrey Hills Neighbourhood Centre continues to play a leading role in meeting community needs. Our strategic plan has been rewritten and I thank the Board secretary Lynn Pickles and Board member Gillian Cohen for completing much of the work involved in this task.

Our Treasurer Wally Scharley has, as he has done in the last 3 years, delivered us with a modest surplus. Thanks Wally. In addition to this the Board has made the decision to itemise the proceeds of fund raising activities like the Twilight Markets separately to be used for special projects.

Both the Board and our management team continue to enjoy a productive working relationship with Boroondara Council. Councillor Jane Addis is a great supporter of ours and has facilitated a number of meetings for us with council officers. This has resulted in Council providing us with funding for a kitchen upgrade and a new roof and structural improvements to the Cottage. Boroondara Council provide us with our excellent venue in Union Road and are working with us to identify future expansion opportunities.

The Board has been active in encouraging cooperative activity with other neighbourhood centres in Boroondara, particularly our

near neighbour in Canterbury, the Canterbury Neighbourhood Centre. We now have joint marketing of Canterbury and Surrey Hills programs through the recent appointment of a joint program coordinator. This is one of the many partnerships we are keen to build. Others include traders in Union Road, the Surrey Hills Historical Society, local Rotary Clubs, the new Balwyn North Men's Shed and local schools.

But our greatest partnership is that with the Surrey Hills community.

***We need to remember the most important thing we can do is be there when those in our neighbourhood have a need.***

Over six hundred members, over 150 volunteers and many thousands attending centre facilitated activities like the Music Festival and the Twilight



Markets, speaks for itself.

On behalf of the Board I would particularly like to thank the Music Festival Steering Committee for the sterling effort made to deliver another great festival. This iconic event is one that puts Surrey Hills community at the forefront

***Thanks also to our  
many volunteers who  
readily and willingly  
give many hours of  
unpaid work***

of community activity and the Festival Committee and its many volunteers deserve the greatest commendation.

As do our 150 plus volunteers. Without you all we would struggle to exist. I think the move this year to an evening volunteer appreciation function enabled more volunteers to attend and encouraged greater interaction between volunteers.

Critical to the success of any organisation is the quality of its staff and in this regard we are extremely fortunate. Our manager Shima Ibuki is at the top of her profession and has assembled a very competent team to run the Centre. The Board sincerely thanks Shima and the team for their outstanding efforts.

Finally, as I intend to stand down from the Board at this AGM, I wish to thank all Board members I have served with, for their great friendship and support. I have been on the Board for 4 years, 3 of those as Chair and the experience has truly been a most enjoyable one for me. I believe the Surrey Hills Neighbourhood Centre is in a strong position to serve this community for another 40 years and I will enjoy the perspective as a member and attendee of future activities for I hope much of that time.

*Peter Hall*

# treasurer's report

I have pleasure in presenting the Financial Report for the Surrey Hills Neighbourhood Centre Inc. for the year ended 30 June 2018.

The statement of Financial Performance shows:

Net Operating Income from running the Centre	\$	5,861
Music Festival surplus	\$	3,882
Twilight Festival surplus	\$	4,414
Heritage Collection net costs	\$	(179)

In assessing our future sustainability, it is important that we achieve sufficient funding from our day to day activities and not be reliant on fund raising to cover operating costs.

Although activity income was down 14% from the previous year this was slightly offset by the increase in Grants Received of 6% and Rental Income of 8%.

Overall our costs are 1.2% down on the previous year and below budget. Staffing costs increased by 3% in line with award wage increases. Other administration costs are similar in line with last year and are below budget.

In line with the Board's decision, surpluses from the Music Festival and the Twilight Festivals are transferred to separate Reserves to be used for expenditure of long term benefit to future operations of the Music Festival and special projects for the long term benefit to the Neighbourhood Centre.

The IT development project commenced last year has now accumulated costs of \$16,882 which will be written off over the next 3 years against Revenue and Special Projects Reserve as determined by the Board.

Accumulated Members Funds total \$210,739 up from \$199,447 last year.

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***The Centre maintains a healthy financial position and will continue to operate to ensure sustainability for the future.***

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The Funds comprise:

General Accumulated Funds	\$186,602
Music Festival Reserve	\$ 16,182
Special Project Reserve	\$ 7,955

The Centre maintains a healthy financial position and will continue to operate to ensure sustainability for the future.

On a personal note I would like to thank Shima and her staff, especially Chris Young, for making my role such a pleasant experience and for doing all the hard work.

On behalf of the Board, I commend this Financial Report to our members.

*Walter Scharley*



# centre manager's report

I guess a bit like the streetscape changing around Surrey Hills, the Neighbourhood Centre has also gone through some recent changes, while retaining its core values and identity

I think change is a good thing, and as an organisation we have to keep changing to remain relevant and responsive.

In partnership with Maranoa House Dementia Day Centre in Canterbury and Dementia Australia, we engaged two wonderful therapists to run art sessions for participants with young onset dementia and their carers. We received funding from the City of Boroondara and the Rotary Club of Balwyn through their Annual Community Strengthening Grants Program. This pilot program produced an amazing body of work that gives an insight into people's experiences and progression through dementia. We are hoping that we will be successful with our application to continue the program in 2018 under an Innovation Grant. There will be an exhibition on Thursday 25 October in the afternoon from 4pm and you are very welcome to join us as we celebrate the creative achievements of this beautiful group of people. You can RSVP via our website.

Another change we made in the last year was in programming. Like many Neighbourhood Houses the delivery of programs is an essential part of our operation and also provides us with our largest income stream. Many of our programs focus on wellbeing and

health and we used to have parent-led playgroups that ran five days a week.

But this landscape keeps changing. Gyms and yoga spaces have proliferated. Parents now look for more structured activities for their children where they can drop off and also have some time for themselves. We've had to rethink our activities in response. We've introduced more workshops that people find easier to attend than committing to a term. We also made the big step of hiring a joint program coordinator with Canterbury Neighbourhood Centre to better manage an offering of classes between two close Houses in a spirit of cooperation and partnership. Welcome to Sarah Codling!

Japanese sewing traditionally used to mend clothes.

We held our first "really really free market", where people came with items they wanted to give away or swap, coordinated by Phil Bezemer, a local resident.

We launched a short film called 'My New Home' which featured people talking about their move to Australia from other countries and highlighted hardships as well as the positives. This achievement was part of another grant from the City of Boroondara and Rotary Club of Balwyn. We held a cultural diversity dinner on the same night and it was

***Our volunteers continued to support the Neighbourhood Centre in many aspects of our operation providing a volunteer value of around \$74,141.***

We are focussing more on environmental sustainable themes such as making your own beeswax wraps in place of plastic, making your own kombucha, a type of fermented effervescent sweetened black tea, and sashiko stitching, a type of

a heartwarming and inclusive event.

In partnership with the City of Boroondara and other Boroondara Neighbourhood Houses we hosted an International Women's Day

Breakfast held at Balwyn Community Centre.

We've also had some upgrades around the Centre thanks to City of Boroondara. A new kitchen was installed in the Union Road building. The cottage was reroofed with new skylights in the cottage kitchen. The back veranda of the Cottage was replaced so it's now waterproof.

Alongside these new initiatives in the Office we continued to upskill ourselves in managing our website. We farewelled Nicole Ralph on reception and Annabel Torney as Programs Coordinator. Louise Bielinski superbly stepped in as Acting Programs Coordinator until a permanent appointment and one of our office volunteers Alison Dews was contracted on reception to backfill for Louise. Another one of our volunteers Rachel Thorpe joined our team on reception. In times like this it's clear to see one of the reasons why our Neighbourhood Centre does so well. Our staff are excellent and continue to show enthusiasm, commitment, flexibility and a great team approach in their work.

Over 150 volunteers continued to support the Centre in many aspects of our operation including the issue and delivery of the Surrey Hills Neighbourhood News, collating and organising our Surrey Hills Heritage Collection, maintaining the direction and development of the Neighbourhood Centre on the Board of Management, helping to run a well organised office, running many activities including foreign films, book club, blokes cooking, drop in morning tea, knitting, stitch and chat, Mah Jong, men's discussion group, scrabble, writers' group, tai chi, qi gong, bike riding, and parent led playgroups.

Volunteers make the Surrey Hills Music Festival and Surrey Hills Twilight Markets possible and help keep our garden outside the cottage kitchen and community garden looking beautiful. They also enable us to continue running food to the Asylum Seekers Resource Centre in Footscray at least every fortnight, a service that has been embraced by the community and highly valued by the ASRC. At the volunteers' thank-you drinks I was struck by the energy and good will of our volunteers and how some have been volunteering with us for over 30 years as well as enjoying seeing new faces. It's so nice to hear how people enjoy giving something back to the community and how it helps them make friends and connections along the way.

Last year's Surrey Hills Music Festival was a great success despite the terrible weather on the weekend that saw us close down the main stage due to safety concerns! Our lead in event with Brian Nankervis was a success due to the number of people who attended and clearly enjoyed themselves on the night. We are very proud of the efforts of many volunteers on the Committee and associated with

the Centre who bring this free event to the community every year. The next music festival, coordinated by Rebecca Anthony, is well on its way to be another eclectic and inclusive event on the weekend of 16-18 November. Likewise the Surrey Hills Twilight Market, another opportunity for people to attend something local, will take place on 26 October, and looks like it will be a great night.

The Board of Management under Peter Hall as Chair continued to provide thoughtful and strategic governance to the Neighbourhood Centre. As we meet most months I feel very grateful that I get to work with such a fantastic group of people who care about the Centre and understand how important it is to the community.

We are also very fortunate to have ongoing support from the City of Boroondara, particularly from Fiona Brown, Helen Molnar, Ria Mountford and Tony Falkingham from the Community Planning and Development team. Councillor Jane Addis needs to be thanked for her involvement with the Centre in advocating for our needs and joining us at many of our events. Likewise, it is reassuring to know we can always appeal to the Hon Josh Frydenberg MP, Federal Member for Kooyong, and Robert Clark, Local Member for Box Hill when needed.

Merial Clark, the networker from the Network of Inner East Neighbourhood Houses retired this year and will be missed for all the advice and guidance she gave to this Centre. Nikki Maddern, her successor, is continuing to provide us with the same sound assistance.

Some local businesses continue to support us financially and in-kind. Thank you to Maggie Stamoulis and her team from the Surrey Hills Bendigo Bank. Another big thanks goes to John Ross, Alex Starr, Philippa Taylor and Ian Anderson from Ross Hunt Real Estate, and David Winter from Bread Street in Mont Albert.

Some partnerships have been established and we look forward to them developing: with the Surrey Hills Progress Association and Mont Albert Surrey Hills Rotary. It's also been a pleasure to continue working closely with Canterbury Neighbourhood Centre, particularly with Tracey Martin, the Centre Manager.

Finally, the Centre benefits from an amazing team in the office: Louise Bielinski and Rachel Thorpe on reception, Liz Reddy on room hire, Chris Young on accounts and Sarah Codling on programs and marketing.

We've completed another successful year showing agility and focus, and I'm sure there will be more successful years to come.





# SHNC heritage collection

The work of maintaining our local history collection would not be possible without the commitment of a team of volunteers.

Over the last twelve months Monday activities have continued much as they have done for several years with 7 regular volunteers. The work of maintaining our local history collection would not be possible without their commitment. Recruiting additional volunteers with appropriate skills and interests has not been actively pursued as it is a challenge for the existing volunteers to operate in the available space. My thanks go to Lorraine Bates, Max Holt, Susan Johns, Julie Kohry, Irene Poon and Keith Wilson, who all contribute to various aspects of management of the collection. Between 1 July 2017-30 June 2018 the volunteers devoted over 715 working hours on the collection. A number of the volunteers also contribute additional hours of research from home.

The focus of public enquiries and use of the collection continue to be largely related to family or house history. One more unusual enquiry came from a researcher with the Place Names Unit of the ACT Government seeking information about architect Ailsa Trundle and help

with contacting to her family. Ailsa's name was being considered for commemoration in the new Canberra suburb of Taylor, which has as its theme architects, town planners and urban designers.

Although not strictly SHNCHC volunteers, Sandra Dexter and Ken James have continued to work closely with the collection. In April Sandra and Sue Barnett mounted an exhibition in the newly refurbished former Maternal and Child Health Centre in the Surrey Gardens to coincide with Anzac Day. Entitled *In their own words*, this profiled individual WW1 servicemen and nurses, in particular what they communicated of their experiences of war.

Ken James has now completed four mini histories relating to Surrey Hills institutions. Ken's meticulous research of Public Record Office of Victoria (PROV) files, material from Trove and our collection material has produced fine histories of the Surrey Hills Literary Institute, the Surrey Hills Progress Association, Surrey Hills Non-Government



**Digital photo - Neville and Max Holt**  
 Surrey Hills Neighbourhood Centre Heritage Collection, Surrey Hills  
 Surrey Hills Neighbourhood Centre Heritage Collection Digital  
 PREVIEW VIEW PAGE

Schools and the Surrey Hills Friendly Societies. He will shortly finalise a comprehensive history of sporting clubs in Surrey Hills and Mont Albert.

As flagged in last year’s report to the AGM, after attending a number of information sessions and holding a training workshop in April, we have changed over to Victorian Collections as our cataloguing platform. Volunteers are now using it and all our previous records have gone into Museum Victoria to be loaded onto the system. This has a number of advantages. It is free, easy to use and is being used by all types of collecting organisations throughout Victoria, including galleries, sporting clubs, church, military and other service groups, as well as historical societies. It was developed by Museum Victoria’s information technology and collection management system specialists and there is free training and advice from Museums Australia (Victoria) staff. Locally it is already being used very successfully by Kew Historical Society. It is backed up by the infrastructure of Museum Victoria. The website is impressive and easy for researchers, family and local historians, students and other interested parties to use. I encourage you to have a look. See <https://victoriancollections.net.au/>

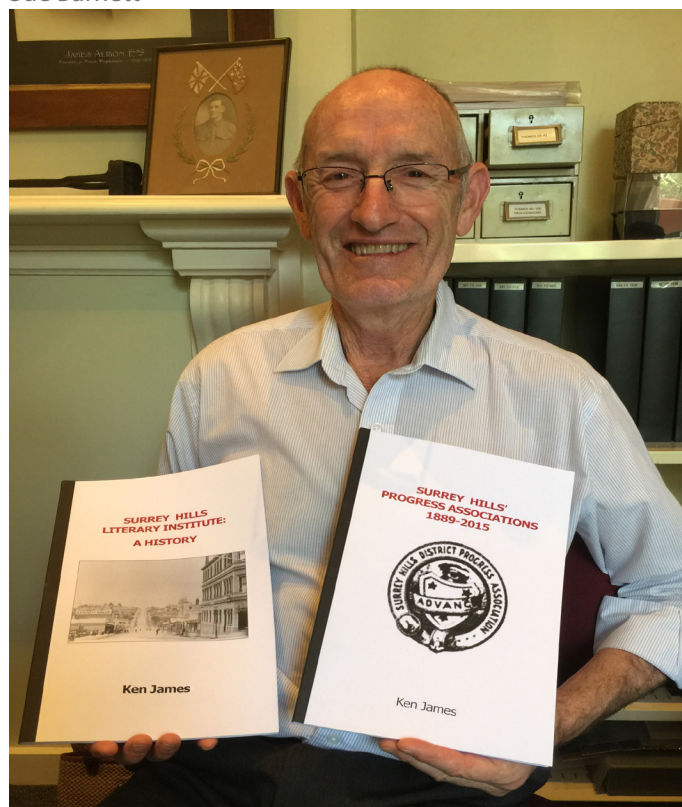
The large tub of photos related to Surrey Hills Neighbourhood Centre, (as opposed to the Heritage Collection photos), has been culled, the photos sorted chronologically and scanned. Recently archival albums have been purchased to house the originals of this separate collection. These activities were Stage 1 of documenting the history of SHNC. The retained photos have not yet been catalogued, but later this year we hope to engage some longstanding members of the Centre to assist in identifying key people.

Unfortunately the collaborative grant application submitted to the PROV Local History Grants scheme by ourselves, Balwyn, Canterbury and Camberwell

Historical Societies was not successful. The focus of this was to conserve, digitise, interpret and exhibit our map collections. Not to be completely thwarted, in October a collaborative exhibition Mapping Boroondara was mounted in the community gallery adjacent to the Camberwell Library with all the Boroondara historical societies contributing. Recently archival enclosures have been purchased for our maps and cataloguing them will be a new activity for 2018-2019.

My thanks to the SHNCHC volunteers, the staff and Board of the Centre for your continuing support in documenting and preserving the history of 3127.

*Sue Barnett*



Above: Ken James  
 Previous page: ANZAC display

# 40 years of SHNC



## on my bike Richard Godbehere

REFLECTIONS: opinions, thoughts, views, beliefs, feelings, ideas, impressions, conclusions, assessments, comments, observations, remarks.

Ah, reflections - about Surrey Hills Neighbourhood Centre; where to start?

With just nine years of involvement with SHNC I'm not a 'lifer' like so many around the place, but my paucity of longevity is more than counterbalanced by the abundance of personal reward.

Meeting new people from all walks of life, and cultivating their friendship, is what SHNC means to me. In my case that primarily means weekly cycling expeditions with like minded 'oldies'.

Before penning these reflections I took a quick look through the 'Contacts' on my device and found that without my connection to SHNC there would be fifty odd fewer people in there, most of them cyclists.

SHNC has been the catalyst for a remarkable and personally rewarding post-retirement extension of my social connection to so many interesting and talented individuals. That seemingly small commitment back in 2009 to tag along on a few bike rides with the eternally effervescent Ruthie Scharley and her predominantly female mates, has led to a most wonderful relationship with an impressive bunch of active 'seniors'.

My social activities - not restricted to cycling - have ballooned as a direct result of that decision to 'give it a go' nine years ago.

And as of this week Ruthie's original Monday morning cycling group - now sporting the moniker of Tour de Friends - became a sixty-and-over group with members' ages going up to seventy five. We now have no-one in their fifties, but plenty of septuagenarians. And boy, can they ride!

In addition to their SHNC cycling connection, many of these 'active aged', like me, have developed long lasting friendships and connections quite unrelated to cycling. This would not have happened had they not first met through what I call the 'social lubricant' of the SHNC.

And through the umbilical cord to Surrey Hills Neighbourhood Centre headquarters there is a connection with the wonderful staff there, too. What a marvellous job they all do, and always with a smile.

So too the volunteers in the myriad of activities available to locals of diverse background, age, gender, culture, creed and circumstance. It is indeed a delightful feeling to turn up to 'HQ' and witness the place buzzing with all manner of activities in the various rooms. Long may the Centre's work in the community continue.

## **a place where i feel appreciated**

Andrew Smolka

A number of months ago I was looking for a new job as a volunteer having completed ten years of volunteering at a charitable organisation. It appeared that jobs which were available required more time that I had available or the time frames were impossible for me to comply with.

As I was passing by the Surrey Hills Neighbourhood Centre I called in and asked if there was a vacancy for a volunteer on a part-time basis. Immediately I was welcomed and offered a job which suited me perfectly and from that moment on I felt 'at home' and my initial impression has been reaffirmed every time I have been at the Centre.

Surrey Hills Neighbourhood Centre has an air of vibrancy, of a busy, well run, efficient and a very happy place. This was confirmed for me when I met other volunteers who have the same impression of the Centre by participants of the courses I have attended.

I look forward to being called in to help to do some work at the Centre as I come away with the feeling of being appreciated for my efforts as well as having fun doing my job.

## **congratulations to the shnc**

Robert Clark MP

My warmest congratulations to the Surrey Hills Neighbourhood Centre on 40 years of service to the community.

From its modest beginnings in 1978, the centre has grown to provide a welcoming and inviting community hub and meeting place for the entire Surrey Hills community.

From courses to playgroups to morning teas to music festivals, Surrey Hills Neighbourhood Centre seeks to offer something for everyone.

The Centre's success has been due to the dedication of its board members, staff and many volunteers, and it has been a privilege for me to be able to support the Centre's activities, plans and projects.

I wish all at the Surrey Hills Neighbourhood Centre every success in the years ahead.

## twenty-five years at the shnc

Barbara Potter

I have been associated with the Surrey Hills Neighbourhood Centre for well over 25 years, even before I retired. Some of my involvement has been on the Committee of Management, as a volunteer program leader and as a user of its programs.

The Surrey Hills Neighbourhood Centre has an ever-present warm, friendly and welcoming feeling and a wide range of different interests and programs. There are programs to suit the very elderly, the very young and those women and men in between. Cultural diversity is a large feature and the power of people's stories has enabled understanding and acceptance of each other's lives as lived, livelihoods and differences.

The SHNC is the hub of the Surrey Hills area and spills over the boundaries. It enables people to come together for a common purpose, interest or a specific reason. Trades and businesses in the area wholeheartedly support the activities and purposes of the Centre.

Well done Surrey Hills Neighbourhood Centre and I hope the next 40 years will be just as rich as the first.

## from playgroup to drawing class

Helen Fritze

Almost 35 years ago I was among a group of mothers of young toddlers who started a play group which met every Friday afternoon at the Surrey Hills Neighbourhood Centre. We looked forward to this through the week, and always had a most enjoyable time. The children played surprisingly happily alongside each other with the lovely equipment, which was supplied, while we mothers were pretty much left free to relax and socialise. Visits to the park and to several child friendly venues for Friday night dinner were also organised from there. Support was always available, friendships flourished and a lot of fun and laughs were had. Over time the children interacted more with each other and all seemed to make several "best friends", no doubt benefitting greatly from this early socialisation. Despite later moves to the country or interstate, plus an overseas posting, a number of the mothers are still in touch. This playgroup was definitely one of the highlights of everyone's week!

Now, so many years later, I attend the Tuesday afternoon drawing class, improving my skills and greatly enjoying the very friendly company, again a lovely time in my week.

Many thanks to the Surrey Hills Neighbourhood Centre!

## reflection

Gillian Cohen

It is now time for me to step down from the SHNC Board. Since I joined what was then the Committee of Management in 2013, I look back on my role as one of great pleasure and satisfaction. The Neighbourhood Centre has consolidated its position as the standout Neighbourhood Centre in the City of Boroondara, and this is down to the wonderful leadership and hard work of the Manager, Shima Ibuki, and all the office team. How lucky are we to have such a terrific group of people; and my Board colleagues who have endeavoured to support the goals and objectives laid out in the Strategic Plans.

When one joins a community organisation it is a leap into the unknown and fortunately I did land on my feet. I have worked with a very diverse, warm and friendly group of people and have had the opportunity to contribute to a wide range of activities and learn something new at every turn. There is a steady thread of respect and encouragement from all sections of the Neighbourhood Centre. Everyone is welcome and everyone brings a unique touch to the programs.

For me, the most rewarding part has been the opportunity to participate in promoting our Community and creating a haven for people from all kinds of backgrounds. This haven is many-faceted and embraces fund-raising, socialising, working for common causes, sharing and learning. Every term the team comes up

with marvellous opportunities to get out of the house and participate – whether it is sharing skills or learning new ones.

I encourage everyone to try something new. It's certainly the best antidote to ageing! Whether it is participating in a course or volunteering, being part of this Community is tremendously rewarding.

On this 40th anniversary of the SHNC, I want to thank the staff and my fellow Board members for their kindness and generosity. It has been a most memorable experience and I wish the Centre another 40+ years of community service, contribution, reward and enjoyment.

## roast lunch and other things

Marj Bloom

I was introduced to Viv Swinnterton after I retired in 1992 and in 1993 Viv asked if I would help cook roast lunches at the Centre every second week. These were for older people who lived alone.

We always cooked beef or lamb, not chicken, because there was always roast chicken available outside. We made sure there were roast vegetables as well as green vegetables and always a variety. For dessert we made baked custards, apple crumble or baked lemon delicate. At Christmas time we made sure that we served brandy sauce with the plum pudding. I always bought fresh breadsticks which were really popular.

The guests, who really became our friends, really appreciated that we warmed the plates before serving the meal. Later on some married couples joined the group, and we always made them feel very welcome. On an average, there would be 12-14 people at the table.

One person who was a wonderful helper was Sue Inglis. We worked together, with others, for many years.

Unfortunately we had trouble replacing some of our original volunteers and I had to stop in 2011.

At the time the cottage was being refurbished, I used to help at the 'Armchair Travel' afternoons over at the Church.

Around 2007 I brought the Box Hill Scrabble Club to the Centre. We are still playing, enjoying the game and the company.

I feel very privileged to have been a part of the SHNC for so long.

# financial statements

**SURREY HILLS NEIGHBOURHOOD CENTRE INC.**

**Charity ABN: 85 629 719 592**

**STATEMENT BY THE BOARD**

In the opinion of the Board of the Surrey Hills Neighbourhood Centre Inc. :

The Board has determined that the Association is not a reporting entity and that the financial statements have been prepared as a special purpose financial report.

The Statement of the Financial Performance is drawn up so as to give a true and fair view of the results of the Entity for the year ended 30 June 2018.

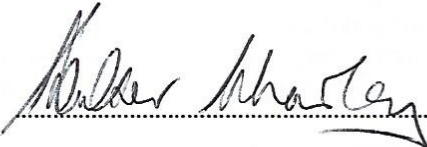
The Statement of Financial Position is drawn up so as to give a true and fair view of the state of affairs affairs of the Entity as at 30 June 2018.

As at the date of this Statement that there are reasonable grounds to believe that the Entity will be able to pay its debts as and when they fall due.

This Statement is made in accordance with a resolution of the Board and is signed for and on behalf of the Board of the Surrey Hills Neighbourhood Centre Inc.

Signed:  .....

Dated: 14/8/18

Signed:  .....

Dated: 14/8/18

**SCHEDULE 1**

**Regulation 15**

**FORM 1**

**Associations Incorporation Reform Act 2012**

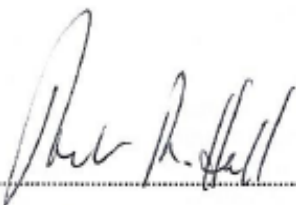
Sections 94(2)(b), 97(2)(b) and 100(2)(b)

*This form is required to be provided to the members at the AGM with the association's' accounts.*

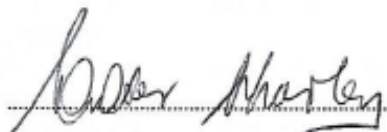
Annual statements give a true and fair view of the financial performance and position of incorporated association.

We, Peter Hall and Walter Scharley being members of the Board of the Surrey Hills Neighbourhood Centre Inc. certify that:

The statements attached to this certificate give a true and fair view of the financial performance and position of the Surrey Hills Neighbourhood Centre Inc. during and at the end of the financial year of the association ending 30 June 2018.

Signed:  .....

Dated: 14/8/18.

Signed:  .....

Dated: 14/8/18



SURREY HILLS NEIGHBOURHOOD CENTRE INC.  
STATEMENT OF FINANCIAL PERFORMANCE FOR THE YEAR ENDED 30 JUNE 2018

	<b>NOTE</b>	<b>2018</b>	<b>2017</b>
<b>INCOME</b>			
Grants received	2	\$ 136,124	\$ 128,072
Activities income	3	\$ 132,941	\$ 154,716
Fundraising income	4	\$ 54,152	\$ 49,925
Membership fees		\$ 8,810	\$ 9,782
Interest Income		\$ 3,653	\$ 4,095
		<u>\$ 335,680</u>	<u>\$ 346,590</u>
<b>EXPENDITURE</b>			
Activities Costs	5	\$ 75,226	\$ 84,395
Administration Costs	6	\$ 14,948	\$ 15,697
Audit Fees		\$ 1,399	\$ 1,474
Bank Transaction Fees		\$ 2,575	\$ 2,702
Building Costs	7	\$ 13,677	\$ 15,299
Depreciation - Fixtures & Equipment		\$ 12,059	\$ 9,134
Depreciation - IT Development Costs		\$ 3,980	\$ 3,739
Doubtful Debt		\$ -	\$ -
Insurance - General		\$ 1,917	\$ 1,572
Insurance - Worksafe		\$ 2,134	\$ 1,646
Printing Course Brochures		\$ 1,102	\$ 2,878
Staffing Costs	8	\$ 196,332	\$ 189,829
Utilities		\$ 4,470	\$ 5,305
		<u>\$ 329,819</u>	<u>\$ 333,670</u>
<b>NET OPERATING INCOME FOR YEAR</b>		<u>\$ 5,861</u>	<u>\$ 12,920</u>
<b>OTHER INCOME AND EXPENSES</b>			
Music Festival Surplus (Loss)		\$ 3,882	\$ 2,249
Net income from Fund Raising Activities		\$ 4,414	\$ 4,005
Heritage / Local History Projects	9	\$ (179)	\$ (518)
<b>NET OTHER INCOME</b>		<u>\$ 8,117</u>	<u>\$ 5,736</u>
<b>NET INCOME FOR YEAR</b>		\$ 13,978	\$ 18,656
Less Transfer to Festival Reserve		\$ 3,882	\$ 2,249
Less Transfer to Special Projects Reserve		\$ 9,950	\$ 4,005
<b>NET SURPLUS (LOSS) FOR YEAR</b>		<u>\$ 6,146</u>	<u>\$ 12,402</u>

SURREY HILLS NEIGHBOURHOOD CENTRE INC.  
STATEMENT OF FINANCIAL PERFORMANCE AS AT 30 JUNE 2018

	<b>NOTE</b>	<b>2018</b>	<b>2017</b>
<b>MEMBERS FUNDS</b>			
Members General Accumulated Funds	10	\$ 186,602	\$ 180,456
Festival Reserve	11	\$ 16,182	\$ 14,986
Special Projects Reserve	12	\$ 7,955	\$ 4,005
		<u>\$ 210,739</u>	<u>\$ 199,447</u>
<b>Represented by:</b>			
<b>CURRENT ASSETS</b>			
Bank Accounts		\$ 74,098	\$ 46,305
Petty Cash Float		\$ 600	\$ 600
Cash on Hand		\$ 50	\$ 50
Accounts Receivable		\$ 1,442	\$ 7,520
Other Debtors		\$ -	\$ -
Prepaid Expenses		\$ 2,754	\$ 2,597
		<u>\$ 78,944</u>	<u>\$ 58,252</u>
<b>INVESTMENTS</b>			
Cash on Deposit		\$ 21,216	\$ 20,930
Term Deposit		\$ 173,687	\$ 160,320
Shares at cost - Bendigo Community Bank		\$ 500	\$ 500
		<u>\$ 195,403</u>	<u>\$ 181,750</u>
<b>FIXED ASSETS</b>			
Fixtures & Equipment at written down value	13	\$ 38,671	\$ 38,516
IT Development Costs at written down value	13	\$ 9,163	\$ 11,218
		<u>\$ 47,834</u>	<u>\$ 49,734</u>
<b>TOTAL ASSETS</b>		<b>\$ 322,181</b>	<b>\$ 288,556</b>
<b>LESS CURRENT LIABILITIES</b>			
Sundry Creditors		\$ 8,483	\$ 7,767
Accrued Expenses		\$ 10,126	\$ 10,867
income Received in Advance		\$ 25,601	\$ 24,131
Festival Funds in Advance		\$ 20,217	\$ 13,094
Grants Received in Advance		\$ 13,743	\$ 6,780
Annual Leave Accrued		\$ 15,491	\$ 11,345
Long Service Leave Accrued		\$ 17,781	\$ 15,125
<b>TOTAL LIABILITIES</b>		<u>\$ 111,442</u>	<u>\$ 78,474</u>
<b>NET ASSETS</b>		<u><b>\$ 210,739</b></u>	<u><b>\$ 199,447</b></u>

SURREY HILLS NEIGHBOURHOOD CENTRE INC.  
 NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2018

**Note 1**

The Financial Statements are a special purpose financial report prepared to satisfy the financial reporting requirements of the Associations Incorporated Reform Act 2012.

The Surrey Hills Neighbourhood Centre Inc. is a Tier Two entity for the purposes of the Act. The Committee has determined that the association is not a reporting entity.

The Financial Statement has been prepared in accordance with Australian Accounting Standards where applicable and material to the reporting of the entity.

The Financial Statements are prepared on an accruals basis.

The Financial Statements are based on historical cost with no adjustment to reflect changing money values.

No value has been placed on donated goods or services provided to the entity.

Depreciation has been calculated on effective life of assets as determined by the Committee.

Annual Leave for staff is valued on annual leave due but not yet taken as at balance date.

Long Service Leave for staff has been accrued based on years of service.

Person Leave (Sick Leave) has not been accrued.

Under rules of mutuality, the entity is exempt from income tax on members' activities.

(a) Events after the reporting period:

The Committee is not aware of any matter or circumstance that may effect the operations of the association nor affect the results as disclosed in the financial statements.

The Committee is not aware of any contingent liabilities as at the date of this report that would affect the financial position of the association.

**Note 2**

**Grants Received**

**Total Grants Received during the Year**

	<u>2018</u>	<u>2017</u>
City of Boroondara	\$ 56,006	\$ 54,375
Dept of Health & Human Services	\$ 60,391	\$ 57,206
City of Boroondara Strength Training	\$ 16,805	\$ 16,491
City of Boroondara - Sharing Journeys Project	\$ 2,922	\$ -
	<u>\$ 136,124</u>	<u>\$ 128,072</u>

**Note 3**

**Activities Income**

Playgroup Fees	\$ 5,087	\$ 7,816
Class Fees	\$ 110,904	\$ 110,592
Volunteer Programs	\$ 16,950	\$ 17,308
	<u>\$ 132,941</u>	<u>\$ 154,716</u>

SURREY HILLS NEIGHBOURHOOD CENTRE INC.  
 NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2018

	<b><u>2018</u></b>	<b><u>2017</u></b>
<b>Note 4</b>		
<b><u>General Income</u></b>		
Net Advertising Revenue - Neighbourhood News	\$ 2,147	\$ 1,820
Venue Rental Income	\$ 50,762	\$ 47,019
Centre produced Book Sales	\$ 89	\$ 209
Other Income	\$ 298	\$ 214
Donation Income	\$ 500	\$ 570
Dividend Income	\$ 66	\$ 66
Bendigo Bank Incentive Income	\$ 290	\$ 27
	<u>\$ 54,152</u>	<u>\$ 49,925</u>
<b>Note 5</b>		
<b><u>Activities Costs</u></b>		
Centre Activities Expenses	\$ 1,107	\$ 1,200
Miscellaneous Expenses	\$ 688	\$ 776
Book - Sharing Journey Costs	\$ -	\$ 1,104
Playgroup Expenses	\$ 294	\$ 732
Tutor Expenses	\$ 69,625	\$ 76,366
Volunteer Led Program Expenses	\$ 3,512	\$ 4,217
	<u>\$ 75,226</u>	<u>\$ 84,395</u>
<b>Note 6</b>		
<b><u>Administration Costs</u></b>		
AGM and Committee Expenses	\$ 1,409	\$ 1,684
IT Expenses	\$ 4,549	\$ 4,835
Equipment Maintenance	\$ 670	\$ 681
Office Supplies, Postage and Delivery costs	\$ 805	\$ 1,360
Subscriptions	\$ 983	\$ 1,225
Telephone	\$ 4,267	\$ 4,511
Gifts	\$ 460	\$ 558
Staff Recruitment Costs	\$ 466	\$ -
Training and Conferences	\$ 1,339	\$ 843
	<u>\$ 14,948</u>	<u>\$ 15,697</u>
<b>Note 7</b>		
<b><u>Building Costs</u></b>		
Cleaning	\$ 9,007	\$ 8,937
Maintenance	\$ 362	\$ 1,800
Security & Caretaker Costs	\$ 4,308	\$ 4,562
	<u>\$ 13,677</u>	<u>\$ 15,299</u>

SURREY HILLS NEIGHBOURHOOD CENTRE INC.  
 NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2018

	<u>2018</u>	<u>2017</u>
<b>Note 8</b>		
<b>Staffing Costs</b>		
Salaries	\$ 166,950	\$ 163,862
Superannuation	\$ 15,604	\$ 15,414
Casual Office Staff	\$ 6,977	\$ -
Annual Leave Accrual	\$ 4,146	\$ 5,874
Long Service Leave Accrual	\$ 2,655	\$ 4,679
	<u>\$ 196,332</u>	<u>\$ 189,829</u>

<b>Note 9</b>		
<b>Heritage / Local History Projects</b>		
Donations and Revenue Received	\$ 927	\$ 440
Expenditure on Projects	\$ 1,106	\$ 958
Net Surplus (Loss) on Heritage Projects	<u>\$ (179)</u>	<u>\$ (518)</u>

<b>Note 10</b>		
<b>Members Accumulated Funds</b>		
Opening Balance	\$ 180,456	\$ 168,054
Add Surplus for year	\$ 6,146	\$ 12,402
Add Prior Year Adjustment - Insurance	\$ -	\$ -
	<u>\$ 186,602</u>	<u>\$ 180,456</u>

<b>Note 11</b>		
<b>Festival Reserve</b>		
Opening Balance	\$ 14,986	\$ 12,737
Transfer from Current Year Festival Surplus	\$ 3,882	\$ 2,249
Less Expenditure on long term benefits to Festival	\$ (2,686)	\$ -
Closing Balance	<u>\$ 16,182</u>	<u>\$ 14,986</u>

The Festival Reserve was created in order to allocate funds providing sustainability for future festivals.

<b>Note 12</b>		
<b>Special Projects Reserve</b>		
Opening Balance	\$ 4,005	\$ -
Transfer from Current Year Twilight Market Surplus	\$ 3,950	\$ 4,005
Closing Balance	<u>\$ 7,955</u>	<u>\$ 4,005</u>

SURREY HILLS NEIGHBOURHOOD CENTRE INC.  
 NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2018

	<u>2018</u>	<u>2017</u>
<b>Note 13</b>		
<b>Fixed Assets</b>		
<b>Fixtures &amp; Equipment at written down value:</b>		
Cost at start of year	\$ 116,393	\$ 106,961
Additions during year	\$ 12,215	\$ 9,432
Cost at end of year	\$ 128,608	\$ 116,393
Less Accumulated Depreciation	\$ 89,937	\$ 77,877
Written Down Value	<u>\$ 38,671</u>	<u>\$ 38,516</u>
<b>IT Development Costs</b>		
Cost at start of year	\$ 14,657	\$ -
Additions during year	\$ 1,925	\$ 14,957
Cost at end of year	\$ 16,882	\$ 14,957
Less Accumulated Depreciation	\$ 7,719	\$ 3,739
Written Down Value	<u>\$ 9,163</u>	<u>\$ 11,218</u>

The development of the Centre's website and IT back office reporting system will be developed over a number of years. The benefit of the upgrade will be utilised over more than one year, the cost of the project will be written off over the next 4 years.

SURREY HILLS NEIGHBOURHOOD CENTRE INC.  
STATEMENT OF CASH FLOWS FOR THE YEAR ENDED 30 JUNE 2018

	<u>2018</u>	<u>2017</u>
<b>Cash Flows from Operating Activities</b>		
Net Surplus excluding Investment Income per Statement of Financial Performance	\$ 2,493	\$ 8,307
Adjustments to reconcile Net Income to Net Cash provided by Operations		
Increase in Accounts Receivable	\$ 6,078	\$ (4,853)
Provision for Doubtful Debt	\$ -	\$ -
Prepaid Expenses	\$ (157)	\$ 3,040
Other Debtors	\$ -	\$ 1,588
Festival Funds Received in Advance	\$ 7,123	\$ 307
Increase in Accrued Expenses	\$ (740)	\$ 2,527
Increase in Income in Advance	\$ 1,471	\$ (4,387)
Increase in Grants Received in Advance	\$ 6,963	\$ 5,150
Increase in Annual Leave Accrual	\$ 4,147	\$ 5,874
Increase in Long Service Leave Accrued	\$ 2,655	\$ 4,679
Payroll Superannuation Payable	\$ -	\$ (1,720)
Payroll PAYG Payable	\$ (1,068)	\$ (1,056)
GST Payable	\$ 1,696	\$ (1,043)
Depreciation	\$ 16,039	\$ 12,873
Credit Card Debt	\$ 87	\$ 304
<b>Net Cash provided by Operating Activities</b>	<u>\$ 46,787</u>	<u>\$ 31,590</u>
<b>Cash Flows from Investing Activities</b>		
Interest Income	\$ 3,653	\$ 4,095
Purchases of Fixtures & Equipment	\$ (14,139)	\$ (24,389)
<b>Net Cash from Investing Activities</b>	<u>\$ (10,486)</u>	<u>\$ (20,294)</u>
<b>Cash Flows from Financing Activities</b>		
Transfers to Reserves	\$ 5,145	\$ 6,254
<b>Net Increase (Decrease) in cash and cash equivalents</b>	<b>\$ 41,446</b>	<b>\$ 17,550</b>
Cash and cash equivalents at beginning of year	\$ 228,205	\$ 210,655
<b>Cash and cash equivalents at end of year</b>	<u><b>\$ 269,651</b></u>	<u><b>\$ 228,205</b></u>

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## Audit & Assurance

Chartered Accountants  
Registered Company Auditors

### Surrey Hills Neighbourhood Centre Inc

#### Independent Auditor's Report to the Members

#### Report on the Audit of the Financial Report

Director:  
A.R Ager CA, BEc  
Registered Company Auditor

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E: tony.ager@optusnet.com.au

Authorised Audit Company  
No. 453122

#### Opinion

We have audited the financial report of Surrey Hills Neighbourhood Centre Inc (the association), which comprises the Statement by Members of the Board, Income and Expenditure Statement, Balance Sheet as at 30 June 2018, a summary of significant accounting policies and the certification by members of the board on the annual statements giving a true and fair view of the financial position and performance of the association.

In our opinion, the accompanying financial report presents fairly, in all material respects, the financial position of the association as at 30 June 2018 and [of] its financial performance for the year then ended in accordance with the accounting policies described in Note 1 to the financial statements, the Australian Charities and Not-for-profits Commission Act 2012 and the requirements of the Associations Incorporation Reform Act 2012.

#### Basis for Opinion

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 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 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 Associations Incorporation Reform Act 2012 and the Australian Charities and Not-for-profits Commission 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 Board for the Financial Report

The board is responsible for the preparation and fair presentation of the financial report in accordance with the financial reporting requirements of the Associations Incorporation Reform Act 2012, the Australian charities and Not-for-profits Commission Act 2012 and for such internal control as the board determines is necessary to enable the preparation and fair presentation of a financial report that is free from material misstatement, whether due to fraud or error.

In preparing the financial report, the board is 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 board either intends to liquidate the association or to cease operations, or has no realistic alternative but to do so.



## Surrey Hills Neighbourhood Centre Inc

### Independent Auditor's Report to the Members

#### 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 the 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 this financial report.

As part of an audit in accordance with 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 board.
- 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 board 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.

Signed on: 10<sup>TH</sup> AUGUST, 2018

ASSUR PTY LTD  
 ASSUR PTY LTD  
 Authorised Audit Company Number: 453122  
 Chartered Accountants

  
 Anthony Ager  
 Director - Audit & Assurance  
 Chartered Accountant



# Partners and sponsors

We wish to thank the following organisations for their support to the Surrey Hills Neighbourhood Centre, particularly the City of Boroondara for their generous funding and grants.

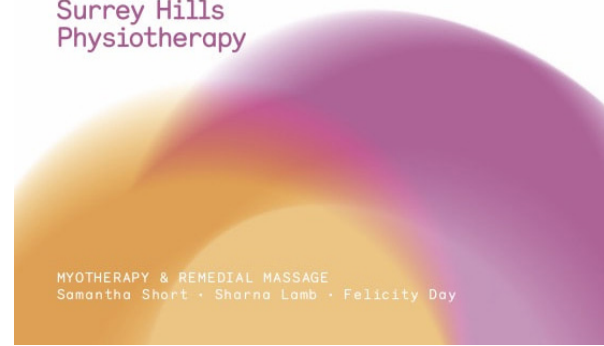


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Art Style Gallery  
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