

ANNUAL GENERAL REPORT 2022/23



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BOX HILL SOUTH
NEIGHBOURHOOD HOUSE

ACKNOWLEDGEMENTS

Box Hill South Neighbourhood House would like to thank the following organisations and groups for their support during the year:

Department of Families, Fairness and Housing
The City of Whitehorse
Business Victoria
Suburban Rail Loop Community Projects Fund
Be Connected
Neighbourhood Houses Victoria
Network of Inner East Community Houses
Whitehorse Community Houses
Box Hill Rotary Club
Umbrella Dementia Cafés
Whitehorse Urban Harvest



Be Connected
Every Australian online.



**BOX HILL SOUTH
NEIGHBOURHOOD HOUSE**

ANNUAL GENERAL REPORT 2022/23
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MISSION, VISION & STRATEGIC DIRECTION

Box Hill South Neighbourhood House is a not for profit, community owned and managed organisation that is governed by a voluntary Committee of Management. We offer a wide range of social, educational and recreational activities that reflect the needs of the local community in a welcoming, supportive environment.

OUR VISION

Our vision is to connect with, and respond to our diverse community.

MISSION STATEMENT

Box Hill South Neighbourhood House provides a friendly place for people to develop their interests, skills and a sense of belonging to a wider community.

STRATEGIC PLAN 2022 – 2026

The strategic plan was developed by the Committee of Management and ratified in July 2022.

The broad goals of the strategic plan are:

Objective 1: Governance

To ensure good governance for the effective management of the House and reflect the needs of our community within the appropriate legal and ethical framework. To attract new committee member with relevant skill sets.

Objective 2: Maintain participation and relevance to local community

To promote greater engagement within the local community in the activities of the House and improve acquisition of attendees

Objective 3: Networking/Marketing

To broaden networking opportunities to enhance the progress of the House
To seek new marketing opportunities for the House

Objective 4: Partnerships

To strengthen and promote partnerships with Whitehorse Council and local businesses. To broaden cultural engagement

Objective 5: Financial Viability

To keep the House operations financially viable



COMMITTEE OF MANAGEMENT -2022/2023

The Committee of Management in 2022/2023 consisted of 9 selected members, and one member (with limited voting rights.)

The committee is to be commended on their commitment and dedication to the governance of the House. In particular it has focused on:

- Endorsement and updating of numerous policies and procedures
- Financial planning, budgeting and monitoring of the House income and expenditure
- Fundraising
- Advocating for the Neighbourhood House sector and supporting the relevant campaigns
- Ensuring the values and ethics of the House are maintained



Office Bearers

Judith Buckingham - President
Ysolde Nichols - Vice President
Lesley Birks - Secretary
Sandra Robertson - Treasurer



General Members

Val Kendall
Trish Bourke
Sheila Turner
Judith Hughes
Diana Ferguson



Office Staff

Pamela Mills - Manager
Sam Brown



STAFF AND VOLUNTEERS -2022/2023

IN-OFFICE STAFF

Pamela Mills is our House Manager. She welcomes everyone in the community, and is responsible for the day to day running of the House, including managing staff, projects, finances along with personally running some classes and workshops.

Sam Brown is our Admin Assistant. You will find her in house towards the end of the week and is responsible for marketing, database management and she makes a good cup of coffee!

TUTORS & GROUP LEADERS

We are privileged to have such talented and generous tutors working at our House. Thank you all for your warmth, dedication and support. The success of our classes and groups is very much due to the enthusiasm of these wonderful people. Thanks also to our social group leaders. We look forward to working closely together in the coming year.

VOLUNTEERS

We are grateful for our wonderful volunteers who work on many and varied tasks around the House. A special thank you to Duygu Genc for her invaluable assistance with the new accounting system, Monique Loughnan for assisting with the database, and our placement students; Amy, Nassim and Pep. Thank you to Janice for helping translate at the Social Housing activities at Elizabeth street. To the amazing people who help with the Umbrella Dementia Cafe.

Thank you to all the program deliverers and to Ian who mows the lawns.

Volunteers are an invaluable asset to our organisation. We recognise that everyone has a contribution to make and encourage people to join in at any level.

SPECIAL MENTIONS

Judith Buckingham – President and policy writer extraordinaire, and quiz master.

Sandra Robertson – For her dedication and countless hours working on the transition of our accounting system to Xero.



PRESIDENT'S REPORT

This year has seen the House move further into community outreach with the Social Housing Projects running through the Network of Inner Eastern Community Houses (NIECH) in response to perceived community needs. In House classes such as Exercise, Craft and Art classes still run, as do groups such as Book Club, Urban Harvest, Dementia Cafe, Playgroups, and Eastern Writers. Our focus is more on the social than academic based adult education which is already being met elsewhere in numerous other venues in Whitehorse. People are now returning to in house activities after the lifting of Covid restrictions, but we are still using Zoom to connect those who are unable to leave their homes through illness or age.

The House could not function without its dedicated volunteers. Firstly the Committee of Management who have had to grapple with some difficult issues this year: some of us have been meeting for a considerable number of years but this has the advantage of being a group of people who know and work together constructively and consensually. Which doesn't mean that we wouldn't appreciate any new members joining us. Here I would like to make special mention of our Treasurer, Sandra Robertson. We adopted a new accounting package this year. This would not have been achieved without Sandra's skill, back breaking hard work and countless volunteer hours in converting from one system to another. Thank you Sandra.

Also deserving a special mention is Sue Berkeley. Sue runs our Strength Training classes, but she is also a qualified Horticulturalist and has given us great advice regarding the new sensory garden as well putting an incredible number of hours into its creation.

We have also had the assistance of student volunteers throughout the year and we thank Pep, Nassim and Amy for their input.

I would also like to say thank you to our office admin staff: Sam and Duygu for their skills and welcoming manner to participants. Thank you also to our tutors and group leaders and to those volunteers who assist with groups such as Friday Coffee, Dementia Cafe and Urban Harvest. We could not manage without you.



Thanks also to State, Federal and Local government not just for financial and project support but also for advice and encouragement. We are also grateful for the continued support of NIECH.

Finally, and most importantly, thank you to our manager Pam. Pam we know you have had to face personal and family issues this year, but you have still managed to run the Neighbourhood House: innovating, outreaching, fundraising, advising, dealing with government compliance (and not forgetting the occasional garden digging) with courage, efficiency and always with a warm welcome to anyone who comes through the door.

Thank you so much.



**JUDITH
BUCKINGHAM**



MANAGER'S REPORT

The 2022 –2023 financial year has been one of steady growth and adaption. Reflecting on the past few years, it is important to recognise and congratulate the resilience and strength of our Box Hill South community, particularly in the ability to see the value in grass roots community connection that Neighbourhood Houses provide. Not only are we a place where people come for various activities and classes, we provide a safe and welcoming space for all; people often drop by for a chat, borrow a book, talk about neighbourhood issues, all of which all contributes to easing loneliness and fostering a sense of community wellbeing.

This year we have branched out into new projects which have seen us working in the Social Housing setting, delivering programs and events to re-connect and engage these communities after lockdown. These have included an Information day, Christmas event, Biggest Morning Tea event and the decoration and installation of 2 street libraries at Elizabeth Street Burwood.

Another major project has been the re-development of the back garden area to create a sensory garden thanks to the generous funding from the Suburban Rail Loop Community fund. I would like to thank Sue Berkley for her dedication, expertise and enthusiasm which has made this project such a success. This new space will allow us to expand our program to include gardening, sustainability and horticultural activities as well as be a place where people can meet, share their knowledge and connect in a tranquil environment.

We have attracted new House hires from Not-for-Profit Groups that align with our business model; programs including NDIS holiday programs with Care Squared, Family Access network Young Mums support groups, First Steps solutions Date-ability program, Umbrella Dementia Cafes. The Umbrella Dementia program has been running at the House for the past 9 years and is at capacity. Other ongoing groups include the Japanese Children's language group, the Whitehorse Urban Harvest and the Eastern Writers group.



All of our regular courses and classes are back in the House reflecting pre-Covid times and we are steadily increasing numbers. We also ran a number of workshops which were very popular.

In 2022 we re-instated the much beloved Watercolour Art Show which has been held for 29 years. This is a wonderful community event that allows the participants in the Art classes to showcase their work as well as engaging with the local Box Hill South community. As well as the Art Show, we provided the ever popular Devonshire Teas which raised over \$700 and are hoping that this year's Art Show will be just as successful.

Staffing

There was a reduction in staffing this year, due to Julia resigning in August 2022, however Duygu volunteered to assist with the bookkeeping and I will be employing her in the new financial year so the next budget will reflect this. During this time we changed our accounting system to Xero and Sandra, our Treasurer, spent untold hours of volunteer work assisting us through this process – I cannot express my thanks enough Sandra – you were amazing. We also engaged the services of Andrew Masters at Ringwood Booking who also guided us and is now completing our BAS statements.

I would like to thank Sam Brown for all her work on the website, data base, program layout and social media posts and for her support, enthusiasm and willingness to meet any of the many and varied challenges that arise. Thank you very much Sam.

I would also like to thank the Committee of Management for their support, care and guidance. It is wonderful to have such a supportive, intelligent and considered governance team who understand community development principles, and are committed to these core values.

A huge thank you to the Tutors and Group Leaders, many of whom have been working at the Neighbourhood House for over 15 years. They are a remarkable group of caring people who are dedicated to this House and I know that is why their participants return term after term, year after year.

I have mentored 3 Community Service placement students, Amy, Nassim and Pep. They've completed over 600 hours in total at the House. We've had a number of new volunteers assisting in a variety of programs including running cooking classes, chess, helping with the Social Housing projects and assisting with our database – thank you Ying, Gary, Janice and Monique.



Partnerships

We have engaged with several organisations over the past 12 months including:

Umbrella Dementia Cafe

Victorian Seniors week - online

Be Connected – Good Shephard Foundation

First Steps Solutions

Care Squared

Health Ability

City of Whitehorse Sustainability team

Whitehorse Urban Harvest

Eastern Writers

NIECH and Whitehorse Community Houses network

The NIECH network has been very dynamic and engaging thanks to our networker Nikki Maddern. I have been on the committee for the past 6 years and I am the Committee secretary. During the past financial year, I have worked on a number of NIECH projects including organising activities in the 4 Social Housing site and the Be Connected computer literacy program.

The Whitehorse Community Houses network provides support and shared knowledge and collegial support to House managers and continues to meet every 6 weeks.

Finally, I would sincerely like to thank all the participants of Box Hill South Neighbourhood House: You are what makes our community a joyful and meaningful place where connections can be made and strengthened.



**PAMELA
MILLS**



TREASURER'S REPORT

FINANCE REPORT FOR YEAR ENDING 30 JUNE 2023

Box Hill South Neighbourhood House has successfully ended yet another unpredictable year. In the early months of 2022 Melbourne was still under some covid restrictions. The general feeling was that many within our community would be hesitant to emerge and engage in group activities, and many of our costs would increase as most businesses were struggling to survive. With the need to set a Budget for the new financial year the Committee adopted a very conservative budget with increases to all expenses and little, or no, increase in income. Our pessimistic outlook gave us a deficit of more than \$40,000.

Expenses did go up. Gas and Electricity well above our estimate – we all knew that they would go up, but I doubt anyone was able to accurately predict the level that of these increases. Office Costs was the other expense to blow the predicted budget. Covid and the need to adequately protect the private information of our members from data breaches highlighted the need to totally overhaul our database. We also changed our financial system.

In August 2022 the Committee was faced with the sudden resignation of our bookkeeper and, after much discussion, we chose to change our slow and cumbersome finance system. We changed to Xero and have now contracted a bookkeeping service to assist and advise us. Thanks to Pam and Sam we now have a more secure database system that integrates with our finance system.

Income also increased. Minor increases in Grants and Class Fees. House Hire from external groups and Interest more than doubled our estimate. Our Friday Café enterprise is moving slowly.

To not overburden the Staff, the Committee chose not to focus on any Fundraising activities, so we were surprised when our watercolour classes reinstated their annual exhibition. With just one day baking scones and brewing tea and coffee we were delighted to record a profit of \$711.



Our finances were also given a boost with grants for helping applicants with the Power Savings Bonus, NIECH with Social Housing projects, and Department of Justice assistance to businesses post COVID.

Another surprise was getting \$200 for the sun umbrella which needed to be removed to make way for the new Sensory Garden.

The House is in a sound financial position. A big surprise given what we went through over the last 12 month. Who knows what this next year will have install for us.



**SANDRA
ROBERTSON**



BOX HILL SOUTH NEIGHBOURHOOD HOUSE INC.

ABN 55 543 652 751

**INCOME AND EXPENDITURE STATEMENT
FOR THE YEAR ENDED 30 JUNE 2023**

	2023	2022
INCOME		
Grant - City of Whitehorse	33,404	29,819
DFFH/NHCP Funding	96,014	89,596
Other Grants	4,318	52,900
Classes and Programs	40,239	25,924
Interest	1,128	563
House Hire	14,502	7,759
Other Income	6,666	2,723
	196,272	209,284
LESS EXPENDITURE		
Admin / Management	8,975	9,886
Salaries and Superannuation	154,876	161,386
Audit	900	-
Depreciation	2,517	3,788
Class and Program Costs	15,858	596
Insurance	1,472	1,350
Cleaning and Maintenance	6,288	4,727
Utilities	2,743	1,865
Phone	1,275	1,512
House Supplies	305	315
	195,210	185,425
NET CURRENT YEAR SURPLUS / (DEFICIT)	1,062	23,859
Retained Surplus at the Beginning of the Financial Year	215,389	122,412
Prior period adjustments	6,042	69,118
RETAINED SURPLUS AT THE END OF THE FINANCIAL YEAR	222,493	215,389

The accompanying notes form part of these financial statements.



BOX HILL SOUTH NEIGHBOURHOOD HOUSE INC.**ABN 55 543 652 751****ASSETS AND LIABILITIES STATEMENT****AS AT 30 JUNE 2023**

	Note	2023 \$	2022 \$
ASSETS			
CURRENT ASSETS			
Cash and Cash Equivalents	2	245,432	250,297
Other Current Assets	3	1,156	3,046
TOTAL CURRENT ASSETS		<u>246,588</u>	<u>253,343</u>
NON-CURRENT ASSETS			
Property, Plant and Equipment	4	2,754	1,380
TOTAL NON-CURRENT ASSETS		<u>2,754</u>	<u>1,380</u>
TOTAL ASSETS		<u>249,342</u>	<u>254,723</u>
LIABILITIES			
CURRENT LIABILITIES			
Revenue in Advance		-	480
Current tax liabilities		8,006	1,573
Provisions		18,843	31,592
Sundry Creditors		-	552
Payroll Liabilities		-	5,137
TOTAL CURRENT LIABILITIES		<u>26,849</u>	<u>39,334</u>
TOTAL LIABILITIES		<u>26,849</u>	<u>39,334</u>
NET ASSETS		<u>222,493</u>	<u>215,389</u>
Retained Suplus at the end of the financial year		222,493	215,389
TOTAL MEMBERS' FUNDS		<u>222,493</u>	<u>215,389</u>

The accompanying notes form part of these financial statements.



BOX HILL SOUTH NEIGHBOURHOOD HOUSE INC.

ABN 55 543 652 751

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2023**

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

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

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

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

(a) Income Tax

No provision for income tax has been raised as the entity is exempt from income tax.

(b) Property, Plant and Equipment (PPE)

Office furniture and equipment are carried at cost less, where applicable, any accumulated depreciation.

The depreciable amount of all PPE is depreciated immediately for the assets of the entity commencing from the time the asset is held ready for use.

(c) Impairment of Assets

At the end of each reporting period, the entity reviews the carrying values of its assets to determine whether there is any indication that those assets have been impaired. If such an indication exists, the recoverable amount of the asset, being the higher of the asset's fair value less costs to sell and value in use, is compared to the asset's carrying value. Any excess of the asset's carrying value over its recoverable amount is expensed to the income and expenditure statement.

(d) Employee Provisions

Provision is made for the entity's liability for employee benefits arising from services rendered by employees to the end of the reporting period. Employee benefits have been measured at the amounts expected to be paid when the liability is settled.

(e) Provisions

Provisions are recognised when the entity has a legal or constructive obligation, as a result of past events, for which it is probable that an outflow of economic benefits will result and that outflow can be reliably measured. Provisions are measured at the best estimate of the amounts required to settle the obligation at the end of the reporting period.

(f) Cash and Cash Equivalents

Cash and cash equivalents includes cash on hand and deposits held at call with banks.

(g) Trade Debtors

Trade debtors include amounts due from members. Debtors expected to be collected within 12 months of the end of the reporting period are classified as current assets.



NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2023

(h) Trade and Other Payables

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

(i) Revenue and Other Income

Revenue is measured at the fair value of the consideration received or receivable.

Grant income is recognised when the entity obtains control over the funds, which is generally at the time of receipt.

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

(j) Goods and Services Tax (GST)

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Tax Office. In these circumstances the GST is recognised as part of the cost of acquisition of the asset or as part of an item of the expense. Receivables and payables in the assets and liabilities statement are shown inclusive of GST.

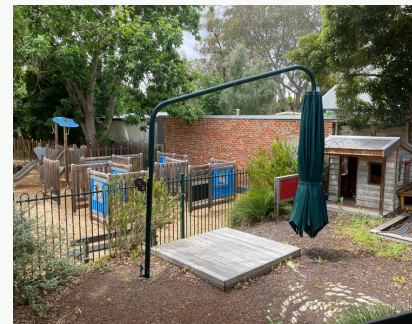
	2023	2022
	\$	\$
2. CASH AND CASH EQUIVALENTS		
Debit Card Account	257	100
CBA Cheque Account	60,806	66,849
CBA Savings Account	105,498	104,612
Bendigo Bank Investment Account	78,771	78,536
Cash float - imprest	100	200
	245,432	250,297
	245,432	250,297
3. OTHER CURRENT ASSETS		
Accounts Receivable	1,156	219
Prepayments	-	2,827
	1,156	3,046
	1,156	3,046
4. PROPERTY, PLANT AND EQUIPMENT		
Office Equipment - at Cost	15,876	11,986
Less Accumulated Depreciation	(13,122)	(10,606)
	2,754	1,380
	2,754	1,380
Furniture - at Cost	4,980	4,980
Less Accumulated Depreciation	(4,980)	(4,980)
	-	-
	-	-
Total property, plant and equipment	2,754	1,380



SENSORY GARDEN

The major project this year was the re-development of the children's playground into a sensory garden. This was made possible through a generous donation from the Suburban Rail Loop Community Projects Fund.

A huge thank you to Susan Berkley for designing and overseeing the project and to her husband Mark for all the help with the structural work and the irrigation system. It wouldn't have been possible without your expertise and knowledge for which we are extremely grateful. The sensory garden will be enjoyed by the whole community as a place to meet others, relax and re-connect with nature.



The garden before renovations



Planter boxes constructed, soil going in



The decking gets laid



Plants going in



Sue in the new shed



COMMUNITY HOUSING PROJECTS

This year we have been involved in a number of Social Housing Projects funded by DFFH and the Suburban Rail Loop Community Fund, and auspiced by the Network of Inner Eastern Houses (NIECH)

We ran events at Eastbridge Court and Luckie Street in Nunawading, and Elizabeth Street and Wattle Hill in Burwood. These outreach events included community information sessions at all 4 sites, a Christmas event, and a Biggest Morning Tea.

I would like to thank Klaudia Lozo from Louise Multicultural Centre who partnered with these events as well as Nikki Maddern, the NIECH networker who oversaw the events. A special thank you to Kylie Hughes and Mark Tyrell from DFFH who assisted with all the events and thank you to our wonderful volunteers who gave their time so generously.



MINUTES OF AGM 2022

MINUTES OF THE ANNUAL GENERAL MEETING OF BOX HILL SOUTH NEIGHBOURHOOD HOUSE

TUESDAY, 13th SEPTEMBER, 2022 10AM

Opening and Welcome:

Judith Buckingham as Chairperson opened the Meeting, recited welcome to country and welcomed all those present.

Present: Staff and Committee Members:

Pam Mills (Manager), Judith Buckingham (President), Sheila Turner, Lesley Birks (Secretary), Kheng Lau, Sandra Robertson (Treasurer), Ysolde Nichols, Judith Hughes

Visitors:

Jennifer Schoof (Community development Officer City of Whitehorse), Klaudia Lozo (Louise Multicultural Community Centre), Mark Tyrell (Department of Families Fairness and Housing, Nikki Maddern (NIECH networker), Leila Ragg (Mitcham Community Centre), Diana Ferguson, Dennis Fitzgerald (Whitehorse Urban Harvest) Helen Walker, John Mills, Maggie Mills.

Apologies:

Paul Hamer MP, Susan Hill, John Elrington, Rita and Tony Venville, Ruth Smithson, Sam Brown, Geraldine Farrell.

Minutes of previous Meeting:

The Minutes of the Meeting held on 16 November 2021, which had been included in the previously circulated AGM Report, were taken as read.

Moved: Ysolde Nichols
Seconded: Lesley Birks
Carried

Matters arising from previous Minutes:

Nil

Reports:

President's Report

Judith Buckingham summarised her report, which was included in the AGM Report. Val Kendall, who retired earlier this year, deserves special mention and thanks for her service to the House over many years. Judith thanked all staff members, tutors, and volunteers for their efforts in keeping the community together, and especially Pam, "the heart of the House" who recently celebrated her ten-year anniversary. Judith moved that her report be accepted.

Seconded: Ysolde Nichols
Carried

Annual Report by House Manager

Pam Mills summarised her report, which was included in the AGM Report, and thanked State, Federal, and local Governments, NHV, NEICH and DFFH, staff, tutors and committee members for their support during the year, and to Julia Wilson for her commitment and dedication to the House as Bookkeeper, who retired in August this year. Pam moved that her report be accepted.

Seconded: Sheila Turner
Carried

Klaudia Lozo congratulated Pam on all the House's achievements and guidance this year.



MINUTES OF AGM 2022

Treasurer's Report

Sandra Robertson summarised her report contained in the AGM Report, thanking Government agencies for their financial support during the year. Sandra also acknowledged the efforts of Nikki Maddern and Pam Mills in sourcing and obtaining grants which will enable the House to implement much needed improvements to our technology. Sam Brown, who commenced in February this year, will be instrumental in this upgrade. Sandra moved that her report be accepted.

Seconded: Ysolde Nichols Carried

Appointment of Auditor:

Jason Lyster of Morella Tyson Pty Ltd has agreed to be our Auditor for 2022/23. Sandra Robertson moved that Jason Lyster be appointed as Auditor.

Seconded: Ysolde Nichols Carried

Election of Committee Members and Office Bearers for 2022/23

Klaudia Lozo assumed the Chair, declared all current positions vacant, and called for any further nominations. As there were none, the following people who had nominated, been proposed and seconded, were re-elected unopposed as follows:

Office Bearers

Judith Buckingham (President) Sandra Robertson (Treasurer) Lesley Birks (Secretary)

General Members

Ysolde Nichols, Sheila Turner, Trish Bourke, Val Kendall, Judith Hughes. Diana Ferguson was elected as an additional committee member

Office Staff (ex officio with limited voting rights)

Pam Mills

Klaudia thanked all committee members for their service and returned the Chair to Judith Buckingham.

General Business:

Dennis Fitzgerald spoke on behalf of the Whitehorse Urban Harvest Group and was congratulated on the wonderful initiative the plant stall was particularly during the COVID lockdown. The group continues to meet on the 3rd Saturday of every month.

Maggie Mills said thank you to the House for the street library and being able to borrow books throughout the lockdown and its continual use.

Closure: There being no further business, the Meeting closed at 10:30 a.m.

Confirmed as a correct record.

.....
Chairperson

.....
Minute Secretary

.....
Date





**BOX HILL SOUTH
NEIGHBOURHOOD HOUSE**