

Queenscliffe and District Neighbourhood House



Annual Report 2019

Queenscliffe and District Neighbourhood House

Inc. No. A0009668N ABN: 65 700 715 581

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Committee of Management

Chairperson

Jacinta Farrugia

Vice Chairperson

Laurie Muscat

Treasurer

Sue White

Secretary

Diana Sullivan

General Members

Simone Knott

Paul Jones

Roel Wasterval

Co-ordinators

Carolyn Williams and Jane Rodwell

Aims

- To foster a spirit of unity within the community.
- To provide a centre for activities that will meet the needs of a wide range of community groups.
- To encourage the community to take an active part in organising and implementing activities.
- To create a neighbourhood network as a focal point for exchange and interaction between groups and individuals at the local level.
- To provide support and scope for personal enrichment and involvement for people of all ages and backgrounds.

Chairperson's Report

The Queenscliffe Neighbourhood House (QNH) has had another year of considerable growth and achievement. We are now in the final six months of our 3-year strategic plan and are on target to meet all key milestones. One of our key recommendations of the strategic plan was to undertake a Community Needs Assessment funded by QNH. We employed Rose Ott to conduct the study which provided opportunities for key stakeholders and members of the wider community to give feedback on the current program and services offered by the Queenscliffe Neighbourhood House. We would like to thank Rose and the dedicated volunteers who helped with the collection of data. The results of the Community Needs Assessment identified existing and emerging areas of community need in Queenscliff and Point Lonsdale. The findings will play an important role in shaping the strategic and operating plans of the House over the next three years.

Another key objective of our strategic plan was to develop closer ties with our key stakeholders. This was achieved in a range of ways. We presented our executive summary of our Community Needs assessment to the BoQ Council assembly and discussed the findings which has relevance also for the broader Queenscliffe community. We highlighted the challenges we face as a House implementing some of the Community Needs Assessment findings within our current premises and how this can be improved with BoQ support. We have also started the process for renewal of our lease and are grateful for the support of the BoQ. Bellarine Community Health is another important stakeholder in the community and our coordinator has strengthened our links by liaising with them to conduct relevant health related workshops at the House.

Our Committee of Management through the subcommittees of Governance, Finance, Infrastructure and Environment, and Promotion have worked tirelessly to ensure we meet our milestones and continue to make improvements at the House.

Our Governance Subcommittee has worked on a number of policies including a detailed Recruitment Policy which is being implemented in the recruitment of a new coordinator. This has involved developing a timeline for key milestones to ensure the recruitment process has been followed in a timely and professional manner.

Our Finance Subcommittee continues to provide transparent and accurate financial records to ensure we are financially viable into the future. This sub-committee has also worked on concession fee costings to be implemented in Term 1, 2020.

The Infrastructure Subcommittee developed a prioritised list of improvements for the House which included an upgrade of the heating/cooling system and removal of the old heating duct, removal of cupboards in middle room to make space for a more usable reconfigured layout of middle room/gallery to give us a much-needed extra room. This list of improvements was presented to Council officers for their consideration and it is hoped we can achieve these much-needed improvements over the coming years. This Subcommittee have also worked hard and diligently to bring to fruition our new deck which has been a jointly funded project with the Council who have provided $\frac{3}{4}$ of the funds. We are also currently negotiating with Council regarding an extension to the carport to provide shelter

for the Bike Repair group who work on repairing donated bikes for a range of people including refugees.

In accordance with our Strategic Plan, our Marketing Subcommittee has developed a Promotional Strategy to enhance communication and maintain effective community engagement with the aim of increasing community awareness of the House. As part of this strategy a new Instagram account has been established and Jane Rodwell has been updating and monitoring as well as uploading posts on our Facebook page. Jane has also been working with the Council's Communication and Engagement officer on improving signage for the House.

I would like to recognise a number of people and organisations for their ongoing support. This includes: our wonderful tutors and all the participants who have attended either a program or have been part of the many interest groups which are associated with the House. Volunteers are the backbone of this organisation and we appreciate your support. Our volunteers include: our office support, The Men's Shed, The Bike Repair group, the Boomerang Bag group, The Gallery and Choir committees and other volunteers who have led interest groups and supported fundraising events. A big thanks to our hard-working Committee of Management for their diligence, commitment and willingness to do whatever is needed. Roel Wasterval is stepping down from our COM and I would like to acknowledge and thank Roel for his contribution to the House. I would also like to recognise the Borough of Queenscliffe Council, the numerous local agencies and community organisations for their ongoing support for which we are extremely grateful.

Finally, to our coordinator Carolyn Williams and her assistant Jane Rodwell, you bring this all together so it looks effortless. Thank you so much for your dedication in making our House such a wonderful place to be for all our community. Sadly, for us this will be Carolyn's last AGM. Carolyn has been at the helm of our organisation for the last 20 years and in that time, she has raised the profile and reputation of the House in the eyes of our community. Her open-door policy ensures that everyone is welcome and Carolyn has been able to work effectively with a wide range of people from our community including our key stakeholders. She is highly organised, committed and passionate about her community. Thank you, Carolyn, for your years of dedication to your important role in our community. We are sad to say goodbye but wish you well in what is a well-deserved retirement.

Jacinta Farrugia

Our Committee of Management



Roel, Diana, Sue, Laurie, Paul, Simone and Jacinta

Co-ordinator's Report

I think the key word to describe 2019 is Partnerships.

Partnerships between committee of management members, our tutors and with other volunteers from the community; partnerships between the Neighbourhood House and the Borough of Queenscliffe, in particular new staff members; partnerships between QNH and other organisations including those in neighbouring municipalities and partnerships with individuals in the committee seeking to establish new connections via the Neighbourhood House.

Our committee of management have worked diligently to develop and review policies and procedures. They have also established relationships with Borough of Queenscliffe staff which have had great outcomes. These include the building of our new deck as well as progressing maintenance items to be included in Council's budget considerations. We greatly appreciate the partnership relationship with the Borough and acknowledge their financial contribution and organisation of the construction of the decking. We have also initiated discussions around the renewal of our 10-year lease with the Borough and do so in the knowledge that we have the support of Council.

Through our partnership with Rose Ott and her work on our Community Needs Assessment Project, we have been able to draw on the experience, knowledge and skills of different community members whose volunteer efforts have greatly contributed to the Project's success. The Assessment has given us key information that will be used to shape our next Strategic Plan later this year. Rose also put us in touch with CoGG staff, keen to discuss a partnership arrangement with the use of the Community Hub at The Point, which they will manage when the Developer vacates the site. In the meantime, we are looking at ways we

can meet the interests and needs of this community with programs run from the available rooms.

I see our relationship with our Tutors as a partnership whereby we plan together for the interests and needs of existing and new participants. We foster a welcoming environment so that ideas for new classes are readily received from prospective tutors and participants. New interest groups form from partnerships with individuals and groups in the community. One such group is Shedding the Blues, an initiative of Des Gorman and supported by Paul Jones. This group, whilst still in its infancy, has attracted the attention of a large number of men with the shared interest of music appreciation through the making of instruments, playing music, listening to and talking about music and creating music and learning an instrument.

A major partnership that has been renewed is between QNH and the Bellarine Community Health Centre team. I have regular meetings with Community Development Workers to plan health related information sessions that are relevant to our community. These have included Exercise for Older Adults and The Burden of Diabetes. A new group, Compassionate Hearts on the Bellarine has also been involved to help plan sessions on Death and Dying: Demystifying Palliative Care, Advanced Care Planning and Find your Inner Laugh and LOL. A community survey will be conducted this year to determine other health and wellbeing sessions that meet people's interests and needs.

Our partnership with volunteers contributes to the success of the Neighbourhood House in a range of ways including enabling the Neighbourhood House Office to open on days that Jane and I don't work, assisting with events such as the Sand Sculpture Contest and Sewing Boomerang Bags. The Men's Shed are all volunteers whose efforts contribute greatly to the running of the House. We greatly appreciate their willingness to assist with all manner of jobs from putting up and painting picture rails, moving furniture and mowing the lawns to name just a few. Our House Gallery couldn't operate without the support of the volunteers who meet regularly to plan the year's exhibitions a year in advance and prepare and curate exhibitions including the annual Primary Colours of the Borough Exhibition with local Primary Schools. This group also sets up the Christmas Shop and are willing to assist emerging artists with displaying their artwork. Interest Group convenors are highly valued volunteers who have been intrinsic to the continuation of these groups with their leadership and consistent involvement.

Our Room Hire Policy has given us the opportunity to partner with a number of different organisations to bring information sessions to Queenscliff such as Boating Victoria and the Geelong Branch of the National Trust.

In 2019 our involvement with other organisations locally and further afield included:

- Contributions to the Low Light Festival Program and The Literary Festival Program in hosting workshops including a Doll making Workshop in the Style of Mirka Mora
- Collection of dental hygiene products to support the Queenscliff Kindergarten initiative which recycles these into new items such as outdoor furniture
- Collection of a range of household and food items for Rural Australians for Refugees through their Asylum Seeker Foodbank
- Collection of disused batteries for safe disposal through the Borough of Queenscliffe

- Collection of winter coats and blankets for the homeless through the Corio Lions Club Road Home Project
- Raising \$60 through 5 cent coin donations for the Love Your Sister cancer research charity bringing the 3-year total to \$320.
- The knitting of woolen items by our Mixed Craft Group which are shared between Cottage by the Sea, Geelong Mums and refugee groups.
- The donation by our Men's Shed of hundreds of bikes to African communities through the Bicycles for Humanity Program as well as the raising of funds to support refugee camps in Queenscliff.
- Handing back to Queenscliff Primary School the management of the Community Garden allowing their Children's Horticulture Program to expand.
- Collaboration with Energy Victoria to run an Energy Bills Compare Session.

Our **Community Education Program** depends on the time and effort of the tutors. Some of these tutors volunteer their time completely, others volunteer their preparation and travel time and are paid at a "community rate". We thank all our tutors for their efforts and the high quality of their teaching.

| | |
|---|--|
| Andrea Robertson | Tides of Welcome Community Choir |
| Anita Armytage | Collage Workshop |
| Bruce Sherriff | Yoga |
| Chris Gould | Painting Together |
| Deb Brearley | Doll Making in the Style of Mirka Mora |
| Jane Rodwell, Jenny Gore and Russell Kingsbury | Play Ukulele |
| Lesley Hughes | Yoga |
| Louise Stanley | Italian |
| Mirelle Temple | First Aid |
| Paul Jones | Apple Mac, iPad and iPhone courses |
| Rene Souery | Philosophy |
| Ron, Graham and Peter | Basic Bicycle Maintenance Workshop |
| Ryan Brearley | Art classes |
| Shane O Cleirigh | Yoga |
| Tim Spencer | Recycled Paper Making Workshop |



Well behaved dogs always welcome

Ryan Brearley has continued to expand our Art Program with an amazing array of classes on offer. These classes vary each term so that newcomers are welcome and existing students' skills are broadened. More than 25 new people participated in these classes in 2019.

- Beginning to See and Draw
- Continuing to See and Draw
- More Drawing
- Drawing to Prints
- Drawing with Media
- For Drawings Sake!
- Introduction to Printmaking
- Printmaking
- Abstract and Experimental Printmaking
- Exploring the possibilities of Lino Cut
- Reduction Lino Cuts
- Introduction to Design in Art
- Exploring Artists
- Introduction to Art Basics
- Introduction to Painting Basics
- Painting – Seeing Colour and Applying it in Your Work
- Painting the Landscape
- Painting the Portrait in Oils and Acrylics
- Painting Still Life in Oils and Acrylics
- 5 Day Watercolour Foundation workshop
- Creative and Successful Composition



Still Life Composition

Volunteers

The Neighbourhood House relies heavily on the support of volunteers, whose efforts are highly valued and greatly appreciated.

Office Volunteers:

Trish Miller Leonie Anderson Jo Fearon Tracy Watt Christine Comiskey

Sandra Kent Deb DeVries

Finances

Sue White

Computer Maintenance

Laurie Muscat

Front Garden Beds

Simone Knott and Paul Clydesdale

Back Garden

Adrian and Kevin from the Men's Shed

House Gallery Committee members

Ryan Brearley
Cath McCall
Helen Stillwell
Sue White
Tracy Watt

Community Garden Committee Members

Noell Roob
Ralph Roob
Chris Cherry

Tides of Welcome Committee Members

Paul Jones
Alastair McCallum
Rose Ott
Jo Whitehead
John Hunter

Boomerang Bags

Lyn Pring, Sheri Browne, Tanya Dunn, Jenny and Anna McMahon,
Robyne McKeown and Deb Taylor

Our Interest Group Convenors:

- Book Group: Celia Brown
- Bookmaking Group: Susie Del Papa
- Boomerang Bags: Jane Rodwell
- Friday Painters: Jo Fearon
- Life Drawing: Shirley Hurley and Gail Martin
- Mahjong: Gail Stocker
- Men's Shed: John Goodman, Ron North
- Mixed Craft Group: Sue Smith
- Patchwork Network: Gayle Harrell
- Photographic Group: Jim Thyer
- Stitchers at Sea: Meralyn Roberts
- Tides of Welcome Choir: Paul Jones
- Writer's Group: Denise Main

We also rely on the support of volunteers to organise and run our annual Sand Sculpture Contest:



2019 Sand Sculpture Contest Judges:

Theo and Soula

Fr Darien

Shane Dawson

Cathy and Jocelyn

Fundraising and Event Support:

Paul Jones, Dennis Farrugia, Roel Wasterval, Sue White, Jacinta Farrugia, Janelle Jenkins, Jane Rodwell, Kathy Lang, Felicity McKenzie, Neil Clowes, Tony Cook and the Men's Shed team, Laurie Muscat, Simone Knott and Bruce, Diana Sullivan and Jeff Cooper, Vicki Green, Pauline Nunan

This event is also widely supported by local businesses:

2019 Sand Sculpture Contest Sponsors:

- Queenscliff Bowling Tennis & Croquet Club
- BrewHouse
- 360Q
- QPLCE (Queenscliff Point Lonsdale Community Enterprise)

Prize Donors

- Marine Discovery Centre
- Queenscliff Maritime Museum
- Queenscliff IGA
- Sea Road Ferries
- Lix Ice-Cream
- Queenscliff Bowling, Croquet & Tennis Club
- TJ Amusements
- Bellarine Railway
- Lonsdale Tomato Farm
- Pt Lonsdale Tennis Club
- Pardey's Chemist
- Travelling Alchemist

- Queenscliff Bookshop
- Queenscliff IGA

In-kind sponsors:

- Queenscliffe Community Market
- Borough of Queenscliffe
- Wallington's WRG
- The Rip
- Queenscliffe Herald
- The echo
- Geelong Advertiser
- Bellarine Times

Financial Support

We remain grateful to the Victorian State Government in providing 25 hours Co-ordination funding through the Department of Health and Human Services Neighbourhood House Co-ordination Program.

Other funds received include:

\$2000 from Borough of Queenscliffe to help fund a shade structure for our new decking

\$ 500 from the Borough of Queenscliffe for our Mixed Craft Group to purchase wool for their charity knitting projects.

\$1307 from Queenscliffe Point Lonsdale Community Enterprise for a bike rack at the front of the House

\$1000 donation form The Queenscliffe Community Market to contribute to the cost of a shade structure for the decking.

This is my 21st Annual Report and my last. I really believe I have been most fortunate to have had the opportunity to Co-ordinate the Queenscliffe Neighbourhood House for so long. There are numerous people who have assisted and supported me over the years but this report refers to 2019 so I can't list them all. My partnership with the Committee of Management has been a strong and happy one and I will miss the camaraderie we have experienced together. I have greatly appreciated working with Jane and I thank her for so seamlessly filling in for me when I have been on leave as well as initiating and supporting new programs on Friday mornings. Jane has also been our Social Media Queen providing us with a presence on a number of platforms.

A huge thank you to the Queenscliff/Point Lonsdale community who have shown such warmth and support over the years.

I know that the new Co-ordinator will also be well supported by the volunteers, tutors and community and wish everyone at Queenscliffe Neighbourhood House, a happy and successful year ahead and into the future.

Carolyn Williams

Boomerang Bags Report



The Boomerang Bag project aims to stop plastic at its source, to look at our own behaviour and inspire others to do the same. We aim to provide an availability of re-usable bags in our local shopping area, so people might find it easier to break their bag habits.

In August 2019, we put a call out for donations of recycled fabric and people to cut, iron and sew to turn that fabric into bags. We started having regular community sewing bees, at the Queenscliff Neighbourhood House every Friday morning, where people come along to be involved in the process. With the help of our volunteers, Boomerang Bags 3225 have made over 1000 bags in the first year!! They are available through the Queenscliff and Point Lonsdale IGA supermarkets as a means to raise awareness and provide an alternative to plastic bags.

The community reaction has been amazing and we love seeing people walking around town with their Boomerang Bags. Every Boomerang Bag has a story, from where its materials were sourced, who it was made by and how far it's travelled. They are used and re-used, boomeranged to friends and family as a means to start a conversation.

We have learnt about the power of community to create change. We noticed something wonderful at every community gathering. Amongst the humming of sewing machines, people were socializing, connecting and interacting – sharing their life stories, but also talking to each other about plastic, about its effects on the environment. We are providing solutions to plastic bag pollution, to connect, share and learn from each other, to find a sense of purpose in contributing to our community. We want to inspire people to make small changes in their everyday lives that will help them live a little more sustainably. Essentially, the bags are acting as a catalyst for change.

Jane Rodwell

Tides of Welcome Choir Report

During 2019 we saw choir numbers increased as we had a waiting list at the end of the previous year. Choir numbers increased from thirty to thirty-five and levelled around thirty-three at the end of the year as some members could not commit every week. The increased numbers also enabled the choir to have sufficient numbers during the winter months when many of our members head north for some warmth. This year also saw the sad passing of Mark Wilson to cancer. His courage and sense of fun was an inspiration to us all.

Our local performance at the Uniting Church in Queenscliff during September was once again well received by the mainly local audience and we really appreciate the efforts of Charles and Kerry from Queenscliffe Uniting for our inclusion into their yearly events. We covered a number of our well known songs and presented a few new ones which Andrea had us work on specifically for the performance and in readiness for the 2019 Queenscliff Music Festival later in the year.

After five years as choir director, Andrea Robertson bid us farewell to pursue her own career as a singer/songwriter. We farewelled her in style during the QMF with a well-received hour long set of our songs in the Uniting Church Queenscliff and then a very special 'one off ' performance with comedy singers Paul McDermott and Steven Gates. During her time with us, Andrea has written many songs specifically for the 'Tides of Welcome" and it was befitting that over one third of our final set with her were her originals.

We wish Andrea the absolute best with her career and look forward to her returning perhaps as a special guest one day with our new director Wayne Jury who will take up the role in 2020. Wayne was selected as our new choir director following the new QNH recruitment process, which saw a numbers of very eligible, and highly qualified applicants apply for the position. Wayne comes to us with a wealth of musical experience as a soloist performer, band performer, 'boot camp' instigator and board member of a number of music festivals. He has worked with the choir on a couple of previous occasions and we look forward to him taking us to yet another level.

Finally, I'd like to thank and acknowledge the members of the executive committee; Rose Ott, Jo Whitehead, Alastair McCallum and John Hunter, for their diligence and commitment to ensuring that The Tides of Welcome go from strength to strength. This year was a particularly demanding one as some new processes were instigated such as welcoming and inducting new members, fine tuning the payment system to make it easier on all and accommodating a larger choir. The committee also needs to be congratulated for their farewell to Andrea and their professionalism in selecting Wayne our new director.

Paul Jones

Ukulele Group Report



The Ukulele Group has been going from strength to strength with another great year behind us.

We now have an ensemble group up to performance standard thanks to Jenny Gore with her James Hill teacher training qualifications.

Jane Rodwell and Russell Kingsbury have welcomed new members to the Sea of Ukes who lead the quarterly 'Ukes on Tap' community music nights at the Queenscliff Brewhouse where players and singers from all over the Bellarine join us for dinner and a sing-a-long.

Several members of Sea of Ukes were asked to play at the 360Q Christmas Carols which was a wonderful community evening.

Jane Rodwell

Queenscliffe and District Men's Shed Report, 2019

After 7 years as coordinator John Goodman resigned from that position at the end of 2019. John had been tireless in his efforts to guide our group since not long after it was formed and together with the wonderful support and cooperation from Carolyn Williams it has become well regarded in the community and is fulfilling a range of needs for its members and beyond

Much of John's work was done behind the scenes and he was able to form strong relationships with group members which ensured a happy and cooperative environment

John de Steiger had joined our committee as secretary during the year and has very generously agreed to take over the coordinator's position while new member Peter Cook has offered to take over the secretarial role.

The group continues to operate successfully in its 9th year with a number of new members joining during the year, some of these specifically to be part of the weekly discussion group run by Len Gould.

An average Thursday attendance in the mid-twenties has been maintained while the Tuesday bikies session regularly attracts about a dozen who enjoy freshly cooked scones in their mid-morning break.

The annual membership fee has been maintained at \$15 while members pay \$2 for each attendance to help pay for morning tea and contribute towards the Neighbourhood House power costs.

The weekly newsletter written by Adrian Tabor is an important means of communication keeping all members and friends up to date with activities taking place and other information re events, notices etc

Members continue to be involved in a range of activities including their own projects, requests from members of the public and community organisations.

The simple activity of coming along to meet and chat with other members of the group in a welcoming environment continues to be a most important function of the shed.

Following is a list of activities in which the group has been involved over the previous year which will give some idea of the range of interests and contributions by members.

- seat renovations for Bellarine Community Health
- bikes renovated and donated to Bikes for Humanity and Diversitat
- A-frame mug rack for community market use of keeper cups
- NH lawns maintained by shed members
- storage boxes constructed for bikie group
- plans drawn up for extension of carport for bikies working area
- bike maintenance course conducted for the public in Sept
- test and tag of all electrical equipment in Sept
- Working with Children qualifications obtained by some members
- members supported two refugee camps conducted by Diversitat by providing bikes for and supervising bike rides.

- vegie garden maintained and developed by members
- donation to Queenscliff Primary school to help provide uniforms and equipment for some children
- chemical audit conducted by Wayne Stephens and old paint disposed of from shed to city of Geelong's site as a result
- participation in Transition Towns program
- supported the Sustainability show with a bike display and distribution of coffee grounds
- numerous individual projects completed including making cigar box guitars, bellows and children's toys
- again assisted with Neighbourhood House sand sculpture BBQ
- roster organised to help with transport of members
- arranged with Searoad Ferries to transport bikes for the Bikes for Humanity program
- assisted with maintenance tasks for Neighbourhood House like mounting TV assembling and installing picture rails etc
- repairs of chairs and small furniture items for the general public
- expansion of the scone program on Thursdays with several more cooks contributing regularly

The success of our Shed is in no small part due to the support and encouragement which has been provided by Carolyn Williams so we are sorry to hear that she is retiring but wish her all the best for that and thank her very much for the part she has played in getting the Men's Shed started and then flourishing into its ninth year

We look forward to continuing our close association with the Neighbourhood House and providing a place where men of all ages but particularly those in retirement feel welcome and free to participate as it suits them.

Les Harrison (for the Queenscliff and District Men's Shed)



Queenscliffe and District Men's Shed Financial Report 2019

| MENS SHED - TREASURER'S REPORT | | |
|--|--------------|---------------------|
| Opening balance as at bank 01/01/2019 | | \$ 12,304.47 |
| | | |
| <u>Income</u> | | |
| | | |
| Member subscriptions | \$ 830.00 | |
| Sales, projects | \$ 443.90 | |
| Sales bikes, repairs | \$ 3,363.62 | |
| Canteen income | \$ 2,423.08 | |
| | \$ 7,060.60 | \$ 7,060.60 |
| | | \$ 19,365.07 |
| | | |
| <u>Expenses</u> | | |
| Affiliation expense - Mens shed Assoc | -\$ 55.00 | |
| Purchase tools, materials, garden supplies | -\$ 747.17 | |
| Amenity payments to Q&D N/House | -\$ 1,580.00 | |
| Donation local school | -\$ 276.00 | |
| Retirement gift (J. Goodman) | -\$ 400.00 | |
| Registration of trailer | -\$ 96.52 | |
| Test and tag | -\$ 257.00 | |
| Christmas BBQ | -\$ 448.16 | |
| | -\$ 3,859.85 | -\$ 3,859.85 |
| | | \$ 15,505.22 |
| | | |
| less balance of debit card account | | -2948.62 |
| | | |
| Balance as per Main account bank statement no 71 | | \$ 12,556.60 |
| | | |
| less unpresented cheque as at 31/12/19 | | -114.05 |
| | | |
| Balance of Main account as at 31/12/19 | | \$ 12,442.55 |
| | | |
| Add Debit card balance as at 31/12/19 | | 2948.62 |
| | | |
| Financial position as at 31st December 2019 | | <u>\$ 15,391.17</u> |

Queenscliffe Neighbourhood House Financial Report 2019

QNH had an excellent year achieving a surplus of \$5,537 close to the budgeted figure of \$4,115.

Income from classes exceeded budgeted expectations by \$8,600 with only a minor increase in workshop payroll. This gain plus lower than expected spending for choir and ukulele of a combined \$3,500 paid for the additional house overhead costs in 2019.

The Victorian Government's funding (\$69,890 in 2018 to \$81,143 in 2019) for additional Co-ordinator hours is reflected in the higher administrative payroll, in addition to employment of a bookkeeper (previously a voluntary role), additional volunteer costs and consultant salary relating to the 'Needs Assessment' survey. Spending on maintenance and minor assets was \$1,000 less than anticipated in 2019 and half that in 2018.

LIQUIDITY

As at December 31st 2019 the liquidity of QNH has improved in line with our annual surplus. QNH has \$102,645 of cash assets to meet its debts of \$29,093 – a healthy working capital – for every \$1.00 of debt QNH has \$3.50 to meet it.

| Queenscliffe Neighbourhood House | | | |
|---|------------------|------------------|--|
| Profit & Loss Statement for calendar year ended 31 December 2019 | | | |
| | cy 2019 | cy 2018 | |
| Income | | | |
| DHHS Co-ordination Funding - Recurrent | \$81,143 | \$69,890 | |
| Course & Workshop Income | \$63,060 | \$50,040 | |
| Fundraising Income | \$4,134 | \$2,868 | |
| Choir Income | \$9,929 | \$10,167 | |
| Ukulele Income | \$9,725 | \$8,401 | |
| Gallery Income | \$140 | \$252 | |
| Community Garden Income | \$150 | \$140 | |
| House Services Income | \$10,601 | \$9,516 | |
| House Rental income | \$5,176 | \$4,715 | |
| Investment Income | \$1,478 | \$1,524 | |
| Total Income | \$185,535 | \$157,514 | |
| | | | |
| Cost Of Services | | | |
| Course & Workshop Expenses | \$53,758 | \$46,876 | |
| Fundraising Costs | \$896 | \$829 | |
| Choir Expenses | \$6,555 | \$9,395 | |
| Ukulele Expenses | \$5,299 | \$6,138 | |

| | | | |
|--|--|--------------------------|--|
| Gallery Expenses | \$297 | \$445 | |
| Community Garden Expenses | \$480 | \$57 | |
| Total Cost Of Sales | \$67,285 | \$63,740 | |
| Contribution Margin | \$118,250 | \$93,774 | |
| | | | |
| House Overheads | | | |
| Administrative Employment related Costs | \$89,763 | \$68,450 | |
| Marketing Costs | \$2,292 | \$2,120 | |
| Utilities & Communications | \$2,383 | \$2,584 | |
| Office & General Administration | \$6,934 | \$7,522 | |
| Compliance & Risk Management | \$3,340 | \$2,216 | |
| Financial Expenses | \$1,027 | \$871 | |
| Property & Asset Maintenance | \$4,923 | \$7,006 | |
| Depreciation | \$2,052 | \$2,052 | |
| Total Overheads | \$112,714 | \$92,821 | |
| House Operating Surplus | \$5,537 | \$953 | |
| | | | |
| Grants | Received or carried forward from 2018 | Spent during 2019 | Balance carried forward to 2020 |
| Defibrillator Auspice (private & BOQ) | \$6,000 | \$5,838 | \$162 |
| QPLCE - Bike racks | \$1,307 | | \$1,307 |
| BOQ - Boomerang bags c/f 2018 | \$260 | \$260 | \$0 |
| BOQ - Monday craft group | \$500 | | \$500 |
| BOQ - Shade Umbrella | \$2,000 | | \$2,000 |
| Q Market - Shade Umbrella | \$1,000 | | \$1,000 |
| QPLCE - Mixed Craft | \$500 | \$497 | \$3 |
| | \$11,567 | \$6,595 | \$4,972 |
| Donations - Cambodian fundraising | | | \$720 |
| | | | |

| Queenscliffe Neighbourhood House | | | |
|--|------------------|------------------|--|
| Balance Sheet | | | |
| As at 31 December 2019 | | | |
| | 31-Dec-19 | 31-Dec-18 | |
| ASSETS | | | |
| CURRENT ASSETS | | | |
| Cash & Investment Accounts | | | |
| Operating Acct #121700157 | \$35,569 | \$37,796 | |
| Cash Floats | \$1,200 | \$600 | |
| TD 'A' General Reserve | \$37,018 | \$36,168 | |
| TD 'B' Staff Provisions | \$18,326 | \$17,912 | |
| Sandhurst Trustees Investment | \$10,533 | \$10,319 | |
| Total Cash | \$102,645 | \$102,796 | |
| Debtors & Receivables | | | |
| Expenses paid in advance for the next year | \$70 | \$414 | |
| Total Receivables | \$70 | \$414 | |
| Total CURRENT ASSETS | \$102,715 | \$103,210 | |
| NON CURRENT ASSETS | | | |
| Solar Panels at cost | \$6,568 | \$6,568 | |
| Less Accum Depn Solar Panels | (\$5,585) | (\$4,271) | |
| Office Equipment | \$2,781 | \$2,781 | |
| Less Accum Dep office equip | (\$1,541) | (\$802) | |
| Total NON CURRENT ASSETS | \$2,223 | \$4,275 | |
| TOTAL ASSETS | \$104,939 | \$107,485 | |
| LIABILITIES | | | |
| Creditors & Payables | | | |
| Trade Creditors/Accruals | \$604 | \$59 | |
| BB Credit Card | \$735 | \$701 | |
| Grants & workshop income received for 2020 | \$7,991 | \$21,989 | |
| Total Creditors & Payables | \$9,330 | \$22,748 | |
| Payroll Liabilities | | | |
| Superannuation | \$5,159 | \$2,614 | |
| Annual & Long Service Leave Provision | \$8,886 | \$5,562 | |
| Total Payroll Liabilities | \$14,045 | \$8,176 | |
| BAS Liability | | | |
| Net GST | \$1,626 | \$3,420 | |
| PAYGW | \$4,092 | \$2,882 | |
| Total BAS Liability | \$5,718 | \$6,302 | |
| TOTAL LIABILITIES | \$29,093 | \$37,226 | |
| NET ASSETS | \$75,846 | \$70,260 | |