

# ANNUAL REPORT

20  
23



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# Committee of Management

## Chairperson

Sharon Smith

## Vice Chairperson

Wayne Stephens

## Treasurer

Sue Smith

## Secretary

Francesca Dudley

## General Members

Johanne Walker

John Stephens

Carolyn Forbes

Meredith Legg

Merrin Cordner

Mary O'Hagan.



We acknowledge the traditional owners of the land, the Wadawurrung on which we meet, walk, work and live on and pay our respect to Elders past, present and emerging and the care they give to country.

# Chairperson's Report



As chair of Queenscliffe and Districts Neighbourhood House Committee of Management. I present my report for 2023.

I would formally like to acknowledge the Committee of Management team for 2023

Wayne Stevens- Vice Chair

Francesca Dudley- Secretary

Sue Smith- Treasurer

General members- John De Steiger, Carol Forbes, Johanne Walker, Merrideth Legg, Merrin Cordner, and Mary O'Hagan.

Your dedicated service, commitment, and willingness to give so much of your time, energy, and knowledge are valued and appreciated.

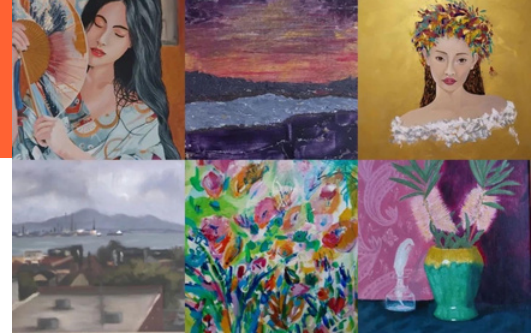
## **Governance**

As a committee this year we have focused on the development of our roles of Governance.

As a team we participated in a professional development day facilitated by Mary Francis from NHVic to review and update the vision, values and mission statement and guide our team through the development of a contemporary strategic plan with a collective view that governance, operational management, relationships, Infrastructure, and culture identified as strategic priorities. From the identified priorities, working groups were formed to research, develop and plan in specific domains of technology, space, People and culture. We envisage that this work will continue through the 2023/2024 period.

The recommendations and outcomes of this project will provide a foundation to support the growth and long term success of Queenscliff Neighbourhood House and support for Elisa and her team as they continue to improve our processes and practices to meet the needs of our growing community.





## Sponsors and Supporters

We would like to acknowledge and thank our sponsors and supporters for their support.

- ☐ The Department of Families, Fairness, and Housing is our primary funding body.
- ☐ The Borough of Queenscliffe is our landlord and their continued support through community grant opportunities has been pivotal in facilitating new social outreach programs and growth opportunities.
- ☐ To the Borough of Queenscliffe councillors, that have visited, participated, and shown their support in recognition of the value QNH adds to our growing community.
- ☐ Fran Baird – Epic Management. Our much-valued accountant for her reporting and taking the time to answer our many questions.
- ☐ Mary Francis- Neighborhood Houses Victoria- for her continued support to Elisa and the committee of management.

## Thank You

On behalf of the committee, we would like to sincerely thank the incredible band of volunteers who are the true champions- from the office team, general maintenance, gardening, facilitating workshops and interest groups thank-you.

Finally, the committee would like to congratulate Elisa on what has been a successful year of growth and recovery, which has been a reflection of Elisa's commitment, dedication, time, and energy. We are so pleased to announce Elisa's new title, as Queenscliff Neighbourhood House Manager. Congratulations.

# Coordinator's Report

It is with great pleasure that I present the Queenscliffe Neighbourhood House Coordinator's report for 2023.

This has been a fantastic year for Queenscliffe Neighbourhood House. We have provided a number of opportunities for the community to come together for a variety of activities and programs, and we're so proud of everything we have accomplished together.

Even in my first year as coordinator, I have been deeply moved by the degree and depth of commitment from our staff, volunteers, and community members.

As we delve into the details of our achievements, challenges, and aspirations, I invite you to celebrate our successes and join me in looking forward to an even brighter future for Queenscliffe Neighbourhood House.

## Achievements:

We have been fortunate to secure grants from various sources, including:

- CoGG Positive Aging Grant
- NHVic Science Week Grant
- BoQ Community Grant for Boomerang Bags
- BoQ Community Grant for Chatty Cafe
- BoQ Community Grant for Shedding the Blues
- BoQ Community Grant for Tides of Welcome

The choir is celebrating its 20th-year milestone. A performance was held at Queenscliff Uniting Church on September 10th, and another performance featuring the choir and previous choir directors is scheduled to be held during the Queenscliff Music Festival in November. The events are intended to invite community members associated with the choir over the last 20 years, to celebrate the choir's accomplishments.

At Queenscliffe Neighbourhood House, we offer a wide range of programs and workshops that provide community engagement and skill development opportunities. Our interest groups create a welcoming environment where individuals can connect with like-minded people and foster learning, skill enhancement, and friendship.

Our classes are designed to cater to diverse interests and offer a selection of activities such as language courses, creative endeavours like writing, painting, life drawing, and crochet, as well as wellness classes such as Qigong, Pilates, chair Pilates, Yoga for all bodies, and Tai Chi. We welcome people of all levels and promote personal development and community connection.

Apart from our regular classes, we organise school holiday programs during every term break. These programs aim to promote wellbeing, artistic expression, and environmental awareness.

In addition, we offer workshops such as National Gallery of Victoria Kids on Tour: Let's Make Art, Making Your Own Journals, Collage, Cyanotype, Eco Printing Workshop, and Science Week Workshop for Kids.





## OUR PROGRAMS

Interest Groups/Auspice 2023

### **Monday**

Mixed Craft

James Hill Ensemble

### **Tuesday**

Stitchers

Book Making

Seaside Scribes

RIP Writers

Men's shed

Men's Shed Bicycle Group

Shedding the Blues

### **Wednesday**

Painting Together

### **Thursday**

Men's shed

Men's Shed Bicycle Group Men's Discussion Group

Mahjong

Tides of Welcome Choir

### **Friday**

Boomerang Bags

Friday Painters

### **Class Programs**

### **Monday**

Pilates

Chair Pilates

Crochet for Beginners

### **Tuesday**

Advanced Italian

Beginners Italian

Conversational Italian

French Beginners

French Intermediate

### **Wednesday**

Pilates

Art of Mixed Medium morning class

Art of Mixed Medium afternoon class

Crochet for Beginners

### **Thursday**

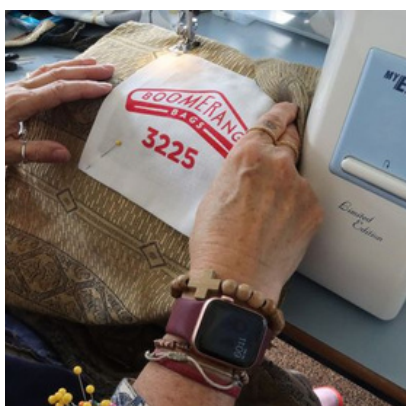
Creative Writing

Life Drawing

### **Friday**

Yoga for All Bodies

Oil painting and Soft Pastels with Nell Frysteen



The House Gallery consistently hosts one exhibition every six weeks, providing a vibrant platform for artistic expression within our community. These monthly exhibitions, organised by a dedicated volunteer group in collaboration with talented local artists, showcase diverse creative works. This collaborative effort enriches our cultural landscape and fosters a deep sense of community engagement and appreciation for the arts.

### **Auspice Groups**

Shedding the Blues is an organisation that provides avenues for members to explore their musical passions while fostering a deep sense of community and belonging. They received a nomination for the Borough of Queenscliffe's Community Service Awards and collaborated with organisations like OXFAM and local entities to support various causes. They also showcased their talents at many events, leaving a lasting impression on diverse audiences. Their challenges included expanding musical equipment, balancing member responsibilities, and securing affordable wellbeing sessions. Overall, Shedding the Blues remains committed to fostering a sense of belonging, supporting wellbeing, and promoting musical excellence in the community.

### **Men's Shed**

#### **Donations and Achievements**

The Queenscliff Men's Shed has made significant contributions to various community initiatives. They donated \$4000 to Bike for Humanity, covering the cost of a container that facilitates the transportation of bikes to Africa. Additionally, \$ 1,000 was provided to Queenscliff Coast Guard for essential equipment not covered by grants or other funding. Approximately \$660 was donated to Riding for the Disabled (Barwon) to support their program, teaching disabled children to ride horses.

They have collaborated with local schools, donating \$1000 each to Queenscliff Primary School, Point Lonsdale Primary School, and St Aloysius Catholic Primary School. This donation aims to assist in the holistic development of students, showcasing the Men's Shed's commitment to supporting future generations.

#### **Projects and Initiatives:**

The Men's Shed has been actively involved in several community projects. They recently repaired two wooden tables from Kirk's place in Point Lonsdale for the Uniting Community and built a cabinet for the Historic Museum. These initiatives showcase their dedication to serving the community.

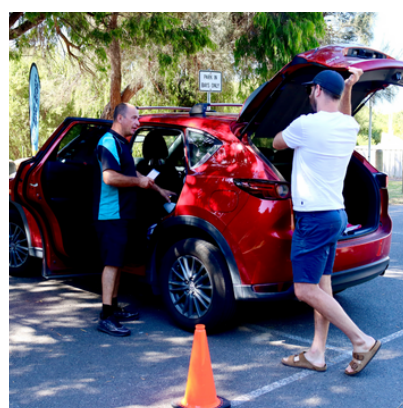
#### **Community Impact:**

We organised a successful coat drive for Lazarus House and will collaborate with them on future fundraising efforts!

As part of our continued involvement, we have participated with the following organisations: The Literary Festival, Participant in the Bellarine Arts Trail, exhibiting the work of local artists, The Power Saving Bonus, Free child car restraint fitting or safety check! With Safe seats, safe kids.

#### **Infrastructure projects include:**

Infrastructure projects comprised installing 20 solar panels, inverters, and batteries, funded through the Covid-19 Business Support grant in collaboration with BoQ. Additionally, six split systems were installed, replacing the outdated heating and cooling systems. The deck's





rope balustrade was upgraded, being replaced with wooden barriers for enhanced safety and aesthetics.

#### **Acknowledgments:**

I extend my heartfelt gratitude to our staff, volunteers, Committee of Management and community members. Your dedication and passion have been the cornerstone of our success. I also want to thank The Borough of Queenscliffe for their unwavering support.

#### **Looking Ahead:**

I am excited about the opportunities ahead as we move into the next year. We will continue to expand our programs, reaching out to more members of our community. Innovation and inclusivity will remain at the forefront of our efforts, ensuring that Queenscliffe Neighbourhood House continues to be a hub of creativity, learning, and community engagement.

I am immensely proud of what we have achieved in the past year. The sense of unity and purpose within our community is truly inspiring. I am confident that with our collective efforts, Queenscliffe Neighbourhood House will continue to thrive and serve as a beacon of community spirit.



# Treasurer's Report

## Balance Sheet

Queenscliff and District Neighbourhood House Inc  
As at 30 June 2023

30 JUN 2023

### Assets

#### Current Assets

##### Cash Accounts

QNH Operating Account	66,227.22
Petty Cash	800.00
Trybooking Clearing Account	9,022.17
Square Cash Clearing	445.00
<b>Total Cash Accounts</b>	<b>76,494.39</b>

##### Short Term Investments

Sandhurst Managed Fund	10,935.91
Term Deposit A General Reserve	37,882.57
Term Deposit B Staff Provisions	18,787.51
<b>Total Short Term Investments</b>	<b>67,605.99</b>

##### Debtors & Receivables

Accounts Receivable	73.00
<b>Total Debtors &amp; Receivables</b>	<b>73.00</b>

**Total Current Assets** **144,173.38**

#### Non-current Assets

Solar Panels at Cost	6,568.00
Less Accumulated Depreciation on Solar Panels	(6,568.00)
Office Equipment	5,167.67
Less Accumulated Depreciation on Office Expenses	(4,125.31)
Uke Group Equipment	2,727.27
Less Accumulated Depreciation on Uke Group Equipment	(682.50)
<b>Total Non-current Assets</b>	<b>3,087.13</b>

**Total Assets** **147,260.51**

### Liabilities

#### Current Liabilities

##### Creditors & Payables

Accounts Payable	218.35
QNH Credit Card	197.70
Income in Advance	3,442.00
<b>Total Creditors &amp; Payables</b>	<b>3,858.05</b>

##### Superannuation Liabilities

Contractor Superannuation Payable	0.75
<b>Total Superannuation Liabilities</b>	<b>0.75</b>

##### BAS Liability

GST	1,514.58
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# Treasurer's Report

Balance Sheet



30 JUN 2023

PAYG Withholdings Payable	6,530.03
<b>Total BAS Liability</b>	<b>8,044.61</b>
<b>Payroll Liabilities</b>	
Provision for Annual Leave	2,440.62
<b>Total Payroll Liabilities</b>	<b>2,440.62</b>
<b>Other holding accounts</b>	
Gallery Artist Fees to be Reimbursed	2,240.00
Historical Adjustment	(265.00)
Accrued Expenses	643.48
Monday Craft Group - Premie Babies Raffle	18.00
<b>Total Other holding accounts</b>	<b>2,636.48</b>
<b>Total Current Liabilities</b>	<b>16,980.51</b>
<b>Total Liabilities</b>	<b>16,980.51</b>
<b>Net Assets</b>	<b>130,280.00</b>
<b>Equity</b>	
Retained Earnings	65,024.33
Current Year Earnings	(4,029.54)
Historical Balancing	69,285.21
<b>Total Equity</b>	<b>130,280.00</b>

# Treasurer's Report



## Queenscliff and District Neighbourhood House Inc For the year ended 30 June 2023

2023

### Income

#### Government Operating Grants

5000 - DFFH Recurrent Grant	93,717.61
<b>Total Government Operating Grants</b>	<b>93,717.61</b>

#### Course & Workshop Income

5100 - Course Fees	50,612.75
5105 - Life Drawing Workshop	2,232.00
5110 - Course Fees Holiday Program	2,998.00
<b>Total Course &amp; Workshop Income</b>	<b>55,842.75</b>

#### Choir Income

5200 - Choir Fees	9,299.00
5205 - Choir Performance Fees	500.00
5210 - Choir Events	100.00
<b>Total Choir Income</b>	<b>9,899.00</b>

#### Shedding the Blues Income

5400 - Shedding the Blues Membership Fees	1,525.00
5405 - Shedding the Blues Donations	7,175.70
5410 - Shedding the Blues Fund Raising	2,719.09
5415 - Shedding the Blues - Circa Fees	745.44
<b>Total Shedding the Blues Income</b>	<b>12,165.23</b>

#### Gallery Income

5700 - Gallery Exhibition Fees	2,664.50
<b>Total Gallery Income</b>	<b>2,664.50</b>

#### Boomerang Bags Income

5750 - Boomerang Bags Income	25.00
<b>Total Boomerang Bags Income</b>	<b>25.00</b>

#### Other Fundraising Income

5510 - Donations	58.00
<b>Total Other Fundraising Income</b>	<b>58.00</b>

#### House Services Income

5600 - Amenities Income	8,761.95
5605 - Hiring of room income	1,185.00
5625 - Admin Fees for Grant / Group Mngt	1,564.80
5630 - PSB Income	90.00
<b>Total House Services Income</b>	<b>11,601.75</b>

#### Investment Income





## Profit and Loss

	2023
5800 - Interest Income	682.47
<b>Total Investment Income</b>	<b>682.47</b>
<b>Total Income</b>	<b>186,656.31</b>
<b>Cost of Sales</b>	
<b>Course &amp; Workshop Expenses</b>	
6100 - Tutor Salaries	27,098.00
6105 - Tutor Superannuation	987.00
6110 - Tutor Fees - Contractors GST Free	11,422.16
6115 - Tutor Fees - Contractors	61.36
6120 - Course Material Costs	116.64
6125 - Life Model Fees	1,720.00
6130 - Zoom Fees	514.14
<b>Total Course &amp; Workshop Expenses</b>	<b>41,919.30</b>
<b>Choir Expenses</b>	
6200 - Choir Director Fees	5,118.00
6205 - Choir Director Superannuation	537.39
6215 - Choir Expenses	2,635.05
<b>Total Choir Expenses</b>	<b>8,290.44</b>
<b>Shedding the Blues Expenses</b>	
6400 - Shedding the Blues Expense	6,039.24
<b>Total Shedding the Blues Expenses</b>	<b>6,039.24</b>
<b>Gallery Expenses</b>	
6700 - Gallery Maintenance & Expenses	1,265.04
<b>Total Gallery Expenses</b>	<b>1,265.04</b>
<b>Total Cost of Sales</b>	<b>57,514.02</b>
<b>Gross Profit</b>	<b>129,142.29</b>
<b>Operating Expenses</b>	
<b>Administrative Employment Costs</b>	
7000 - Admin Salaries	62,324.51
7001 - Admin Superannuation	8,274.91
7002 - Admin Contractor	24,944.00
7005 - Bookkeeping Fees	6,217.96
7015 - Volunteer Costs	528.06
7025 - Gifts	497.18
7030 - Annual Leave Expense	(1,015.73)
7045 - Portable Long Service Leave (PLSA)	1,482.24
<b>Total Administrative Employment Costs</b>	<b>103,253.13</b>
<b>Marketing</b>	
7100 - Advertising	184.13



## Profit and Loss

	2023
7105 - Digital media	339.42
<b>Total Marketing</b>	<b>523.55</b>
<b>Utilities &amp; Communications</b>	
7200 - Telephone & Internet	1,261.82
7205 - Utilities - Elec	1,218.91
<b>Total Utilities &amp; Communications</b>	<b>2,480.73</b>
<b>Office &amp; General Administration</b>	
7300 - Kitchen Amenities	1,475.86
7305 - Stationery & Copying Costs	1,208.58
7310 - Subscriptions and Memberships	2,234.71
7315 - Meeting Expenses	1,244.47
7325 - Consultancy Fees	1,500.00
7330 - Rent of Neighbourhood House	114.00
<b>Total Office &amp; General Administration</b>	<b>7,777.62</b>
<b>Compliance &amp; Risk Management</b>	
7400 - Insurance	1,254.55
7405 - Workcover Insurance	1,177.41
7410 - Health & Safety Expenses	164.45
<b>Total Compliance &amp; Risk Management</b>	<b>2,596.41</b>
<b>Financial Expenses</b>	
7500 - Bank fees & charges	119.61
7505 - Merchant Fees	364.74
7506 - Square Fees(new)	575.13
7510 - Trybooking Fees	1,963.09
<b>Total Financial Expenses</b>	<b>3,022.57</b>
<b>Property Maintenance</b>	
7600 - Cleaner Wages	6,310.74
7605 - Cleaner Superannuation	452.03
7615 - Cleaning Expenses	30.69
7620 - Property Improvements	1,299.47
<b>Total Property Maintenance</b>	<b>8,092.93</b>
<b>Asset Maintenance</b>	
7705 - Furniture & Equipment Purchases	1,067.40
7715 - Depreciation	1,011.48
<b>Total Asset Maintenance</b>	<b>2,078.88</b>
<b>Total Operating Expenses</b>	<b>129,825.82</b>
<b>Operating Profit</b>	<b>(683.53)</b>
<b>Other Income</b>	
8100 - Grants (State) Non Recurring	800.00
8105 - Grants (Local BoQ) Non Recurring	13,700.00
8110 - Grants - Other	800.00





Profit and Loss

	2023
8104 - Grants (Local non BoQ) Non Recurring	563.55
<b>Total Other Income</b>	<b>15,863.55</b>
<b>Other Expenses</b>	
9000 - Grant Expenditure	19,209.56
<b>Total Other Expenses</b>	<b>19,209.56</b>
<b>Net Profit / Loss</b>	<b>(4,029.54)</b>