

Elwood St Kilda Neighbourhood Learning Centre Inc. Annual Report 2017



Elwood St. Kilda Neighbourhood Learning Centre Inc. (ESNLC) is a not-for-profit, community based organisation that has been providing quality adult education programs, community service and support since 1986. Our programs aim to cater to the needs of those most disadvantaged in the community, empowering them to overcome educational gaps and social isolation within a supportive environment. ESNLC is a Registered Training Organisation, Learn Local provider and Neighbourhood House. Government funded and low cost places are available in pre-accredited, accredited and general courses that focus on, literacy, vocational skills, English as an additional language and computer skills. ESNLC also offers public internet cafe access, short courses and recreational activities as well as provision of rooms for a wide range of community support groups and clubs.



Elwood St Kilda Neighbourhood Learning Centre Inc.
87 Tennyson St (PO Box 57)
Elwood, VIC 3184
esnlc@esnlc.com.au 9531 1954

Vision

To be a warm, vibrant and inclusive hub, supporting, educating and empowering members of the Elwood and St Kilda communities, with links to surrounding communities.

Mission

To provide a quality learning environment and opportunities for community connection through the active commitment of the ESNLC committee, staff, teachers and volunteers.

Overview

Elwood St Kilda Neighbourhood learning Centre (ESNLC) has provided services to the local community for 31 years. The centre is among other things a Registered Training Organisation (RTO) conducting accredited and non-accredited vocational training. Literacy, English as a Additional Language (EAL), and various levels of computer training are our strengths. Whilst we rely on individuals to take up our services, we also work in partnerships with local employment and social support organisations to develop learning programs that work towards building community resilience, educational pathways and social capital. Learning and connecting into community demonstrably improve people's life chances, mental health and positive community engagement.



ESNLC gratefully acknowledges the funding it receives from the Victorian Government through the DET (formerly DEECD) & DHHS (formerly DHS), from the City of Port Phillip & our other generous sponsors and donors.

ESNLC respectfully acknowledges the Yalukut Willam Clan of the Boon Wurrung. We pay our respect to their Elders, both past and present. We acknowledge and uphold their continuing relationship to this land.

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Committee of Management January 2017– December 2017

Chair:	Gary March
Treasurer:	Stella Hughes
Secretary:	Lynne Wittner
Committee Members:	Penny Digaletos
	Jane Touzeau
	Ruth Avery
	Mary Hall
	Isaac Herman
	Simone Jamieson (ex officio)



Staff

Office

Manager:	Simone Jamieson
Accounts:	Guillaume Steiner
Outreach:	Philippa Armstrong
Education:	Christine Garvan/Melanie Norton
Data Entry:	Lisa Murphy

Education

English as an additional language:	Vivien Atkins
Literacy and Numeracy:	Annette Shilton
English as an additional language:	Diane Gaborit/Petra Sim
Creative Writing:	Philippa Armstrong
Moving on Up (Work Skills):	Renee Callandar/Karen McKnight
Computers/ Digital Literacy:	Tanya Vessey

Childcare

Monday, Tuesday & Thursday:	Carlee Hutton
Wednesday:	Jody O'Connor

Health and Wellbeing

Yoga Tuesday:	Monica Fleck
Yoga Thursday:	Penny Digaletos
Art Therapy	Damien Curtain



Volunteers

True fact: Elwood St Kilda Neighbourhood Learning Centre would absolutely not be able to operate without the magnificent contribution of the following dedicated volunteers:

Chris Carter
Helen McDonald
Daniel Winter
Melanie Norton
Constantina Diamante
Sherry Westley
Carolyn Masel
Diane Gaborit
Janice Anglin
Maree Shefford
Isaac Hermann



Helena Kallaur
Sarina Yin
Jemma Caldes
Chona Goldzweig
Nis Sevakumaran
Beth Loraine
Sajdin Palvevic
Madhu Rani
Raymond Bahliev
Guillaume Steiner
Amy James
Mirka Bania
Stella Hughes
Kristy Madison



Jenni Norman
Lynne Wittner
Tony Cafini
Alastair McDonald
Sandy Robertson
Jacob Varghese
Navya Shree
Ilana Haumer
Gary March
Lynne Chapple
Sonny Crockett
Elisabeth Martines
Mary Hall

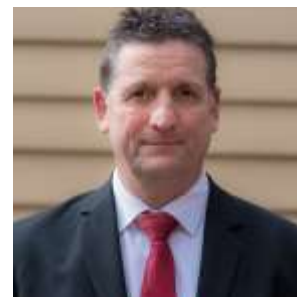
thank you!



Chair's Report

Gary March

I am pleased to present the 2017 Report on behalf of the E&SNLC Committee of Management and being my first report. During 2017 the Committee members were Lynne Wittner (Secretary), Stella Hughes (Treasurer), Cate Newman (until May 2017), Penny Digaletos, Mary Hall, Ruth Avery, Jane Touzeau, Isaac Hermann, Gary March and Simone Jamieson (ex-officio member).



It has been a pleasure to Chair the Committee of Management during 2017, the energy of the House from the staff, students, volunteers, users and committee members, is invigorating. I have enjoyed those special community days like the AGM, the Seniors Festival, and the Alumni Ceremony, as well as all the other events we facilitate.

There were ten committee meetings during 2017, to which most committee members attended. Our focus during 2017 was to consolidate the changes made in 2016. During 2017 because of the changes from 2016, we were not able to offer any RTO courses in 2017, however, during 2017 we were again offered an RTO contract from the Victorian government and we will be able to run RTO courses again in 2018. We have continued to offer our ACFE programs during 2017, and these increased by about another 10% from 2016.

During October 2017 we held our triennial strategic planning day, to provide a guide for the development and progress of E&SNLC up until the end of 2020. Our previous strategic plan has provided the guidance for the turnaround we have seen at E&SNLC and I thank Jane Touzeau leading the changes introduced in the previous strategic plan.

The changes that have occurred at E&SNLC over the last few years have been transformative, we have increased our revenue, reduced costs and for two of the last three years E&SNLC has made a small profit, and a profit when all three years are combined. The financial results have come from a lot of hard work by the Staff, Volunteers, Committee of Management and support from external organisations such as the Bendigo Bank Elwood Community Bank, the State (DEET, ACFE, DHHS) and Federal Governments, City of Port Phillip, Lend Lease and the Community of Elwood and beyond.

During 2017, Simone Jamieson was employed as the Manager, in a role that encompassed some of her previous role and returned the Manager's role to a full-time position. Simone has brought a new vision to the role, a vision aligned with our strategic plan and a vision that we believe will grow E&SNLC in the years to come.

In 2017 the ACFE funded partnership with other Learn Locals - Port Melbourne Neighbourhood House and Port Phillip Community Group – was completed. The outcome being the creation of a single website across the three Learn Locals and the commencement of shared employees.

We have continued our outreach programs – with Roomers creative writing with the support of ACFE, the City of Port Phillip and the local community; at the Elsternwick Estate with the support of the City of Bayside; at the Emerald Hill Library with the support of ACFE and the City of Port Phillip; and at Park Towers with the support of ACFE and the Park Towers Tenant's Committee.

We would not be able to do the things we do without our Volunteers, volunteers who give with their time about 400 hours per month. A contribution that is always provided in a happy and helpful manner and being respectful of the others at the House. I find it such a joy that so many people use the House on a weekly basis from structured learnings, board meetings, children's parties, internet café or just a place to meet. Most of these activities would not be possible without our volunteers and I must say thank you again.

Thank you to all involved with E&SNLC during 2017, I have received so much pleasure and enjoyment and I look forward to 2018 during which we continue our relationship with each other and with E&SNLC. s to all participants and staff.

Gary March

Treasurer's Report

Stella Hughes



The ESNLC recorded a surplus of \$17,360 for the 12 months January to December 2017.

This pleasing result is the outcome of many years of effort by Management, Staff, and the Committee of Management. Changes to funding arrangements in 2011 presented a serious threat to the house's financial viability. As a result, the organisation has been through a series of transformations and we now have a much better understanding of the key elements required for the house to remain financially sustainable. The ongoing challenge is to monitor and manage these elements in an ever-changing environment and then adapt as required.

I would like to thank Guillaume Steiner, who remained in the bookkeeper's position during 2017. The ESNLC was very fortunate that Guillaume was willing to stay on in the role in an interim capacity much longer than anticipated. Not only did he provide invaluable continuity, he worked to implement additional refinements wherever possible.

In the interest of good governance, the ESNLC retains the same auditor for a maximum of 5 years. During 2017 an Audit Committee was established to make a recommendation to the Committee of Management for a new appointment. Committee of Management members Mary Hall and Issac Hermann worked many hours with me on the Audit Committee and I would like to thank them for their essential contribution to such an important process.

Kidmans Partners have been appointed as our new auditor and completed this year's audit.

The audited financial reports for the 12 months January to December 2017 are included in this AGM report.

Stella Hughes

Manager's Report

Simone Jamieson

After four years as Community Development Coordinator I was appointed Manager in April 2017. This role has presented itself with rewarding challenges and I appreciate all the support I have received from Committee, Staff and Volunteers to be able to perform this role to the best of my ability and the opportunity to grow and gain new skills. Thank you very much indeed. I consider former manager Gary March an excellent mentor and our fabulous coordinators Philippa Armstrong and Melanie Norton offer boundless professional energy and maintain a strong work ethic in the office.



During 2017 there was a change in staffing roles and hours to reflect the requirements of the service deliveries that we offer. This brought about many changes in administrative processes but I do believe we are stronger in terms of governance and service compliance which will only continue to improve. In July we said farewell to Christine Garvan as Education coordinator but welcomed Melanie Norton in August who has seamlessly and diligently taken on the role with gusto. Another lovely new addition to the team was Lisa Murphy to fill a newly created position dedicated to data entry for our quarterly uploads to Dept. Education and Training. These HR changes quickly relieved the office of some much built up work loads and pressure.

The House continues with important partnerships and memberships to different peak bodies that have been

strengthened over the years with other organisations, such as Galiamble, Elwood Toy Library, Park Towers, Elsternwick Estate, Emerald Hill Library, City of Port Phillip, City of Bayside, South Port Day Links (SPDL), Boomerang Bags, Elwood Community Choir, Port Melbourne Neighbourhood Centre, Port Phillip Community Group, Adult Community and Further Education (ACFE), Victorian Government, AA, Toyota, Neighbourhood Houses Victoria (NHV), Community House Network, Port Phillip Housing Association, Asylum Seeker Resource Centre, Poet's Garden and Port Phillip Volunteer Coordinator's Network. We also continue with some subscriptions that support us in our service delivery and these include: Our Community, ACE Victoria, Jobs Australia & Writers Victoria. These partnerships and memberships support our offerings at the Centre and allows us to have a good presence within all relevant networks.

Some additional highlights to mention in this report, in what has been an incredibly full and exciting year are: piloting and launching in collaboration with the City of Port Phillip the new BeCollective volunteer portal, the donation on behalf of ESNLC to the City of Port Phillip Heritage Collection along with a very lovely thank you event, the COM Strategic Planning day, the successful application to put a full course on our scope of registration and having a funding agreement for the delivery of accredited training, the completion of the Achievenow partnership project with Port Phillip Community Group and Port Melbourne Neighbourhood Learning Centre and offering another two courses of Applied Reception and Customer Service training which has now seen almost 50 students participate in on the job training in our Centre.

Thank you to every single person who walks through the doors at 87 Tennyson Street in search of life long learning and community connection.

Simone Jamieson



Simone and Madhu in ARCS training



Philippa getting her website photo
picture taken by a volunteer



That's whisky in that cup- Seniors Festival 2017



Convivial Dinner by Peach n Pear

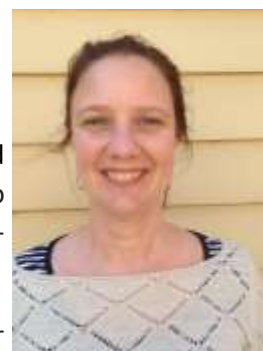
Education Coordinator's Report

Melanie Norton

COURSES

Elwood and St Kilda Neighbourhood Centre run a number of ACFE (Adult, Community and Further Education) courses. ACFE provides opportunities for Learn Local organisations to develop and implement projects designed to meet learner needs and to increase participation and attainment in pre-accredited training programs.

These courses allow us to help our community members learn skills to be job ready, increase confidence in their abilities and increase their links with their community. The courses we run are: Basic Computers, Intermediate Computers – Get that Job, Ipad, Smartphones and other devices- Roomers Creative Writing Workshops – aimed at people in Rooming Houses, Various levels of English Classes – English as Another Language, Moving on Up – A free course helping people with barriers to gain confidence and skills in returning to work or volunteering, ARCS – A Free Administration, Reception and Customer Service skills class to assist in return to work in Administration and English literacy and numeracy class.



This year we ran two external courses including a Computer and English (EAL) course at Park Towers and English classes at Emerald Hill Library. These classes were designed to deliver to hard to reach learners by making access easier.

We have an amazing but limited opportunity for some students to get a scholarship to undertake a course at our Centre. Eight students were recipients of these scholarships in 2017. This allows us to enable those who are isolated with barriers to attend our classes to come along for a ten week course. This encourages the students to not only learn new skills but to create a routine for their week outside of their homes, allows them to meet others in their community as well as introducing them to our Neighbourhood Centre where they are welcomed and encouraged to undertake other activities to meet their needs. This is an invaluable opportunity.

Of course, our teachers and volunteers are the backbone of our Centre. They are reliable and dedicated without question and we regularly get feedback about how great our teachers are at increasing skills while understanding needs and difference. We have five teachers in 2017. They are required to complete paperwork for ACFE (our funding body) including undertaking moderation annually to ensure the excellent standard of our course delivery. Our teachers and staff ended the year with a fun Christmas Party get together to reflect on our year and celebrate.

REGISTERED TRAINING ORGANISATION

This year we have decided to expand our RTO (Registered Training Organisation) services from units to a whole course. We currently offer accredited units in our free workskills courses and are now expanding to include delivery of a whole course – Certificate I in Information, Digital Media and Technology. A lot of hard work has gone into getting this course approved for delivery as well as getting the funding to run it and we have purchased a course ready to be delivered in 2018.

DAY TO DAY

There was a change in Education Coordinator with Christine Garvan leaving mid year and Melanie Norton taking on the role.

The “everyday” running of this lovely office takes up resources that are hard to document. Between the phone calls, room bookings, childcare attention, toy library direction conversations to those that enter this centre, internet café clients, kitchen duties and all the other general “small tasks” that keep this centre in flow requires time, professionalism and human resources that are invaluable; Each and every person that works here does this well and with a smile.



Education tasks include supplying new students with application forms, listening to their educational needs as we are fulfilling students’ needs on more than just an educational level, but also supporting their journey to “fit in and be job ready” within our community.



ALUMNI PARTY

To celebrate our students and their achievements we held a party at the end of the year for teachers to present certificates of achievement to the students in front of their family, friends and classmates. It was the hottest day of the year and many icy poles were shared with the young and old.

Melanie Norton

Outreach Program Coordinator’s Report

Philippa Armstrong



ROOMERS:

Roomers Magazine turns 21!

It’s been a big year for the Roomers Project. Roomers works with people living in rooming houses and at risk of homelessness or with a history of homelessness. The project is based around creative writing and spoken word performances. The weekly workshops have been consistently well attended with a number of new students having joined throughout the year. Over January (when classes ceased for the holidays) five students met up at the regular workshop time and had two trips, one to Geelong Art Gallery and one to Heide. This is a testament to the group’s cohesion and also their need for a regular weekly activity.

Public art projects

Apollo Bay Writing Festival



Roomers were invited to participate in the Apollo Bay Writer’s Festival in July which was a wonderful experience. Eight participants and two workers travelled by train to Apollo Bay and stayed at the local YCA Hostel. Roomers performed a number of times and the audience loved the spoken word pieces. Funding from the City of Port Phillip and also the Apollo Bay Writing Festival made this possible.



Roomers on the stage at Apollo Bay Writers Festival: Social Justice

The theme for the festival was Social Justice and Roomers had the privilege of sharing the stage with Clementine Ford, Susan Carland, Michael Leunig and Arnold Zable.

Street sweep: Fitzroy Street

Roomers participated in an ongoing art project with two local artists, Richard Holt and Maryanne Lynch. The project is called **Street sweep: Fitzroy St** and is a story-making project about Fitzroy St.

Roomers Light Up and the closing of the Gatwick Hotel.



Roomers Light up (photo by Paul Harper)

This event happened on the 19th August on a cold and wintery Saturday night. We wanted to acknowledge the closing of the Gatwick Hotel as affordable housing, launch a six minute film (Roomers light up) made by Roomers and local artist and animator Maree Woolley and last but not least celebrate Roomers 21st Birthday.

21 years is an impressive milestone for a small community arts project.

Approximately 200 people turned up. It was gratifying to have the Deputy Mayor, Katherine Copsey describe Roomers as CoPP's flagship community arts project. The key partners and funders in this project were CoPP, Star Health, Fitzroy St Business Association, Channel 9 and PPHA.



Roomers Light up (photo by Paul Harper)

Writing workshops with Fred Negro

Local cartoonist and musician Fred Negro had a major retrospective of his work at Brightspace Gallery in December. Part of the program was two cartooning workshops run by Fred exclusively for Roomers. The workshops occurred at Brightspace and were a lot of fun.

HAVE A GO

Have a go is a shared project between ESNLC and Bayside Library Service funded by Bayside City Council. Once a fortnight library staff, an art therapist and a number of volunteers run an afternoon program for the kids and their families. The program provides a mobile library service, art class, cooking class, computer club and homework club. The Estate is earmarked for redevelopment in 2018 and discussions are underway regarding the future and possible expansion of the program.

MEMBERSHIPS

We want to increase membership to the house and streamline the process. In a nutshell, anyone who walks through the door, be they one-off hirers, students or participants in programs run at the house will become encouraged to become members. Another sweetener is we have been able to extend membership from one year to three without having to alter the constitution.

Membership will provide a number of benefits for the member and will assist ESNLC in promoting classes and activities and hopefully creating and fostering a dynamic community of house-users.

The three ways of signing up for membership will be through: student enrolment forms, membership forms and on-line room hire form. Of course we can't make people become members, but they will have to opt-out if they don't want to.

SENIOR'S FESTIVAL

This year due to a fortunate error with grants we received an extra \$600 in funding for two seniors events in the

CoPP Seniors Festival. They were the annual *Elwood Musical Tea Party* and *Pinaroo Village Presents*, a three day festival celebrating art, food, and music at Pinaroo Village community room, which is a part of the Inkerman St OoH block.

The musical tea party had a bumper crowd this year with numbers hitting 90 participants. We usually attract approximately 60 participants so this was a steep increase. This was due to promoting the event in the state-wide senior's festival brochure. Our team of volunteers and staff worked incredibly hard to deliver a memorable community event.

Pinaroo Village Presents ran over three days. Wendy Butler programmed the event and worked tirelessly to put it together. The purpose of the event is to try and bridge the gap between public housing tenants and the neighbouring residents. This is the second year Wendy has run the festival. Highlights include Nina Bove (a former Pinaroo resident) painting an expressive abstract painting inspired by two musicians from Senegal playing live. Jake the Troubadour played a set of music and SKINC (St Kilda Indigenous Nursery) gave a talk on bush food. There was also a 2 hour memoir-writing class and lunch and afternoon tea provided every day.



Phillippa Armstrong

Occasional Care Report 2017

In the first quarter of 2017, after some concerning operational indicators such as administrative exhaustion and budget loss (our occasional childcare was expected to run at approximately a 10K loss for the year) it was clear that we needed to implement change immediately if our occasional childcare was to be a sustainable operation.

During the second quarter of 2017 we conducted a study of the sector within Port Phillip, along with community consultation and discovered that the demographic of Elwood had changed over time, students' needs were different and the demand for affordable occasional childcare was no longer high, coupled with no governmental funding for such a service the decision to restructure was made.

In order to be able to offer childcare during Term 3 we changed the booking fee and process and advertised extensively throughout Port Phillip and Bayside yet we were unable to secure enough bookings to operate. We repeated this for Term 4 and the had same result. In December 2017, Management and Committee definitively decided as part of the Strategic Planning process to cease operations of our occasional childcare.



Jody O'Connor & Carlee Hutton

We thank Jody O'Connor and Carlee Hutton who ran the OCC service here until mid-2017.

The ESNLC Occasional Childcare has been in operation for over 15 years and has been complemented in the past with After School Holiday program and other Children's Services since 1986. We continue supporting other fantastic children's activities like Elwood Toy Library, Steiner Playgroup, Good at Art (kid's art) and Hip Hop for kids.

This is a positive reflection of ESNLC responding to community need.

Simone Jamieson

Elwood St. Kilda Neighbourhood Learning Centre Inc.

ABN 22 616 363 473

Financial Report - 31 December 2017

Elwood St. Kilda Neighbourhood Learning Centre Inc.
Committee report
31 December 2017

The committee present their report, together with the financial statements, on the incorporated association for the year ended 31 December 2017.

Committee members

The following persons were committee members of the incorporated association during the whole of the financial year and up to the date of this report, unless otherwise stated:

Gary March - Chair
Stella Hughes - Treasurer
Lynne Wittner - Secretary
Penny Digaleto
Isaac Hermann
Jane Touzeau
Mary Hall
Ruth Avery

Operating result

The profit of the incorporated association for the year amounted to \$17,360 (2016: \$6,315 Loss)

Principal activities

Elwood St. Kilda Neighbourhood Learning Centre Inc. (ESNLC) is a not-for-profit, community based organisation that provides quality adult education programs, community service and support. ESNLC is a Registered Training Organisation, Learn Local provider and Neighbourhood House. The programs and activities at ESNLC aim to cater to the needs of those most disadvantaged in the community, empowering them to overcome educational gaps and social isolation within a supportive environment. Government funded and low cost places are available in pre-accredited, accredited and general courses that focus on, literacy, vocational skills, English as an additional language and computer skills. ESNLC also offers public internet cafe access, short courses and recreational activities as well as provision of rooms for a wide range of community support groups and clubs.

Significant changes in the state of affairs

No significant changes in the incorporated association's state of affairs occurred during the financial year.

After balance date events

No matters or circumstances have arisen since the end of the financial year which significantly affected or may significantly affect the operations of the incorporated association, the results of those operations, or the state of affairs of the incorporated association in subsequent financial years.

Auditors Independence Declaration

A copy of the auditor's independence declaration as required under division 60-40 of the *Australian Charities and Not-for-profits Commission Act 2012* has been included.

On behalf of the committee



Gary March
Chair



Stella Hughes
Treasurer

Date:

12 May 2018

Elwood St. Kilda Neighbourhood Learning Centre Inc.

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**AUDITOR'S INDEPENDENCE DECLARATION TO THE MEMBERS OF ELWOOD ST. KILDA
NEIGHBOURHOOD LEARNING CENTRE INC.**

I declare that, to the best of my knowledge and belief during the year ended 31 December 2017 there have been:

- i. no contraventions of the auditor independence requirements as set out in the *Australian Charities and Not-for-profits Commission Act 2012* in relation to the audit; and
- ii. no contraventions of any applicable code of professional conduct in relation to the audit.

Kidmans Partners Audit Pty Ltd

ABN: 46 143 986 841

**John Petridis**

Director

Dated 14th May 2018

Kidmans Partners Audit Pty Ltd

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Victoria, Australia 3103Postal Address: P.O. Box 718, Balwyn,
Victoria, Australia 3103

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Liability limited by a scheme approved under Professional Standards Legislation.

Elwood St. Kilda Neighbourhood Learning Centre Inc.
Statement of profit or loss and other comprehensive income
For the year ended 31 December 2017

	Note	2017 \$	2016 \$
Revenue	3	334,397	293,784
Expenses			
Administration expenses		(27,262)	(23,853)
Depreciation expenses		(1,640)	(4,431)
Employee benefits expense		(250,451)	(236,997)
Finance Costs		(4,567)	(4,061)
Grant expenses		(13,791)	-
Other expenses		(19,326)	(30,757)
Surplus/(deficit) for the year		17,360	(6,315)
Other comprehensive income for the year		-	-
Total comprehensive income for the year attributable to the members of Elwood St. Kilda Neighbourhood Learning Centre Inc.		17,360	(6,315)

The above statement of profit or loss and other comprehensive income should be read in conjunction with the accompanying notes

Elwood St. Kilda Neighbourhood Learning Centre Inc.
Statement of financial position
As at 31 December 2017

	Note	2017	2016
		\$	\$
Assets			
Current assets			
Cash and cash equivalents	4	164,618	141,923
Trade and other receivables	5	-	356
Other	6	5,100	3,240
Total current assets		<u>169,718</u>	<u>145,519</u>
Non-current assets			
Property, plant and equipment	7	2,703	10,835
Other	6	6,420	6,778
Total non-current assets		<u>9,123</u>	<u>17,613</u>
Total assets		<u>178,841</u>	<u>163,132</u>
Liabilities			
Current liabilities			
Trade and other payables	8	19,782	17,344
Employee benefits	9	8,795	8,020
Other	10	15,666	21,504
Total current liabilities		<u>44,243</u>	<u>46,868</u>
Non-current liabilities			
Employee benefits	11	6,111	5,054
Total non-current liabilities		<u>6,111</u>	<u>5,054</u>
Total liabilities		<u>50,354</u>	<u>51,922</u>
Net assets		<u>128,487</u>	<u>111,210</u>
Equity			
Retained earnings	12	128,487	111,210
Total equity		<u>128,487</u>	<u>111,210</u>

The above statement of financial position should be read in conjunction with the accompanying notes

Elwood St. Kilda Neighbourhood Learning Centre Inc.
Statement of changes in equity
For the year ended 31 December 2017

	Retained earnings \$	Total equity \$
Balance at 1 January 2016	117,442	117,442
Surplus/(deficit) for the year	(6,315)	(6,315)
Other comprehensive income for the year	-	-
Total comprehensive income for the year	111,127	111,127
Balance at 31 December 2016	111,127	111,127
	Retained earnings \$	Total equity \$
Balance at 1 January 2017	111,127	111,127
Surplus/(deficit) for the year	17,360	17,360
Other comprehensive income for the year	-	-
Total comprehensive income for the year	17,360	17,360
Balance at 31 December 2017	128,487	128,487

The above statement of changes in equity should be read in conjunction with the accompanying notes

Elwood St. Kilda Neighbourhood Learning Centre Inc.
Statement of cash flows
For the year ended 31 December 2017

	Note	2017	2016
		\$	\$
Cash flows from operating activities			
Receipts from customers		325,328	292,058
Payments to suppliers and employees		(311,210)	(299,828)
Interest received		2,085	1,726
Net cash from operating activities		<u>16,203</u>	<u>(6,044)</u>
Cash flows from investing activities			
Payments for property, plant and equipment		<u>6,492</u>	<u>(7,050)</u>
Net cash used in investing activities		<u>6,492</u>	<u>(7,050)</u>
Net increase in cash and cash equivalents		22,695	(13,094)
Prior year adjustments		29,911	-
Cash and cash equivalents at the beginning of the financial year		<u>112,012</u>	<u>125,106</u>
Cash and cash equivalents at the end of the financial year	4	<u><u>164,618</u></u>	<u><u>112,012</u></u>

The above statement of cash flows should be read in conjunction with the accompanying notes

Note 1. Significant accounting policies

The principal accounting policies adopted in the preparation of the financial statements are set out below. These policies have been consistently applied to all the years presented, unless otherwise stated.

New or amended Accounting Standards and Interpretations adopted

The incorporated association has adopted all of the new or amended Accounting Standards and Interpretations issued by the Australian Accounting Standards Board ('AASB') that are mandatory for the current reporting period.

Any new or amended Accounting Standards or Interpretations that are not yet mandatory have not been early adopted.

Basis of preparation

These general purpose financial statements have been prepared in accordance with Australian Accounting Standards - Reduced Disclosure Requirements and Interpretations issued by the Australian Accounting Standards Board ('AASB'), the *Australian Charities and Not-for-profits Commission Act 2012* and the *Associations Incorporation Reform Act 2012 (Vic)* and associated regulations, as appropriate for not-for-profit oriented entities.

Historical cost convention

The financial statements have been prepared under the historical cost convention.

Critical accounting estimates

The preparation of the financial statements requires the use of certain critical accounting estimates. It also requires management to exercise its judgement in the process of applying the incorporated association's accounting policies. The areas involving a higher degree of judgement or complexity, or areas where assumptions and estimates are significant to the financial statements, are disclosed in note 2.

Revenue recognition

Revenue is recognised when it is probable that the economic benefit will flow to the incorporated association and the revenue can be reliably measured. Revenue is measured at the fair value of the consideration received or receivable.

Sales revenue

Events, fundraising and fees are recognised when received or receivable.

Donations

Donations are recognised at the time the pledge is made.

Grants

Grants are recognised at their fair value where there is a reasonable assurance that the grant will be received and all attached conditions will be complied with.

Interest

Interest revenue is recognised when received or receivable.

Other revenue

Other revenue is recognised when it is received or when the right to receive payment is established.

Income tax

As the incorporated association is a charitable institution in terms of subsection 50-5 of the Income Tax Assessment Act 1997, as amended, it is exempt from paying income tax.

Current and non-current classification

Assets and liabilities are presented in the statement of financial position based on current and non-current classification.

An asset is classified as current when: it is either expected to be realised or intended to be sold or consumed in the incorporated association's normal operating cycle; it is held primarily for the purpose of trading; it is expected to be realised within 12 months after the reporting period; or the asset is cash or cash equivalent unless restricted from being exchanged or used to settle a liability for at least 12 months after the reporting period. All other assets are classified as non-current.

Note 1. Significant accounting policies (continued)

A liability is classified as current when: it is either expected to be settled in the incorporated association's normal operating cycle; it is held primarily for the purpose of trading; it is due to be settled within 12 months after the reporting period; or there is no unconditional right to defer the settlement of the liability for at least 12 months after the reporting period. All other liabilities are classified as non-current.

Cash and cash equivalents

Cash and cash equivalents includes cash on hand, deposits held at call with financial institutions, other short-term, highly liquid investments with original maturities of three months or less that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value.

Trade and other receivables

Other receivables are recognised at amortised cost, less any provision for impairment.

Property, plant and equipment

Plant and equipment is stated at historical cost less accumulated depreciation and impairment. Historical cost includes expenditure that is directly attributable to the acquisition of the items.

Depreciation is calculated on a straight-line basis to write off the net cost of each item of property, plant and equipment (excluding land) over their expected useful lives.

The residual values, useful lives and depreciation methods are reviewed, and adjusted if appropriate, at each reporting date.

An item of property, plant and equipment is derecognised upon disposal or when there is no future economic benefit to the incorporated association. Gains and losses between the carrying amount and the disposal proceeds are taken to profit or loss.

Impairment of non-financial assets

Non-financial assets are reviewed for impairment whenever events or changes in circumstances indicate that the carrying amount may not be recoverable. An impairment loss is recognised for the amount by which the asset's carrying amount exceeds its recoverable amount.

Trade and other payables

These amounts represent liabilities for goods and services provided to the incorporated association prior to the end of the financial year and which are unpaid. Due to their short-term nature they are measured at amortised cost and are not discounted. The amounts are unsecured and are usually paid within 30 days of recognition.

Employee benefits

Short-term employee benefits

Liabilities for wages and salaries, including non-monetary benefits, annual leave and long service leave expected to be settled wholly within 12 months of the reporting date are measured at the amounts expected to be paid when the liabilities are settled.

Other long-term employee benefits

The liability for annual leave and long service leave not expected to be settled within 12 months of the reporting date are measured at the present value of expected future payments to be made in respect of services provided by employees up to the reporting date using the projected unit credit method. Consideration is given to expected future wage and salary levels, experience of employee departures and periods of service. Expected future payments are discounted using market yields at the reporting date on national government bonds with terms to maturity and currency that match, as closely as possible, the estimated future cash outflows.

Fair value measurement

When an asset or liability, financial or non-financial, is measured at fair value for recognition or disclosure purposes, the fair value is based on the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date; and assumes that the transaction will take place either: in the principal market; or in the absence of a principal market, in the most advantageous market.

Note 1. Significant accounting policies (continued)

Fair value is measured using the assumptions that market participants would use when pricing the asset or liability, assuming they act in their economic best interests. For non-financial assets, the fair value measurement is based on its highest and best use. Valuation techniques that are appropriate in the circumstances and for which sufficient data are available to measure fair value, are used, maximising the use of relevant observable inputs and minimising the use of unobservable inputs.

Goods and Services Tax ('GST') and other similar taxes

Revenues, expenses and assets are recognised net of the amount of associated GST, unless the GST incurred is not recoverable from the tax authority. In this case it is recognised as part of the cost of the acquisition of the asset or as part of the expense.

Receivables and payables are stated inclusive of the amount of GST receivable or payable. The net amount of GST recoverable from, or payable to, the tax authority is included in other receivables or other payables in the statement of financial position.

Cash flows are presented on a gross basis. The GST components of cash flows arising from investing or financing activities which are recoverable from, or payable to the tax authority, are presented as operating cash flows.

Commitments and contingencies are disclosed net of the amount of GST recoverable from, or payable to, the tax authority.

Note 2. Critical accounting judgements, estimates and assumptions

The preparation of the financial statements requires management to make judgements, estimates and assumptions that affect the reported amounts in the financial statements. Management continually evaluates its judgements and estimates in relation to assets, liabilities, contingent liabilities, revenue and expenses. Management bases its judgements, estimates and assumptions on historical experience and on other various factors, including expectations of future events, management believes to be reasonable under the circumstances. The resulting accounting judgements and estimates will seldom equal the related actual results. The judgements, estimates and assumptions that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities (refer to the respective notes) within the next financial year are discussed below.

Estimation of useful lives of assets

The incorporated association determines the estimated useful lives and related depreciation and amortisation charges for its property, plant and equipment and finite life intangible assets. The useful lives could change significantly as a result of technical innovations or some other event. The depreciation and amortisation charge will increase where the useful lives are less than previously estimated lives, or technically obsolete or non-strategic assets that have been abandoned or sold will be written off or written down.

Impairment of non-financial assets other than goodwill and other indefinite life intangible assets

The incorporated association assesses impairment of non-financial assets other than goodwill and other indefinite life intangible assets at each reporting date by evaluating conditions specific to the incorporated association and to the particular asset that may lead to impairment. If an impairment trigger exists, the recoverable amount of the asset is determined. This involves fair value less costs of disposal or value-in-use calculations, which incorporate a number of key estimates and assumptions.

Employee benefits provision

As discussed in note 1, the liability for employee benefits expected to be settled more than 12 months from the reporting date are recognised and measured at the present value of the estimated future cash flows to be made in respect of all employees at the reporting date. In determining the present value of the liability, estimates of attrition rates and pay increases through promotion and inflation have been taken into account.

Elwood St. Kilda Neighbourhood Learning Centre Inc.
Notes to the financial statements
31 December 2017

Note 3. Revenue

	2017 \$	2016 \$
Grants	223,838	185,600
Donations	1,407	497
Membership fees	78	75
Child care	9,775	20,768
Student fees	30,251	23,898
Rental income	38,518	37,259
Computer access	4,584	5,243
Yoga classes	14,678	14,552
Interest	2,085	4,166
Other revenue	9,183	1,726
	<u>334,397</u>	<u>293,784</u>

Note 4. Current assets - cash and cash equivalents

	2017 \$	2016 \$
Cash on hand	260	262
Cash at bank	164,358	141,661
	<u>164,618</u>	<u>141,923</u>

Note 5. Current assets - trade and other receivables

	2017 \$	2016 \$
Trade receivables	-	155
Other receivables	-	201
	<u>-</u>	<u>356</u>

Note 6. Assets - other

	2017 \$	2016 \$
<i>Current</i>		
Accrued revenue	2,243	780
Prepayments	2,857	2,105
Deposits paid	-	355
	<u>5,100</u>	<u>3,240</u>
<i>Non-current</i>		
RTO license	<u>6,420</u>	<u>6,778</u>

Elwood St. Kilda Neighbourhood Learning Centre Inc.
Notes to the financial statements
31 December 2017

Note 7. Non-current assets - property, plant and equipment

	2017	2016
	\$	\$
Furniture and fixtures - at cost	38,926	38,926
Office equipment – at cost	35,662	43,040
Less: Accumulated depreciation	(71,885)	(71,131)
	<u>2,703</u>	<u>10,835</u>

Note 8. Current liabilities - trade and other payables

	2017	2016
	\$	\$
Trade payables	5,568	2,889
GST payable	(5)	341
PAYG withholding payable	3,336	5,552
Superannuation payable	3,358	1,562
Accrued expenses	7,525	7,000
	<u>19,782</u>	<u>17,344</u>

Note 9. Current liabilities - employee benefits

	2017	2016
	\$	\$
Annual leave	<u>8,795</u>	<u>8,020</u>

Note 10. Current liabilities - other

	2017	2016
	\$	\$
Grants received in advance	14,534	21,504
Other income in advance	1,132	-
	<u>15,666</u>	<u>21,504</u>

Note 11. Non-current liabilities - employee benefits

	2017	2016
	\$	\$
Long service leave	<u>6,111</u>	<u>5,054</u>

Elwood St. Kilda Neighbourhood Learning Centre Inc.
Notes to the financial statements
31 December 2017

Note 12. Equity - retained earnings

	2017	2016
	\$	\$
Retained earnings at the beginning of the financial year	111,127	111,442
Surplus/(deficit) for the year	17,360	(6,315)
Retained earnings at the end of the financial year	<u>128,487</u>	<u>111,127</u>

Note 13. Contingent liabilities

The incorporated association had no contingent liabilities as at 31 December 2017.

Note 14. Commitments

The incorporated association had no commitments for expenditure as at 31 December 2017.

Note 15. Related party transactions

Transactions with related parties

There were no transactions with related parties during the current and previous financial year.

Receivable from and payable to related parties

There were no trade receivables from or trade payables to related parties at the current and previous reporting date.

Loans to/from related parties

There were no loans to or from related parties at the current and previous reporting date.

Note 16. Events after the reporting period

No matter or circumstance has arisen since 31 December 2017 that has significantly affected, or may significantly affect the incorporated association's operations, the results of those operations, or the incorporated association's state of affairs in future financial years.

Elwood St. Kilda Neighbourhood Learning Centre Inc.
Committee statement
31 December 2017

In the committees' opinion:

- the attached financial statements and notes comply with the Australian Accounting Standards - Reduced Disclosure Requirements, the *Australian Charities and Not-for-profits Commission Act 2012* and the *Associations Incorporation Reform Act 2012 (Vic)* and associated regulations;
- the attached financial statements and notes give a true and fair view of the incorporated association's financial position as at 31 December 2017 and of its performance for the financial year ended on that date; and
- there are reasonable grounds to believe that the incorporated association will be able to pay its debts as and when they become due and payable.

On behalf of the committee



Gary March
Chair



Stella Hughes
Treasurer

Date:

12 May 2018

**INDEPENDENT AUDITORS REPORT TO THE MEMBERS OF ELWOOD ST. KILDA NEIGHBOURHOOD
LEARNING CENTRE INC. (CONT)****Opinion**

We have audited the financial statements of Elwood St. Kilda Neighbourhood Learning Centre Inc. ('the association'), which comprises the statement of financial position as at 31 December 2017, the statement of comprehensive income, statement of changes in equity and statement of cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies and other explanatory information, and the statement by members of the committee.

In our opinion, the accompanying financial statements present fairly, in all material respects, (or give a true and fair view of) the financial position of the association as at 31 December 2017, and of its financial performance and its cash flows for the year then ended in accordance with Australian Accounting Standards (AASB's), the *Associations Incorporation Reform Act 2012 (Vic)* and the *Australian Charities and Not-for-profits Commission 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 Statements 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 other 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.

Other Information

The committee is responsible for the other information. The other information comprises the information included in the annual report but does not include the financial statements and our auditor's report thereon.

Our opinion on the financial statements does not cover the other information and we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and in doing so consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

Responsibilities of the Committee and Those Charged with Governance for the Financial Statements

The committee is responsible for the preparation and fair presentation of the financial statements in accordance with Australian Accounting Standards, and for such internal control as the committee determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the committee 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 committee either intends to liquidate the association or cease operations, or has no realistic alternative but to do so. Those charged with governance are responsible for overseeing the association's financial reporting process.

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**INDEPENDENT AUDITORS REPORT TO THE MEMBERS OF ELWOOD ST KILDA NEIGHBOURHOOD
LEARNING CENTRE INC. (CONT)****Auditor's Responsibilities for the Audit of the Financial Statements**

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are 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 Australian Auditing Standards will always detect a material misstatement when it exists. Misstatements can arise from fraud and 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 these financial statements.

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 statements, 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 committee.
- 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 statements 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 statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance 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.

Kidmans Partners Audit Pty Ltd

ABN: 46 143 986 841

**John Petridis**

Director

Dated 14th May 2018

COMPILATION REPORT TO THE MEMBERS OF ELWOOD ST. KILDA NEIGHBOURHOOD LEARNING CENTRE INC.

We have compiled the accompanying additional information of Elwood St. Kilda Neighbourhood Learning Centre Inc. for the year ended 31 December 2017. The additional information has been prepared to satisfy the information needs of the committee of Elwood St. Kilda Neighbourhood Learning Centre Inc. in accordance with the accounting policies adopted in the preparation of the annual financial statements of Elwood St. Kilda Neighbourhood Learning Centre Inc. for the year ended 31 December 2017, as described in Note 1 to the financial statements.

The Responsibility of the Committee

The committee of Elwood St. Kilda Neighbourhood Learning Centre Inc. are solely responsible for the form and content of the additional information, the reliability, accuracy and completeness of the information used to compile it and for the determination that the basis of accounting used for its preparation is appropriate to meet their needs and appropriate for the purpose that the additional information was prepared.

Our Responsibility

On the basis of information provided to us by management we have compiled the accompanying additional information in accordance with the basis of accounting described above and APES 315 *Compilation of Financial Information*.

We have applied our professional expertise in accounting and financial reporting to compile the additional information in accordance with the basis of accounting described above. We have complied with the relevant ethical requirements of APES 110 *Code of Ethics for Professional Accountants*.

Disclaimer

Since our engagement is not an assurance engagement, we are not required to verify the reliability, accuracy or completeness of the information provided to us by management to compile the additional information or the appropriateness of the basis of accounting used for its preparation. Accordingly, we do not express an audit opinion or a review conclusion on the additional information.

The additional information was compiled exclusively for the benefit of the management and the committee of Elwood St. Kilda Neighbourhood Learning Centre Inc. The additional information may not be suitable for other purposes. We do not accept responsibility for the contents of the additional information.

Kidmans Partners Audit Pty Ltd

ABN: 46 143 986 841



John Petridis

Director

Dated 14th May 2018

Kidmans Partners Audit Pty Ltd

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Members

2017

Paul	Harper	Mary	Spierings
Simone	Jamieson	Melanie	Norton
Gary	March	Judith	Rodda
Delia	Bradshaw	Natasha	Romsom
Guillaume	Steiner	Nicholas	Michael
Annette	Shilton	Geoffrey	Macdonald
Peter	Gourlay	Christopher	Wright
Jody	O'Connor	Bernadette	Roberts
Mary	O'Brien	Simon	Roberts
Miriam	Mendes Da Costa	Milos	Relic
Christine	Garvan	Artemis	Markis
Mary	Miller	Donata	Kot
Penny	Digaletos	Lana	Prais
Rita	Perri	Kasemkanyaporn	Natnitcha
Stella	Hughes	Lior	Kedem
Ruth	Avery	Svetlana	Iout
Jane	Touzeau	Jennifer	James
Mary	Hall	Katalin	Orban
Cate	Newman	Raissa	Outchitel
Lynne	Wittner	Rosemary	Oconnor
Len	Wittner	Orakanya	Tanasarnpreecha
Ross	Weetman	Gillian Jeronica	Taylor
Philippa	Armstrong	Stirling	Mcintosh
Paul	Fisher	Darren Paul	Boag
Carmel	Barker	Bella	Akselrua
Constantina	Diamante	Jignesh	Mehta
Jarna	Salonen	Leslie	Holding
Nicholas	Leptos	Elizabeth	Stein
Christopher	Carter	Ernest Harold	Bland
Yana	DiPietro	Sandy	Robertson
Sarina	Yiu	Renee	Callander
Jemma	Calder	Sonny	Crockett
Helen	McDonald	Navya	Shree
Rosemary	O'Connor	Vivien	Atkins
Simon	Roberts	Frank	Chen
Isaac	Hermann	Carolina	Montoya
Lois	Roberts	Tony	Cafini
Mary	Sotiriou	Yan (Rebecca)	Ding
Regina	Murcia	Sylvia	Otero
Geoffrey	McDonald	Kamsiha	Suangkana
James	Kendrick	Minna	Pelli
Lynnette	Chapple	Fel	Biliani
Jennifer A	Norman	Salvador	Ortiz-Serradilla
Nelli	Tsyrlin	Dawn	Raymond
Julia	Liao		
Suju	Pingamage-Dona		

Partnerships

Partnerships: We are proud of our strong connections to community and the mutual support of our wonderful partners



Sponsors and Funders

ESNLC Inc is proud to acknowledge the support of the following sponsors and funders, whose contribution to our organisation supports us in the delivery of our service to the Port Philip community, we take this opportunity to thank them for their generous support.

Victorian Government — Funding through the Department of Education and Training (DET) and Department of Human Service (DHS)

City of Port Phillip — Community Strengthening Grants Program, Service Agreements and Facilities Use

Bayside City Council— Supporting the ‘Have a go’ Art Therapy program

Elwood Community Bendigo Bank— Supporting continual improvements of equipment for the community

