

2013

St. David's Uniting Church Neighbourhood Centre



Annual
Report

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Board of Management and Staff

Current Board of Management

Chairperson	Ivan Kirk
Deputy Chairperson	Sue Williams
Treasurer	Peter Weymouth
Secretary	Heather Dansie
Board Members	Anne Brand
	Leith Argent

Current Staff

Centre Manager	Lynne Everett
Harmony Club	
Centre Based Respite Coordinator	Colleen Fogarty
Social Support Coordinator	Sue Stavarakis
Support Workers	Amanda McDowell
	Svenne Hrdy
	Heather Knight
Kitchen Supervisor	Katrina Marschke
Cook	Laura Davidson
Interactive Parenting Coordinator	Jillian Druery
Volunteer & Program Coordinator	Ashley Bulgarelli
Receptionist	Dawn Claes

St. David's Neighbourhood Centre is a place where people find the opportunity to meet their community, family and personal needs in a friendly and supportive environment. The Centre is committed to empowering people to reach their full potential through friendship, education, social action and community building.

Annual Report of the Board of Management

St David's Neighbourhood Centre

Year 2012/2013

Board Meetings

The Board met 6 times during the year and the following table lists Board members and their attendance at the meetings.

Board Members Attendance	Meeting Dates					
	22/08/2012	17/10/2012	19/12/2012	20/02/2013	17/04/2013	19/06/2013
Ivan Kirk (Chairperson)	P	P	P	P	P	P
Sue Williams (Deputy Chairperson)	P	P	A	P	P	P
Peter Solomon	P	P	P	A	A	
Leigh Argent	P	A	P	P	P	P
Peter Weymouth (Treasurer)	P	A	P	P	P	A
Lorraine Bence (Staff)	P	A				
Anne Brand	P	P	P	P	P	P
Heather Dansie (Secretary)	P	P	P	P	P	P
Lynne Everett (Staff)			P	P	P	P

Legend

P=Present A= Apology

Lynne Everett appointed 19th November 2012

Lorraine Bence retired 7th November 2012

Our meeting on the 22nd August 2012 included an Annual General Meeting and according to the Constitution the Board appointed its officer-bearers: Sue Williams (Deputy Chairperson) Peter Weymouth (Treasurer) and Heather Dansie (Secretary) Church Council appointed Ivan Kirk to the office of Board Chairperson at its June 2012 meeting.

The Board also had an extraordinary meeting on the on the 13th May 2013. The Chairperson was on leave overseas and Deputy Chairperson Sue Williams presided. In attendance were board members Peter Weymouth (Treasurer) Lynne Everett (Centre Manager) Heather Dansie (Secretary) Leigh Argent and Anne Brand.

Our long serving Board Member Peter Solomon, who had served as Secretary to the Board for many years retired from the Board because of ill-health. Peter maintained an interest in our work for as long as he could and we passed a minute of appreciation for Peter's diligent service and we mourned his death on the 25 June 2013.

We were delighted to welcome Lynne Everett our newly appointed Centre Manager to her first Board meeting on the 19 December 2012. We thank Lynne for the assistance she gives to our governance processes and for her work in managing the Centre.

Board Accountability

The Board is appointed annually by the Church Council and at each meeting of Church Council the minutes of the Board and the financial reports are tabled for reception and discussion at the Church Council meeting.

Our annual public meeting, was held on the 8th October 2012 at which our annual reports were presented by the Board. The audited financial statements were presented by the auditor, Mr Thomas Mullen.

Our Secretary maintains a record of our minutes which record our decisions and the due diligence exercised in the arriving at our decisions. This important work helped us answer questions from the Queensland Synod and other regulatory authorities about our work during the course of the year.

The Centre also works within a regulatory framework. This requires the Board to have a working knowledge of a number of enabling **Acts** and industrial instruments. Our Board decision-making needs to comply with statutory requirements and the obligations we have under performance service contracts.

A new regulatory body; Australian Charities and Not-for-Profit Commission (ACNC) is now established to regulate the not-for-profit sector and our Centre is registered with the Authority and will comply with its requirements.

Governance and Management

The Board received a number of background papers for discussion and decision over the last twelve months. These included reviews of our staff employment contracts, information and management systems and the Limited Hours Child Care programme.

We are gradually transitioning our staff to permanent part-time employment. This arrangement offers a more secure tenure than does casual employment and staff are able to accrue leave benefits that may be taken as paid leave or cashed-out should they choose to leave our service.

Another project the Board and management are working towards is the use of information systems that will help us to better manage our human resources and client databases. These are important innovations that should assist our record keeping comply with business rules and enable us to better serve our staff and clients.

A decision has been made for the Centre to develop a presence on the World Wide Web by establishing a website. This is an important vehicle for getting our message out to the public about our commitments and services.

Services

Our Centre Manager will report on our services but the Board needs to record its regret that we needed to withdraw from the Early Childhood Education and Care Sector and divest our Limited Hours Child Care Service. The Government withdrawal of direct funding to the Centre and Government withdrawal of subsidised fees and declining market demand made the Limited Hours Child Care (LHCC) programme unsustainable. The Board realised that Centre resources could no longer underwrite low cost child care so it exercised a fiduciary responsibility and withdraw the service.

Change in government policy and funding priorities is always a risk the Board needs to assess. There were considerable costs associated with closing the LHCC service and we wish to acknowledge the federal Government's fair treatment of us when they acceded to our request for financial assistance with closing down costs.

Providing, for these sorts of contingencies, would never be easy, since the government funding we receive is to be spent on the provision of services. We are grateful for the stream of income the Thrift Shop provides and attentive to how those monies are applied.

Conclusion

We record our thanks to the Board members who have exercised their responsibilities over the last twelve months and are working hard to keep the Centre sustainable. We thank Cec Lawson for his pastoral work at the Centre every month including the cover article he writes in our monthly newsletter. And thanks also to our Centre Manager Lynne Everett and all the staff and volunteers who make the Centre a place clients keep returning to because they find it a life-giving experience.

Ivan Kirk

Chairperson

Centre Manager's Report

Since starting work at the Neighbourhood Centre mid-November last year, I have found the experience to be interesting, challenging, exciting at times, but overall, very satisfying and worthwhile.

Workplace Health and Safety

Being compliant with the *Work Health and Safety Act 2011* is an ongoing challenge in all organisations including the Neighbourhood Centre. This year we have provided basic *Workplace Health and Safety* training for our staff and Thrift Shop volunteers. We are currently developing more in-depth training programs in *Workplace Health and Safety* for all our volunteers and staff as well as basic *Food Safety* training for some volunteers and staff. Both these programs will start in early 2014.



Centre Manager Lynne

Fire Audit

In June, the Queensland Fire and Rescue Service completed a Maintenance Inspection on the Neighbourhood Centre. After making a few changes, organising regular checks of fire extinguishers and exit and emergency lighting, developing new systems and a Fire and Evacuation Plan, updating the fire and evacuation diagrams, and training staff and volunteers, the Centre now more than meets the requirements of the Queensland Fire and Rescue Service.

Human Resource Management

The majority of staff in the Neighbourhood Centre have worked for many years on a casual basis which meant that they were not paid during our Christmas closure and any other time they had off work during the year. Most staff were keen to transition from casual to permanent part-time when this was offered late last year with the outcome that they are now being paid for any accrued holiday leave or sick pay.

Staff Recruitment

In order to deliver a quality service to our clients we need to attract caring, qualified and experienced staff. We are also keen to ensure our practices are compliant with Equal Opportunity and Anti-Discrimination legislation. Consequently all new staff vacancies are now advertised broadly through *Seek*, as well as advertised in our monthly newsletter. This

has resulted in the appointment of some well qualified, experienced, competent and caring staff to support and assist our clients, families and participants.

Industrial Award

Our staff are employed under the Social, Community Home Care and Disability Service Industry Award 2010. This award is under an equal remuneration order resulting in staff enjoying incrementally increasing pay levels. This, of course, is a benefit for workers in agencies such as our Centre, as such workers have traditionally been subjected to comparatively low pay levels. The pay is still not great but conscientious workers deserve a reasonable pay and the government has put in place a plan to progressively increase pay levels under this award. Of course, the challenge with this is that the Neighbourhood Centre needs to cover any shortfall after the government contribution.

Business Systems

During the year we received federal funding to improve our business systems. With this money we are currently installing a server for our computer system in the Centre. Our computers have all been stand-alone and we have had to make use of memory sticks to transfer information from one computer to another. The server will enable our office computers to be networked allowing us to efficiently transfer and access electronic data internally and between agencies, including relevant government departments without the use of memory sticks.

Volunteer Program

We have wonderful committed volunteers at the Neighbourhood Centre. They help us provide a level of service for clients and families which would not be possible otherwise. They also help make the programs safer, more fun and leave the program coordinators free to do the work they need to do. Thrift Shop volunteers provide a great service to the community as well as raise much needed funds for the Neighbourhood Centre.

We wanted to provide the volunteers with better support. We also needed to expand our volunteer base, especially in the Harmony Club and Interactive Parenting. Earlier this year we decided to employ a Volunteer Coordinator. Ashley Bulgarelli commenced work with us in March and his role is to work mainly with our volunteers and our social groups. He is doing a great job in



*Volunteer
Coordinator Ashley*

supporting our current volunteers and in attracting new volunteers. Our volunteer numbers are growing as we now also advertise through *Seek* and *Volunteering Queensland*.

We are now providing better support for our volunteers and have attracted volunteers for Harmony and Interactive Parenting and other areas such as office work and gardening. We also have one student placement studying a Diploma in Community Services Work and we plan to attract one or two students from Griffith University early next year to volunteer with us as part of their studies. While most of our volunteers attend St David's Church, a growing number, with varying skills and experience and from many different areas around Brisbane, are now volunteering their time with us.

Training

We have dedicated ourselves to continuous improvement in the work we do across a range of services and training is an integral part of this. As Australia ages, so do our clients in the Harmony Club, and an increasing number of our clients are in the early stages of Dementia. The staff need to feel confident in meeting the challenge of the increased expectations for our service delivery. Sue, Colleen and Amanda and I have attended training with Alzheimer's Association. Topics included: *Understanding Dementia, Dementia and Depression, Challenging Behaviours, Activities (Dementia)*. I have also received training in *Leading Change in Your Organisation*. Ashley is currently studying a Certificate IV course in Volunteer Coordination through Volunteering Queensland.

Most of our training for staff has been in-house training such as *Workplace Harassment, Fire Safety and Evacuation* and, for the Harmony staff, training on the *Ongoing Needs Identification (ONI)*, a government assessment form, and *Assessment Training*. Requirements of government departments have provided us with the challenge of improving and expanding the services we offer to our clients. This has resulted in increased paperwork expectations for each individual client. We have needed to develop and change forms as well as examine and change our client assessment and re-assessment process. Each week a team of workers, including a board member, program coordinators, volunteers and myself, have been working together focusing on working to meet government compliance requirements.



Harmony Club Clients Ted & Thelma

As mentioned above, training for volunteers has mainly been in workplace health and safety issues. We were fortunate in receiving a Volunteer Grant from the Commonwealth

Department of Families, Housing, Community Services and Indigenous Affairs to purchase a laptop, projector and screen. This will be used to provide more visual, interesting and varied volunteer training programs.

Steps Program

This year we worked together with the Queensland Department of Health, Acquired Brain Injury Outreach Service (ABIOS) and have run one STEPS group. This group is a six-week course specifically for people who have had a stroke or an acquired brain injury and who are under 65 years of age. While the group was fairly small we are hoping for more people when we run further groups in the future.

Visitors and Contacts

During the year we have been placing an emphasis on networking with other agencies who can provide complementary services to our clients and participants and we endeavour to keep up to date with what is happening in the different sectors.

We also had a number of people visit the Centre including:

- Dale Sutherland, Blue Care Commercial Manager, visited the Centre in November last year to talk about service delivery, our contract, financial management details as well as information about Blue Care
- Mark Stewart, State MP for Sunnybank visited 4 December 2012
- Lenore Gibson, Brisbane South Area HACC and Community Care Manager, Qld Health
- Kay Wiles – Community Services Contract Manager, Qld Dept Communities, Child Safety and Disability Services
- Graham Perrett, Federal Member for Moreton, represented the Centre's interest in government related matters.

We have also maintained or made contacts with the Village Avenue Church, Sherwood Respite Centre, Prescare, Blue Care Respite Centre at Coopers Plains, Volunteer Services Metropolitan (VSM) within Blue Care, Volunteering Queensland and many other organisations funded under the Home and Community Care (HACC) program.

Funding

Of course, without our funding we would not be able to provide the services we do. We acknowledge and are thankful for funding from:

- ***Commonwealth Dept of Health and Ageing (HACC Program)*** for the Harmony Club for the clients over 65 years of age.

- **Commonwealth Dept of Families, Housing, Community Services and Indigenous Affairs** (training equipment for volunteers)
- **Queensland Department of Communities, Child Safety and Disability Services** (funding for the Neighbourhood Centre social programs, Interactive Parenting and the Harmony Club for clients under 65 years of age)
- **Queensland Department of Education and Training** (Limited Hours Child Care)
- **Brisbane City Council** (equipment for Harmony Club)
- **St David's Neighbourhood Centre Thrift Shop**
- **St David's Uniting Church**

We have also received numerous donations, mainly from clients who attend the Centre and those who have been involved in Centre programs in the past. Our special thanks go to the families of Doreen Woodland and Peter Solomon for their request that donations come to the Centre rather than on flowers for the funerals of their loved ones.

Neighbourhood Centre Programs and Activities

To provide the services we do, we also need a whole team of people who work well together. The Board has been very supportive and my gratitude goes to them. The staff are the most talented and caring group of people to work with. They have a real passion for the work they do. I feel blessed to work with each one of them. Their reports follow. We also have some amazing volunteers who are so dedicated to the work we do: our clients, families and children and individuals. They are also a pleasure to work with.



Dawn at her cakes stall at Bookfest

Summary

An integral part of our mission is to serve the community through providing support services for a variety of needs, provide an environment where people can come together and support each other, engage socially with others, have fun together, and also contribute to helping others. It is very fulfilling and satisfying to be part of a service that has such a strong focus and has dedicated staff and volunteers to maintain and develop the service in order to meet the many and increasing needs in our community.

Lynne Everett
Centre Manager

Harmony Club – Centre Based Respite

Harmony Club Day Respite Program continues to be a very proactive program of day respite. The nature of the program means that there are always changes occurring as we meet the needs of those to come.

Staff – Colleen Fogarty, Amanda McDowell, Laura Davidson, Katrina Marschke, Svenne Hrdy, Heather Knight.

Volunteers – Elma, Helen, Vivian, Doug, Karen, Willy, Erena, Emma, Amy, Wen and Jenny.

Bus Drivers – Jack, Daryl, Michael and Brian

Day Respite- Numbers are up and down as they seem to do each year. We have had some new faces recently, particularly on Thursday, and they are enjoying what we have to offer. Those who attend the activities always seem to enjoy a chance to get out of the house and join in the activities.

Days - Monday, Tuesday, Wednesday, Thursday, Friday

Activities – All the usual activities have been enjoyed by the clients with excellent participation. All the clients seem to be happy to join in with the group for whatever is happening at the time. Clients come to Harmony for social interaction and company; the activities that we offer are a big part as well. Entertainment has been offered about once every two or three months. We celebrated Christmas in the cold, Queens birthday, Anzac Day and Easter to name a few. Our big Spring Fashion Parade was held on the 11th of September.

Bus Trips- This year I have taken on board the bus trips on Mondays and Sue is doing the Wednesday trips. We have had trips to Redcliffe, Boonah and Cleveland to name a few. Heather has now joined me as the second staff member on the Monday trips.

Overall it has been a very busy and productive year. I would like to make a special thanks to Shirley Sullivan who has retired this year and Joanne Epps who has left us to do more work at the Sunnybank Hospital. Thank you and God Bless.

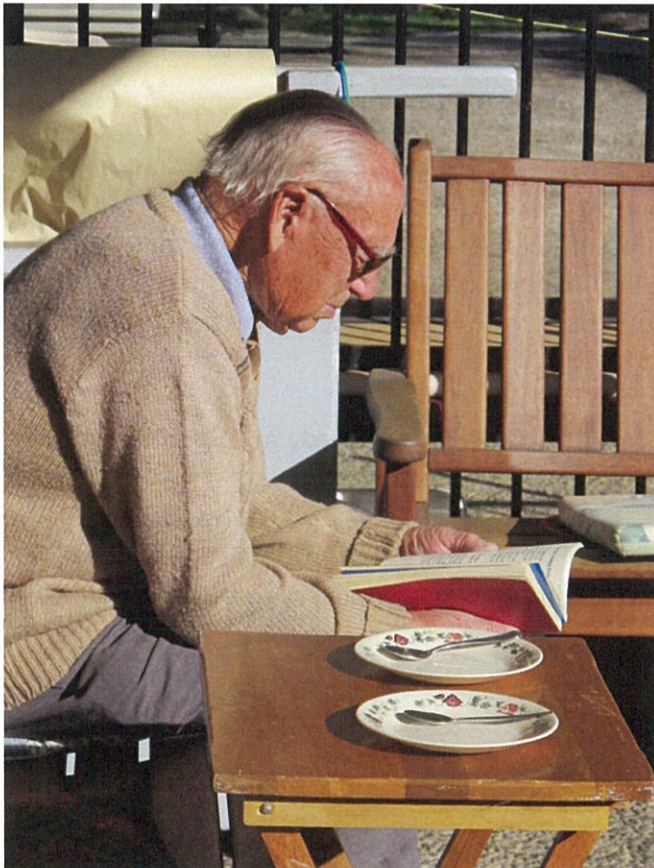
Colleen Fogarty

Harmony Club

Activities Coordinator



(Clockwise from top: Friday Harmony Club group with staff Colleen and Amanda; Maria using the hoist in the minibus; Ian soaking up the sun)



Harmony Club - Social Support

Social Support has seen some changes over the past twelve months with a reshuffle in the delivery of services to clients to ensure client needs are met while utilising time and resources in a more efficient manner.

Social Support now is able to be offered from Monday through to Friday between the hours of 9.30am to 3.30pm. The services will remain varied and diverse to suit clients' interests and to promote friendship.

Recently we started a new group within Social Support, the Fun and Friendship group. This group is for younger adults (under 65 years old) with a disability. Plans are for the group to meet for coffees, go bargain shopping, play bowls and have fun!

Staff

Sue Stavarakis, Social Support Coordinator

Social Support Workers - Heather Knight, Amanda McDowell and Svenne Hrdy

Amanda and Svenne work in Social Support on Thursdays and Fridays to assist in the development of client assessments and small group outings. Heather is involved in visiting clients in their homes.

All staff are currently being trained in the skills to reassess Harmony group clients. This is necessary so we can quickly identify and respond to any client changes to ensure their needs are being met.

Volunteers

We are working toward creating greater volunteer involvement to help support clients one-on-one within the client's home or take a client out for a coffee or shopping or to a medical appointment. This is a much needed area to address and reduce social isolation within the community.

The number of clients on the books at the present time remains steady at 35, not all active at the same time due to many factors.

As members of the Harmony Club team, we endeavour to remain proactive and positive while working towards growth of numbers and quality of service delivery to our community.

Sue Stavarakis

Social Support Coordinator



(Above: Amanda taking the group on a Social Support trip to the Salisbury Senior Citizens Club for a concert; Below: The Fun and Friendship Group with Sue & Lynne)



Interactive Parenting

2012/2013

Current Enrolments: Day	Families	Children
Tuesday	13	21
Wednesday	12	18
Thursday	13	19
Friday	13	16

We have had another eventful year at Interactive Parenting. Our groups are of a good size, as we welcome back families from interstate, new families and new additions to current families.

Our groups have enjoyed excursions to the Museum; Funkee Monkees play centre and Parks. We have baked biscuits and made apricot and coconut balls. We have practiced our fire evacuation drill and look forward to a visit from the fire department in the near future.

We have begun to garden at Interactive Parenting, planting sunflower seeds, cherry tomatoes, parsley, marigolds and violas. This activity allows children to interact with nature, nurture and care for their environment. They have been very excited to see flowers on their tomato plants and buds on the marigolds, the children are also very enthusiastic with the watering!

This year we have welcomed the addition of volunteers, Heather, Helen and Olga. They are a great asset to our program.

We have covered topics such as: Behaviour Management, Nutrition, Separation Anxiety, Relationships and Language Development. It is lovely to see our families grow in confidence and relax in the Interactive Parenting environment. The program has received very positive feedback from families. They have said that the program is relaxing, safe and a positive place to be.

Families have made good use of our parent library and are enjoying the addition of a children's book and puzzle library. Parents are offering ideas of books that they feel would be a good addition to our library.

I would like to thank our Interactive Families and all concerned at St David's Neighbourhood Centre for their continued support during the year.

Yours Faithfully

Jillian Druery – Interactive Parenting Coordinator



(Top: Georgia showing Mum how to do the puzzle; Above: Lani discovering the tunnel; Below: Craft activity)



Preventative Programs

Conversational English Classes

The Friday morning Conversational English Classes have seen people from all backgrounds and cultures come together to learn under the one roof. Instructed by volunteers Lesley and Suzanne, the group tackle everyday English with fun exercises and everyday topics and have developed tight bonds within the group.

Mahjong

The Mahjong Group has maintained high numbers all year with most days filling the 16 playing positions available. The group continues to introduce new members to the game and players of all levels attend.

Busy Hands

Busy Hands is a general craft group who meet weekly and work on projects together and individually. Initially working out of the Church, the group has now moved over to the Neighbourhood Centre and comprises of four to six regular members.

Quilting

Quilting numbers have fluctuated throughout the year with a few mainstay members. Quilters bring along their personal pieces of work and quilt together in a friendly environment while staff member Katrina supervises the group and provides assistance.

Knitting

The Knitting Group continue to knit at a ferocious speed and hand craft masterpieces that include beanies, scarves, shawls, socks and more. They have been terrific supporters of the Neighbourhood Centre and have made bulk donations to a number of charities and have received rapturous thanks by all.

Scrapbooking

A newly formed scrapbooking class formed in June with the aid of two volunteers – Dawn and Lynn. These classes are aimed at teaching beginners the basics of scrapbooking and helping preserve treasured memories.

Looking to the Future

The current year has started where the last left off with high numbers and plenty of community involvement. We are looking to strengthen our current programs and build upon them by offering new and exciting groups and activities.

Ashley Bulgarelli

Preventative Program Coordinator



(Above: Hand-made items from the Knitting group; Below: Volunteer English teacher Lesley with students Vivian & Angus)



Thrift Shop

The thrift shop continues to be supplied by generous donations from the community and in return the shop is able to offer affordable, everyday items. This leads to low prices for bargain hunters but more importantly offers a vital outlet to those in the community who may be struggling to make ends meet.

The thrift shop and neighbourhood centre have many ties with other organisations in the community. The ongoing relationship with Village Avenue Community Church (VACC) means that they can hand out thrift shop vouchers to anyone seeking relief and who is eligible for assistance. In return the thrift shop and wider Neighbourhood Centre provide VACC with donated food items for their food bank service. The thrift shop arranges a weekly pickup service from Lifeline who benefit from donations that we cannot sell. Other local charities, such as the RSPCA, often receive donations from the thrift shop as does the Harmony Club when treasures appear.

The dedication of the thrift shop volunteers has shone through all year as each month between 35 and 40 volunteers work over 400 hours. This year alone the thrift shop has brought in roughly \$35,000 of sales and this includes several special events held on weekends which included a garage sale and a car park book sale. St. David's Neighbourhood Centre's annual Bookfest was held in June with the thrift shop opening their doors and piling out the thousands of books donated through the year. These events take great planning and preparation and each and every thrift shop volunteer has helped make them great successes.

Ashley Bulgarelli
Thrift Shop Coordinator



(Top: The Thrift Shop; Above: Volunteers Betty, Hec & Bev at Bookfest; Below: Inside the Thrift Shop)



Volunteers Report

Since mid-March the volunteer program has become further integrated into the Neighbourhood Centre. We are now experiencing all the benefits that volunteers from different walks of life can bring to our programs and how positive this can be on staff, clients and the entire centre. Volunteers are essential to the day-to-day operations of our centre and help us to achieve our goals and implement our programs.

In the last quarter numbers have increased and volunteers are now incorporated into social support visits, interactive parenting and office help. The following is recorded details from the fourth quarter (the months of April, May and June) which shows the number of individual volunteers and total hours. This table quantifies the amazing output of volunteers and how without them, we would not be able to offer such a high level of service.

Program	Volunteers	Hours
Thrift Shop	41	1250
Harmony Club – Social Support	3	65
Harmony Club – Centre Based Respite (inc. bus drivers & office volunteers)	17	437
Interactive Parenting	6	94
Scrapbooking	2	12
Conversational English Classes	2	40
Knitting	1	12
TOTAL	71	1905

In May we held our Annual Volunteers Lunch which was themed to the letter 'P'. Volunteers and staff arrived in something beginning with 'P' which meant we had pirates, painters and people in pyjamas. It was a magnificent day and a great way to say thanks a million to all our wonderful volunteers.

Throughout the year we were represented by over 14 different nationalities amongst our volunteer force. This highlights the diversity in our local area and is fantastic to see people from all backgrounds getting involved in our neighbourhood centre and the community.

We welcomed many new volunteers in the past year and look forward to welcoming many more this year. As the scope of our centre grows and changes the one thing I know is that volunteers will be here to support us every step of the way, as they have for decades gone by, and for that the whole community salutes you.

Ashley Bulgarelli
Volunteer Coordinator



(Clockwise from top left: Volunteer Jill modelling at the Harmony Club fashion parade; Thrift Shop volunteers Hema, Tom & Averil; Erena volunteering on an outing with Joan from the Harmony Club)



Treasurers Report

The Centre's accounts have been audited and they have been found to represent a true and fair view.

Our income for the year is down on last year by \$9000. This is reflected in decreases in Grant Income, Thrift Shop and interest received but which is offset by an increase in fees received.

Our expenses have decreased by \$2500 which appears to be good but in fact when we compare 2012 to 2013 we see there is no HACC Funding expense in 2013. Therefore we have spent \$25 000 more than 2012 which has been mainly in wages and on costs plus some increases in other areas.

Overall our surplus of \$20338 is exceptional considering the turmoil of the year with the loss of funding and the closing of Limited Hours Child Care. The breakdown of the operations is seen on page 4.

Our bank balance is healthy at \$148531 and we are continuing to provide for the replacement of vehicles with the other accounts.

The only Plant and Equipment we are depreciating now is the motor vehicles and the Centre refurbishment which is over 20 years.

Our liabilities are small and our major creditors are the ATO, auditor and employee entitlements i.e. Annual leave and Long Service Leave.

Peter Weymouth

Treasurer

9th October 2013

**ST DAVID'S UNITING CHURCH
NEIGHBOURHOOD CENTRE**
ABN 64 543 404 785

**AUDITED FINANCIAL STATEMENTS
FOR YEAR ENDED
30 JUNE 2013**

ST DAVID'S UNITING CHURCH
NEIGHBOURHOOD CENTRE
ABN 64 543 404 785

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ST DAVID'S UNITING CHURCH NEIGHBOURHOOD CENTRE

**AUDITED FINANCIAL STATEMENTS
FOR YEAR ENDED
30 JUNE 2013**

EXECUTIVE COMMITTEE'S STATEMENT TO MEMBERS

The Committee has determined that St David's Uniting Church Neighbourhood Centre is not a Reporting Entity, and that this special purpose financial report should be prepared in accordance with the accounting policies outlined in Note 1 to the financial statements

In the opinion of the Executive Committee members of St David's Uniting Church Neighbourhood Centre:

- (a) The accompanying Statement of Income and Expenditure Account has been properly drawn up so as to give a true and fair view of the operating results of St David's Uniting Church Neighbourhood Centre for year ended 30 June 2013.
- (b) The accompanying Balance Sheet is properly drawn up so as to give a true and fair view of the State of Affairs of St David's Uniting Church Neighbourhood Centre as at 30 June 2013.
- (c) As at the date of this statement, there are reasonable grounds to believe that St David's Uniting Church Neighbourhood Centre will be able to pay its debts as and when they fall due.

Signed at Brisbane

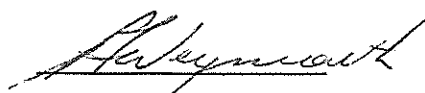
Dated the 7th day of October 2013

**In accordance with a resolution of the Executive Committee of
ST DAVID'S UNITING CHURCH NEIGHBOURHOOD CENTRE**

Committee Member



Committee Member





THOMAS MULLEN & CO.

CHARTERED ACCOUNTANTS

ABN: 99 955 909 695 Principal: Thomas Mullen CA

**INDEPENDENT AUDITOR'S REPORT
TO THE MEMBERS OF
ST DAVID'S UNITING CHURCH
NEIGHBOURHOOD CENTRE**

I have audited the financial statements of St David's Uniting Church Neighbourhood Centre for year ended 30 June 2013 as set out on pages 3 to 8. The financial statements comprise a Detailed Income & Expenditure Statement, Cost Centre Income & Expenditure Statements, Balance Sheet, and Notes to the Accounts.

The Committee is responsible for the preparation of the financial statements and the information they contain. I have conducted an independent audit of the financial statements in order to express an opinion on them to the members of the Association.

Scope

My audit has been conducted in accordance with Australian Auditing Standards to provide reasonable assurance as to whether the financial statements are free from material misstatement. My procedures included examination, on a test basis, of evidence supporting the amounts and other disclosures in the financial statements. These procedures have been undertaken to form an opinion as to whether, in all material respects, the financial statements are presented fairly in accordance with Australian Accounting Concepts and Standards, and statutory requirements, so as to present a view of St David's Uniting Church Neighbourhood Centre, which is consistent with my understanding of the financial position and the results of its operations.

The audit opinion expressed in this report has been formed on the above basis, after having regard to the matter contained in the qualification paragraph following:

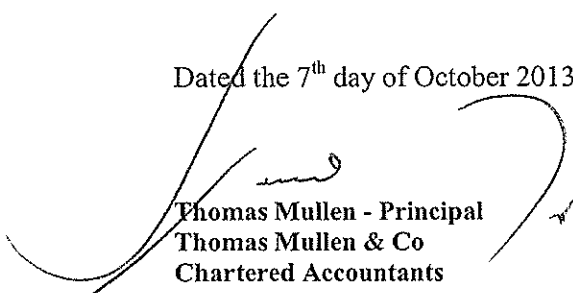
Qualification

Income derived from the Thrift Shop, and from Fees Received is of such nature that it is impractical for St David's Uniting Church Neighbourhood Centre to establish full commercial controls over monies received prior to the initial recording of those receipts through the books of account. As there are no practical audit procedures to adopt to ensure that all monies received have been recorded, I am unable to express an opinion on such receipts prior to those receipts being recorded in the books of account.

Audit Opinion

In my opinion, except for the effects on the financial report of the matter referred to in the qualification paragraph, the financial report presents a true and fair view in accordance with applicable Accounting Standards, of the financial position of St David's Uniting Church Neighbourhood Centre as at 30 June 2013, and the results of its operations for the year then ended.

Dated the 7th day of October 2013


Thomas Mullen - Principal
Thomas Mullen & Co
Chartered Accountants

ST DAVID'S UNITING CHURCH NEIGHBOURHOOD CENTRE

DETAILED INCOME AND EXPENDITURE STATEMENT
FOR YEAR ENDED 30 JUNE 2013

	Note	30 June 2013	30 June 2012	30 June 2011
INCOME				
Fees Received		92,256.18	85,538.05	80,225.65
Grant Income - Projects		380,880.64	387,889.00	355,235.87
Grant Income - Other		23,744.57	27,089.44	78,208.00
Grant Income (20 Yrs)		7,891.45	7,891.45	-
Thrift Shop		33,952.45	37,454.85	35,389.75
Interest Received		3,596.49	7,237.00	4,648.33
Donations		1,415.87	831.00	629.70
Sundry Income		4,079.53	4,045.48	3,554.05
Donation - Rent Subsidy		76,590.00	75,464.00	-
Vehicle Provision Funds		24,000.00	24,000.00	-
		<u>648,407.18</u>	<u>657,440.27</u>	<u>557,891.35</u>
EXPENSES				
Advertising		1,255.72	544.45	860.81
Audit/Bookkeeping Fees		11,724.34	14,187.63	3,966.91
Cleaning		2,165.86	1,076.13	2,816.00
Computer Accessories		90.86	2,821.84	3,029.32
Depreciation	2	41,581.07	34,647.16	11,088.00
Depreciation - Disposals		-	7,261.97	11,229.02
Donations		-	140.90	630.00
Electricity & Gas		6,187.23	5,444.45	4,355.85
Entertainers		1,896.18	1,658.19	669.45
Fundraising Expenses		10,411.80	485.45	489.09
Fuel & Bus Maintenance		8,822.92	7,281.93	4,248.99
HACC Funding Expense		-	26,680.92	5,094.77
Meals/Catering		13,212.41	14,546.33	15,133.68
Postage		397.87	505.33	909.90
Printing & Stationery		4,242.83	3,909.07	2,351.79
Rent Paid		23,580.00	22,812.00	20,670.00
Rent Subsidy		76,590.00	75,464.00	-
Repairs & Maintenance		2,780.98	2,410.74	4,844.87
Resources etc		11,555.53	8,116.49	4,089.42
Staff Training		1,494.43	2,607.45	1,635.64
Subscriptions		636.37	1,475.91	1,138.18
Sundry Expenses		1,567.55	2,931.31	4,886.78
Superannuation		29,396.95	28,247.17	25,978.18
Telephone		2,931.27	2,866.10	4,141.06
Transport		644.83	1,897.52	4,406.76
Vehicle Provision		24,000.00	24,000.00	-
Wages - Administration		48,856.11	54,574.14	61,953.45
Wages - Assistants		152,579.06	126,772.86	105,750.95
Wages - Co-ordinators		128,874.87	137,107.81	116,482.57
Wages - Annual Leave		14,603.09	10,313.39	9,671.78
Wages - LS Leave		2,166.63	2,325.28	13,464.38
Water Cons/Trade Waste		400.08	395.04	571.18
Work Cover		3,422.01	5,006.03	4,457.07
		<u>628,068.85</u>	<u>630,514.99</u>	<u>451,015.85</u>
NET SURPLUS FOR YEAR		<u>20,338.33</u>	<u>26,925.28</u>	<u>106,875.50</u>

The accompanying notes form part of these financial statements

ST DAVIDS UNITING CHURCH NEIGHBOURHOOD CENTRE

DETAILED PROFIT & LOSS STATEMENT (BY ACTIVITY CENTRE) FOR YEAR ENDED 30 JUNE 2013

	TOTAL	GENERAL	LTD HOURS CHILD CARE	I/ACTIVE PARENTING	PREVENT PROGRAM	CISP SALARIES	THRIFT SHOP	HARMONY CLUB	HACC Social Support
INCOME									
Fees Received	92,256	1,209	52,145	6,741	3,016	-	-	26,176	2,970
Grant Income (Programs)	380,881	6,436	17,285	37,700	21,000	35,639	-	192,209	70,612
Grant Income (Other)	23,745	-	-	2,130	-	-	-	21,615	-
Grant Income (HACC 20 Yrs)	7,891	7,891	-	-	-	-	-	-	-
Vehicle Provision	24,000	24,000	-	-	-	-	-	-	-
Rent Subsidy (St Davids Cong.)	76,590	4,642	2,237	9,836	9,836	-	20,842	26,960	2,237
Donations	1,416	325	-	10	12	-	-	1,069	-
Thrift Shop	33,952	-	-	-	-	-	33,952	-	-
Interest	3,596	3,457	-	-	-	-	-	101	38
Fund Raising	4,080	861	840	-	488	-	1,890	-	-
TOTAL INCOME	648,407	48,822	72,507	56,417	34,352	35,639	56,684	268,130	75,856
	648,407								
EXPENSES									
Advertising	1,256	753	88	26	26	-	91	245	26
Audit/B'keeping	11,724	1,044	1,324	948	782	18	1,091	5,614	902
Bank Charges	377	377	-	-	-	-	-	-	-
Cleaning	2,166	1,136	91	190	178	-	-	571	-
Computer Software	91	45	-	45	-	-	-	-	-
Depreciation	41,581	17,414	479	-	-	-	-	20,223	3,465
Electricity & Gas	6,187	788	-	973	973	-	165	2,770	518
Entertainment	1,896	-	-	-	-	-	-	1,883	13
Fuel & Bus Maint	8,823	-	-	-	-	-	-	6,054	2,769
F/Raising Expense	10,412	110	496	2,218	-	-	-	7,587	-
Insurance	1,044	141	-	-	-	-	-	562	341
Meals & Catering	13,212	169	-	-	-	-	-	12,198	846
Postage	398	89	36	18	18	-	109	109	18
Printing & Stat	4,243	980	658	454	319	-	109	1,328	395
Rent Paid	23,580	1,368	768	3,186	3,186	-	6,204	8,100	768
Rent Subsidy	76,590	4,642	2,237	9,836	9,836	-	20,842	26,960	2,237
Repairs & Maint	2,781	693	314	495	236	-	50	902	91
Resources etc	11,556	554	1,450	2,027	714	-	607	4,254	1,949
Staff Training	1,494	242	77	73	-	-	350	752	-
Subscriptions	636	205	-	68	23	-	-	273	68
Sundry Expenses	146	58	-	85	-	-	-	3	-
Superannuation	29,397	63	6,274	2,608	859	1,929	714	13,110	3,840
Telephone	2,931	377	446	527	518	-	-	417	645
Theft/Break-in	-	-	-	-	-	-	-	-	-
Transport	645	178	-	-	-	-	-	222	245
Vehicle Provision	24,000	-	-	-	-	-	-	15,000	9,000
Wages & Salaries	330,310	748	70,276	29,146	9,912	22,417	7,421	146,201	44,189
Wages (A/Leave)	14,603	-	568	685	85	2,740	953	7,978	1,594
Wages (LS/Leave)	2,167	-	174	52	26	732	-	1,095	87
Water Consumption/Waste	400	-	400	-	-	-	-	-	-
Work Cover	3,422	27	848	265	98	266	73	1,442	403
TOTAL EXPENSE	628,069	32,201	87,004	53,927	27,790	28,103	38,779	285,853.5	74,411
	628,069								
NET SURPLUS	20,338	16,620	-14,497	2,489	6,562	7,537	17,905	-17,723	1,446

The accompanying notes form part of these financial statements

ST DAVID'S UNITING CHURCH NEIGHBOURHOOD CENTRE

DETAILED BALANCE SHEET AS AT 30 JUNE 2013

	Note	30 June 2013	30 June 2012	30 June 2011
CURRENT ASSETS				
Harmony/OtherFloats		150.00	575.00	530.00
Prepayments		3,473.29	3,258.62	-
Bendigo Bank - Cheque Acct		148,531.77	144,503.21	50,000.00
Bendigo Bank - MV Acct		48,541.86	24,038.63	-
Bendigo Bank - LSL Account		14,825.55	38,244.03	-
NAB - Cheque Acct		-	-	6,638.94
UCIS Savings Accts		-	-	80,618.60
		<u>215,522.47</u>	<u>210,619.49</u>	<u>137,787.54</u>
NON CURRENT ASSETS				
Property, Plant & Equipment	2	429,647.21	474,469.26	556,017.49
Less Accumulated Depreciation	2	- 55,059.36	- 58,300.34	- 97,939.44
		<u>374,587.85</u>	<u>416,168.92</u>	<u>458,078.05</u>
TOTAL ASSETS		<u>590,110.32</u>	<u>626,788.41</u>	<u>595,865.59</u>
CURRENT LIABILITIES				
Trade Creditors & Accruals		4,572.07	4,000.00	-
Provision For BAS Liability		13,027.09	4,822.88	4,892.39
HACC Equipment Grant (In Advance)		552.45	968.95	11,626.23
HACC Building Grant (20 Years)		7,891.45	7,891.45	7,891.45
HACC Re-prioritised Funds		270.83	1,599.83	9,884.74
HACC Rollover 2012-13		-	19,429.00	-
IP outdoor Grant		-	2,130.02	-
Building Fund Raising		-	-	-
Provision for Annual & LSL		9,295.75	20,545.52	17,529.13
		<u>35,609.64</u>	<u>61,387.65</u>	<u>51,823.94</u>
NON-CURRENT LIABILITIES				
HACC Building Grant (20 Years)		134,154.65	142,046.10	149,937.55
Provision for Long Service Leave		14,825.55	38,172.51	35,847.23
		<u>148,980.20</u>	<u>180,218.61</u>	<u>185,784.78</u>
TOTAL LIABILITIES		<u>184,589.84</u>	<u>241,606.26</u>	<u>237,608.72</u>
NET ASSETS		<u>\$ 405,520.48</u>	<u>\$ 385,182.15</u>	<u>\$ 358,256.87</u>
ACCUMULATED FUND				
Balance Forward - 1 July 2012		385,182.15	358,256.87	251,381.37
Add: Net Surplus For Year		20,338.33	26,925.28	106,875.50
ACCUM FUND - 30 JUNE 2013		<u>\$ 405,520.48</u>	<u>\$ 385,182.15</u>	<u>\$ 358,256.87</u>

The accompanying notes form part of these financial statements

ST DAVID'S UNITING CHURCH NEIGHBOURHOOD CENTRE

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS FOR YEAR ENDED 30 JUNE 2013

1. STATEMENT OF ACCOUNTING POLICIES

The financial statements are a special purpose financial report prepared for use by the members of St David's Uniting Church Neighbourhood Centre. The Committee have determined that the Association is not a reporting Entity and therefore there is no requirement to apply Accounting Standards and other mandatory professional reporting requirements (Urgent Issues Group Consensus Views) in the preparation and presentation of these statements.

The financial statements have been prepared using the historical cost concept and do not take into account changing money values or, except where stated, current valuation of non-current assets. The following is a summary of the significant accounting policies adopted by the Association in the preparation of the financial statements.

(a) Basis of Accounting

The financial statements have been prepared on a historical cost basis using the accruals basis of accounting.

(b) Income Tax

The Association is exempt from income tax pursuant to Section 23(g) of the Income Tax Assessment Act.

(b) Property, Plant & Equipment

Leasehold improvements and equipment are depreciated over their useful lives using both the straight line and diminishing value method of depreciation.

(c) Inventories

Stocks on hand are valued at the lower of cost and net realisable value. Values have been assigned to inventory quantities on hand at balance date using the cost basis.

ST DAVID'S UNITING CHURCH NEIGHBOURHOOD CENTRE

**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR YEAR ENDED 30 JUNE 2013 (CONT'D)**

2. PLANT & EQUIPMENT

Property, plant and equipment are brought to account at cost and are depreciated over their useful lives using both the straight line and diminishing value method of depreciation. A summary of plant & equipment is provided as follows. A detailed asset register of plant and equipment as at 30 June 2013 is also attached on pages 8 to 14.

	<u>Total</u>	<u>General Equipment</u>	<u>LHCC/Hrmy Equipment</u>	<u>Centre Refurb.</u>	<u>Minibus/ Kia Cerato</u>
COST					
Balance at 1 July 2012	474,469	28,306	16,516	347,009	82,638
Adjustment	10,530	10,530	-	-	-
Additions During Year	-	-	-	-	-
Disposals During Year	-	-	-	-	-
	<u>484,999</u>	<u>38,836</u>	<u>16,516</u>	<u>347,009</u>	<u>82,638</u>
ACCUM. DEPREC.					
Balance at 1 July 2012	58,300	17,971	10,631	13,013	16,685
Adjustment	10,119	10,119	-	-	-
Deprec Charge	41,993	10,486	6,145	8,676	16,685
Additions/Disposals	-	-	-	-	-
	<u>110,412</u>	<u>-</u>	<u>-</u>	<u>21,689</u>	<u>33,370</u>
NET BOOK VALUE	<u><u>374,588</u></u>	<u><u>38,836.46</u></u>	<u><u>16,516.00</u></u>	<u><u>325,320</u></u>	<u><u>49,268</u></u>

STATEMENT OF CASH FLOWS
FOR YEAR ENDED 30 JUNE 2013

	<u>30 June 2013</u>		<u>30 June 2012</u>	
Bank Balances - 1 July 2012		210,619.49		137,787.54
Cash In-Flows From Operations				
Receipts From Activities	131,704.03		127,916.15	
Bank Interest Rec'd	3,596.49		7,237.00	
Rent Subsidy Provided	76,590.00		75,464.00	
Vehicle Funds Provided	<u>24,000.00</u>	235,890.52	<u>24,000.00</u>	234,617.15
Cash Out-Flows From Operations				
Payments to Suppliers	- 85,841.07		- 93,878.62	
Payments to Employees	- 411,073.44		- 364,582.32	
Payments to Landlord (Rent)	- 23,580.00		- 22,812.00	
	<u>-</u>	- 520,494.51	<u>-</u>	- 481,272.94
Cash Flows From Financing				
DEET Grant Received (Training)	-		33,050.00	
HACC Grant Received (Blue Care)	262,820.64		255,739.00	
CISP Grant Received (Dept of Comm)	118,060.00		97,880.00	
Transitional Funding Grant (Blue Care)	-		20,649.00	
Community Benefit Grant (Swings & Yard)	440.05		10,277.27	
Rent Subsidy Expended	- 76,590.00		- 75,464.00	
Funds Set Aside (For M/Vehicle)	<u>- 24,000.00</u>	280,730.69	<u>- 24,000.00</u>	318,131.27
Movements in Working Capital				
Increase in GST/PAYG Liability	8,204.21		615.09	
Increase in Creditors	572.07		4,000.00	
Expenses Prepaid	<u>-</u>	8,776.28	<u>- 3,258.62</u>	1,356.47
Bank Balances - 30 June 2013		<u>215,522.47</u>		<u>210,619.49</u>

The accompanying notes form part of these financial statements

St. Davids Neighbourhood Centre

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Programs of St. David's Neighbourhood Centre are supported through funding from:

- Commonwealth Department of Health and Ageing
- Commonwealth Department of Families, Housing, Community Services and Indigenous Affairs
- Queensland Department of Communities, Child Safety and Disability Services
- Queensland Department of Education and Training
- Brisbane City Council
- St. David's Neighbourhood Centre Thrift Shop
- St. David's Uniting Church



