



Narre Community Learning Centre

developing community through learning & support



ANNUAL REPORT 2018

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RTO No: 3977

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ABOUT US

Narre Community Learning Centre, is a Registered Training Organisation. The provision of vocational education is one of our primary objectives. NCLC is committed to quality education and training for all students. Students and clients safety and welfare is of utmost importance. NCLC encourage individuals with disabilities to access funded training. Our educators are fully qualified and we provide up-to-date resources and facilities. Narre Community Learning Centre welcomes any feedback from clients and stakeholders, and is committed to continuous improvement across the entire organisation



OUR TEAM

BOARD OF MANAGEMENT

| | |
|-------------------|---|
| President | Andrea Moody |
| Vice President | Ben Clissold |
| Secretary | Hope Locke |
| Treasurer | Sue Mathieson |
| General Committee | Delene Lynex, Asghar Rawani, Lachlan Beech, Ellen Burns, Kim Lamont. |

STAFF MEMBERS

| | |
|--|-------------------------|
| CEO | Wayne Hewitt |
| Deputy CEO | Sarah Lynch |
| Executive Management Services | Wendy Peck/Donna Dowler |
| Financial Manager | Claire Stedmans |
| Financial Assistant | Rosemary Powell |
| Compliance Manager | Jo Bigley |
| General Manager Youth | Bianca Ellul |
| Welfare Coordinator/Child Safety Officer | Kate Campbell |
| Wellbeing Support | Sarah Dickson |
| General Manager Training & Early Childhood | Tina Bampton |
| Vogue Academy Coordinator | Bronwyn O'Callaghan |
| Youth Administration/Marketing | Brianna Lorenz |
| Youth Administration | Tracie Harrak |
| Youth VETis Administration | Emma Rus |
| Literacy Coordinator/Compliance Assistant | Clea Nicol |
| IT Coordinator | Mark Storey |
| Precal Coordinator | Nic Millwood |
| REPPLOY Coordinator | Trudy Cahill |

OUR TEAM

| | |
|---------------------------------|--|
| Children's Services Coordinator | Sally Wood |
| Children Services Assistant | Leanne Robson |
| Administration Coordinator | Lauren Etherington |
| Administration Officers | Piraki Daniel, Tara Dowler, Leanne Robson. |
| Volunteer Coordinator | Mazz Lafrank/Piraki Daniel |

EDUCATORS

LITERACY

Shashi Kelleppan, Wayne Stevens, Kai Ni Gu.

YOUTH/VET/VETis

Allan Snashall, Bronwyn O'Callaghan, Connie Raniola, Daniella Maloney, Julie Clay, Melinda Brown, Rhys Edwards, Stacey Wilkins, Trudy Scott, Eric Buchler.

YPEP Childcare Support Worker

Donna Stickleton

Education Support Workers

Jordan Knight, Kaitlyn Owen-Tighe,
Courtney Longstaff.

PRESIDENTS REPORT

Firstly I would like to acknowledge the undeniable dedication and contribution of our wonderful NCLC staff, volunteers and members that helped make 2018 possible.

I would also like to thank the Board of Management for their efforts and valuable contribution over the year. It makes the role of President a lot more pleasant when working with such a committed team.

Furthermore, I wish to acknowledge the amazing contributions to the organisation made by Wendy Peck and Mazz Lafrank over the years. Enjoy your well-deserved retirement and from us all -"Thank You"

The 2018 operating year has been one of changes and challenges for NCLC. There have been a number of highlights during the past twelve months, and perhaps one or two disappointments.

Being a relatively positive person, I will quickly acknowledge our disappointments before moving along to the more positive aspects of the past twelve months.

At last year's AGM we reported that we were in the process of applying to become a specialist independent secondary school. A lot of effort and work went on behind the scenes to ensure our application was successful. Unfortunately it wasn't and after the Board met with the VRQA we chose to withdraw the application and try again in the future. In summary, our current processes and procedures, physical attributes and governance were not up to the standard the VRQA demand. However, we have learned a lot from the experience and 2019 is all about ensuring these standards are met and exceeded.

On another matter, our financials don't reflect the amazing work done by the organisation. The declared deficit of \$77,488 was mainly due to a massive investment required to upgrade our internet infrastructure. Over \$70,000 was spent on hardware upgrades and new software licencing required to bring our internet services to a respectable level. Unfortunately, this was not budgeted for and as a result this extraordinary expenditure is reflected in the 2018 actuals. On a good note, we are now set-up with good internet infrastructure and speed that should allow us to grow into the future.

Turning, now, to more positive events and accomplishments during 2018:

Officially as of today the centre has a new name Foundation Learning Centre. Numerous hours have been spent by many ensuring that our new name represents who we are and what we do. Our new name will allow us to grow beyond our geographical limits and bring a new refreshed up-to-date look to our organisation. There are many to thank for on this project but I would like to say a special thank you to Tina Bampton who has done a magnificent job co-ordinating this monumental task.

PRESIDENTS REPORT

With financial viability our aim, numerous staff members as well as I and our wonderful treasurer, Sue Mathieson, were involved in dissecting every aspect of the organisation in order to create a Master Budget for 2019. We are confident that our budget process was robust and our emphasis was and is to deliver a surplus for 2019. We will closely monitor budget vs actuals each month to ensure we stay on track but most importantly to ensure we can take quick action should we be off-track.

And of course there are also many wonderful stories of student successes, too many to mention here! I had the privilege to attend my first Graduation Ceremony later last year and I was so impressed by the results attained and the way our students conducted themselves. It warms my heart that these students can walk away with their heads held high knowing that anything is possible.

I am sure there are many other highlights that are worthy of mention here but I must keep this report brief.

Finally, as of this evening, I am wrapping up my first term as President of NCLC. I want to take this opportunity to say "Thank You" to those who have helped me feel that I have contributed positively. I have enjoyed my first year tremendously and I am looking forward to the year ahead.

Andrea Moody

CHIEF EXECUTIVE OFFICER

This will be my last annual report as CEO of the organisation. I told you last year that there was to be a transition to a new CEO from 1 January 2019, but the gods intervened in the loveliest way possible. Sarah Lynch, the CEO designate, went on maternity leave and returns in May as the mother of 2 beautiful children, Isla and Ivy. This, of course, required a change of plans and the transition to new leadership will occur that little bit later than was envisaged. Unfortunately, I will not be present at the AGM this year. Sadly because it is my last as CEO, but happily, because I will be in Perth for the birth of our first grandchild. Della and I have been eagerly awaiting this for years, so we are tremendously excited! By the time you read this, we expect the child will be born and I will try to get the news to the meeting. Sarah will be the CEO delegate for the evening.

2018 was a difficult year for the organisation. We had placed a considerable amount of time and energy into our application to become an independent school for the senior secondary part of what we do. I want to thank everyone who was a part of the process and pay tribute to the broad range of people who were part of that journey. Sadly, our application fell well short of the required standard with the end result that we withdrew our application. I feel particularly responsible for the outcome and want to apologise to the community and in particular, the people who attended the meeting with the VRQA where the shortcomings in the application were forcefully pointed out.

Financially, our operations for the year resulted in a deficit although, at the time of writing this, the audited outcome is not yet known. This places great pressure on the organisation to rectify this outcome, as our continued contract with the State Government depends on us posting surpluses in at least 2 of any 3 years. What has come to light through this is that our financial success is aligned with employment costs. The difficulty arises because our service to the community is dependent on our staff. Our students are often disadvantaged in an educational sense and require more support than others. This support is provided by staff and the difficulty arises because the funding we obtain does not match the support level required by many of our students. As a result, we are always trying to juggle our human resources to provide the best possible outcomes for our students. For 2018 we got it wrong, resulting in a deficit. We will reload and realign and be back to surplus in 2019.

We had a new Board for 2018. The new members played a very active role in the organisation and challenged the management and staff to consider much more than we had become used to. This was at times a difficult journey, but the end result will be a much better informed staff on a range of issues that are very important for the organisation moving forward. I want to thank the members of the Board for the time and effort they have put into the organisation during 2018 and look forward to working closely with them again in 2019. I feel sure that I speak for all the staff when I say thanks to the Board under the leadership of Andrea for their input this past year and the challenges they have presented to us all, the issues addressed and the ideas, concepts and input they have provided in the quest for greater knowledge and understanding of what makes this organisation tick.

It wasn't all doom and gloom though. There were a number of wonderful things that happened during 2018. One of the more exciting things was the process that has been followed over the last few years to reinvent ourselves from a branding perspective. The Board and staff have driven this process and the outcome is very pleasing. This should be clearer to you by the end of the meeting tonight.

Can I please encourage you all to read the area reports from the managers? It is often forgotten that the scope of the service we provide ranges from the very young, pre-kinder programs to the elderly. We have also introduced a young parent's education program to allow pregnant students and young mother to complete their studies with their baby or toddler close by. Some of the stories are remarkable, from this and all our programs and I recommend those reports to you.

I have been banging on about the staff quite a lot and I need to take this opportunity to recognise the effort and commitment of all our staff and volunteers. As I have mentioned, our service depends on people to deliver the goods and our staff and volunteers are second to none in doing this work. Our volunteers, including the Board, allow the staff to concentrate on our students safe in the knowledge that some of the tasks they otherwise would need to focus on are completed by competent volunteers who share the passion for the students and the work.

Could I please take this opportunity to single out a couple of staff for special mention? Wendy Peck and Mazz LaFrank have been involved in this organisation for nearly 40 years each. They both have handed in their Working with Children's Checks at the end of 2018 and entered the world of retirement. On behalf of the organisation and the wider community, I want to thank both those ladies for their commitment to our work and wish them all the best for the future. We will certainly miss them, but I have a suspicion that we may see them around the neighbourhood.

Finally, I want to thank my wife, Della. Doing this job has been a privilege and is a significant commitment. Without the support of Della, I could never have even started that journey, let alone get to this point!! She has ridden the bumps with me and kept me focused on what is important. By doing so, she has been one of the best supporters of Narre yet has rarely even set foot in the place! Thank you Della.

Wayne Hewitt



COMPLIANCE

Department Summary

The compliance area ensures all legal requirements pertaining to our regulatory bodies, in particular those pertinent to our Registered Training Organisation (RTO) and Non-School Senior Secondary Education Provider statuses, are adhered to and continuously improved. These regulations include, but are not limited to, the requirements of the AQTF, VRQA, Skills First Funding contract obligations and the Education Reform Act.

2018

All compliance related documents have been uploaded to a new on-line Compliance and Document Management System called Novacore. The Board of Management, staff and volunteers are able to access relevant documents through this system.

The 2018 Skills First Non-TAFE internal audit was completed and an improvement plan was developed and implemented for any non-compliances identified. The Higher Education and Skills Group (HESG) of the Department of Education (DET) conducted a site audit for the 2018 - 2019 funding contract during 2018. This resulted in a number of processes being reviewed as well as the modification or development of a number of forms and procedures. Our final report to the Department is due by June 2019.

As at April 2019 all trainers/educators delivering into accredited courses and qualifications will be required to have successfully completed the unit TAEASS502 Design and Develop Assessment Tools. In an effort to ensure this requirement is met many staff have already enrolled and completed this unit.

An application for amendment to scope for the addition of the qualification ACM20117 Certificate II in Animal Studies was submitted to the VRQA in November 2018. This application was successful and students will commence this course in the VET in Schools area early in 2019.

2019 is shaping up to be a busy year with the re-registration of our Non-School Senior Secondary Registration due in December. Our current 2018 - 2019 Skills First Funding Contract will also come to an end in December 2019 meaning that there will be a large amount of work required to apply for our next contract.

Joanne Bigley

YOUTH DEPARTMENT

Overview

The Youth Department provides young people between the ages of 13-20 years a chance at getting an education in a self-paced and individualised learning environment. The department runs nationally accredited and recognised alternative education programs. Our classes provide individual attention and use relevant learning principles with a youth focus to keep young people interested in achieving their goals.

The underlying values of our programs are to maintain a focus on changing our student's attitudes and perception around learning. We strive to create an environment where students can achieve success and this is done by providing smaller class sizes, building strong relationships with students and applying flexible learning principles.

We have a Welfare support team that consists of a Welfare Coordinator and 2 welfare support team members. The welfare team provide one on one support for all student's and provide professional referrals for the students when needed.

During 2018 the Youth Department enrolled over 140 Youth students.

Our PreCAL partnership with Fountain Gate Secondary College has been a great success and we appreciate the support and strong connection we have with them, in particular Assistant Principle Neil Uwins and PreCAL Coordinator Rob D'Angelo.

2019 brings us a fantastic new PreCAL program from Cranbourne East Secondary College. We look forward to building a strong, supportive relationship with Cranbourne East and we welcome them on board.

On the 4th of December 2018 we held our Annual Youth and VETiS Graduation and had over 450 people attend the ceremony. This night is always a success and it's always a wonderful way to recognise the amazing achievements our young people have completed during the year.

I would like to thank all the NCLC staff, BOM representatives and key stake holders that attend the night. I would also like to thank the Vrieze family and Geoff and Lea from Pro Team Management who kindly donate and sponsor some of our Youth Scholarships. Your support and kindness really benefits the winners of these Awards.

YOUTH DEPARTMENT

We saw 2018 bring a lot of changes to the Youth Department with some staff leaving and new staff coming on board. I was made General Manager of the Youth Department and commenced this role at the end of Term 2. After being Assistant Youth Manager for over 6 years and starting as Welfare Coordinator 11 years ago, I welcomed the challenge and the opportunity to grow.

I would like to thank Wayne Hewitt and Sarah Lynch for all their support while transitioning into this role and for believing in me.

Overall I would like to thank everyone who supports and gives time to the Youth Department. In particular I would like to thank and make people aware of the tireless effort and work that the Youth educators do on a regular basis, without your dedication and outstanding work we wouldn't be able to run such successful youth programs.

Bianca Ellul
General Manager - Youth



VETiS

The VETiS Department offers nationally accredited qualifications to students from a variety of secondary schools within the Southern Metropolitan Region. Students are enrolled in years 10, 11 and 12 and are completing VCE (Victorian Certificate of Education), VCAL (Victorian Certificate of Applied Learning) or mainstream Year 10.

Our numbers were higher in some classes and slightly lower in others in 2018. We have worked again this year in partnership with SELLEN to market our VETiS program. The coordination of the VETiS program has been undertaken by Tina Bampton with Emma Rus as VETiS Administration Assistant.

Our VETiS program employed six staff to teach in each of the VETiS courses that are set out below. Bron O'Callaghan re-engaged as the Certificate II in Salon Assistant trainer towards the end of term 3. The existing staff were Stacey Wilkins, Melinda Brown, Mark Storey, Daniella Maloney, Allan Snashall; and new to the team for this year was Kelly Bunting in Early Childhood Education and Care.



Our educators also engaged students in practical, 'hands on' learning to support the students in class. A number of students had additional learning needs that the VETiS staff were able to assist to gain valuable qualifications.

Our partnering Home Schools are as follows:

Berwick Secondary College
Kambrya Secondary College
Dandenong High School
Koo Wee Rup Secondary College
Alkira Secondary College
Lyndale Secondary College
Keysborough Secondary College
Westall Secondary College

Pakenham Secondary College
Lyndhurst Secondary College
Cranbourne Secondary College
St Peters College
Hampton Park Secondary College
Narre P-12 College
Maranatha Christian College
Cranbourne East Secondary College

VETiS

Students enrolled in 2018 were as follows:

| COURSE | STUDENT NUMBERS BEGGINING 2017 | STUDENT NUMBERS BEGGINING 2018 | STUDENT NUMBERS END OF 2017 | STUDENT NUMBERS END OF 2018 | NUMBER OF STUDENTS RECEIVING FULL QUALIFICATION 2017 | NUMBER OF STUDENTS RECEIVING FULL QUALIFICATION 2018 |
|--|---------------------------------|--------------------------------|-----------------------------|-----------------------------|--|--|
| Certificate II in IT | 15 students | 14 Students | 10 students | 13 Students | 10 students | 11 Students |
| Certificate III in IT (partial completion) | 14 students | 12 Students | 12 students | 10 Students | 12 students (partial completion) | 10 Students |
| Certificate II in Retail | 21 students | 20 Students | 17 students | 16 students | 16 students | 16 Students |
| Certificate II in Business | 18 students | 21 Students | 13 students | 15 Students | 13 students | 15 Students |
| Certificate II in Community Services | 23 students | 23 Students | 14 students | 21 Students | 12 students | 19 Students |
| Certificate III in Early Childhood Education and Care 1 st year | 11 students | 13 Students | 11 students | 11 Students | Continuing in 2018 | 3 Students |
| Certificate III in CEC 2 nd year | No 2 nd Year in 2017 | 4 Students | | 4 Students | | 4 Students |
| Certificate II in Salon Assistant | 14 students | 17 Students | 8 students | 16 Students | 8 students | 16 Students |

A big thank you again to Sarah Lynch for all her ongoing support with the VETiS program as well as the VETiS Educators who are professional, supportive and create innovative classrooms. Also thanks to Emma Rus her ongoing assistance in the administration area. We look forward to providing quality, inspiring and dedicated training again in 2019.



Tina Bampton
VETiS Coordinator

YOUNG PARENTS EDUCATION PROGRAM

The Young Parents Educational Program (YPEP) commenced in February of 2018. YPEP is aimed at pregnant students and mothers aged from 13 to 24 years to complete their schooling with their baby in the room. Babies up to 18 months of age can be catered for and a Childcare Support Worker is in the room alongside an Educator (who has a background in early childhood) to assist the students with the day to day care of the baby. The curriculum has early childhood/parenting focus. Role modelling and wellbeing support underpins the program.

With a grant from Casey Cardinia Foundation and an anonymous donation we were able to set up a specific room to engage young parents in education.

SELLEN provides funding to run a Mothergoose program delivered by an external organization called Parentease which engages parents and babies in singing and storytelling without the aids of books and instruments. This program has enriched the students and allowed them to gain knowledge on how to engage with their babies.

The YPEP program is also supported by a Consortium of professionals from the following organisations:

- SELLEN
- Department of Education
- Windermere Child and Family Services
- Monash University
- Therese Mulcahy, Windermere
- City of Casey Best Start Program
- Centrelink
- City of Casey Youth Counselling
- Headspace
- Anglicare
- YMCA
- Skillinvest



The program had 13 students enrolled throughout the year with two students completing their VCAL Senior Certificate at the end of the year. We had 3 students withdraw and the remainder of students have enrolled in 2019 to continue.

I would like to thank Wayne Hewitt, Sarah Lynch and the Board of Management for their support and commitment to this amazing and well needed program. Also a huge thanks to Melinda Brown, Daniella Maloney and Donna Stickleton for their great work within the classroom with our young mums.

CHILDRENS SERVICES

The Children's Services Department comprises of two areas, Funtime and Playgroup.

Playgroup

Playgroup offers families the opportunity to come to the service with their children. The parents, grandparents or guardians come and stay for the session with the child. They all participate in planned activities together. The aim of the program is to provide activities and experiences for the children to participate in with their parent/caregiver.



The families enjoy the experiences provided and get an understanding of how children learn through play. The session includes indoor and outdoor play experiences and a snack time. Children are learning social skills, independence, self-help skills and about working together in a group setting. They are also developing their cognitive skills, their expressive and receptive language, physical skills (fine and gross motor) as well as spatial awareness, balance and muscle control.

The program is aimed at families to encourage parents/caregivers to enjoy the experiences with their children and for the children to further develop holistically.

Funtime

This is a Pre-Kinder program where children 3-4 years of age come to learn, share, develop and grow. The aim is that the children will feel comfortable leaving their parents whilst in this setting.

The environment is nurturing and friendly, with emphasis on learning through play. The educators provide a stimulating educational program for the children, based on their knowledge of child development. Children will be able to participate in creative and interesting activities that will enhance their development in all areas, including motor skills, cognitive development, language skills and social development.



Over the year, the children have developed new skills in many areas. They have gained confidence and have learned to make friends and work together socially. Children with English as their second language have dramatically improved their language skills throughout the year. The program has also included some 'special occasion days' such as pyjama day, crazy hair day, grandparents/special person's day. These days are enjoyed by children and families alike.

CHILDRENS SERVICES

This year we also extended our hours to try and cater to more families. Our full day is 9.30-2.30 on Wednesday which many families have embraced. We will look into extending these hours further in 2019.

During 2018, the outdoor area had a major leak which took nearly two terms to be rectified. We have had a change to this area and improvements have been made. We look forward to continuing this work in 2019. Well done to staff Jenny Collins and Leanne Robson on presenting a great program each and every week.

Tina Bampton
General Manager Training and Early Childhood



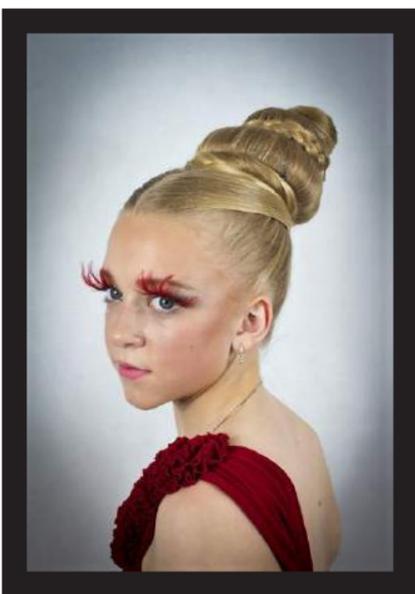
VOGUE ACADEMY

2018 saw the commencement of Vogue Academy the Hairdressing Department of NCLC. Vogue commenced offering the Full Time Certificate III in Hairdressing Institution Pathway. The year started with five student enrolments and grew to ten with some of these students not completing the entire course.

The open salon of Vogue ran smoothly with the long hours on a Thursday to represent true salon hours. This enabled students to work in a real salon atmosphere and develop skills to support this.

Some compliance issues were identified during the year and in August we had a change in staff member. There was a huge response to the advertised position and two new trainers joined the Vogue team, working across four days both bringing a variety of strong qualities and experience to the team.

The 2018 year was finished off with a professional photoshoot which covered three learning outcomes but also incorporated many of the skills the students had learnt throughout the year. This was an amazing day with students exceeding not only their own expectations but the staffs as well. This was 100% supported by volunteer photographers, makeup artists and staff.



Moving forward Vogue Academy is looking forward to many more of these opportunities that help the students with their skills and education to showcase Vogue's quality program.

In July of 2018 I was officially appointed the Coordinator of Vogue Academy.

I have welcomed this opportunity and look forward to Vogue Academy becoming a first choice with Apprentices and other students looking to complete the course.

Bron O'Callaghan
Vogue Academy Coordinator

LITERACY

Over 2018, we delivered our Reading, Writing and Communication Skills and Life Skills for Community Living courses on-site, which were well-attended and found valuable by our students. Our partnerships with Gleneagles Secondary College and Hillsmeade Early Learning Centre to deliver our English for Parents programs continued and we thank these organisations for their strong commitment. The total number of students enrolled in our pre-accredited programs was 39. During the year 3 of our students found employment.

Our students who had enrolled in our Course in Initial General Education for Adults in 2017 completed their course with good results early in the year. Some students enrolled in our new Certificate I in General Education for Adults (Introductory) course, but unfortunately we were not able to continue delivering this program due to low student numbers.

Donna Dowler and I have begun to work together in the pre-accredited space to prepare learners to develop individual training pathways. One barrier that became apparent was isolation due to cultural background, limited English language skills, unemployment and age. We established our new Breaking Barriers community group to empower and support people through participation in enjoyable social activities. Eventually, the group will run independently and access pathway opportunities to programs offered by NCLC.

We also identified a gap in the entry level administration skills set of our volunteers. To bridge this gap, we offered a new Basic Administration Skills course. Our aim was to offer a quality basic training course for our volunteers and other members of the community who wished to gain entry level skills to work in an office environment. The course was well attended and very successful. As a result of this, this course has become part of the pre-accredited services that we regularly offer.



Highlights included our multicultural Harmony Day lunch and restaurant day coordinated by Shashi Kelleppan. Wayne Stevens' Life Skills for Community Living class visited our wonderful new community facility, Bunjil Place, as part of the International Day for People with Disability celebrations.

The Restaurant of the Vibrant Class of Literacy was a hugely successful event for the Reading, Writing and Communication Skills class.

The students turned their classroom into a lovely restaurant with decorations, Powerpoint presentations and tables set up with menus and more beautiful handmade decorations.

Staff members were treated to a delicious 3 course multicultural lunch, prepared by the students. The students' customer service was impeccable! It was a highly creative and enjoyable way of addressing the development of required employability skills.

LITERACY

In the area of Compliance, my work as Compliance Assistant mainly involved updating and maintaining information on our data management system, Novacore, and supporting Jo Bigley (Compliance Manager), staff and educators with various processes, such as internal audits.

Acknowledgements

I would like to thank the Board of Management, Wayne Hewitt, Jo Bigley, Donna Dowler and the staff for their support. I would especially like to thank our Literacy Educators, Shashi Kelleppan, Kai Ni Gu and Wayne Stevens and our volunteers, Meyri Incegul, Ieng Hout Te and Debbie Derry, for their continued dedication and sense of humour! I would also like to acknowledge the work done by Brianna Lorenz, our Basic Administration Skills course Educator, Outlook, Gleneagles Secondary College and Hillsmeade Early Learning Centre throughout the year.

Clea Nicol
Literacy Manager



Annual Activities:

- **Client active external caseload** -17
- **Exits** - 8 due to NDIS funding impacts
- **NCLC Internal direct** - 4
- **Intakes / waiting list** - 4 new - Improved daily living
- **Intake / inquiries External client catchment area**
Uniting, Well Ways PIR, Mentis Assist, Yarrabah, NCLC siblings, previous Repploy service, Oz Child, DHHS, Ablelink, Direct word of mouth.
- **Youth and welfare support NCLC**
Welfare-student de-escalation and classroom refusal, Student BOC, Classroom support and observations of 9 students - interaction styles, impacts and concerns, strategies and intervention identification and implementations.
- **ACFE workshops**
“Intro to Admin”, Getting on in the Workplace” - researched, designed and developed, implement 4 x each annually.
- **NDIS Registration/ research**
Requirements and research for viable access, requirements for registration, policies and procedures research, design and development.
- **Program support policies & service agreements**
Designed and developed, overhauled to reflect NDIS future and present requirements.
- **Professional development** -Education / welfare support, Undertaking and completion of TAE VET component, undertaking of Diploma of Counselling FT 18hrs weekly for 12months.
- **Marketing**
Email and website, word of mouth, professional ASD schools networking, youth network, Des providers and disability day placement services, disability Expo, social media.



- **Administration duties**

Service plan development maintenance, resources, finance, case notes, support letters, appointment booking. Archiving, behaviour management plans, finance re-cooperation on outstanding / NDIS funded clients. Repploy internal program audit, service agreements, Organisational agreement.

- **Concerns**

Current impacted NDIS funded clients- although as of March 2019 this is starting to grow with providers, self-plan managed and plan managers through participant payment direct to NCLC and then participant claim from NDIS.

Marketing / support of non-youth organisational department's monthly meetings for brainstorming, continuous improvement of programs and cross marketing.
Meeting NDIS funding registration requirements and overall program revenue growth-
Counselling professional development.

- **Good News stories emails/ feedback received**



"What amazing news!!!! You are a superstar!!!! I am so incredibly pleased that has made this step, and thank you for taking the risk of speaking about schizophrenia." L

"Hi Trudy, What a fabulous session withtoday, I was absolutely blown away, she usually won't talk to people she has just met!!! Thank you so much." E

Trudy Cahill

REPPLOY Program Coordinator

ADMINISTRATION

In 2018, the demands, the challenges and rewards continued to grow in Administration department as we continued to be the centre of the NCLC world.

Piraki, Tara and I have been the face of the organisation to all the community. Whether it be to our youth students, the three year old Funtime children, or our more senior members of NCLC off for their walk and coffee stop. Some people come by in search of activities or support programs for their family. Others come in for a chat.



Our work this year and become more involved with the different areas of the organisation, being the direct administrative support for a number of areas.

NCLC is continuing to evolve, and this year was no exception. As community demands change and evolve, so does the challenge to try and meet these needs, whatever they may be. A focus for us this year is connecting with the community in reflecting their needs either for social group or training. Clea Nicol and I have done a lot of work in this space, and the results are now starting to take shape.

There is a consistent demand for computer courses, Food Safety and RSA. Support Groups such as the Share & Care, The Walkers, The Craft Group and The Slimmers Group are still very popular. Cake Decorating classes continue to be popular but we are always on the lookout for more neighbourhood house programs that the community will come out at night, for due to our room limitation during the day.



As always, our wonderful volunteers are a huge asset. I would like to thank all our admin volunteers for all their work and great company. Thanks to Mazz Lafrank, for her ongoing support and wisdom, and to Piraki who has taken over this important role as of 2019.

During the day, the centre is bursting at the seams with all rooms full of classes and activities. In the evenings, the noise of the community groups fill the centre, whether it be room hirers, The Toast Masters, The Berwick Seniors Group, Square Dancing, Karate or seminars and workshops.

ADMINISTRATION

Community groups and families continue to hire the hall on weekends. In 2018, the hall was filled with 1st birthdays, community days, family events, annual award evenings and we are now the home of the annual Deza-Con pop culture expo.

As of 2019 I handed over my role as Administration Manager to Lauren Etherington and wish her well. I have stepped into legendary shoes of Wendy Peck who announced her retirement in 2018. I will continue to the best of my ability of keep the values and heart of the organisation afloat in the community as we move from Narre Community Learning Centre to Foundation Learning Centre in 2019.

I would like to give a huge thank you to Wendy Peck and Mazz Lafrank for all their guidance, support and wisdom, especially over the last year.

Donna Dowler
Administration Manager

In early March, I was given the opportunity to join the Narre Community Learning Centre; and take on the rewarding role of leading the administration team. The future is very bright and I can't wait to see this fabulous precinct grow and develop over the next year. Thanks to all of the staff and volunteers for making me feel so welcome and embracing change.

2019 has seen the start of the first stages of rebranding to Foundation Learning Centre. It is an exciting time to introduce a new logo, new name and an even more professional presence in an ever emerging market. Within the roll out of the new business presence, we can assure you that the friendly faces, caring support and professionalism will remain of a very high standard from the administration team working within the reception office.

Lauren Etherington
Administration Manager

VOLUNTEERS

The Narre Community Learning Centre (NCLC) is renowned for being a bustling hub that actively supports the Casey community through our educational, support group as well as volunteer/support worker programs. Our support workers (volunteers) are an integral part of the centre and we acknowledge their contribution to the success of this organisation. This has been due to tireless work and passion of Mazz Lafrank for many years.



We currently have 27 support workers currently serving at our centre, 9 of them being part of our board of management. 2 of our volunteers have just finished up with us but we still have 8 clients on our waiting list.

I commend our current volunteers for the dedication to their support roles. A majority of our volunteers are coming in at least twice a week. There is such a willingness to not only support the staff in all the different departments but to also be involved as required.

The areas that have benefited from a support worker so far are as follows;

| Department | Number of Support Workers | Waitlisted support workers |
|--------------------------------|---------------------------|--------------------------------|
| Administration Support | 7 | 2 |
| Funtime Support | 6 | - |
| REPPLOY Admin Support | 1 + Admin Support Staff | - |
| Literacy Support | 3 | - |
| Maintenance | 1 | 2 |
| Youth Support | - | 2 (passed on to Youth Manager) |
| IT Support | - | 2 |
| Compliance Support | Admin Support Staff | - |
| Neighbourhood Programs Support | Admin Support Staff | - |
| Board of Management | 9 | - |

VOLUNTEERS

Our NCLC Volunteers web page has recently been updated, Mark (IT) is working on an online system that could help with the management of volunteers. The Casey council has approved for a grant of \$1100 which is to be allocated to a first aid and computer training for some of our volunteers by June 2019. Another noticeable change is that, two of our current volunteers are involved in the coordinating of our support groups, namely Share and Care, Breaking Barriers and possibly a knitting group in Term 2, 2019.

The coordination of this area is very much still a work in process. There is lots of room for improvement with regards to registration, marketing, induction and training of our volunteers. I will be looking in to linking with South East Volunteers to manage the induction processes as well as more free training and funding opportunities to help with the professional development of our volunteers.

Furthermore, thank you to all NCLC staff for your patience and ongoing support with myself and our volunteers.

NARRE COMMUNITY LEARNING CENTRE INC.
A.B.N. 36 809 112 033

**FINANCIAL STATEMENTS
FOR THE YEAR ENDED
31 DECEMBER 2018**

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NARRE COMMUNITY LEARNING CENTRE INC.
A.B.N. 36 809 112 033

STATEMENT OF PROFIT OR LOSS AND OTHER COMPREHENSIVE INCOME
FOR THE YEAR ENDED 31 DECEMBER 2018

| | Note | 2018 \$ | 2017 \$ |
|--|------|-----------------------|-----------------------|
| Government funding | | 1,058,581 | 983,375 |
| Other revenues | 3 | 779,733 | 778,413 |
| Enterprise expenses | | (671) | (3,071) |
| Learning expenses | | (173,578) | (117,657) |
| Employment expenses | 4 | (1,515,009) | (1,393,919) |
| Infrastructure expenses | 4 | (226,544) | (221,196) |
| Surplus (Deficit) before income tax | 4 | <u>(77,488)</u> | <u>25,945</u> |
| Retained earnings at the beginning of the financial year | | 390,331 | 364,386 |
| Surplus (deficit) attributable to the association | | <u><u>312,843</u></u> | <u><u>390,331</u></u> |

The accompanying notes form part of these financial statements.

NARRE COMMUNITY LEARNING CENTRE INC.
A.B.N. 36 809 112 033

STATEMENT OF FINANCIAL POSITION
AS AT 31 DECEMBER 2018

| | Note | 2018 \$ | 2017 \$ |
|--------------------------------------|------|-----------------------|-----------------------|
| ASSETS | | | |
| CURRENT ASSETS | | | |
| Cash and cash equivalents | 5 | 595,260 | 619,535 |
| Trade and other receivables | 6 | 32,706 | 32,954 |
| Other current assets | 7 | 7,777 | 9,237 |
| TOTAL CURRENT ASSETS | | <u>635,743</u> | <u>661,726</u> |
| NON-CURRENT ASSETS | | | |
| Property, plant and equipment | 8 | 36,159 | 41,763 |
| TOTAL NON-CURRENT ASSETS | | <u>36,159</u> | <u>41,763</u> |
| TOTAL ASSETS | | <u>671,902</u> | <u>703,489</u> |
| LIABILITIES | | | |
| CURRENT LIABILITIES | | | |
| Trade and Other Payables | 9 | 54,969 | 37,734 |
| Borrowings | 10 | 8,275 | 16,551 |
| Provisions | 11 | 191,401 | 223,925 |
| Other current liabilities | 12 | 40,987 | 12,191 |
| TOTAL CURRENT LIABILITIES | | <u>295,632</u> | <u>290,401</u> |
| NON-CURRENT LIABILITIES | | | |
| Borrowings | 10 | 22,757 | 22,757 |
| Provisions | 11 | 40,670 | - |
| TOTAL NON-CURRENT LIABILITIES | | <u>63,427</u> | <u>22,757</u> |
| TOTAL LIABILITIES | | <u>359,059</u> | <u>313,158</u> |
| NET ASSETS | | <u><u>312,843</u></u> | <u><u>390,331</u></u> |
| EQUITY | | | |
| Retained earnings | 13 | 312,843 | 390,331 |
| TOTAL EQUITY | | <u><u>312,843</u></u> | <u><u>390,331</u></u> |

The accompanying notes form part of these financial statements.

NARRE COMMUNITY LEARNING CENTRE INC.
A.B.N. 36 809 112 033

STATEMENT OF CHANGES IN EQUITY
FOR THE YEAR ENDED 31 DECEMBER 2018

| Note | Retained earnings \$ | Total \$ |
|------------------------------------|-------------------------|----------------|
| Balance at 1 January 2017 | 364,386 | 364,386 |
| Profit attributable to members | 25,945 | 25,945 |
| Balance at 31 December 2017 | 390,331 | 390,331 |
| Profit attributable to members | (77,488) | (77,488) |
| Balance at 31 December 2018 | 312,843 | 312,843 |

The accompanying notes form part of these financial statements.

NARRE COMMUNITY LEARNING CENTRE INC.
A.B.N. 36 809 112 033

STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 31 DECEMBER 2018

| | 2018 \$ | 2017 \$ |
|--|-----------------|-----------------|
| CASH FLOWS FROM OPERATING ACTIVITIES | | |
| Receipts from community | 687,105 | 679,062 |
| Government funding | 1,058,580 | 983,375 |
| Interest received | 8,526 | 8,778 |
| Donations received | 2,890 | 750 |
| Other income | 81,155 | 81,345 |
| Payments to suppliers and employees | (1,862,531) | (1,658,057) |
| Net cash provided by (used in) operating activities | (24,275) | 95,253 |
| CASH FLOWS FROM INVESTING ACTIVITIES | | |
| Payments for plant and equipment | - | (41,047) |
| Net cash provided by (used in) investing activities | - | (41,047) |
| Net increase (decrease) in cash held | (24,275) | 54,206 |
| Cash at beginning of financial year | 619,535 | 565,329 |
| Cash at end of financial year | 595,260 | 619,535 |

The accompanying notes form part of these financial statements.

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2018

The financial statements cover Narre Community Learning Centre Inc. as an individual entity. Narre Community Learning Centre Inc. is a not for profit association incorporated in Victoria under the Associations Incorporation Reform Act 2012 ('the Act').

The principal activity of the Association for the year ended 31 December 2018 was the provision of education.

The functional and presentation currency of Narre Community Learning Centre Inc. is Australian dollars.

The financial report was authorised for issue by the Committee of Management.

Comparatives are consistent with prior years, unless otherwise stated.

1 Basis of Preparation

The financial statements are general purpose financial statements that have been prepared in accordance with Australian Accounting Standards, Australian Accounting Interpretations and the other authoritative pronouncements of the Australian Accounting Standards Board, the Act and the Australian Charities and Not-for-profits Commission Act 2012.

The financial statements have been prepared on an accruals basis and are based on historical costs modified, where applicable, by the measurement at fair value of selected non current assets, financial assets and financial liabilities.

Significant accounting policies adopted in the preparation of these financial statements are presented below and are consistent with prior reporting periods unless otherwise stated.

2 Summary of Significant Accounting Policies

Income Tax

The Association is exempt from income tax under Division 50 of the Income Tax Assessment Act 1997.

Narre Community Learning Centre Inc. was endorsed on 27th June 2000 as an Income Tax Exempt charitable entity by the Australian Taxation Office and is therefore exempt from paying income tax under Subdivision 50-B of the Income Tax Assessment Act 1997.

Cash and Cash Equivalents

Cash and cash equivalents comprises cash on hand, demand deposits and short-term investments which are readily convertible to known amounts of cash and which are subject to an insignificant risk of change in value. Bank overdrafts also form part of cash equivalents for the purpose of the statement of cash flows and are presented within current liabilities on the statement of financial position.

Accounts Receivable and Other Receivables

Accounts receivable are recognised initially at the transaction price (i.e. cost) and are subsequently measured at cost less provision for impairment. Receivables expected to be collected within 12 months of the end of the reporting period are classified as current assets. All other receivables are classified as non-current assets.

At the end of each reporting period, the carrying amount of accounts receivable and other receivables are reviewed to determine whether there is any objective evidence that the amounts are not recoverable. If so, an impairment loss is recognised immediately in statement of comprehensive income.

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2018

Property, Plant and Equipment

Each class of plant and equipment is carried at cost less, where applicable, any accumulated depreciation and impairment.

Costs include purchase price, other directly attributable costs and the initial estimate of the costs of dismantling and restoring the asset, where applicable.

Plant and equipment

Plant and equipment are measured using the cost model.

Depreciation

Plant and equipment is depreciated on a straight line basis over the assets useful life to the Association, commencing when the asset is ready for use.

The estimated useful lives used for each class of depreciable asset are shown below:

| Fixed Asset Class | Depreciation Rate |
|---------------------|-------------------|
| Plant and equipment | 20-40% |

At the end of each annual reporting period, the depreciation method, useful life and residual value of each asset is reviewed. Any revisions are accounted for prospectively as a change in estimate.

Impairment of Non-Financial Assets

At the end of each reporting period the association determines whether there is an evidence of an impairment indicator for non-financial assets.

Where this indicator exists and regardless for goodwill, indefinite life intangible assets and intangible assets not yet available for use, the recoverable amount of the asset is estimated.

Where assets do not operate independently of other assets, the recoverable amount of the relevant cash-generating unit (CGU) is estimated.

The recoverable amount of an asset or CGU is the higher of the fair value less costs of disposal and the value in use. Value in use is the present value of the future cash flows expected to be derived from an asset or cash-generating unit.

Where the recoverable amount is less than the carrying amount, an impairment loss is recognised in profit or loss.

Reversal indicators are considered in subsequent periods for all assets which have suffered an impairment loss, except for goodwill.

Financial Instruments

Financial instruments are recognised initially using trade date accounting, i.e. on the date that association becomes party to the contractual provisions of the instrument.

On initial recognition, all financial instruments are measured at fair value plus transaction costs (except for instruments measured at fair value through profit or loss where transaction costs are expensed as incurred).

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2018

Loans and receivables

Loans and receivables are non-derivative financial assets with fixed or determinable payments that are not quoted in an active market. They arise principally through the provision of goods and services to customers but also incorporate other types of contractual monetary assets.

After initial recognition these are measured at amortised cost using the effective interest method, less provision for impairment. Any change in their value is recognised in profit or loss.

The association's trade and most other receivables fall into this category of financial instruments.

Significant receivables are considered for impairment on an individual asset basis when they are past due at the reporting date or when objective evidence is received that a specific counterparty will default.

The amount of the impairment is the difference between the net carrying amount and the present value of the future expected cash flows associated with the impaired receivable.

In some circumstances, the association renegotiates repayment terms with customers which may lead to changes in the timing of the payments, the association does not necessarily consider the balance to be impaired, however assessment is made on a case-by-case basis.

The association did not hold financial assets at fair value through profit or loss either in the current or comparative financial year.

The association did not hold any held-to-maturity investments in the current or comparative financial year.

Purchases and sales of available-for-sale investments are recognised on settlement date.

The association did not hold any Available-for-sale financial assets in the current or comparative financial year.

Subsequent recoveries of amounts previously written off are credited against other expenses in profit or loss.

Accounts Payable and Other Payables

Accounts payable and other payables represent the liabilities at the end of the reporting period for goods and services received by the association that remain unpaid.

Accounts payable are recognised at their transaction price. Accounts payable are obligations on the basis of normal credit terms.

Employee Benefits

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

Employee benefits payable later than one year have been measured at the present value of the estimated future cash outflows to be made for those benefits. In determining the liability, consideration is given to employee wage increases and the probability that the employee may satisfy vesting requirements. Those cashflows are discounted using market yields on national government bonds with terms to maturity that match the expected timing of cashflows.

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2018

Provisions

Provisions are recognised when the association has a legal or constructive obligation, as a result of past events, for which it is probable that an outflow of economic benefits will result and that outflow can be reliably measured.

Provisions are measured at the present value of management's best estimate of the outflow required to settle the obligation at the end of the reporting year. The discount rate used is a pre tax rate that reflects current market assessments of the time value of money and the risks specific to the liability. The increase in the provision due to the unwinding of the discount is taken to finance costs in the statement of other comprehensive income.

Goods and Services Tax (GST)

Revenue, expenses and assets are recognised net of the amount of goods and services tax (GST), except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO).

Receivables and payables are stated inclusive of GST.

Cash flows in the statement of cash flows are included on a gross basis and the GST component of cash flows arising from investing or financing activities which is recoverable from, or payable to, the taxation authority is classified as operating cash flows.

Revenue and Other Income

Revenue is recognised when the amount of the revenue can be measured reliably, it is probable that economic benefits associated with the transaction will flow to the association and specific criteria relating to the type of revenue as noted below, has been satisfied.

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

Revenue is measured at the fair value of the consideration received or receivable and is presented net of returns, discounts and rebates.

Interest revenue

Interest revenue is recognised using the effective interest rate method.

Rendering of services

Revenue in relation to rendering of services is recognised depending on whether the outcome of the services can be estimated reliably. If the outcome can be estimated reliably then the stage of completion of the services is used to determine the appropriate level of revenue to be recognised in the period. If the outcome cannot be reliably estimated then revenue is recognised to the extent of expenses recognised that are recoverable.

If the outcome cannot be reliably estimated then revenue is recognised to the extent of expenses recognised that are recoverable.

Revenue from training services is generally recognised once the training has been delivered.

Subscriptions

Revenue from the provision of membership subscriptions is recognised on a straight line basis over the financial year.

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2018

Government Funding

Non-reciprocal grant revenue is recognised in profit or loss when the entity obtains control of the grant and it is probable that the economic benefits gained from the grant will flow to the entity and the amount of the grant can be measured reliably.

If conditions are attached to the grant which must be satisfied before it is eligible to receive the contribution, the recognition of the grant as revenue will be deferred until those conditions are satisfied.

When grant revenue is received whereby the entity incurs an obligation to deliver economic value directly back to the contributor, this is considered a reciprocal transaction and the grant revenue is recognised in the statement of financial position as a liability until the service has been delivered to the contributor, otherwise the grant is recognised as income on receipt.

Other income

Other income is recognised on an accruals basis when the association is entitled to it.

Critical Accounting Estimates and Judgments

The committee members make estimates and judgments during the preparation of these financial statements regarding assumptions about current and future events affecting transactions and balances.

These estimates and judgements are based on the best information available at the time of preparing the financial statements, however as additional information is known then the actual results may differ from the estimates.

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2018

| | 2018 \$ | 2017 \$ |
|---------------------------------|------------------|------------------|
| 3 Revenue | | |
| Operating activities | | |
| Government funding | 1,058,581 | 983,375 |
| Interest received | 8,527 | 8,777 |
| Rentals & Hiring Income | 81,155 | 81,345 |
| Learning Income | 401,457 | 373,833 |
| Fundraising Income | 2,492 | 813 |
| Enterprise Income | | |
| Bus Income | - | 26 |
| Joint Ventures | 283,183 | 308,507 |
| Youth Excursions | - | 4,362 |
| Donations Received | 29 | 750 |
| Other Income | 2,890 | - |
| Total operating revenue | <u>1,838,314</u> | <u>1,761,788</u> |
| Government Funding | | |
| ACFE Funding | 276,978 | 266,856 |
| City of Casey | 30,715 | 30,113 |
| DHS/DVC Funding | 76,589 | 73,243 |
| Positive Ageing Grant | 208 | 199 |
| Skills Victoria Funding | 674,091 | 574,199 |
| LLNP Funding | - | 38,765 |
| Total government funding | <u>1,058,581</u> | <u>983,375</u> |
| Interest Received | 8,527 | 8,777 |
| Total interest revenue | <u>8,527</u> | <u>8,777</u> |

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2018

| | 2018 \$ | 2017 \$ |
|---|----------------|----------------|
| 4 Surplus (Deficit) | | |
| Expenses | | |
| Bad Debts Written Off | 204 | - |
| Doubtful Debts Provision | 305 | (3,922) |
| Total bad and doubtful debts | <u>509</u> | <u>(3,922)</u> |
| Auditor's Remuneration | 5,800 | 5,650 |
| Increase (decrease) in: | | |
| Holiday Pay Provision | (1,517) | 7,020 |
| Collier Grant Expenses | 4,095 | - |
| Long Service Leave Provision | 8,655 | 33,517 |
| Parental Leave Provision | 1,439 | 986 |
| Special Leave Provision | 2,447 | 5,037 |
| Depreciation of property, plant and equipment | <u>5,604</u> | <u>3,652</u> |
| 5 Cash and Cash Equivalents | | |
| Cash on Hand | 150 | 50 |
| Petty Cash | 150 | 150 |
| Commonwealth Bank Cheque Account | 4,501 | 3,659 |
| Commonwealth Bank Business Online Saver Account | 5 | 5 |
| Bendigo Bank Chq Account | 68,474 | 39,396 |
| Bendigo Bank Investment Account | 520,929 | 575,836 |
| Bendigo Bank Credit Card Account | 1,051 | 439 |
| | <u>595,260</u> | <u>619,535</u> |
| Reconciliation of cash | | |
| Cash and Cash equivalents reported in the statement of cash flows are reconciled to the equivalent items in the statement of financial position as follows: | | |
| Cash on hand | 300 | 200 |
| Cash at banks | <u>594,961</u> | <u>619,335</u> |
| | <u>595,261</u> | <u>619,535</u> |

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2018

| | 2018 \$ | 2017 \$ |
|--|----------------|----------------|
| 6 Trade and Other Receivables | | |
| Current | | |
| Trade Debtors | 33,796 | 33,739 |
| Less: Provision for Doubtful Debts | (1,090) | (785) |
| | <u>32,706</u> | <u>32,954</u> |
| | <u>32,706</u> | <u>32,954</u> |
| The association does not hold any financial assets with terms have been renegotiated, but which would otherwise be past due or impaired. | | |
| The other classes of receivables do not contain impaired assets. | | |
| The carrying value of trade receivables is considered a reasonable approximation of fair value due to the short term nature of the balances. | | |
| 7 Other Non-Financial Assets | | |
| Current | | |
| Prepayments | <u>7,777</u> | <u>9,237</u> |
| 8 Property, Plant and Equipment | | |
| Plant & Equipment | | |
| at Management Valuation | 18,000 | 18,000 |
| at Cost | 131,148 | 131,148 |
| | <u>149,148</u> | <u>149,148</u> |
| Less: Accumulated Depreciation | (147,152) | (146,653) |
| | <u>1,996</u> | <u>2,495</u> |
| Motor Vehicles at Cost | 41,047 | 41,047 |
| Less: Accumulated Depreciation | (6,884) | (1,779) |
| | <u>34,163</u> | <u>39,268</u> |
| Youth Room at Cost | 3,839 | 3,839 |
| Less: City of Casey Grant | (3,839) | (3,839) |
| | <u>-</u> | <u>-</u> |
| Total Plant and Equipment | <u>36,159</u> | <u>41,763</u> |
| Total Property, Plant and Equipment | <u>36,159</u> | <u>41,763</u> |

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2018

| | 2018 \$ | 2017 \$ |
|-------------------------------------|----------------|----------------|
| 9 Trade and Other Payables | | |
| Current | | |
| Sundry Creditors | 3,839 | 3,797 |
| Trade Creditors | 6,213 | 1 |
| Superannuation Payable | 10,090 | 11,369 |
| GST Payable | 34,827 | 22,567 |
| | <u>54,969</u> | <u>37,734</u> |
| 10 Borrowings | | |
| Current | | |
| Hire Purchase Liability | 9,816 | 19,632 |
| Less: Prepaid Hire Purchase Charges | (1,541) | (3,081) |
| Total current borrowings | <u>8,275</u> | <u>16,551</u> |
| Non-Current | | |
| Hire Purchase Liability | 26,994 | 26,994 |
| Less: Prepaid Hire Purchase Charges | (4,237) | (4,237) |
| Total non-current borrowings | <u>22,757</u> | <u>22,757</u> |
| Total borrowings | <u>31,032</u> | <u>39,308</u> |
| 11 Provisions | | |
| Current | | |
| Provision for Annual Leave | 20,292 | 21,809 |
| Provision for Long Service Leave | 124,968 | 156,983 |
| Provision for Sick Leave | 20,000 | 20,000 |
| Provision for Special Leave | 25,280 | 22,833 |
| Provision for Paid Parental Leave | 861 | 2,300 |
| | <u>191,401</u> | <u>223,925</u> |
| Non-Current | | |
| Provision for Long Service Leave | <u>40,670</u> | <u>-</u> |

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2018

| | 2018 \$ | 2017 \$ |
|---|----------------|----------------|
| Employee Provisions | | |
| The current portion for this provision includes the total amount accrued for annual leave entitlements and the amounts accrued for long service leave entitlements that have vested due to employees having completed the required period of service. Based on past experience, the association does not expect the full amount of annual leave or long service leave balances classified as current liabilities to be settled within the next 12 months. However these amounts must be classified as current liabilities since the association does not have an unconditional right to defer the settlement of these amounts in the event employees wish to use their leave entitlement. | | |
| The non-current portion for this provision includes amounts accrued for long service leave entitlements that have not yet vested in relation to those employees who have not yet completed the required period of service. | | |
| 12 Other Liabilities | | |
| Current | | |
| Income in Advance | 14,721 | 6,715 |
| Funds Unexpended | 20,129 | - |
| Lease Packaging | 6,137 | 5,476 |
| | <u>40,987</u> | <u>12,191</u> |
| 13 Accumulated Surplus | | |
| Accumulated surplus at the beginning of the financial year | 390,331 | 364,386 |
| Net surplus (deficit) attributable to the association | (77,488) | 25,945 |
| Accumulated surplus at the end of the financial year | <u>312,843</u> | <u>390,331</u> |
| 14 Cash Flow Information | | |
| Reconciliation of Cash Flow from Operations with Profit after Income Tax | | |
| Surplus (deficit) after income tax | (77,488) | 25,945 |
| Non-cash flows in profit: | | |
| Depreciation | 5,604 | 3,652 |
| Holiday pay provision | (1,517) | 7,020 |
| Long service leave provision | 8,655 | 33,517 |
| Special leave provision | 2,447 | 5,037 |
| Parental leave provision | (1,439) | 986 |

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2018

| | 2018 \$ | 2017 \$ |
|--|-----------------|---------------|
| Changes in assets and liabilities | | |
| (Increase) Decrease in current receivables | 248 | (8,478) |
| (Increase) Decrease in prepayments | 1,460 | 153 |
| Increase (Decrease) in trade and other payables | 17,236 | (19,342) |
| Increase (Decrease) in other current liabilities | 28,795 | 7,455 |
| Increase (Decrease) in borrowings | (8,276) | 39,308 |
| | <u>(24,275)</u> | <u>95,253</u> |

15 Financial Risk Management

The association's financial instruments consists mainly of deposits with banks, local money market instruments, short-term investments, accounts receivable and payable, loans to and from subsidiaries, bills and leases.

The totals for each category of financial instruments, measured in accordance with AASB 139 as detailed in the accounting policies to these financial statements are as follows:

| | 2018 \$ | 2017 \$ |
|------------------------------------|----------------|----------------|
| Financial Assets | | |
| Cash on hand | 300 | 200 |
| Cash at banks | 594,960 | 619,335 |
| Loans and receivables | 32,706 | 32,954 |
| Total Financial Assets | <u>627,966</u> | <u>652,489</u> |
| Financial Liabilities | | |
| Trade and other payables | 49,617 | 40,034 |
| Hire purchase liabilities | 31,033 | 39,308 |
| Total Financial Liabilities | <u>80,650</u> | <u>79,342</u> |

Financial Risk Management Policies

The chairman's overall risk management strategy seeks to assist the association in meeting its financial targets, whilst minimising potential adverse effects on financial performance.

Risk management policies are approved and reviewed by the committee on a regular basis. These included the credit risk policies and future cash flow requirements.

The association does not have any derivative instruments at 31 December 2018.

16 Association Details

The registered office of the association is:

1 Malcolm Court
Narre Warren Vic 3805

STATEMENT BY MEMBERS OF THE COMMITTEE

In the opinion of the committee the financial report as set out on pages 1 to 15:

1. Presents fairly the financial position of Narre Community Learning Centre Inc. as at 31 December 2018 and its performance for the year ended on that date in accordance with Australian Accounting Standards, mandatory professional reporting requirements, other authoritative pronouncements of the Australian Accounting Standards Board and the Australian Charities and Not-for-profits Commission Act 2012.
2. At the date of this statement, there are reasonable grounds to believe that Narre Community Learning Centre Inc. will be able to pay its debts as and when they fall due.
3. The financial statements and notes satisfy the requirements of the Australian Charities and Not-for-profits Commission Act 2012.

This statement is made in accordance with a resolution of the Committee and is signed for and on behalf of the Committee by:

President: 

Treasurer: 

Dated this 26th day of March 2019

**INDEPENDENT AUDITOR'S REPORT
TO THE MEMBERS OF NARRE COMMUNITY LEARNING CENTRE INC.
A.B.N. 36 809 112 033**

Report on the Audit of the Financial Report

Opinion

We have audited the accompanying financial report of Narre Community Learning Centre Inc. (the association) which comprises the statement of financial position as at 31 December 2018 and 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 management's assertion statement.

In our opinion, the accompanying financial report of the association for the year ended 31 December 2018 is prepared, in all material respects, in accordance with the Associations Incorporation Reform Act 2012 and Div 60 of the Australian Charities and Not-for-profits Commission Act.

Basis for Opinion

We conducted our audit in accordance with Australian Auditing Standards. Our responsibilities under those standards are further described in the Auditors' Responsibilities for the Audit of the Financial Report section of our report. We are independent of the association in accordance with the auditor independence requirements of 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.

Responsibilities of Management and those Charged with Governance

Management is responsible for the preparation and fair presentation of the financial report in accordance with the Associations Incorporation Reform Act 2012 and for such internal control as management determines is necessary to enable the preparation of the financial report is free from material misstatement, whether due to fraud or error.

In preparing the financial report, management 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 management either intends to liquidate the association or to 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.

Auditor's Responsibility for the Audit of the Financial Report

Our objectives are to obtain reasonable assurance about whether the financial report as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditors' 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 the Australian Auditing Standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or 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 this financial report.

As part of an audit in accordance with the Australian Auditing Standards, we exercise professional judgement and maintain professional scepticism throughout the audit. We also:

**INDEPENDENT AUDITOR'S REPORT
TO THE MEMBERS OF NARRE COMMUNITY LEARNING CENTRE INC.
A.B.N. 36 809 112 033**

- identify and assess the risks of material misstatement of the financial report, 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 company's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the director.
- Conclude on the appropriateness of the director'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 company's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditors' report to the related disclosures in the financial report 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 auditors' report. However, future events or conditions may cause the company to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial report, including the disclosures, and whether the financial report represents the underlying transactions and events in a manner that achieves fair presentation.

We communicate with the director 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.

We also provide the director with a statement that we have complied with relevant ethical requirements regarding independence, and to communicate with them all relationships and other matters that may reasonably be thought to bear on our independence, and where applicable, related safeguards.

From the matters communicated with the director, we determine those matters that were of most significance in the audit of the financial report of the current period and are therefore the key audit matters. We describe these matters in our auditors' report unless law or regulation preclude public disclosure about the matter or when, in extremely rare circumstances, we determine that a matter should not be communicated in our report because the adverse consequences of doing so would reasonably be expected to outweigh the public interest benefits of such communication.

Morton Watson & Young
Name of Firm: MORTON WATSON & YOUNG AUDIT PTY LTD
Chartered Accountants

[Signature]
Name of Director: Kerpel S Harnam - Registered Company Auditor

Address: 51 Robinson Street, Dandenong Vic 3175

Dated this 27th day of MARCH 2019.

NARRE COMMUNITY LEARNING CENTRE INC.
A.B.N. 36 809 112 033

INCOME AND EXPENDITURE STATEMENT
FOR THE YEAR ENDED 31 DECEMBER 2018

| | 2018 \$ | 2017 \$ |
|----------------------------|------------------|------------------|
| REVENUE | | |
| Learning Income | 401,457 | 373,833 |
| Fundraising Income | 2,492 | 813 |
| Enterprise Income | | |
| Bus Income | - | 26 |
| Joint Ventures | 283,183 | 308,507 |
| Youth Excursions | - | 4,362 |
| Donations Received | 29 | 750 |
| Other Income | 2,890 | - |
| | <u>690,051</u> | <u>688,291</u> |
| OTHER REVENUE | | |
| Interest Received | 8,527 | 8,777 |
| Rentals & Hiring Income | 81,155 | 81,345 |
| Government Funding | | |
| ACFE Funding | 276,978 | 266,856 |
| City of Casey | 30,715 | 30,113 |
| DHS/DVC Funding | 76,589 | 73,243 |
| Positive Ageing Grant | 208 | 199 |
| Skills Victoria Funding | 674,091 | 574,199 |
| LLNP Funding | - | 38,765 |
| | <u>1,148,263</u> | <u>1,073,497</u> |
| | <u>1,838,314</u> | <u>1,761,788</u> |
| EXPENDITURE | | |
| Enterprise Expenses | | |
| Bus Costs | 18 | 3,071 |
| General Expenses | 653 | - |
| | <u>671</u> | <u>3,071</u> |

The accompanying notes form part of these financial statements.

NARRE COMMUNITY LEARNING CENTRE INC.
A.B.N. 36 809 112 033

INCOME AND EXPENDITURE STATEMENT
FOR THE YEAR ENDED 31 DECEMBER 2018

| | 2018 \$ | 2017 \$ |
|--------------------------------|----------------|----------------|
| Learning Expenses | | |
| Advertising | 12,583 | 33,417 |
| Computer Costs | 74,586 | 4,664 |
| Funding Expenses | 14,035 | 20,170 |
| Camp Costs | 118 | 4,442 |
| Equipment Purchases | 880 | 2,069 |
| Excursions & Camping | 9,918 | 9,001 |
| Printing Costs | 199 | 454 |
| Program Resourcing | 37,484 | 29,175 |
| Staff Professional Development | 11,189 | 8,499 |
| Collier Grant Expenses | 4,095 | - |
| Conference Expenses | 121 | - |
| Youth Graduation | 4,553 | 5,766 |
| YPEP Youth Expenses | 3,817 | - |
| | <u>173,578</u> | <u>117,657</u> |

The accompanying notes form part of these financial statements.

NARRE COMMUNITY LEARNING CENTRE INC.
A.B.N. 36 809 112 033

INCOME AND EXPENDITURE STATEMENT
FOR THE YEAR ENDED 31 DECEMBER 2018

| | 2018 \$ | 2017 \$ |
|--------------------------------|------------------|------------------|
| Employment Expenses | | |
| Employees' Amenities | 5,365 | 4,396 |
| Holiday Pay Provision | (1,517) | 7,020 |
| Long Service Leave Provision | 8,655 | 33,517 |
| Maternity Leave | 10,929 | 11,847 |
| Parental Leave Provision | 1,439 | 986 |
| Special Leave Provision | 2,447 | 5,037 |
| Superannuation Contributions | 126,912 | 114,907 |
| Tutors Fees | 435,197 | 370,085 |
| Wages & Salaries | 911,268 | 833,358 |
| WorkCover | 14,314 | 12,766 |
| | <u>1,515,009</u> | <u>1,393,919</u> |
| Infrastructure Expenses | | |
| Auditor's Remuneration | 5,800 | 5,650 |
| Bad Debts Written Off | 204 | - |
| Bank Charges | 2,117 | 2,376 |
| Cleaning | 50,694 | 52,357 |
| Computer Expenses | 33,155 | 23,938 |
| Depreciation | 5,604 | 3,652 |
| Doubtful Debts Provision | 305 | (3,922) |
| Electricity & Gas | 30,844 | 24,253 |
| Equipment Rental | 263 | 4,919 |
| Fuel & Oil | 26 | - |
| General Expenses | - | 1,252 |
| Insurance | 1,698 | 1,666 |
| Interest Paid | 1,541 | 385 |
| Motor Vehicle Expenses | - | 1,412 |
| Photocopy Costs | 8,819 | 7,243 |
| Postage | 2,654 | 2,840 |
| Printing & Stationery | 3,807 | 4,208 |
| Rates & Taxes | 341 | 1,444 |
| Rent of Building | 20 | 40 |
| Repairs & Maintenance | 7,675 | 16,933 |
| Safety Expenses | 918 | 10,792 |
| Security Costs | 450 | 360 |
| Subscriptions & Registrations | 33,837 | 27,253 |
| Telephone | 13,522 | 13,199 |
| Travelling Expenses | 353 | - |
| Waste Disposal | 21,897 | 18,946 |
| | <u>226,544</u> | <u>221,196</u> |
| Total Expenses | 1,915,802 | 1,735,843 |

The accompanying notes form part of these financial statements.

NARRE COMMUNITY LEARNING CENTRE INC.
A.B.N. 36 809 112 033

INCOME AND EXPENDITURE STATEMENT
FOR THE YEAR ENDED 31 DECEMBER 2018

| | 2018 \$ | 2017 \$ |
|-----------------------------------|-----------------|---------------|
| SURPLUS (DEFICIT) FOR YEAR | <u>(77,488)</u> | <u>25,945</u> |

The accompanying notes form part of these financial statements.



**Narre Community
Learning Centre**

developing community through learning & support

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