

Manna Gum Community House Inc.

Annual Report 2018-2019



We would like to thank the following organisations and businesses for their support:

ABC Heywire	Manna Community Garden
Alfred Fenton Bequest	Milpara Community House
Adult, Community and Further Education	Max Employment
Adult Learning Australia	Neighbourhood Houses Gippsland
Aherns Fruit Market	Neighbourhood Houses Victoria
Andos Bakery	Paynesville Neighbourhood Centre
Anglicare Victoria	Prom Coast Centres for Children
Bass Coast Adult Education	Prom Community Op Shop
Bendigo Bank	Prom Country Lodge
Burra Foods Australia	Prom Meats
Communities Making Energy Together	Ruby Hills Organics
Department of Human Services	South Coast Primary Care Partnership
FareShare	South Gippsland Bass Coast Local Learning and Employment Network
Fish Creek Community Garden	South Gippsland Shire Council
Foster Golf Club	StreetSmart Australia
Foster IGA	St Vincent de Paul
Food and Fibre Gippsland	Sustainability Victoria
Foodbank Victoria	TAFE Gippsland
Foster Foodworks	The Mirror Newspaper
Foster Medical Centre	The Salvation Army
Foster Primary School	Toora Lions Club
Foster Secondary College	Toora Primary School
Foundation for Rural and Regional Renewal	Venus Bay Community Centre
GippsDairy	Volunteering Victoria
John Wallis Foundation	Youth Affairs Council Victoria
Leongatha Community House	

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2019-2021 Strategic Plan

MANNA GUM COMMUNITY HOUSE STRATEGIC PLAN 2019-2021

PURPOSE

The purpose of the Manna Gum Community House is to strengthen the Foster and Corner Inlet community by providing a welcoming place to find information and support. Our primary drivers are:

Education - We provide local and relevant community education to support lifelong learning.

Social inclusion - We are committed to encouraging community participation in all our activities and reducing social isolation.

Sustainability - We are committed to sustainable practice in all our activity.

VALUES

All activity at Manna Gum Community House is based in the core values of

- Respect
- Accountability
- Transparency
- Community-focus

These values inform and direct our work and our relationships.

EDUCATION GOALS

1. Develop more partnerships with local employers and schools to tailor programs to improve employment prospects in areas of local demand.
2. Consolidate our delivery of pre-accredited programs in digital literacy.
3. Grow the off-site delivery of selected pre accredited programs
4. Include space for a dedicated Education Hub as part of an overall building extension of the Community House.

SOCIAL INCLUSION GOALS

1. Identify transport options in the community that can be used to improve access to Manna Gum Community House
2. Maintain our relationship with Government agencies and other charities to meet the needs of our local community
3. Increase the numbers of young people using the Manna Gum Community Lounge and Shop.

4. Promote the use of Manna Gum Community Lounge to other community groups to reach more community members experiencing social isolation and disadvantage.
5. Maintain regular and effective communication with our community to promote our services and determine community needs.
6. Partner with other community agencies to deliver a sustainable model of Emergency Relief.

SUSTAINABILITY GOALS

1. Promote environmental sustainability initiatives in the community and in Manna Gum Community House operations
2. Embed sound and sustainable financial, administrative and risk management practices into all decision making processes.
3. Establish an expert group to advise on effective ways to raise funds to increase financial sustainability and reduce financial risk.
4. Promote job satisfaction amongst paid and unpaid staff through sustainable work practices and effective management.
5. Maintain a high level awareness of opportunities for continuous improvement in environmental, financial and organisational sustainability.
6. Develop plans to fund and build an extension to the Community House space.



Manna Garden workshop



NAIDOC Week 2018

President's Report

This year Manna Gum Community House approved a new Strategic Plan 2019-2021. While our foundation purpose of providing education, social inclusion and a sustainable environment is unchanged, the new strategic plan identifies some further, specific goals for the next three years.

In our education goals, we have strengthened our focus on building sustainable partnerships with other education providers in the region. This is to assist in improving employment and education outcomes in our community. Already we are celebrating new partnerships that are offering new opportunities to change lives.

Our social inclusion goals now include identifying barriers that contribute to social isolation in our community. Lack of transport is something that is frequently raised as an issue affecting many in our community and we are pleased to be part of the collective problem-solving efforts.

It goes without saying that it is important to ensure that whatever we do is sustainable. From funding to office management, sustainability continues to be a fundamental consideration for Manna Gum. Treating our environment kindly is a practice that has many benefits both now and for our future. As old practices give way to new ways of doing things (think reusable shopping bags), opportunities for innovation appear. Manna Gum is proud to be a part of supporting innovative practices in our community including the new, state-of-the-art composter for the Fish Creek Community Garden.

Our community events continue to be a highlight for those who attend. From our weekly Foodie Fridays to annual celebrations of St Patricks Day and Bastille Day, the promise of good food and company attract full houses.

As with past years, this year has been propelled by the skill, energy and generosity of all our staff, paid and unpaid. The commitment of those good folk who work in the office, the Community Shop and Lounge and elsewhere cannot be overstated. Whether taking a course, trying to navigate our Centrelink system or just having a coffee and a chat, we are so very grateful to the people providing these important services to our community.

The challenges facing us as a community and as an organisation are constant. However, with every passing year and with the support from the community, Manna Gum Community House goes from strength to strength. It is the excellence of our paid and unpaid staff who regularly go beyond what is asked of them to make Manna Gum Community House the beloved hub that it has become.

On behalf of our dedicated and talented Committee of Management, I offer our sincere thanks to everyone whose individual and collective efforts make Manna Gum Community House the huge community asset it is.

Jeanette Pierce
President, Committee of Management

Manager's Report

There are many highlights to this year's activities and events at Manna Gum, and our partnerships provide vital support towards our capacity to deliver our services.

The John Wallis Foundation supported sustainability and gardening programs including outreach delivery of school holiday cooking programs in Toora.

The Alfred Felton Bequest provided support for a project worker to continue our Training Information Pathways Service (TIPS), which provided information and support to over thirty people in our local community over twelve months including outreach to smaller towns in our district. The project funding also supported the ongoing delivery of the Toora Bub Hub program. In a unique partnership with the Toora Primary School, a weekly session of Learn Local funded adult education is provided to parents while qualified early childhood educators provide onsite childcare. The young children love visiting the school and joining in activities while watching their mothers reengage in learning. This long-term project is consistent with current innovative education models that support schools as community hubs with integrated community support services and hosts of intergenerational learning. Manna Gum was also selected to receive a mentorship from a Federation University researcher to evaluate the program using the Most Significant Change methodology, providing valuable qualitative data on its successful outcomes.

In April, we celebrated Victorian Youth Week by hosting a two-day arts workshop for young people funded by the Foundation for Rural & Regional Renewal (FRRR) ABC Heywire and the Victorian Government. Their artwork was launched the following week at our Step Up! Youth Week event which also included activities hosted by Toora Lions, a 'Leap of Faith' photo booth and woodworking workshops with a local TAFE student and apprentice carpenter, Jenneke. Our youth engagement work will expand into another project next year funded by FRRR ABC Heywire as we employ a youth worker and pilot a weekly youth centre at Manna Gum.

Our NAIDOC Week celebration in July was funded by South Gippsland Shire Council. This has become a regular annual event which this year included hosting Radio 3MFM for an outside broadcast and an arts workshop with Gunai/Kurnai artist Ronald Edwards Pepper. We also celebrated Bastille Day in July, which is always a sell-out event featuring delicious French food and live music.

In September, we joined other community groups from Corner Inlet in the Bridges Out of Poverty workshop sponsored by the Gippsland Primary Health Network with the vision to unite services and community members to support the growing number of people living in poverty in our region. Manna Gum continued to be an active member of the Action Group to support specific projects addressing food insecurity and homelessness.

After the success of the Corner Inlet Pamper Day 2017, we gained sponsorship to run the same event on World Mental Health Day in October. Financial support was provided by Burra Foods Australia, Toora and Foster Community Bank, South Gippsland Shire Council, Toora Lions, Harriet Shing M.P and Prom Country Lodge. The free event was an acknowledgement of the difficult times being faced by families living and working in rural areas. It was a complimentary day of food, entertainment, craft activities and general pampering such as hairdressing and massages. Qualified child care was offered onsite and participants came from a wide catchment area including Korumburra and Yarram.

Our Community Kitchen lunch has developed into a highlight of our program, supported by a regular group of volunteers. Once a month, our hall and kitchen transform into a monthly pop-up café where people can connect over a hot, two-course meal. Major sponsorship is provided by St Vincent de Paul with additional support from Prom Country Lodge, Aherns Fruit Market and the Fish Creek and Foster Community Gardens. Our venue was at full capacity for the Christmas lunch which was attended by over fifty people and received sponsorship from StreetSmart Australia.

Our course enrolments for our workshops and accredited programs remain steady. After significant investment in infrastructure in 2017, our Digital Hub was well-utilised throughout the year as a multi-functional space for computer classes, access to online study and a hotspot office for community members and visitors. We remain committed to our Learn Local course delivery as it continues to increase and diversify. Funded course delivery doubled in 2018 and is projected to double again in 2019 to deliver a total of 2,015 funded student hours. Our New Horizons course was delivered for the second time in partnership with Food and Fibre Gippsland, providing learners with an introduction to working in the agribusiness industry in Gippsland. In 2018 50% of students gained direct employment after they completed the course.

This year saw a significant expansion of our auspicing services as we partnered with local individuals and organisations to support community development projects. This included two community arts projects: the Giant Puppets children’s arts workshops and performances, and the ‘Our Main Street’ public art project with the Toora Community Action Team. The Pearl Park Music Festival in January attracted over one thousand locals and visitors to the area to enjoy a day of live music and street festivities in Foster’s Main Street during the summer holiday period. Manna Gum not only auspiced the project but hosted a crepe stall featuring fresh local foods in partnership with the Toora Lions. We look forward to partnering with the Buckley Park Community Farm to help deliver their innovative project ‘OSCA: the community composter’. The industrial composting machine will be installed in Fish Creek and create usable compost out of weeds and organic waste and will provide a model for other rural towns seeking non-chemical weed eradication solutions.

With the support of an FRRR Gardiner Foundation grant, we are revitalising our backyard space. This started with the installation of a new cubby house donated by TAFE Gippsland and constructed by their carpentry and woodworking students as part of their practical training program. Our future plans also include fence replacement, improved access, family-friendly facilities and an al fresco eating area connecting to Manna Garden.

A huge thank you to our staff and volunteers that are at the heart of all of our services at Manna Gum, and create such a welcoming space. Our office staff and volunteers provide referrals, advocacy and support including the delivery of our outreach Emergency Relief Doorways service which had over 100 households from Corner Inlet registered this year. Our Centrelink agents help to navigate the challenges of using government services online, and our volunteers in the Lounge produce amazing cakes and coffee and friendly conversation.

We also have a range of tutors, both paid and unpaid, who share their skills in our gardening and arts workshops and our computer classes. Our adult education specialist Louisa Vale has helped many local people find the confidence to engage with further learning or a new path to employment. Our Committee of Management continues to provide a strong foundation of governance and bring a wide range of skills to their leadership.

Rebecca Matthews
Manager



New Horizons worksite tour



Step Up! Victorian Youth Week workshop

Community Lounge & Shop Report

The Community Lounge and Shop continues to provide a focal point for community involvement. We have a lot of regular visitors who love the friendly atmosphere and facilities that we offer. The combination of lounge and shop is an ideal way of meeting our core values of education, social inclusion and sustainability.

Extremely low prices help us to manage the volume of goods that we receive and we also make regular donations to Lifeline. Cramped conditions continue to be an issue, especially when we receive large donations to be sorted and displayed. Our policy of pricing our goods very cheaply is appreciated by customers on tight budgets. Our staff are all committed to helping customers in any way we can and often help with discounts or giving goods for free in cases of need. The lounge area and the tables on the verandah are often filled as more people appreciate the opportunity to meet and relax in the facilities. We have a number of groups who use the lounge as a meeting/get together space and it is great to see some of our regular customers as well as volunteers helping others with informal lessons on using mobile phones and tablets or craft skills.

Our coffee/tea and cakes, toasties, jaffles and soup in winter keep us very busy. The lack of space to work in our little kitchen can be very difficult for our wonderful team of volunteers but somehow we get by. As with many organisations who rely on volunteers we often have problems finding staff and would welcome newcomers to join our team. With grocery prices continuing to rise we are very thankful to those who donate cakes or ingredients to help keep costs down. We continue to provide home cooked meat for the toasties and jaffles so that we can maintain low prices.

The Lounge and Shop represent the heart of the Community House. With difficult economic times and increasing levels of personal stress across the community, we represent a safe haven. We are often blown away by the praise and appreciation we receive from both users of the Lounge and the wider community.

Kelly Collard



Foodie Friday



Foster Secondary College students visiting Manna Gum

Centrelink & Medicare Agency Report

The year has progressed well in the Centrelink and Medicare Agency. We have seen the introduction of the Remote ICT Capability Enhancement (RICE) project. The project is delivering improvements to connectivity and new equipment across the Agent and Access Point Network in order to improve digital access for customers.

New and upgraded equipment to our site included:

- * A new Multi-Function Device for each Self Service Terminal
- * Digital Signage
- * Agent Tablet

Both Agents and Hosts are now required to complete online training each year as an alternative to attending training at a Service Centre. A generous timeline is given to complete the training. Assistance is available if Agents or Hosts have any difficulties or enquiries about the training.

Agents and Hosts are encouraged to read the Agent News, released bi-monthly for updates or changes to payments or Centrelink procedures.

Customer Statistics:-

Centrelink	1153
Medicare	68
Child Support	3
Referrals to Others	62
Total	1286

Sandra Liversidge
Centrelink Agent

Committee of Management & Staff

Committee of Management

President

Jeanette Pierce

Secretary

Rhonda Mallows

Treasurer

Linley Granger

Members

Tanja Aitchison

Lynn Atkinson

Noelle Bonnin

Lesley Elliot

Janne McPhie

Staff

Manager

Rebecca Matthews

ACFE Program Coordinator

Louisa Vale

Centrelink & Medicare Agents

Sandra Liversidge

Barbara Stevens

Bookkeeper

Simone Goeckes

MANNA GUM COMMUNITY HOUSE INC.

A0007556K

SPECIAL PURPOSE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2019

MANNA GUM COMMUNITY HOUSE INC.

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INCOME AND EXPENDITURE STATEMENT
FOR THE YEAR ENDED 30 JUNE 2019

	2019	2018
INCOME		
Donations/gifts	1,209	723
Fundraising income	707	1,275
Internet/photocopying/printing	628	481
Membership fees	191	232
Events	1,493	2,115
School holiday program	-	154
Room hire	7,570	5,753
Other income	107	15
Community Shop	19,459	18,936
Course Income	36,449	35,347
DHS contract	79,277	75,604
Centrelink contract	23,176	24,612
Auspicing income	3,000	-
ACFE CAIF grant	-	10,000
Emergency relief	3,290	6,026
Total income	176,556	181,273
EXPENDITURE		
Accounting	800	800
Bank fees	194	119
Council rates	297	273
Telephone	2,535	2,708
Internet	1,572	724
Electricity	2,735	1,764
Water	1,209	1,948
Security	546	1,401
Repairs & maintenance	1,561	1,181
Computer expenses	1,335	1,215
Printing/photocopying	1,601	1,852
Software & subscription	1,028	2,513
Waste removal	-	585
Stationery/Office supplies/paper	1,530	1,254
Cleaning expense	2,012	2,699
Police checks	-	136
Community House equipment	3,607	2,408
Gifts and donations	274	66
Groceries	965	898
Advertising & marketing	1,660	1,974
Subscriptions & memberships	1,179	2,078
Travel expenses	232	760
Room hire	75	60
Programs/events	1,219	2,086
School Holiday program	416	117
Catering	1,302	1,827
Staff training & development	1,539	753
Community Shop expenses	4,668	6,044
Miscellaneous expenses	84	13
Tutor fees	14,667	26,486
Course refunds	660	500
Contractor CAIF expense	-	17,045
Projects – self funded	-	823
Emergency relief	6,093	3,246
Insurance	-	676

MANNA GUM COMMUNITY HOUSE INC.

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INCOME AND EXPENDITURE STATEMENT
FOR THE YEAR ENDED 30 JUNE 2019 (continued)

EXPENDITURE (continued)	2019	2018
Bad debts	144	-
Depreciation expense	7,026	5,453
Wages & salaries expense	115,685	106,520
Superannuation expense	10,251	9,815
Leave provision expense (annual and long service leave)	5,187	-
Workcover premium	3,014	1,397
Uniforms	-	226
Total expenditure	198,902	212,443
Net operating deficit for the financial year	(22,346)	(31,170)
OTHER INCOME		
Interest income	342	338
Auspicuing income:		
- Pearl Park Music Festival	32,494	-
- T-CAT Project	3,574	-
- OSKA	586	-
- Other	-	16,869
ACFE equipment grant	1,748	5,500
TIPS grant	-	436
Pamper Day grant	1,800	1,000
Fee for service – tutoring	-	1,050
Powershop solar system	-	10,000
Be Connected	495	1,500
Skate Park project	-	1,000
Community Kitchen – donation	2,362	600
Alfred Felton bequest	-	20,000
Garden Backyard project	634	-
John Wallis Foundation	531	-
Flexible Family Support	8,428	-
Step Up	8,786	-
Total other income	61,780	58,293
OTHER EXPENSES		
Auspicuing expenses:		
- Pearl Park Music Festival	32,494	-
- T-CAT Project	3,574	-
- OSKA	586	-
- Other	-	17,702
ACFE equipment grant	1,748	5,088
TIPS grant	-	3,465
Pamper Day grant	2,353	-
Fee for service – tutoring	-	350
Be Connected	999	996
Skate Park project	-	4,579
Community Kitchen – donation	2,362	600
Alfred Felton bequest	5,141	-
Garden Backyard project	634	-
John Wallis Foundation	531	307
Flexible Family Support	8,428	-
Step Up	4,749	-
Total other expenses	63,599	33,086
Net deficit for the year	(24,165)	(5,963)

MANNA GUM COMMUNITY HOUSE INC.

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BALANCE SHEET

FOR THE YEAR ENDED 30 JUNE 2019

	NOTE	2019	2018
CURRENT ASSETS			
Petty cash & cash floats		152	250
Cash at bank:			
- Manna Gum Community House		46,001	40,115
- Debit card		969	171
- Grant account		72,783	4,825
- Corner Inlet Men's Shed		<u>166</u>	<u>166</u>
		119,919	45,277
Term deposit		22,953	21,622
Accounts receivable		4,709	20,494
Accrued Income		371	-
TOTAL CURRENT ASSETS		148,104	87,643
NON CURRENT ASSETS			
Plant & equipment	3	43,349	50,375
TOTAL NON CURRENT ASSETS		43,349	50,375
TOTAL ASSETS		191,453	138,018
CURRENT LIABILITIES			
Accounts payable		871	-
PAYG & GST payable		12,687	5,902
Annual leave provision		9,404	7,498
Long service leave provision		12,129	8,849
Unexpended grants	4	69,460	4,702
TOTAL CURRENT LIABILITIES		104,551	26,951
TOTAL LIABILITIES		104,551	26,951
NET ASSETS		86,902	111,067
EQUITY			
Opening accumulated surplus		111,067	193,448
Adjustment to prior year opening balance	6	-	(76,418)
Current year deficit		(24,165)	(5,963)
TOTAL EQUITY		86,902	111,067

The accompanying notes form part of this financial report.

MANNA GUM COMMUNITY HOUSE INC.

A0007556K

STATEMENT OF CHANGES IN EQUITY

FOR THE YEAR ENDED 30 JUNE 2019

	Accumulated Surplus
Balance at 1 July 2017	193,448
Operating deficit for the year	(5,963)
Adjustment to opening balance (Note 6)	(76,418)
Restated balance at 30 June 2018	111,067
Operating deficit for the year	(24,165)
Balance at 30 June 2019	86,902

The accompanying notes form part of these financial statements.

MANNA GUM COMMUNITY HOUSE INC.

A0007556K

CASH FLOW STATEMENT

FOR THE YEAR ENDED 30 JUNE 2019

	2019	2018
CASH FLOWS FROM OPERATING ACTIVITIES		
Fundraising and donations	1,916	1,998
Operating grants received	87,205	83,164
Other operating income received	121,784	93,914
Interest received	342	338
Payments to employees and suppliers	(198,033)	(230,542)
Other income received	126,196	62,657
Other expenses paid	(63,535)	(33,086)
NET CASH PROVIDED BY / (USED IN) OPERATING ACTIVITIES	75,875	(21,557)
CASH FLOWS FROM INVESTING ACTIVITIES		
Purchases of property, plant & equipment	-	-
Increase in term deposits	(1,331)	(10,333)
NET CASH USED IN INVESTING ACTIVITIES	(1,331)	(10,333)
NET INCREASE / (DECREASE) IN CASH HELD	74,544	(31,890)
CASH AT THE BEGINNING OF THE FINANCIAL YEAR	45,527	77,417
CASH AT THE END OF THE FINANCIAL YEAR	120,071	45,527

The accompanying notes form part of these financial statements.

MANNA GUM COMMUNITY HOUSE INC.

A0007556K

NOTES TO THE CASH FLOW STATEMENT

FOR THE YEAR ENDED 30 JUNE 2019

CASH FLOW INFORMATION	2019	2018
a) Reconciliation of cash for purposes of cash flows:		
Cash on hand	152	250
Cash at bank	119,919	45,277
Total	120,071	45,527
b) Reconciliation of net cash provided by operating activities to deficit from ordinary activities:		
Deficit from ordinary activities	(24,165)	(5,963)
Add back non-cash items:		
Depreciation	7,026	5,453
<i>Changes in assets & liabilities</i>		
(Increase) / decrease in accounts receivable	15,414	(18,295)
(Increase) / decrease in income in advance	64,758	4,702
Increase / (decrease) in trade payables	7,656	(7,454)
Increase / (decrease) in leave entitlement provision	5,186	-
NET CASH PROVIDED BY / (USED IN) OPERATING ACTIVITIES	75,875	(21,557)

c) The association has no credit standby or financing facilities in place.

d) There were no non-cash financing or investing activities during the year.

MANNA GUM COMMUNITY HOUSE INC.

A0007556K

NOTES TO THE FINANCIAL REPORT

FOR THE YEAR ENDED 30 JUNE 2019

NOTE 1: STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES

This financial report is a special purpose financial report prepared in order to satisfy the financial reporting requirements of the *Associations Incorporation Reform Act (Vic) 2012* and the *Australian Charities and Not-for-profits Commission Act 2012*. The committee has determined that the association is not a reporting entity.

The financial report has been prepared on an accruals basis and is based on historical costs and does not take into account changing money values or, except where specifically stated, current valuations of non-current assets.

The following significant accounting policies, which are consistent with the previous period unless otherwise stated, have been adopted in this financial report.

Accounting Policies

(a) Income Tax

The association is exempt from income tax due to the nature of its activities.

(b) Inventories

All costs except for fixed asset purchase are expensed at the date of purchase. No amount is brought to account for consumable stocks held on the balance day.

(c) Plant and Equipment

Plant and equipment are measured on the cost basis at the date of purchase.

The carrying amount of plant and equipment is reviewed annually by the association to ensure it is not in excess of the recoverable amount from those assets. The recoverable amount is assessed on the bases of the expected net cash flows which will be received from the asset's employment and subsequent disposal. The expected net cash flows have not been discounted to present values in determining recoverable amounts.

Depreciation

The depreciable amount of all property, plant and equipment are depreciated over the useful lives of the assets to the association commencing from the time the asset is held ready for use.

Leasehold improvements are depreciated over the shorter of either the unexpired period of the lease or the estimated useful lives of the improvements. The land and buildings are leased from the South Gippsland Shire Council. The current lease is valid until 31 July 2021.

The depreciation rates used for each class of depreciable asset are:

Class of Fixed Asset	Depreciation Rate
Plant and equipment	20% Straight line
Leasehold Improvements	6.67 - 10% Straight line

(d) Employee Benefits

Provision is made for the association's liability for employee benefits arising from services rendered by employees to balance date. All employee benefits which are expected to be settled within one year and have been measured at their nominal amounts. Where the long service leave liability is not currently due, the liability has been calculated in relation to the probability of each employee remaining until the long service leave is entitled.

MANNA GUM COMMUNITY HOUSE INC.

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NOTES TO THE FINANCIAL REPORT

FOR THE YEAR ENDED 30 JUNE 2019

NOTE 1: STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES (continued)

(e) Revenue

Revenue is recognised when the entity obtains control over the funds which is generally at the time of receipt.

Grant revenue is recognised in the income statement 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 reliably measured.

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. Refer to Note 6 for the details of unexpended grant funding.

(f) Goods and Services Tax

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Tax Office. In these circumstances the GST is recognised as part of the cost of the acquisition of the asset or as part of the item of expense.

NOTE 2: RELATED PARTIES

Members of the committee receive no payment or other consideration for their services as committee members. Where a member of the committee is engaged to teach courses or to act in a managerial capacity that person receives no special advantage or other consideration when compared with other employees or tutors.

NOTE 3: PLANT & EQUIPMENT

	2019	2018
Leasehold improvements:		
Buildings – at cost	40,718	40,718
Less accumulated depreciation	<u>(6,231)</u>	<u>(3,097)</u>
Written down value	34,487	37,621
Office equipment:		
Office equipment – at cost	19,462	19,462
Less accumulated depreciation	<u>(10,600)</u>	<u>(6,708)</u>
Written down value	8,862	12,754
Total plant and equipment at written down value	43,349	50,375

Movements in Carrying Amounts

	Leasehold Improvements	Plant & Equipment	Total
Balance at beginning of year	37,621	12,754	50,375
Additions	-	-	-
Depreciation	(3,134)	(3,892)	(7,026)
Disposals (Net)	-	-	-
Balance at end of year	34,487	8,862	43,349

MANNA GUM COMMUNITY HOUSE INC.

A0007556K

NOTES TO THE FINANCIAL REPORT

FOR THE YEAR ENDED 30 JUNE 2019

NOTE 4: UNEXPENDED GRANTS	2019	2018
Pearl Park Music Festival	5,591	2,500
T-CAT Project	626	-
OSKA	53,451	-
ACFE Equipment grant	3,752	-
John Wallis Foundation	1,671	2,202
Garden Backyard grant	3,493	-
Flexible Family Support	772	-
Bridges & Prosperity	104	-
Total	69,460	4,702

NOTE 5: CAPITAL AND LEASING COMMITMENTS

Operating lease commitments:

Payable – minimum lease payments		
Not later than 12 months	104	104
Between 12 months and 5 years	208	312
Later than 5 years	-	-
Minimum lease payments	312	416

The operating lease referred to above relates to the annual rental of the premises owned by the South Gippsland Shire Council. The current lease is valid until 31 July 2021.

NOTE 6: RESTATEMENT OF OPENING BALANCE

As part of the preparation of the 30 June 2019 financial report it was identified that the opening balance at 30 June 2018 included balances that were not correctly calculated.

As a result, a number of opening balance adjustments were processed to restate the opening balance at 30 June 2018, including:

- Removal of assets from the asset register than had not been owned by the association for many years
- Re-assessment of the useful lives of the remaining assets and resulting depreciation rates
- Re-calculation of the employee entitlements balances for annual leave and long service leave
- Calculation of unexpended grant balances
- Removal of old accrued income and expense accounts

The net financial impact of \$76,418 was recorded as an adjustment against the opening balance equity.

MANNA GUM COMMUNITY HOUSE INC.

A0007556K

STATEMENT BY MEMBERS OF THE COMMITTEE

FOR THE YEAR ENDED 30 JUNE 2019

The committee has determined that the association 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 committee, the financial report as set out on pages 2 to 10:

1. Presents a true and fair view of the financial position of Manna Gum Community House Inc. as at 30 June 2019 and its performance for the year ended on that date.
2. At the date of this statement, there are reasonable grounds to believe that Manna Gum Community House Inc. will be able to pay its debts as and when they fall due.

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


Jeanette Pierce
President

7 October 2019


Linley Granger
Treasurer

**INDEPENDENT ASSURANCE PRACTITIONER'S REVIEW REPORT
TO THE MEMBERS OF MANNA GUM COMMUNITY HOUSE INC.**

We have reviewed the accompanying financial report, being a special purpose financial report, of Manna Gum Community House Inc., which comprises the balance sheet as at 30 June 2019, the income and expenditure statement, the cash flow statement and the statement of changes in equity for the year then ended, notes comprising a summary of significant accounting policies and other explanatory information, and the statement by members of the committee.

Committee's Responsibility for the Financial Report

The committee of the association is responsible for the preparation of the special purpose financial report that gives a true and fair view and have determined that the basis of preparation described in Note 1 to the financial report is appropriate to meet the financial reporting requirements of the *Associations Incorporation Reform Act (Vic) 2012* and the *Australian Charities and Not-for-profits Commission Act 2012* and to meet the needs of the members. This responsibility also includes such internal control that the committee determine is necessary to enable the preparation of the special purpose financial report that gives a true and fair view and is free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express a conclusion on the special purpose financial report based on our review. We conducted our review in accordance with Australian Auditing Standard on Review Engagements ASRE 2415 *Review of a Financial Report: Company Limited by Guarantee or an Entity Reporting under the ACNC Act or Other Applicable Legislation or Regulation*, in order to state whether, on the basis of the procedures described, we have become aware of any matter that makes us believe that the special purpose financial report does not satisfy the requirements of the *Associations Incorporation Reform Act (Vic) 2012* and Division 60 of the *Australian Charities and Not-for-profits Commission Act 2012* including; giving a true and fair view of the association's financial position as at 30 June 2019 and its performance for the year ended on that date; and complying with the Australian Accounting Standards to the extent described in Note 1 to the financial report and the *Australian Charities and Not-for-profits Commission Regulations 2013*.

ASRE 2415 requires that we comply with the ethical requirements relevant to the review of the special purpose financial report.

A review of the special purpose financial report consists of making enquiries, primarily of persons responsible for financial and accounting matters, and applying analytical and other review procedures. A review is substantially less in scope than an audit conducted in accordance with Australian Auditing Standards and consequently does not enable us to obtain assurance that we would become aware of all significant matters that might be identified in an audit. Accordingly, we do not express an audit opinion.

Conclusion

Based on our review, which is not an audit, nothing has come to our attention that causes us to believe that the special purpose financial report of Manna Gum Community House Inc. does not satisfy the requirements of the *Associations Incorporation Reform Act (Vic) 2012* and Division 60 of the *Australian Charities and Not-for-profits Commission Act 2012* including:

- a) Giving a true and fair view of the association's financial position at 30 June 2019 and its financial performance and cash flows for the year ended on that date: and
- b) Complying with Australian Accounting Standards to the extent described in Note 1, the *Associations Incorporation Reform Act (Vic) 2012* and Division 60 of the *Australian Charities and Not-for-profits Commission Regulation 2013*.

Basis of Accounting and Restriction on Distribution

Without modifying our conclusion, we draw attention to Note 1 to the special purpose financial report, which describes the basis of accounting. The financial report has been prepared for the purpose of fulfilling the association's financial reporting responsibilities under the *Associations Incorporation Reform Act (Vic) 2012* and the *Australian Charities and Not-for-profits Commission Act 2012*. As a result, the special purpose financial report may not be suitable for another purpose.

CARDELL ASSURANCE & AUDIT

Lyndal J. McKenzie
3A Billson Street
WONTHAGGI VIC 3995

14 October 2019

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Professional Standards Legislation