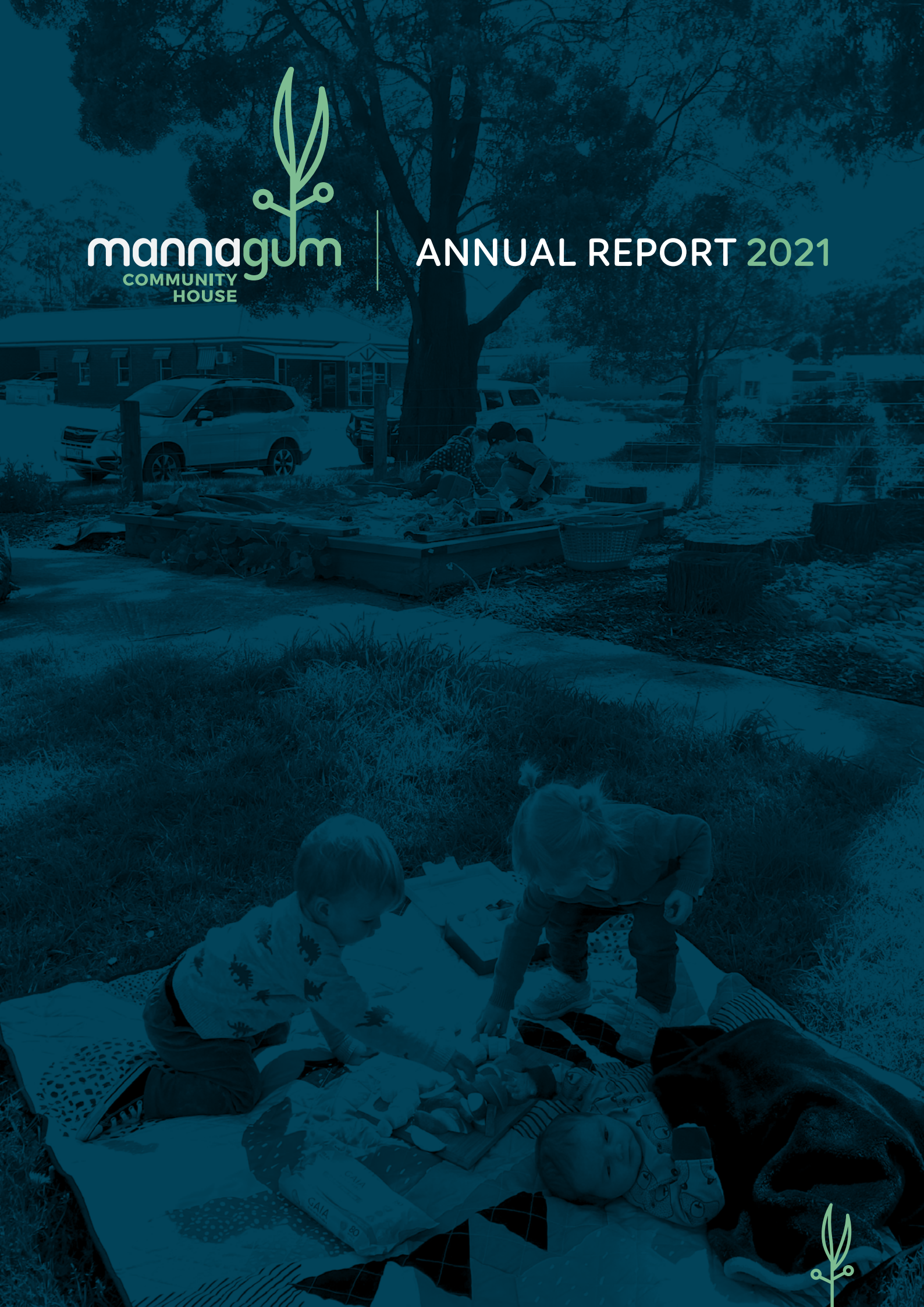




**mannagum**  
COMMUNITY  
HOUSE

# ANNUAL REPORT 2021





Through our commitment to reconciliation, Manna Gum Community House acknowledges the Australian Aboriginal and Torres Strait Islander peoples as the first inhabitants of the nation and the traditional custodians of the lands where we live, learn and work.





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Manna Gum Community House is a registered charity with the Australian Charities and Not-for-profits Commission

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## FUNDERS, SUPPORTERS & PARTNERS

ABC Heywire  
Alfred Felton Bequest  
Adult, Community and Further Education  
Adult Learning Australia  
Aherns Fruit Market  
Andos Bakery  
Anglicare Victoria  
Bass Coast Adult Learning  
Be Connected  
Buckley Park Community Farm  
Colin and Sally's Organic Lamb and Beef  
Connecting Up  
Connect the Plots  
Deep Creek Nursery  
FareShare  
Fish Creek Community Garden  
Fish Creek R.S.L.  
Foster Golf Club  
Foster IGA  
Food and Fibre Gippsland  
Foodbank Victoria  
Foster Chamber of Commerce  
Foster Foodworks  
Foster Medical Centre  
Foster Primary School  
Foster R.S.L.  
Foster Secondary College  
Foundation for Rural and Regional Renewal  
Foundation for Young Australians  
Foster Youth Assist Clinic  
Fynbos Farm, Foster  
Gardiner Dairy Foundation  
GippsDairy  
Gurney's Cidery  
Justice Connect  
Leongatha Community House  
Manna Community Garden  
Milpara Community House  
Max Employment  
Natural Living, Foster  
Neighbourhood Houses Gippsland  
Neighbourhood Houses Victoria  
Neil Barrett of Namoorook, Leongatha  
Prom Coast Centres for Children  
Prom Community Op Shop  
Prom Country Osteo  
Prom Country Lodge  
Prom Meats  
Ruby Hills Organics  
Services Australia  
Skills and Jobs Centres  
South Coast Primary & Community Partnership  
South Gippsland Bass Coast LLEN  
South Gippsland Hospital  
South Gippsland Shire Council  
StreetSmart Australia  
St Vincent de Paul  
Sustainability Victoria  
TAFE Gippsland  
The Kitchen Table  
The Mirror Newspaper  
The Salvation Army  
Toora and Foster Community Bank  
Toora Foodworks  
Toora Lions Club  
Toora Primary School  
Venus Bay Community Centre  
Volunteering Victoria  
Yooralla, Leongatha  
Youth Affairs Council Victoria  
Welshpool Primary School  
West Gippsland Regional Libraries Corporation



# Strategic Plan 2021-22

## PURPOSE

The purpose of 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.



# COMMITTEE REPORT

**Usually, the President of the Committee of Management outlines in the Annual Report the highlights for the year. We have been without a President since Jeanette Pierce resigned during the year, so this year the Committee presents its collective highlights ...**

In dealing with the unpredictable challenges of Covid, extreme weather and community-level social change, Manna Gum has shown itself to be agile and responsive to community needs. For example, when the area was hit with a mid-year storm and blackouts, the organisation swung into action, working with volunteers to cook food, coordinating emergency relief and lending an ear for people in crisis.

The local playgroup moved to Manna Gum this year introducing a bit of youthful joy and energy to the house. As well as providing a more suitable venue for the kids and parents, it builds the foundations for the generational change necessary for the community house's future sustainability.

2020/21 saw Manna Gum become more engaged with community and sustainability projects, including the highly successful Project Green Plot and food swap trolley. We have also been able to move forward with our program of gradual upgrading of our facilities. Notably this year included the installation of storage sheds to free up space inside the main building and landscaping in the backyard, moving us closer to our vision for a Gathering Place.

Elizabeth Collins, summed up all the Committee members views, as follows: [my highlights for Manna Gum this year were] watching an organisation stay across the challenges and ever-shifting scene that is COVID, while taking care of those who rely on Manna Gum, one can be reassured that the community is in good hands. I've really enjoyed seeing new people join the committee and the volunteer ranks - each brings something new, a slightly different angle, a skill or wisdom. It's this 'melting pot' element that makes Manna Gum a dynamic, caring place to get involved.

Jeanette Pierce resigned as President of the Committee during the year, having served five years in the role. The period of Jeanette's presidency was transformational for Manna Gum. She stepped up when Manna Gum was at a challenging time in its history and led the organisation through considerable change. There is no doubt Manna Gum is in a stronger position at the end of Jeanette's Presidency than it was at the beginning.

Achievements during Jeanette's leadership include the development of a Strategic Plan. Flowing from that, amongst other things, Manna Gum saw the development of a digital learning hub, the reconfiguration of space (inside and out) to meet the needs of Manna Gum's users better, sustainability initiatives and broader engagement with the Corner Inlet community.

Throughout her time as President, Jeanette was a strong advocate for Manna Gum and its community and a passionate leader. As President, Jeanette oversaw improvements in governance and broadening of the Committee's focus which set it up well for the challenges of the pandemic and the future.

The Committee thanks Jeanette for her service and looks forward to her continued involvement as a member and project leader.

Other departures

- In October 2020, Garry Eastman passed away. Garry took his role as a Committee Member seriously, assiduously preparing himself for meetings, reading and analysing the papers, questioning assumptions and bringing a well-developed business acumen to the team. He is sadly missed.
- Lesley Elliott left the Committee when she moved to Queensland to be closer to family. Lesley was a tireless contributor who could always be counted on when help was needed. We thank her for her contributions to Manna Gum and wish her well for the future.



# TREASURER'S REPORT

**Overall, Manna Gum recorded a net surplus for 2020/21 of \$19,574. This is down from \$73,578 in 2019/20 but better than the deficits we recorded in the two years before that! Our total equity remains solid at \$180,054 (up from \$160,480 last year).**

As for everyone, everywhere, the fallout from COVID-19 has been the main feature of Manna Gum's financial performance for 2020/21. Like last year, there have been swings and roundabouts but this year has had the added uncertainty of multiple, unpredictable lockdowns which have made budgeting particularly challenging.

Income from the lounge and community shop fell by about \$10,000, compared with last year but there is reason for optimism. Every time we have been able to trade, the accounts have shown steady growth in revenue, only to be flattened by lockdown.

Course income took a hit this year as well, down about \$13,000 from last year. This was offset by a reduction in costs of about \$5,500 but the net reduction of about \$7,500 is significant, not only for Manna Gum's financial situation but for the lost opportunities for the tutors and course participants.

In contrast, Manna Gum benefited from pandemic-related funding from the Commonwealth and State Governments, most notably Jobkeeper, and from several philanthropic grants.

Key aspects of Manna Gum's revenue have not been affected by the pandemic, including our ongoing funding from the Victorian Government under the Neighbourhood Houses Coordination Program and (at least for the time-being) the

Adult Community and Further Education (ACFE), including Learn Local. ACFE funding is dependent on delivering a contracted number of hours and during 2020/21 the ACFE Board took a lenient approach to organisations (including Manna Gum) which could not deliver the hours it had contracted because of lockdowns. It remains to be seen how this will unfold for 2021/22.

The other main source of contracted revenue is from Services Australia (SA) to host the Centrelink and Medicare Agency. In last year's Annual Report, I noted that we were in consultation with SA about the shortfall between their funding of the Agency and the expense to run it.

Following a review of the importance of the Agency to Manna Gum's customers and a small increase in SA's funding we signed another 12-month contract but addressing the funding gap remains an issue and will continue to be a focus for the Committee.

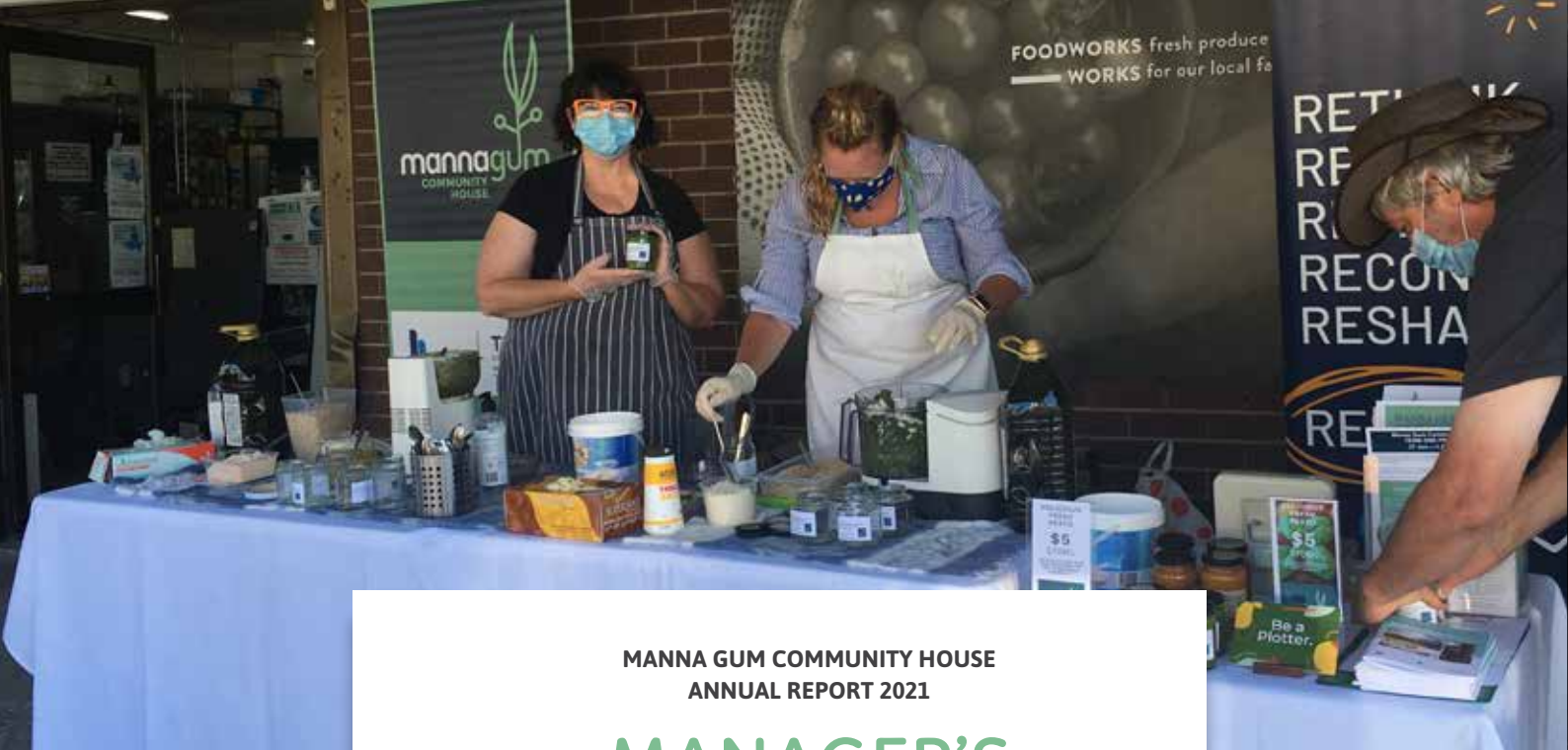
Emergency relief income and expenditure remained high in response to the pandemic with demand comparable with last year's but considerably higher than previous years'.

Despite the challenges of the last two years, I am proud of Manna Gum's performance and look forward to building on that as we (hopefully) emerge from the worst of the pandemic and resume regular activities.

*Linley Granger*

TREASURER





MANNA GUM COMMUNITY HOUSE  
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## MANAGER'S REPORT

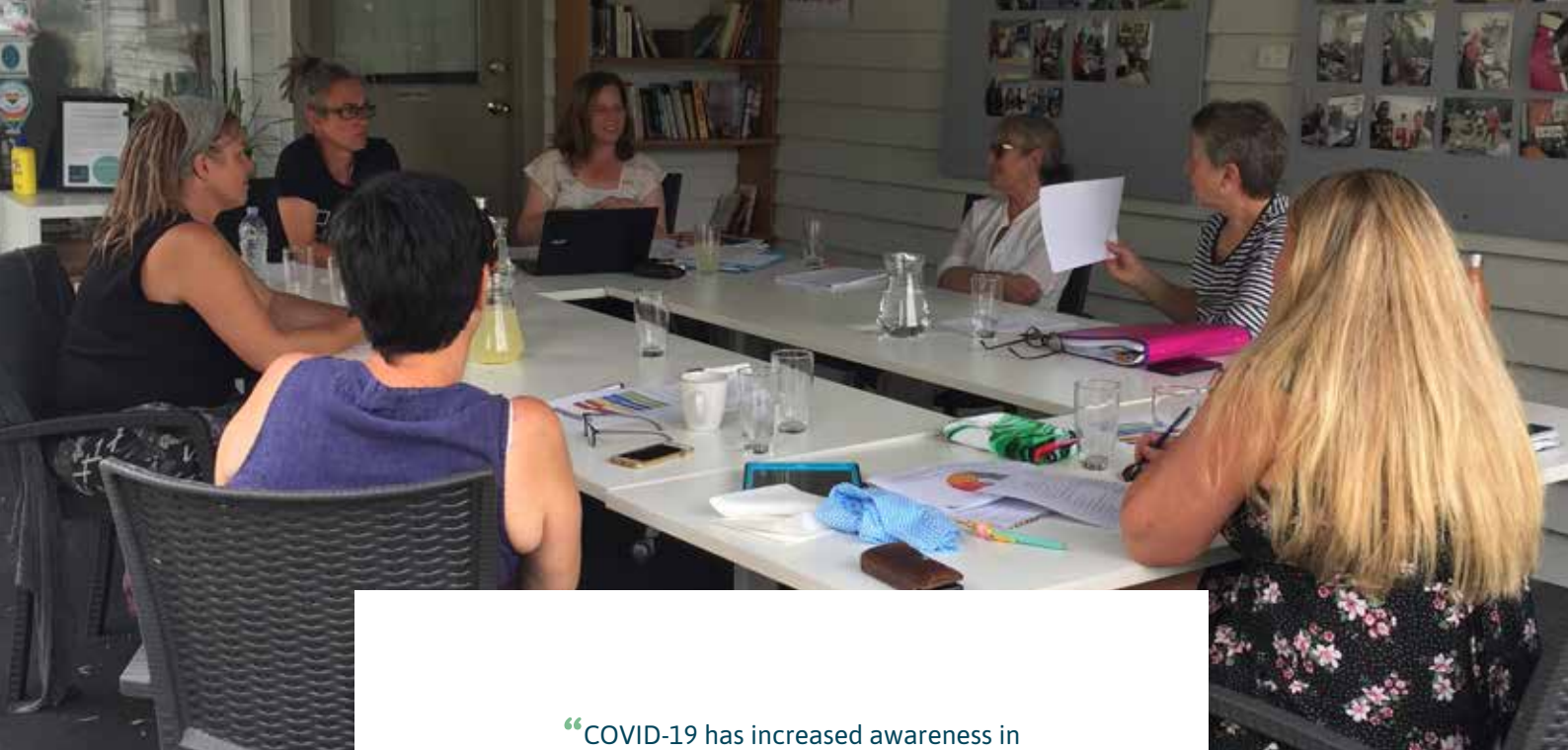
**July was a positive start to the year with the completion of the Deloitte evaluation of the social return on investment for Neighbourhood Houses in Gippsland. It found that they had provided more than \$8 million in value between April 2019 to March 2020, to their local communities. The social return on investment for Houses was calculated at an impressive \$2.78 for every dollar invested in activities. The report also found that the Neighbourhood Houses in Gippsland provided significant community benefit by building individual and community resilience, improved social participation, emergency relief and improved health and well being.**

COVID-19 has increased awareness in communities of the importance of Neighbourhood Houses and Manna Gum is no exception. Despite several lockdowns we've consistently provided our essential services without interruption - helping people to access Government services online and providing material aid to those in need. We've attracted an increasing amount of community support, with a significant increase in financial and non-financial donations, new partnerships and a steady stream of new volunteers.

It is the resilience and dedication of our staff and volunteers whose work I want to highlight. Our volunteers rallied together at short notice during the power outage in June and cooked over eighty meals for people who had no electricity at home. They staffed the building all weekend so that people could drop by, have a cup of tea, recharge their devices and most importantly to be able to connect and have a chat. Our volunteers also created fifty two personalised Christmas gift and food hampers in December 2020 for families and individuals doing it tough, with the help of our partners and generous donations from the community.

Our staff and volunteers cultivate a wonderful and welcoming food culture at Manna Gum with a monthly Community Lunch that hosts up to forty people for a hot two-course meal. We also have the home cooked food prepared by the Lounge volunteers and the delicious meals that Tracey cooks for our Monday youth group.

Our Learn Local program delivery has been the most challenged by the COVID era of change and disruption. Without being able to sustain consistent course delivery our enrolments have reduced over the last year. However we have



“COVID-19 has increased awareness in communities of the importance of Neighbourhood Houses and Manna Gum is no exception.”

provided more individualised education and pathways support throughout lockdowns to some of our most vulnerable community members. We delivered our English class via Zoom and supported our learners remotely where possible.

We are also getting more creative with our fundraising by improving our lounge and shop social enterprise and hosting events such as our

fun Pesto Festo stall in January, making fresh pesto on-the-spot in the Main Street of Foster. We will continue to look for ways to diversify our income and make our organisation more resilient.

*Rebecca Matthews*  
MANAGER

**Deloitte**

IN 2019-20,  
\$1 INVESTED INTO  
NEIGHBOURHOOD  
HOUSES OF  
GIPPSLAND  
RESULTED IN \$2.78  
IN ECONOMIC &  
SOCIAL BENEFITS

© 2020 Deloitte Touche Tohmatsu

### SAFE, CONNECTED & THRIVING COMMUNITIES WITH A COLLECTIVE VOICE

Based on the available evidence, Deloitte Access Economics estimate that between April 2019 and March 2020 the social return on investment for NHG was \$2.78 for every dollar invested in NHG's activities. This benefit comprised:

HEALTH & WELLBEING	CONNECTED & REDUCED SOCIAL ISOLATION	SAFETY	RESILIENCE & PRIDE	INDEPENDENCE & PRODUCTIVITY
<ul style="list-style-type: none"> <li>12,848 participants engaged in physical activities</li> <li>Healthcare cost avoided due to NHG activities estimated at \$1,222,987 p.a.</li> <li>183 volunteers reduced social isolation, with quality of life (QOL) gain estimated at \$435,116 p.a.</li> <li>27 mental health support sessions offered</li> </ul>	<ul style="list-style-type: none"> <li>38% of participants stated main benefits are meeting new participants, friends &amp; spending time with others</li> <li>QOL gain associated with increased social engagement estimated at \$150,884 p.a.</li> <li>QOL gain associated with this increased social connection and inclusion estimated at \$1,507,664 p.a.</li> </ul>	<ul style="list-style-type: none"> <li>NHG members reached out to approx. 1,393 participants to check in on vulnerable participants</li> <li>NHG members referred approx. 51 participants to appropriate support agencies</li> <li>NHG members supported approx. 75 participants affected by family violence</li> </ul>	<ul style="list-style-type: none"> <li>Community lunches &amp; gardening activities attended by 378 participants</li> <li>Approx. 17,000 emergency food parcels provided</li> <li>345 female sanitary products &amp; 690 toiletries provided</li> <li>166 participants accessed NHGs shower facilities</li> <li>\$273,555 in emergency service and/or relief provided</li> </ul>	<ul style="list-style-type: none"> <li>1,040 computer classes delivered to approx. 4,138 neighbourhood house participants</li> <li>361 writing classes offered</li> <li>367 sessions of English classes and 660 classes for other languages delivered</li> <li>344 participants accessed financial counselling / services</li> <li>Approx. 2,792 people accessed information about other government services</li> </ul>





MANNA GUM COMMUNITY HOUSE  
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## EDUCATION REPORT

### LEARN LOCAL COURSES

The end of 2020 saw us 'squeak in' a wonderful digital literacy course with a wide range of participants - our oldest was 84!

It was great to see older people embracing communication after the isolation of lockdown: joining Facebook, learning about email and working out phone problems.

The start of this year meant the delivery of our wonderful Skilled Aware Resourceful Active (SARA) Financial Wellbeing for Women course, developed by WIRE (Women's Information Referral Exchange). Eight women participated, the majority of whom confirmed that financial abuse or family violence had relevance to them personally.

Over ten weeks, the SARA course covered an enormous range of topics and hosted guest speakers from a range of local professions. It also focused on future planning and self-confidence building. It was a great success, and I hope that the course can run again in 2022 with possible alternative funding.

Outcomes for the women were as wide ranging as making up wills, organising superannuation and planning for future crises.

In terms of overcoming barriers to employment, this course was hugely influential.

Our other outstanding program for this year was the New Horizons course in partnership with Food and Fibre Gippsland. New Horizons is an eight week course with two sessions a week. It examines employability skills, 'digital passports' and workplace communication. It always has an industry focus - this year our industry was the dairy sector - and the range of employment opportunities in that sector. Again, as with all pre-accredited learning, we place an emphasis on building self-confidence and communication skills. With guest speakers and mini-field trips as well as a job placement, we try to help people be job ready.

One of our participants was so successful in his day of work experience that he is still working for the same employer!

We hope to run another New Horizons before the end of the year, this time with an emphasis on Commercial Cleaning and Maintenance.

*Louisa Vale*

TEACHER



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## CORNER INLET FAMILY LEARNING PROGRAM 'THE 'HUB'

**Our Corner Inlet Family Learning Program delivers adult education to parents onsite at local primary schools, while providing an onsite supervised playgroup for preschoolers. It is a two year project funded by ACFE and the Alfred Felton Bequest.**

The second half of 2020 allowed some limited delivery at Toora Primary School during easing of lockdowns. Our time was well spent as we had two pre-schoolers entering prep in 2021 and we were able to spend several sessions preparing for transition.

We also enjoyed preparing Christmas gifts and hampers for our families as well as a breakup party in December.

2021 was the start of our long awaited second program in Welshpool, hosted by the Primary School. Our staff visited the school in the first week of Term 1 to attend the school leadership assembly, and used the morning tea to chat to parents and students.

We began the program in the second week of term one, and had a consistent attendance of four families ever since. Significantly, we have had two very new families from the Philippines join our group, and have been able to provide additional support for people who speak English as a second language.

COVID has meant that we have had periods of time where we have not been able to meet, and periods where we have met off campus, but the group in Welshpool has had a fantastic start.

Our group in Toora has fluctuated in the first half of 2021. The housing crisis as a result of COVID, an increase in family violence and increasing poverty have impacted some family's capacity to stay in the area.

After losing several participants earlier in the year due to the above reasons, our group stabilised in June/July with around five participant families, all of whom have students enrolled at Toora Primary. As with the end of 2020, we are now celebrating one of our preschoolers getting ready to start Prep in 2022.

Given the fluidity of this year, both groups have relied on Facebook for ongoing communication and contact. The groups have met on one occasion in between lockdowns, and enjoyed time spent together very much! I look forward to celebrating the end of the year with both groups.

*Louisa Vale*

TEACHER





MANNA GUM COMMUNITY HOUSE  
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## OUR PLACE

**Our Place is a youth group running at Manna Gum on a Monday after school for local youth. It is a relaxed group where I encourage the kids to support each other and embrace each other's differences. We provide a meal each week and an activity.**

I facilitate the group and I have a volunteer helping each week. I also recruit local people with various talents to come and share their special talent with us. This year we had some pottery classes with a local talented lady. We celebrated NAIDOC Week with a movie and a look at some indigenous art, clapsticks, pictures of symbols and their meanings and a map of indigenous Australia.

We also had a local ping-pong champion come and show us some moves. Other activities include bonfires, treasure hunts, gaming, art, charades, hangman and lots of Uno!

I cook beautiful hearty and healthy meals and often feed another group of young people that attend the community house for art therapy. The kids take home any leftovers and take food where needed from our foodbank .

We have developed strong bonds with the children and they often confide with us about their issues. Support and mutual respect is very important. There is a core group of eight to ten kids that come each week, plus some more occasional participants and the kids we support from the art therapy group.

COVID has created a few challenges for us including cancellation of the program and of special events, but hopefully we are onward and upward from here.

*Tracey James*

YOUTH WORKER





MANNA GUM COMMUNITY HOUSE  
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## CONNECT THE PLOTS

**The intention of Project GreenPlot (PGP) is to encourage members of the community to grow their own and/or to access free locally grown fresh produce.**

A \$1000 South Gippsland Shire grant allowed the project to promote the concept from July 2020 with the assistance of a partnership with Manna Gum Community House.

I was able to connect with three low income households with varying success. Due to the more transient nature of these supported gardeners' lives, not all projects have flourished. However, with continued promotion and guidance through Manna Gum Community House it is hoped that PGP can continue to engage with those wanting to grow their own on a very limited budget.

What proved to be a much more successful arm of the project was the development of what has now become a fortnightly fresh food box program via Manna Gum's Food Relief Program.

The first five boxes were distributed in Sept 2020. PGP now does fortnightly Distribution Days, filling 8-12 boxes ready for collection or delivery. A MCGH volunteer phones recipients two days prior to confirm orders and three volunteers handle the packing and some deliveries.

PGP has connected with newly established organic market gardener Neil Barrett from Leongatha and free range chicken from Fynbos Farms

([www.fynbosfarmfoster.com](http://www.fynbosfarmfoster.com)) to ensure a great base for the offering each fortnight.

### STATS 2020-21

Value of distributed produce: \$3910.00  
Produce donated: 760kg  
Types of produce distributed: 91  
Recipient households: 15  
Plotters registered: 84  
Volunteer hours: 120+

### OTHER PROJECTS

In partnership with Manna Gum Community House a Produce Swap Trolley has been built with a grant from South Coast Primary & Community Partnership. This is now installed on the grounds of MGCH for people to access donated fresh food at any time.

[www.projectgreenplot.org](http://www.projectgreenplot.org)

*Elizabeth Collins*

FOUNDER - PROJECT GREENPLOT





MANNA GUM COMMUNITY HOUSE  
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## COMMUNITY LOUNGE

**Well it has indeed been a very interesting year for all the wrong reasons. After reopening the Lounge with elation and anticipation after the summer break, starting to rebuild a regular follow-up of twice weekly visitors, COVID threw its unavoidable spanner once more in the good work performed by the volunteers.**

A few uninterrupted months in late autumn and beginning of the winter months saw the takings slowly going up with an increase in patronage, and the regular attendance of the Yooralla “youngsters” brought a few smiles all around.

Unfortunately it was not to last and now that this winter of discontent is well behind us, volunteers such as Carmen, Emily or myself are really looking to resume our weekly stint behind the coffee machine or at the helm of the sandwich press to reconquer the loyal followers that will march once again into our COVIDSafe lounge and tempt them with our unorthodox sandwiches and tasty treats.

The lounge has become a safe, reassuring meeting place for quite a few locals and we want to continue bringing people together looking for a cheaper and I dare say nicer way to do it.

*Noelle Bonnin*







## CENTRELINK & MEDICARE AGENCY REPORT

Assisting our customers to connect with Government services online and use a MyGov account continues to be the focus of our work at the Foster Centrelink and Medicare Agency. We are also able to assist with complex enquiries with the use of the agency Silver Service line, saving customers a longer trip to a service centre.

The first 5 months of this year saw a reduction in the number of Centrelink customers. Customers who did attend were happy to adhere to COVIDSafe requirements which sometimes means a bit of a longer wait as we regularly clean the office.

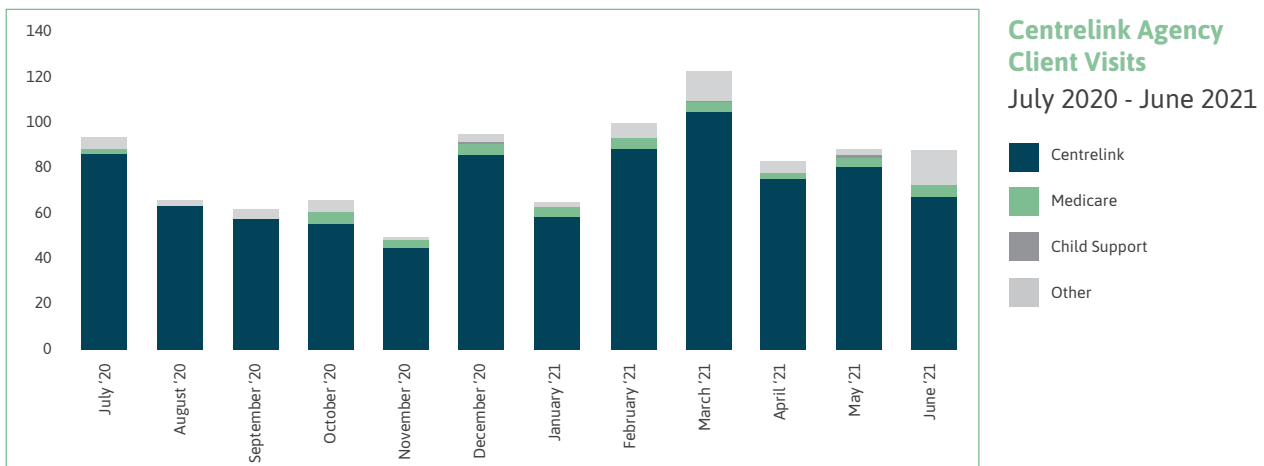
All of the Services Australia equipment worked well and efficiently for most of the year.

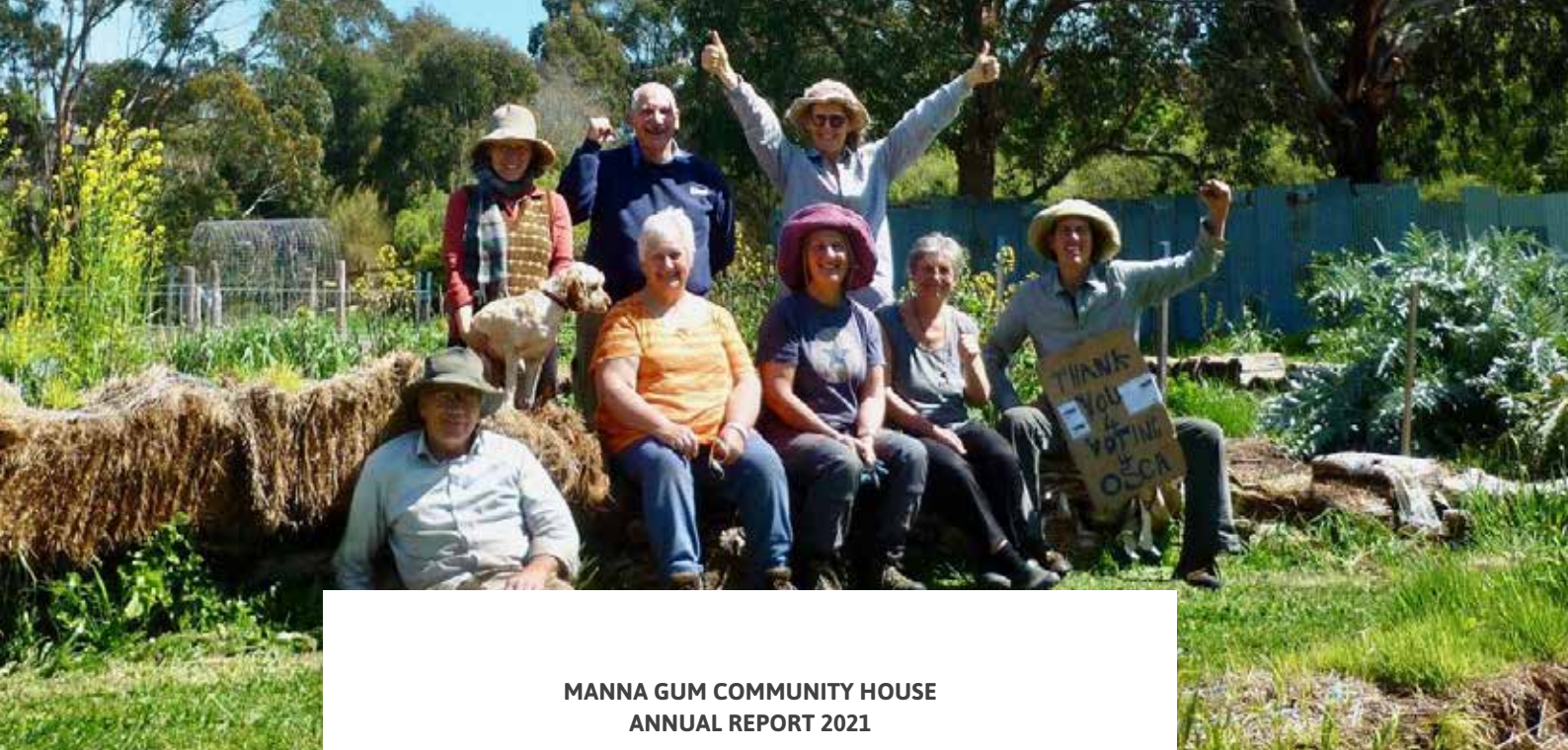
The Australian Government Mobile Service Centre arrived on Tuesday 25 May and Wednesday 26 May situated opposite the visitor information centre in Main Street Foster, enabling our local community to connect to more services.

In May we saw a slow increase in Centrelink Customers attending. In June we began processing the State Government PowerSaving Bonus applications in addition to the usual agency services which enabled more local people to claim the \$250 one-off payment.

Customers continue to comment on how much they value the service.

**Sandra Liversidge**  
Centrelink Agent





MANNA GUM COMMUNITY HOUSE  
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## FISH CREEK COMPOSTER

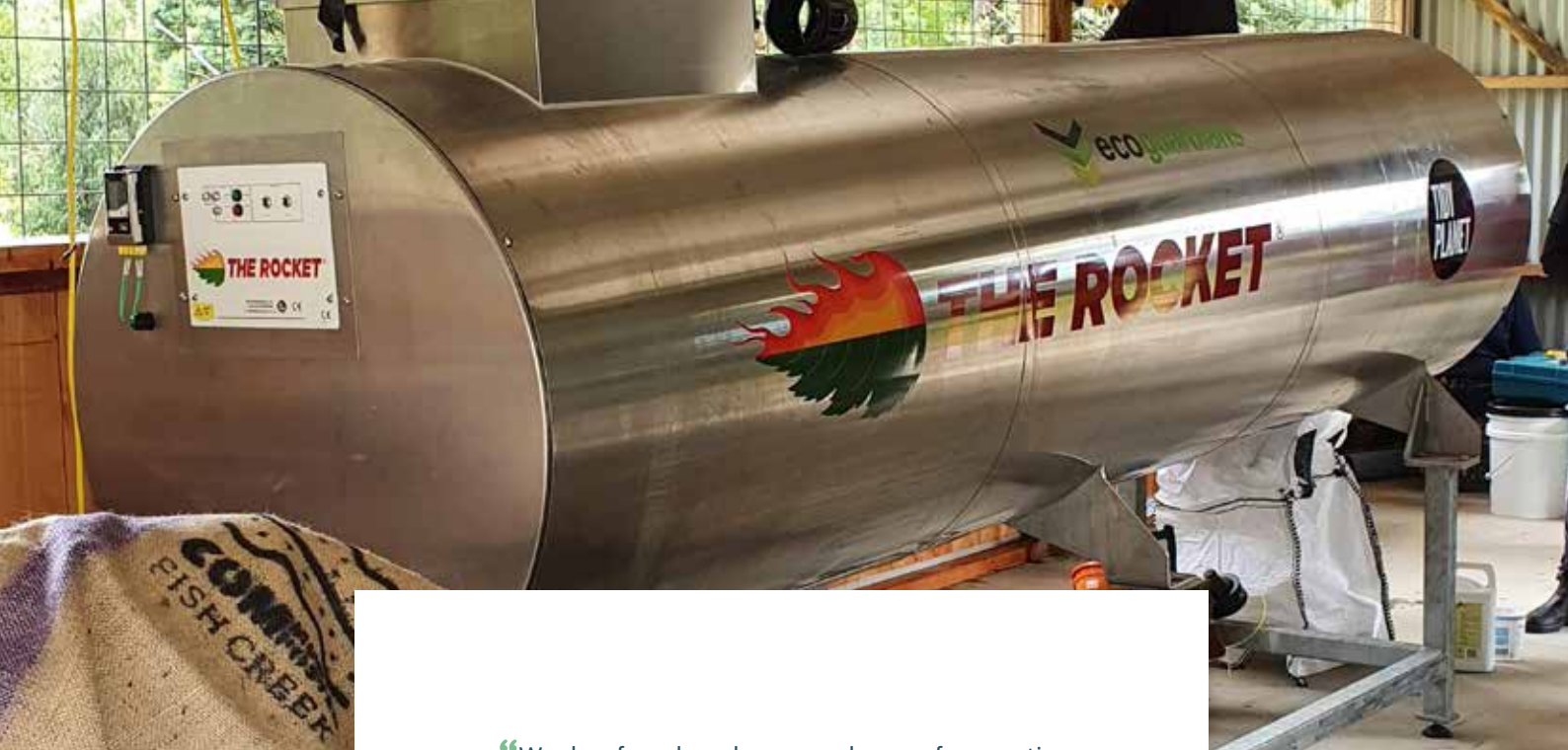
**Pick my Project (PMP) was an initiative of the Victorian Labour State government to give communities the opportunity to put forward projects. For the grants to become successful the groups had to encourage people to vote for individual projects. Each person was able to vote for three projects only.**

Fish Creek Community Garden and Buckley Park Community Farm had been talking about the need to be able to create more compost, initially working only with soft environmental weeds but now also to be able to provide a service to local food businesses and to be able to dispose of food waste in an ethical way. So the team went to work, budgets for the whole project, getting the formal letter of support from the council. Seeing a vision and working towards making it happen.

The team had flyers around the local shops in Fishy, Foster and Meeniyah. Flyers went out in the mail, texts sent with links, Facebook, visits to the football passing out how to vote. Mornings at the Farmers markets promoting and educating people with all the different projects in our community. Weeks of work and so many hours of promotion. We made it fun and we laughed a lot. Fingers crossed that our work would not be for nothing. But for me, never really thinking that it would become reality.

When the announcement came that we were successful we had to all pinch ourselves. My goodness we now have to pull this off! We soon realised that we needed help on the administration side so we approached Manna Gum Community House to see if they would partner with us. As a committee that was the best decision that we made, the Community House staff with their cool, calm and professional manner guided us through the rough waters to achieve the project. We had to steer ourselves around planning and building permits, change of site and then getting a licence for the new site on the rail trail and re-design for the shed so that it fitted into the new surroundings of the rail trail.

We only managed to make one deadline on time and that was applying for the grant on time. All the other timelines we missed, not just once but on numerous occasions through circumstances beyond our control despite community members and local trades people making themselves highly available to us when needed. Rebecca liaised with the PMP team and managed to negotiate with them at every turn. We then had the pandemic join in with the delays. Rebecca continued to work with PMP and get us extension after extension.



“Weeks of work and so many hours of promotion. We made it fun and we laughed a lot.”

With a starting date for the shed, we went to order the composter and found that the technology had been sold to a company in New Zealand. We rejigged budgets to include import duties, went to order and found out that they were not making that model. We certainly didn't see that coming!

So we searched for a similar machine. We found the 'Rocket' made in the UK. The Australian supplier for this was Eco Guardians in Melbourne and we managed to order before yet another looming deadline.

The Fish Creek Composter has been running for 8 months. The first 6 months everything ran smoothly with a great supply of food coming in and with some weed blitz there was always a constant supply. The Agapanthus drive was the most successful with around 4000 lt of Agapanthus heads delivered to the composter.

The last two months we have had mechanical problems with the gearbox and we are waiting on a replacement under warranty.

If we did not have the help and support of the Community House this project would not have got off the ground. We are so lucky as a community that there exists a body, like Manna Gum, with such high levels of competency and community engagement supporting our community.

**We make things grow.**

*Margaret Watson*

VICE PRESIDENT  
BUCKLEY PARK COMMUNITY FARM



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## COMMITTEE & STAFF

### COMMITTEE OF MANAGEMENT

#### Secretary

Lisa Poynton

#### Treasurer

Linley Granger

#### Members

Elizabeth Collins  
Ann-Maree Gentile  
Luke Haustorfer  
Rhonda Mallows  
Jen Young

### STAFF

#### Manager

Rebecca Matthews

#### Learn Local Teachers

Louisa Vale  
Melissa Webster  
David Pollard

#### Centrelink & Medicare Agents

Sandra Liversidge  
Barbara Stevens  
Rhonda Mallows

#### Bookkeeper

Simone Goeckes

#### Office Administration

Sheryl Lorenz

#### 'Our Place' Youth Worker

Tracey James

#### Technology Club Tutor

Tim Beacham

#### Community Lunch Facilitator

Juneen Schulz





# SPECIAL PURPOSE FINANCIAL REPORT

FOR THE YEAR ENDED 30 JUNE 2021  
A0007556K



MANNA GUM COMMUNITY HOUSE INC.

A0007556K

INCOME AND EXPENDITURE STATEMENT

FOR THE YEAR ENDED 30 JUNE 2021

	2021	2020
<b>INCOME</b>		
Donations/gifts	2,837	1,053
Fundraising income	210	1,099
Internet/photocopying/printing	610	1,397
Membership fees	227	114
Events	240	-
WGAC T-Paper	5,511	6,101
Room hire	3,958	6,609
Other income	11	506
Community Shop	2,821	14,746
Course Income	35,015	48,000
DHS contract	86,909	83,033
Centrelink contract	23,824	23,241
Auspecting income	4,450	626
PSB2 Outreach	440	-
Emergency relief	17,353	20,716
<b>Total income</b>	<b>184,416</b>	<b>207,241</b>
<b>EXPENDITURE</b>		
Accounting	1,470	1,410
Bank fees	330	228
Council rates	348	300
Telephone	662	597
Internet	1,279	1,277
Electricity	1,643	2,480
Water	866	906
Security	731	546
Repairs & maintenance	1,425	1,853
Computer expenses	2,383	-
Printing/photocopying	737	604
Software & subscription	927	1,284
Waste removal	35	191
Stationery/Office supplies/paper	568	781
Cleaning expense	6,490	252
Police checks	210	91
Community House equipment	683	1,834
Gifts and donations	409	569
Groceries	328	396
WGAC	5,068	4,998
Advertising & marketing	748	2,538
Subscriptions & memberships	1,152	1,271
Travel expenses	398	304
Room hire	142	100
Programs/events	209	312
School Holiday program	-	27
Catering	143	1,288
Staff training & development	1,568	995
Community Shop expenses	1,413	3,407
Miscellaneous expenses	192	346
Tutor fees	8,386	13,822
Course refunds	660	109

The accompanying notes form part of this financial report.

MANNA GUM COMMUNITY HOUSE INC.

A0007556K

INCOME AND EXPENDITURE STATEMENT  
FOR THE YEAR ENDED 30 JUNE 2021 (continued)

EXPENDITURE (continued)	NOTE	2021	2020
Emergency relief		18,060	6,417
Bad debts		-	27
Depreciation expense	3	8,302	7,219
Wages & salaries expense		166,454	144,025
Superannuation expense		13,616	11,388
Leave provision expense (annual and long service leave)		1,539	4,581
Uniforms		182	-
Workcover premium		3,577	1,864
<b>Total expenditure</b>		<b>253,333</b>	<b>220,637</b>
<i>Net operating deficit for the financial year</i>		<i>(68,917)</i>	<i>(13,396)</i>
<b>OTHER INCOME</b>			
Interest income		369	540
JobKeeper income	6	42,000	36,000
Cash Flow Boost	6	6,493	19,479
Business Support Funding (VIC Covid-19)		283	10,000
Auspecting income:			
- Project Green Plot		576	-
- Fish Creek Community Carnival		9,000	-
- OSCA Community Composter		111,346	41,136
ACFE equipment grant		6,361	6,926
Fee for service – tutoring		-	400
Community Kitchen – donation		1,200	1,220
Garden Backyard project		3,236	3,827
ACFE Flexible Family Support Grant		-	3,266
FRRR ABC Heywire Project		5,271	3,314
Corner Inlet Family Learning Program		47,489	11,901
Community Enterprise Foundation		38	2,374
FFFR – Working in Dairy Communities		4,308	-
ACFE Digital Adjustment Fund		1,925	-
Council COVID-19 Technology Grant		2,689	-
<b>Total other income</b>		<b>242,584</b>	<b>140,383</b>
<b>OTHER EXPENSES</b>			
Auspecting expenses:			
- Project Green Plot		879	-
- Fish Creek Community Carnival		9,000	-
- OSCA Community Composter		111,346	41,136
ACFE equipment grant		4,509	2,983
Fee for service – tutoring		-	450
Community Kitchen		1,209	1,220
Garden Backyard project		1,737	350
ACFE Flexible Family Support Grant		-	3,266
FLP Corner Inlet Family Learning Program		7,088	-
FRRR ABC Heywire Project		5,876	3,314
Community Enterprise Foundation		39	690
Business Support Funding (VIC COVID-19)		7,496	-
ACFE Digital Adjustment Fund		1,925	-
Council COVID-19 Technology Grant		2,989	-
<b>Total other expenses</b>		<b>154,093</b>	<b>53,409</b>
<b>Net surplus for the year</b>		<b>19,574</b>	<b>73,578</b>

The accompanying notes form part of this financial report.



MANNA GUM COMMUNITY HOUSE INC.

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BALANCE SHEET

FOR THE YEAR ENDED 30 JUNE 2021

	NOTE	2021	2020
<b>CURRENT ASSETS</b>			
Petty cash & cash floats		172	250
Cash at bank:			
- Manna Gum Community House		172,526	116,002
- Debit card		996	8
- Grant account		<u>59,749</u>	<u>145,905</u>
		233,271	261,915
Term deposit		24,671	23,400
Accounts receivable		4,150	25,312
Accrued income		-	23,639
<b>TOTAL CURRENT ASSETS</b>		<b>262,264</b>	<b>334,516</b>
<b>NON CURRENT ASSETS</b>			
Plant & equipment	3	52,888	47,554
<b>TOTAL NON CURRENT ASSETS</b>		<b>52,888</b>	<b>47,554</b>
<b>TOTAL ASSETS</b>		<b>315,152</b>	<b>382,070</b>
<b>CURRENT LIABILITIES</b>			
Accounts payable		6,388	1,621
PAYG & GST payable		11,730	12,156
Annual leave provision		9,825	11,837
Long service leave provision		14,106	12,757
Unexpended grants	4	93,049	183,219
<b>TOTAL CURRENT LIABILITIES</b>		<b>135,098</b>	<b>221,590</b>
<b>TOTAL LIABILITIES</b>		<b>135,098</b>	<b>221,590</b>
<b>NET ASSETS</b>		<b>180,054</b>	<b>160,480</b>
<b>EQUITY</b>			
Opening accumulated surplus		160,480	86,902
Current year surplus		19,574	73,578
<b>TOTAL EQUITY</b>		<b>180,054</b>	<b>160,480</b>

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 2021

	Accumulated Surplus
Balance at 1 July 2019	86,902
Operating surplus for the year	73,578
Balance at 30 June 2020	160,480
Operating surplus for the year	19,574
Balance at 30 June 2021	180,054

The accompanying notes form part of this financial report.



MANNA GUM COMMUNITY HOUSE INC.

A0007556K

CASH FLOW STATEMENT

FOR THE YEAR ENDED 30 JUNE 2021

	2021	2020
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>		
Fundraising and donations	3,047	2,152
Operating grants received	95,600	91,336
Other operating income received	153,187	86,004
Interest received	369	540
Payments to employees and suppliers	(263,970)	(226,260)
Other income received	152,045	253,602
Other expenses paid	(154,093)	(53,409)
<b>NET CASH PROVIDED BY / (USED IN) OPERATING ACTIVITIES</b>	<b>(13,815)</b>	<b>153,965</b>
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>		
Purchases of property, plant & equipment	(13,636)	(11,424)
Increase in term deposits	(1,271)	(447)
<b>NET CASH USED IN INVESTING ACTIVITIES</b>	<b>(14,907)</b>	<b>(11,871)</b>
<b>NET INCREASE / (DECREASE) IN CASH HELD</b>	<b>(28,722)</b>	<b>142,094</b>
<b>CASH AT THE BEGINNING OF THE FINANCIAL YEAR</b>	<b>262,165</b>	<b>120,071</b>
<b>CASH AT THE END OF THE FINANCIAL YEAR</b>	<b>233,443</b>	<b>262,165</b>

The accompanying notes form part of this financial report.

MANNA GUM COMMUNITY HOUSE INC.

A0007556K

NOTES TO THE CASH FLOW STATEMENT

FOR THE YEAR ENDED 30 JUNE 2021

CASH FLOW INFORMATION	2021	2020
<b>a) Reconciliation of cash for purposes of cash flows:</b>		
Cash on hand	172	250
Cash at bank	233,271	261,915
<b>Total</b>	<b>233,443</b>	<b>262,165</b>
 <b>b) Reconciliation of net cash provided by operating activities to surplus from ordinary activities:</b>		
Surplus from ordinary activities	19,574	73,578
Add back non-cash items:		
Depreciation	8,302	7,219
<i>Changes in assets &amp; liabilities</i>		
(Increase) / decrease in accounts receivable	44,801	(43,871)
(Increase) / decrease in income in advance	4,341	219
Increase / (decrease) in trade payables	(90,170)	113,759
Increase / (decrease) in leave entitlement provision	(663)	3,061
<b>NET CASH PROVIDED BY / (USED IN) OPERATING ACTIVITIES</b>	<b>(13,815)</b>	<b>153,965</b>

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 2021

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 expired in July 2021 and is now in the process of being extended.

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.

A0007556K

NOTES TO THE FINANCIAL REPORT

FOR THE YEAR ENDED 30 JUNE 2021

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

	2021	2020
<b>Leasehold improvements:</b>		
Buildings – at cost	52,727	45,045
Less accumulated depreciation	(13,454)	(9,630)
<b>Written down value</b>	<b>39,273</b>	<b>35,415</b>
<b>Office equipment:</b>		
Office equipment – at cost	32,514	26,559
Less accumulated depreciation	(18,899)	(14,420)
<b>Written down value</b>	<b>13,615</b>	<b>12,139</b>
<b>Total plant and equipment at written down value</b>	<b>52,888</b>	<b>47,554</b>

Movements in Carrying Amounts

	Leasehold Improvements	Plant & Equipment	Total
Balance at beginning of year	35,415	12,139	47,554
Additions	7,682	5,954	13,636
Depreciation	(3,824)	(4,478)	(8,302)
Disposals (net)	-	-	-
<b>Balance at end of year</b>	<b>39,273</b>	<b>13,615</b>	<b>52,888</b>



MANNA GUM COMMUNITY HOUSE INC.

A0007556K

NOTES TO THE FINANCIAL REPORT

FOR THE YEAR ENDED 30 JUNE 2021

NOTE 4: UNEXPENDED GRANTS	2021	2020
Pearl Park Music Festival	10,272	3,272
OSCA	27,055	120,389
ACFE Equipment grant	1,465	2,326
Garden Backyard grant	3,142	4,688
Flexible Family Support	-	1,099
Community Kitchen	385	313
Our Place Youth Group	20,015	6,686
Disability Access Grant	-	1,000
Community Enterprise Foundation	-	39
FRRR Dairy Communities	-	4,308
Project Green Plot	424	-
Fish Creek Community Carnival	5,000	-
ACFE FLP	19,709	39,099
ACFE Digital Adjustment Fund	3,271	-
Council COVID-19 Technology Grant	2,311	-
<b>Total</b>	<b>93,049</b>	<b>183,219</b>

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	-	104
Later than 5 years	-	-
<b>Minimum lease payments</b>	<b>104</b>	<b>208</b>

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. Negotiations are in process to extend the lease.

NOTE 6: COVID-19 PANDEMIC

In March 2020, a global pandemic for COVID-19 coronavirus was declared by the World Health Organisation. As a result, the Australian Federal Government announced financial stimulus packages, including the ATO *Cash Flow Boost* and *Job Keeper*.

The association was entitled to Cash Flow Boost received in both the 2020 and 2021 financial years.

The association was also entitled to participate in the JobKeeper scheme. \$42,000 was received in this financial year and \$36,000 was received in the prior year.

The financial impact of COVID-19 to the 2020-21 financial year has been significant. Manna Gum Community House has been impacted by the numerous COVID-19 lockdowns and restrictions that have occurred during the year which has limited the ability to undertake normal operations. The overall income has reduced; however, most costs are fixed and cannot be reduced accordingly.

MANNA GUM COMMUNITY HOUSE INC.

A0007556K

STATEMENT BY MEMBERS OF THE COMMITTEE

FOR THE YEAR ENDED 30 JUNE 2021

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 2021 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:



Lisa Poynton  
Secretary



Linley Granger  
Treasurer

16 September 2021



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 2021, 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 2021 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 2021 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

7 October 2021

limited by a scheme approved under  
Professional Standards Legislation

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