

2019 ANNUAL REPORT

HAMPTON PARK CARE GROUP INC.

2019 Annual General Meeting Hampton Park Care Group INC

*Hampton Park Community House
16-20 Stuart Avenue
Hampton Park Victoria 3976*

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AGM MINUTES



*Hampton Park Care Group Inc.
Annual General Meeting 2019*

Venue: Hampton Park Community House

Date: Monday 18th March 2019

Time: 7.30pm

1: Welcome: We would like to acknowledge that this meeting is being held on the traditional lands of the Wurundjeri and Bunurong people, and pay our respect to elders both past and present.

2. Attendees: Sharon Corby, Christine Simmons, Tania Sacco, Mary Murphy, Kate Noble, Jan Davies, Sandra Hoy, Cr Damian Rosario, Nick Dissanayake, Graham Tropwell, Peter Hanson, Alison Kramer, Jan O'Callaghan, Laura Schieh, John O'Callaghan, Gary Maas MP, Nichole Hayes, Wendy Hiam (Community House Network), Jessica Riddiford, Rachael Palmer, Janine Gablek, Kathryn Bellis, Zeinab Shaheen, Diane Spencer and Quest speaker Gavin Quinn from SES

3. Apologies:

Michael Scargil, Sahar Batoo, Edith Schaff, Robin Dzedins, Cherie Hamling, Veronica Hassett, Donna Dowleer, Bec Wood, Heather Shephard, Anthony Byrne, Emma Cash, Souzy Kett, Shirley Borlase, Wendy McClimont, Queenie Tirado

4. Acceptance of Previous Minutes:

Moved: Christine Simmons

Seconded: Sharon Corby

5. Guest Presentation: SES Gavin Quinn

Chairperson Mary welcomed Gavin whom gave a very interesting talk to the community members present. Gavin is a Public Information Officer who provides information to the media. City of Casey is a very multicultural community. Every emergency is different. Residents need to be proactive in the community and be prepared. Vic Emergency app on any digital equipment would be of assistance. He also advised residents Friday 29th March is Neighbourhood Day.

6. Chairpersons Report:

Mary Murphy presents her report as written but added the following:

Mary paid tribute to Jan O'Callaghan for years of service. Thanked all staffs for their hard work and happy attitude. Thanked Tania and all BOG members.

7. Treasury Report:

- Alison Kramer presents her report as written.
- Alison Kramer nominates MPC Consultant Pty Ltd for the Hampton Park Community House's continued auditing needs.

Moved: Alison Kramer

Seconded: Sharon Corby

8. Children Services:

Presented report as written.

9. Playgroup:

Sandra Palmer presents her report as written.

10. Family Support:

Presented report as written.

11. Program Coordinator:

Kate Noble presents her report as written.

12. Manager's Report:

Tania Sacco presents her report as written.

Moved: Tania Sacco

Seconded: Alison Kramer

13. Election of New Board of Governance members 2019

- Gary Maas kindly accepts to nominate new office bearers for 2019
- Gary Maas thanks the outgoing Board of Governance and the positions are now declared vacant."
- Committee positions are nominated as follows:

Chairperson –	Mary Murphy
Vice Chairperson –	Nick Dissanayake
Treasurer –	Laura Schieh
Secretary –	Christine Simmons
General Member -	Alison Kramer
General Member -	Michael Scargill
General Member -	Sharon Corby
General Member -	Jan O’Callaghan

Please note that several members of the Board Of Governance have since left during 2019

And two more general members were inducted

John Dowsell

Heather Sheppard

14. Gift Presentations and Life Membership:

- Tania Sacco presents the gift of Community House Logo Cooler Bags to the Board from 2018 and thanked them for all of their hard work.
- Tania Sacco proudly presents with Life Membership. Jessica Riddiford
- Tania gave a wonderful tribute to Jessica

Jessica has provided 10 years of hard work to the Community House. She is a true Aussie who always has a Pie for lunch each Tuesday. Jessica is always willing to help out whenever she can and never complains. Always has a huge smile on her face. Congratulations Jessica.

Meeting Closed: Mary declares the meeting closed at 7.55pm

Next Meeting: Wednesday 27th March at 7p.m.

Words from the Chairperson

During the past year a variety of community members have participated in the activities provided by the House.

Many of the participants have been women, and/or young families who have indicated that Hampton Park Community House is their chosen learning environment because it is safe, friendly and above all supportive.

The Board of Governance wishes to thank its staff who have provided an excellent service to the children, families and students who go on to achieve personal milestones and new opportunities.

The Board is so thankful to you all as you make our job so rewarding and you motivate us so that even more can be on offer.

Apart from the staff who together have delivered high quality programs, Hampton Park Community House relies on the many volunteers and student placements who give generously their time and commitment to supporting a number of our activities. Thank you so much for your contribution.

Thank you also to the many community groups and organisations who use the learning, social and meeting facilities of the Community House. Your presence in the shared space of Hampton Park Community House adds significantly to the vibrancy and culture that is our community.

For all of this to happen Hampton Park Community Houses needs leadership, management and infrastructure. I take this opportunity to thank Board of Governance members for their dedication and commitment, being prepared to undertake the responsibilities of governing our evolving organization in times of increasing scrutiny and legal regulations while focusing on the task of providing an environment for growth and opportunity for all.

I also acknowledge the leadership and professionalism of our Interim –House Managers (Kate Nobel and Diane Spencer) and Senior Management team (Queenie Tirado, Edith Schaaf) and Jan Davies and Sandra Hoy who so carefully and expertly provide support to the Board and diligently work to ensure that HPCH continued to operate effectively during a challenging year.

In January 2020 we welcomed another Kate (Madden) our new manager, who is settling in well.

We are grateful for the support and funding received from our partners, especially the City of Casey, and a number of State and Federal government departments.

We also thank our members and supporters for their generous donations of equipment, time and money in 2019.

The HPCH Strategic Plan expired at the end of 2019. In preparation for the next Strategic Plan, feedback from our students, community groups and partners is essential and we look forward to your confidence in us to deliver on the objectives identified.

Mary Murphy

Chairperson.

TREASURER'S REPORT



This report is dedicated to the overall financials for 2019. Refer: Auditors Report enclosed.

While we achieved an operating profit of \$3150.00 we have had a lot of changes around the house in the past year and we are happy with the way we are moving forward into 2020.

As a result of these changes in 2019 our departments have had a full analysis of expenses, budgets etc. and have put these into practice and through a huge team effort we have achieved this result.

The Board of Governance would like to thank the following:

- City of Casey
- Commonwealth Bank Hampton Park
- DEECD (Department of education and Early Childhood Development)
- ACFE (Adult Community of Further Education and Pre-Accredited Training)
- Childcare
- DEEWR (Department of Education, Equipment and Workplace Relations)
- DHHS (Department of Health and Human Services)
- Neighbourhood House Funding
- Department of Justice
-

I nominate MPC Consolidated to provide our audit needs for the following year.

It has been a privilege to hold this position yet again and I would like to thank the Board and staff of the community house for their support over the last year.

A special mention to our previous manager **Kate Noble**, **Diane Spencer** and **Sandra Hoy** for their amazing effort at keeping our doors open. Without these ladies at the helm steering the troops we would not have been here today.

Thank you to **Jan Davies** and **Janine Gablek** for their tireless commitment to the financials of The House.

We are very lucky to have such a dedicated team of people who are dedicated to their jobs and the survival of "OUR HOUSE"

Alison Kramer

Treasurer

Hampton Park Community House
ABN 91 334 724 925
Independent Auditor's Report to the
Members



Report on the Audit of the Financial Report

Opinion

We have audited the financial report of Hampton Park Community House (the association), which comprises the statement of financial position, the statement of profit or loss and other comprehensive income, statement of changes in equity and statement of cash flows as at 31 December 2019, and notes to the financial statements, including a summary of significant accounting policies, giving a true and fair view of the financial position and performance of the association.

In our opinion, the accompanying financial report of Hampton Park Community House is in accordance with the Associations Incorporation Reform Act 2012 including:

- (a) giving a true and fair view of the association's financial position as at 31 December 2019 and of its performance for the year then ended; and
- (b) that the financial records kept by the association are such as to enable financial statements to be prepared in accordance with Australian Accounting Standards.

Basis for Opinion

We conducted our audit in accordance with Australian Auditing Standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Report section of our report. We are independent of the association in accordance with the ethical requirements of the Accounting Professional and Ethical Standards Board's APES 110 Code of Ethics for Professional Accountants (the Code) that are relevant to our audit of the financial report in Australia. We have also fulfilled our 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 the Committee for the Financial Report

The committee of the association is responsible for the preparation of the financial report that gives a true and fair view in accordance with Australian Accounting Standards and the Australian Capital Territory under the Associations Incorporation Reform Act 2012 and for such internal control as the committee determines is necessary to enable the preparation of the financial report that gives a true and fair view and is free from material misstatement, whether due to fraud or error.

In preparing the financial report, the committee is responsible for assessing the association's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the committee either intends to liquidate the association or to cease operations, or has no realistic alternative but to do so.

Hampton Park Community House
ABN 91 334 724 925
Independent Auditor's Report to the
Members



Auditor's Responsibilities 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 auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Australian Auditing Standards will always detect a material misstatement when it exists. Misstatements can arise from fraud 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 the financial report.

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

We communicate with the committee 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.

In addition to our audit of the accompanying financial reports, our office has conducted a limited audit of the petty cash account to substantiate individual transactions by way of presented receipts, amounts of which are included in the income and expense report. We have not however physically verified the closing cash balance of the petty cash account.

A handwritten signature in black ink, appearing to read "Mark Carusi".

Signed on : 25 February 2020

Mark Carusi, B.Bus (Acc) FIPA FFA NTAAF
MPC Consolidated Pty Ltd
Level 1, 63B High street, CRANBOURNE VIC 3977

HAMPTON PARK CARE GROUP INC.
Balance Sheet for the year ended 31 December 2019

		2019	2018
Assets	Note	\$	\$
Current Assets			
Cash and cash equivalents	1	427,984	365,817
Trade debtors and other receivables	2	4,836	9,794
Prepayments		8,635	6,499
Total Current Assets		<u>441,455</u>	<u>382,110</u>
Non-Current Assets			
Buildings/Leasehold Improvement/ Furniture/Equipment/Motor Vehicles	3	<u>108,291</u>	<u>133,193</u>
Total Assets		<u>549,746</u>	<u>515,303</u>
Liabilities			
Current Liabilities			
Trade creditors and other payables	4	62,938	85,426
Short term provisions	5	97,920	82,678
Other current liabilities	6	<u>18,262</u>	<u>9,539</u>
Total Current Liabilities		<u>179,120</u>	<u>177,643</u>
Non-Current Liabilities			
Long-term provision	7	<u>123,004</u>	<u>93,149</u>
Total Liabilities		<u>302,124</u>	<u>270,792</u>
Net Assets		<u>247,622</u>	<u>244,511</u>
Equity			
Retained earnings		244,511	264,045
Current earnings		<u>3,111</u>	<u>- 19,534</u>
Total Equity		<u>247,622</u>	<u>244,511</u>

Statement of Changes in Equity for the year ended 31 December 2019

	Total Equity
	\$
Balance at 31 December 2017	264,045
Operating surplus/(deficit)	- 19,534
Balance at 31 December 2018	<u>244,511</u>
Operating surplus/(deficit)	3,111
Balance at 31 December 2019	<u>247,622</u>

HAMPTON PARK CARE GROUP INC.
Income Statement for the year ended 31 December 2019

Income	Note	2019 \$	2018 \$
Grants/Subsidies Received	8	325,229	450,537
Grants in advance transfer	9	35,482	- 30,373
Other income	10	622,701	545,966
		<u>983,412</u>	<u>966,130</u>
Expense			
Wages, contractors, superannuation		- 753,955	- 759,203
Workers compensation, Payroll tax, Portable LSL		- 17,533	- 16,495
Fundraising expenses		- 126	- 1,819
Operating expenses		- 95,696	- 117,837
Occupancy expenses		- 32,545	- 33,315
Lease, Rent, Room Hire		- 290	- 10
Motor vehicle expenses		- 8,242	- 7,310
Unrecoverable debts written off		- 879	- 514
Depreciation		- 28,461	- 32,333
Provision for Employee Accruals		- 12,234	- 9,828
Provision for Motor Vehicle		- 30,000	-
Provison for future expenses/write back		- 340	- 7,000
Surplus/Deficit for the year		<u>3,111</u>	<u>- 19,534</u>

HAMPTON PARK CARE GROUP INC.
Statement of Cash Flows for the year ended 31 December 2019

Cash Flow from Operating Activities	Note	2019 \$	2018 \$
Grants/subsidies received		324,860	450,330
Fees, contributions and receipts		627,452	555,820
Interest		3,655	3,221
Payments to suppliers and employees		- 890,241	- 935,794
Net cash provided by/used in operating activities	11	65,726	73,577
Payments for Furniture and equipment		- 3,559	- 11,209
Net increase/decrease in cash held		62,167	62,368
Cash at beginning of financial year		365,817	303,449
Cash at end of financial year	1	<u>427,984</u>	<u>365,817</u>

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2019**

Statement of Significant Accounting Policies

The financial statements cover Hampton Park Care Group Incorporated trading as Hampton Park Community House. Hampton Park Care Group Inc. is registered with the Australian Charities and Not-for-profits Commission and is endorsed as a Deductible Gift Recipient.

Basis of Preparation

The financial statements are special purpose financial statements that have been prepared in accordance with Australian Accounting Standards. The association is a not-for-profit entity for financial reporting purposes under Australian Accounting Standards (AASB).

Australian Accounting Standards set out accounting policies that the AASB has concluded would result in financial statements containing relevant and reliable information about transactions, events and conditions. Material accounting policies adopted in the preparation of these financial statements are presented below and have been consistently applied unless stated otherwise.

The financial statements, except for the cash flow information, 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. The amounts presented in the financial statements have been rounded to the nearest dollar.

Accounting Policies

Cash and Cash Equivalents

Cash and cash equivalents include cash on hand, deposits held at-call with banks and other financial institutions and other short-term highly liquid investments with original maturities of three months or less.

Trade Debtors 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.

Buildings, Leasehold Improvements, Furniture and Equipment, Motor Vehicles

Each class of building, leasehold improvements, furniture and equipment, and motor vehicle is carried at cost or fair value as indicated less, where applicable, any accumulated depreciation and impairment losses.

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2019**

In the event the carrying value of leasehold improvements, furniture and equipment, and motor vehicles is greater than the estimated recoverable amount, the carrying value is written down immediately to the estimated recoverable amount. A formal assessment of recoverable amount is made when impairment indicators are present.

Depreciation

The depreciation method and useful life used for items of building, leasehold improvements, furniture and equipment, and motor vehicles is depreciated on a straight line basis and reflects the pattern in which their future economic benefits are expected to be consumed by the association. Depreciation commences from the time the asset is held ready for use. Leasehold improvements are depreciated over the estimated useful lives of the improvements. The depreciation method and useful life of assets is reviewed annually to ensure they are still appropriate.

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

Class of Fixed Asset	Depreciation Rate
Buildings	4%
Leasehold Improvements	4-25%
Furniture and equipment	5-33%
Motor vehicles	10-15%

The assets' residual values and useful lives are reviewed, and adjusted if appropriate, at the end of each reporting period.

An asset's carrying amount is written down immediately to its recoverable amount if the asset's carrying amount is greater than its estimated recoverable amount.

Gains and losses on disposals are determined by comparing proceeds with the carrying amount. These gains or losses are recognised in profit or loss. When revalued assets are sold, amounts included in the revaluation surplus relating to that asset are transferred to retained earnings.

Impairment of Assets

At the end of each reporting period, the association assesses whether there is any indication that an asset may be impaired. The assessment will consider both external and internal sources of information, if such an indication exists, an impairment test is carried out on the asset by comparing the recoverable amount of that asset, being the higher of the asset's fair value less costs to sell and its value-in-use, to the asset's carrying amount. Any excess of the asset's carrying amount over its recoverable amount is immediately recognised in profit or loss.

Where it is not possible to estimate the recoverable amount of an individual asset, the agency estimates the recoverable amount of the cash-generating unit to which the asset belongs.

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2019**

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 have been measured at the present value.

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 the outflow can be reliably measured.

Provisions recognised represent the best estimate of the amounts required to settle the obligation at the end of the reporting period.

Trade Creditors 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 agency that remain unpaid.

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

Goods and Services Tax (GST)

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 (ATO). In these circumstances the GST is recognised as part of the cost of acquisition of an asset or as part of an item of expense.

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

Leases

The City of Casey leases premises to the Hampton Park Care Group Inc., rent is recognised at cost value: Lease commencement date: 1st January 2019. Term: 5 years. Rent \$150 per annum plus GST.

Revenue and Other Income

Revenue is measured at the fair value of the consideration received or receivable. Donation income is recognised when the association obtains control over the funds, which are generally at the time of receipt.

Income Tax

The association is a not-for-profit organisation and is exempt from income tax.

Comparative Figures

When required by Accounting Standards, comparative figures have been adjusted to conform to changes in presentation for the current financial year.

HAMPTON PARK CARE GROUP INC.

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2019**

	2019	2018
	\$	\$
1 Cash and Cash Equivalents		
Cash on hand and undeposited funds	576	520
Cash at bank	427,408	365,238
Cash with other financial institutions	0	59
	<u>427,984</u>	<u>365,817</u>
2 Trade Debtors and Other Receivables		
Trade Debtors	5,836	10,794
Less: Provision for Doubtful Debts	- 1,000	- 1,000
Other Receivables	0	0
	<u>4,836</u>	<u>9,794</u>
3 Buildings, Leasehold Improvements, Furniture and Equipment, Motor Vehicles		
Buildings at Cost	76,812	76,812
Less: Accumulated Depreciation	- 53,635	- 50,375
Total Buildings	<u>23,177</u>	<u>26,437</u>
Leasehold Improvements at cost	103,991	103,991
Less: Accumulated Depreciation	- 86,202	- 82,965
Total Leasehold Improvements	<u>17,789</u>	<u>21,026</u>
Furniture and Equipment at Cost	174,016	170,457
Less: Accumulated Depreciation	- 139,191	- 124,227
Total Furniture and Equipment	<u>34,825</u>	<u>46,230</u>
Motor Vehicles at Cost	83,280	83,280
Less: Accumulated Depreciation	- 50,780	- 43,780
Total Motor Vehicles	<u>32,500</u>	<u>39,500</u>
Total Value	<u>108,291</u>	<u>133,193</u>

HAMPTON PARK CARE GROUP INC.

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2019**

		2019	2018
		\$	\$
4	Trade creditors and other payables		
	Trade creditors	11,712	4,387
	Credit cards	670	100
	GST	9,692	13,319
	PAYG & SGC	23,374	9,452
	Grants in advance	15,666	51,148
	Pre paid fees	1,450	6,646
	Other payables	374	374
	Total	<u>62,938</u>	<u>85,426</u>
5	Short term provisions		
	Provision for Annual Leave	54,476	63,474
	Provision for Personal Leave	15,000	0
	Provision for Long Service Leave	19,078	12,204
	Provision for Future Expenses	9,366	7,000
	Total	<u>97,920</u>	<u>82,678</u>
6	Other current liabilities		
	Amounts held/payable	475	3,100
	Refundable bonds held	13,507	6,439
		<u>13,982</u>	<u>9,539</u>
7	Long term provisions		
	Provision for Long Service Leave	82,836	82,981
	Provision for extraordinary items	168	168
	Provision for Motor Vehicle	40,000	10,000
		<u>123,004</u>	<u>93,149</u>

HAMPTON PARK CARE GROUP INC.

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

	2019	2018
	\$	\$
8 Grants/Subsidies Received		
Victorian State Govt:		
Dept of Health & Human Services		
Child Protection & Family Services	177,745	194,714
Neighbourhood House	56,126	97,737
Dept of Education & Training		
ACFE Training Delivery & Support	26,590	54,199
Occassional Childcare	61	23,251
Dept of Premier and Cabinet	0	25,000
Australian Government:		
Dept of Education & Training	16,721	11,293
Traineeship Bonus	0	1,500
Local Government:		
City of Casey	46,475	34,030
Danedenong Valley Job Support	0	6,160
Uniting (Victoria & Tasmania) Ltd	151	2,653
Total	323,869	450,537
9 Grants in advance transfer		
Family Services	20,129	- 20,129
Neighbourhood House	15,662	- 15,662
City of Casey	- 309	2,290
Dept of Infrastructure & Regional Development	0	3,000
Flexible Funding	0	128
	35,482	- 30,373
10 Other income		
Donations	4,577	255
Fees & Contributions	501,556	428,553
Rent & Hire	103,049	91,198
Interest	3,655	3,221
Membership	62	90
Fundraising	283	4,249
Community bus Hire	3,213	2,562
Sundry Income	6,306	12,378
Insurance Recovery	0	2,485
Sale of Asset	0	975
Total other income	622,701	545,966

HAMPTON PARK CARE GROUP INC.

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2019**

	2019	2018
	\$	\$
11 Reconciliation of Net cash provided by/used in operating activities		
Surplus/Deficit from ordinary activities	3,111	- 19,534
Non cash flows in profit/deficit		
Depreciation	28,461	32,333
Increase/Decrease in Trade debtors and other receivables	4,958	11,427
Increase /Decrease in Prepayments	- 2,136	533
Increase/Decrease in Total Liabilities	<u>31,332</u>	<u>48,818</u>
	<u>65,726</u>	<u>73,577</u>

CHILDREN'S SERVICES REPORT



Children Service Annual Report 2019

I am pleased to present the report for 2019. We had a very busy year, with lots of changes in our children service area and in the house; it was great to see all areas working as a team, which made this period easier on everyone.

Occasional Care and Pre-Kinder areas

Our Occasional Care caters for children from "Culturally and Linguistically Diverse" (CALD) families, Take-a-break parents, Children in need of socialisation and also children from the "Adult Migrant English Program" (AMEP). We started 2019 with the change to the Childcare Subsidy (CCS); this brought lots of administration work and paper work to be done but most of all was the waiting for our CCS to come through which eventually happened by the end of March, this had an impact on our numbers as we had families waiting for this to begin using our service. To be able to comply with the Childcare Subsidy we began offering occasional care on Mondays during Vacation Care program, I don't know who was more excited the children or their parents!!

Pre-Kinder was promoted as a year long program; the year was divided into two semesters and fees paid upfront or by instalments, this way worked well for parents and for us. We were able to provide 4 morning sessions of Pre-Kinder throughout the year. The Victorian Early Years Framework guidelines pinpoint the curriculum, which is delivered for all children.

Our Educators plan play-based educational programs to support the children's learning. The programs are planned to meet the individual needs and interests of each child. Through the year we were able to provide children with a broad range of learning experiences, such as the very popular playdough, box construction, bathing babies, home corner, book area, puzzles, Lego, blocks, dressing up, hairdressing, mechanics, variety of imaginative play, music and movements. We also provided many art experiences such as painting, pasting, using clay, sand and natural materials and let us not forget the very popular out-door play, where they enjoy the sand pit, cubby house, climbing, water play, riding bikes, cars and ball games.

Our Pre-Kinder groups really enjoyed many different and exciting special activities this year that included. Celebrating "Harmony week" where educators provided a range of activities through the week and encourage children to participate in the large collage of handprints, which looked great, we extended this activity with individual photos and we made a "We all belong" mural.

We also celebrated "Mother's Day", "Father's Day", and some Pre kinder groups also enjoyed some simple cooking activities. This year we decided to have one "Christmas party" for all Pre Kinder groups instead of having small Christmas parties every day of the last week as other year, this worked extremely well, so we have decided to do this the following year.

Out of School Hours Care

Our Out of School Hours program caters for children from six different schools by providing a variety of activities and leisure experiences with the aim to extend and enrich children's wellbeing and development.

My time, Our Place – Framework for School Age Care in Australia guidelines pinpoint the curriculum and assist educators to provide children with opportunities to maximize their potential and develop a foundation for future success in life. It was great to see children enjoying their trips to the local library every Tuesday afternoon and most of the children keen to have their own library card to borrow a book and less not forget the great veggie production throughout the year from our vertical garden and veggie patch with the wonderful help of Sandra.

Our Vacation Care Program provides all day care for school children during the school holidays, we have different activities program every day and also exciting excursion and incursion based around in children's interest and needs. This year children had the opportunity to have the African drums come to the center; all children had a chance to drum to the African rhythm. We also went to the movies and bowling. It was great to be able to go to the Cranbourne Botanic Gardens to celebration NAIDOC week.

Without of doubt the highlight of our excursions for the children this year was going to Kids Space, children seem not to have enough of this place they keep on asking to go back.

Casey Council put a new fence around the back playground and next to the sandpit area, we also had our sandpit area renovated with new carport and wooden fence and our outdoor sunshade sails replaced which has lift up our outdoor area.

One of our great events was the special bridge opening ceremony held on October 15. Thanks to the students from year, 5 & 6 from Hampton Park Primary School for fundraising efforts and generous donation and the gentlemen from our Men's Shed for rebuilding the bridge.

I would like to take this opportunity to thank **Sandra Palmer** for her ongoing support, her time and commitment always appreciated.

I would also like to thank all educators from all the different areas of our children programs for their support and flexibility that they have shown as we all merge to one service, I think we all cope very well with the changes and supported each other.

CHILDREN'S SERVICES REPORT CONT



Many thanks to the childhood educators for providing quality care for the children.

Sandra, Zeinab, Kathleen, Patricia, Amatul, Ramali, Azia, Najah and Shahanna that come on board when needed they all are dedicated educators being always ready to help and support each other and myself.

Big thanks to **Ray**, who was a fantastic Santa for us this year.

I would like to take the opportunity to thank **Janine Gablek** for her time, support, and help with the admin work. We had some challenging times dealing with childcare rebates/subsidy and families in the service.

I would like to thank all of the other staff that has supported our area and myself as Children Service Director this year. Big thanks to **Kate Noble, Diane Spencer, Jan Davies, Edith Schaaf, Jen Shutze**, and let us not forget **Sandra Hoy** on Reception.

Thanks to The Board of Governance 2019 for the great continual support.

I would like to wish the new Board of Governance all the very best for the year 2020.

Prepared by: **Queenie Tirado**

Children Service Director

FAMILY SERVICES REPORT



Family Support Annual Report for 2019

I am pleased to present the Family Support Report.

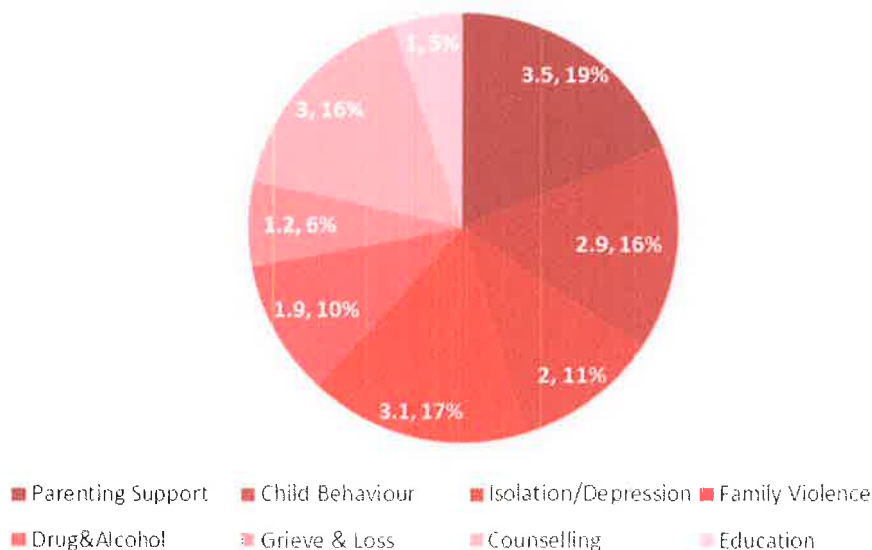
It has been a very delightful year in the Family Support Office.

Family Support had their HDAA recertification assessment December 2019 and met the requirements of the DHHS Standards.

Family support service has had a very busy year, seeing many clients throughout the year, this includes families, couples and their children. Family Support receives referrals from Child First / DHHS as they are the provider of our funding.

Family Support has case managed 68 clients (Including 3 Terms of FisT Group) over the year, many of the issues covered and supported were Parenting support and Education (School Refusal), Child Behaviour and Bullying, Isolation and Depression, Family violence, Drug and Alcohol, Grieve and Loss, Relationship counselling, CALD Clients and Migrant concerns.

Family Support



Feeling is Thinking Group

The Children's Feeling is Thinking Group (FisT) is performing well and effective every term. Edith from the HPCH Family Support and Kristy, Sarah, Saimah and other Case Managers from Windermere are in charge of keeping the group running successively.

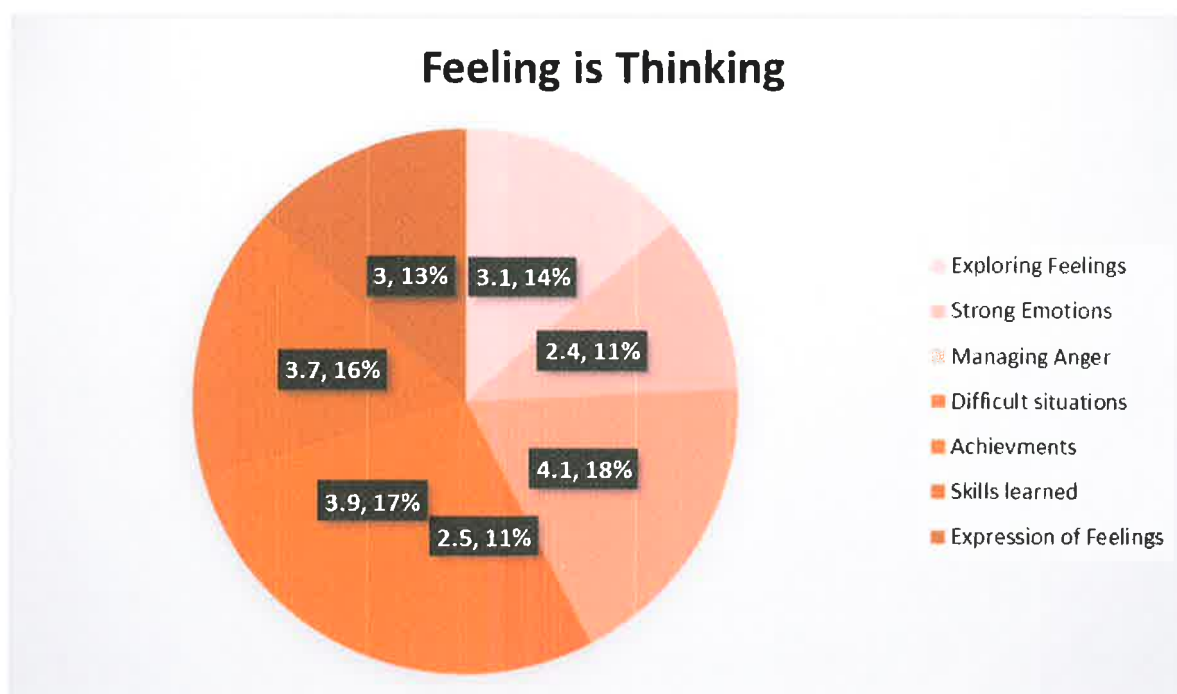
We have had in the last three terms 27 children go through the HPCH Feeling is Thinking Group,

FAMILY SERVICES REPORT CONT.

We have had in the last three terms 27 children go through the HPCH Feeling is Thinking Group, many great accomplishments have become known for the children who attended the group.

To see the changes in the children's life is prodigious. I am so pleased to be part of the children's lives for a little while and see the nourishing improvements the children achieve while attending the group.

Feedback from the parents for the Feeling is Thinking Group reveals that the program makes a positive difference in the lives of the participants and their families.



Thank you and appreciations

I would like to take this opportunity to thank the Board of Governance for their support during the year.

I would like to take this opportunity to thank the manager of the HPCH Tania Sacco (January to March) and Kate Noble (acting Manager) for her support throughout the year.

I would like to say thank you to Jen Schutze for all her noteworthy work and support throughout the year in our Area of Family Support.

Thank you to Diane Spencer, Sandra Hoy, Kate Noble and all other members of the HPCH for their endless support.

FAMILY SERVICES REPORT CONT.

Thank you to Kristy, Sarah and Saimah and other Case Workers (Windermere) with the support in successively running the Feeling is Thinking Group.

A thank you to all the Agencies, Library (Hampton Park), Share the Dignity and Community Members who supported Family Support with their donations throughout the year and at Christmas time for our Families/Client's in need.

A thank you to Mum's Supporting Families in need (MSFIN) with their graceful support for our families.

A big thank you to DHHS for their funding and commitment of this Area. Robert Costante (DHHS) for his continued support and many more members from the DHHS.

Edith Schaaf
Family Support Coordinator

PROGRAM COORDINATOR REPORT

House Program 2019

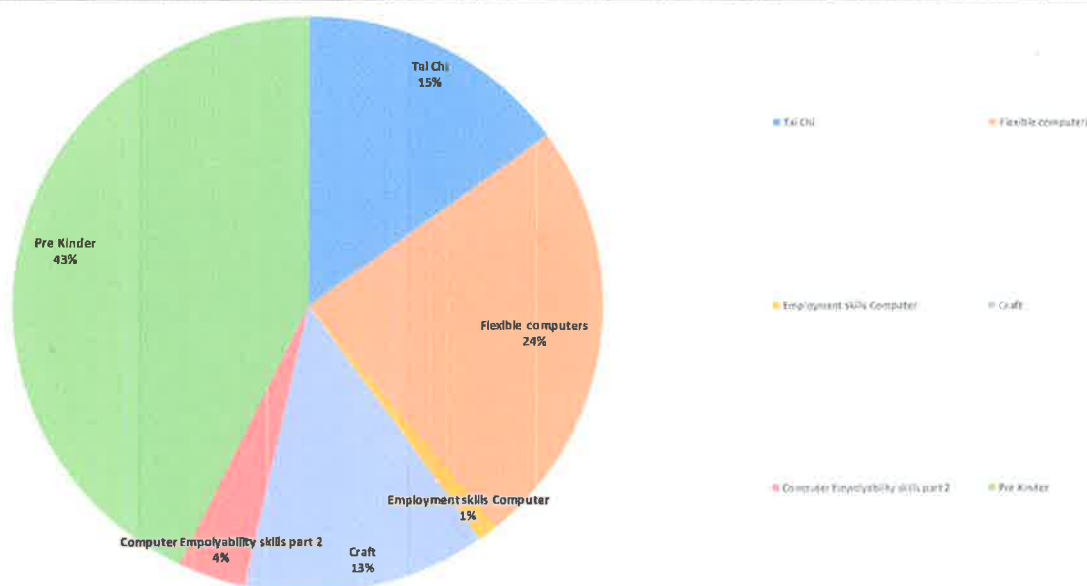
This years program saw little changes from last years program. We continued to support groups such as AA and Aramaic and Arabic Senior Group. Our Room rentals have increase, but we have seen a decline in other areas such as classes and playgroup. Childcare has had many administration changes with the loss of the NOC (National Occasional Care) funding and the introduction of Centrelinks CCS (Child care Subsidy) this proved to be a financially challenging transition but hopefully will see much better results in 2020.

Classes - declined for a variety of reasons such as the Churches, library and some of the local primary schools running free/low cost classes. We did introduce some new classes such as Employability skills in computer robotic class, however for many reasons this class will not continue next year. Old favourites like Tai Chi, Pre-Kinder and Flexible Computers are still holding strong.

Room Hires Chisholm AMEP classes have continues 4 Days a week in 2019 as this is the main community need for our ever changing demographics in Hampton Park. We also host here South East Community Links who have been running classes such as Citizenship classes, they have settled in here at HP very well and we hope they will continue to stay. Saturday mornings Bhangra Dance Academy hold dance classes and of course we have the Family of God Christian Assembly on Sundays along with our function hires on Saturdays and Sundays as well. Most days see the community house filled with our community members.

ACFE (Adult, Community and Further Education)

Class	Term 1	Term 2	Term 3	Term 4	
Tai-Chi	7	8	7	6	
Flexible Computers	18	7	7	13	
Craft	6	6	7	6	
Employability Skills			9		



HOUSE REPORT



2019 was been a year of change, both in terms of staffing and programs.

Throughout all the challenges that change brings we have continued to provide quality support to the community of Hampton Park. This has been made possible through the tireless work of our dedicated team of administration staff, volunteers and board.

Our Assistant Manager Kate Noble resigned at the end of 2019. We would like to express our heartfelt thanks for her outstanding contribution to the Community House. Kate went above and beyond her job. We wish her every success in her new position.

We would like to thank our funding bodies for their continued support.

The financial support and encouragement we receive is crucial in allowing us to make a difference in the Community of Hampton Park.

We have continued to offer support to our community through Before and After school care, Vacation care, Preschool programs, Room Hires, Bus Hires, low cost English classes and Flexible Computer training and provide an opportunity for community groups such as South East Community Links, AA and BK2 Basics to distribute basic necessities to those in need.

The Commbank Hampton Park team nominated us to receive a community donation of \$500 to which we will put towards a new fridge.

We participated in a successful Twilight market with the Hampton Park Progress Association hosting a Chill out zone that was well received by those attending the market.

We would like to make a special thank you to The Men's shed and the students from Years 5 and 6 at Hampton Park primary school and Sandra Palmer for their generous donation of the bridge and landscaping to use in our childcare area. The children are thoroughly enjoying using the bridge in their play time.

A very special Thank you to Rod Sheppard an amazing man who put his hand up to help us with our Phone system, we were cut off from the world and Rod helped us out by fixing the problem and transferring the house to a new provider, savings the Community house thousands of dollars and still helping us today. Thank you Rod

We would like to thank, once again our amazing staff in Administration, Diane Spencer, Sandra Hoy, Janine Gablek, Jan Davies. A big thank you to our OSH and childcare staff, capably led by Queenie Tirado and Family Services staff Edith Schaaf & Jen Schultz

Thank you to our tutors and volunteers who support us in so many wonderful ways.

Lastly to our Board of Governance, thank you for the amazing support you provide.

The Hampton Park Community House is able to have an important impact in the lives of many people with such a dedicated team.

Prepared by:

Heather Sheppard & Diane Spencer

APPENDIX



Board of Governance 2019

Chairperson Mary Murphy
Treasurer Alison Kramer
Secretary Christine Simmons

General Members

Michael Scargill
Sharon Corby
Sahar Batool
Laura Schieh

All general members left during the year

Heather Sheppard
John Dowswell
Jan O'Callaghan

The above members were inducted

Community House Staff 2019

House Manager

Kate Noble/Tania Sacco

Office Manager

Diane Spencer

Administration

Sandra Hoy
Jan Davies
Janine Gablek

Out Of School Hours

Kathleen Reale
Jane Cameron
Zeinab Shaheen

Child Care

Queenie Tirado
Sandra Palmer
Patricia Tirado

Family Support

Edith Schaaf
Jen Schutze

Programs and Volunteers

John Dowswell
Sandra Marks
Elaine Youens
Jessica Riddiford

Friends of the Community House

Heather Sheppard
Hampton Park Men's Shed
Dandenong Neighbourhood House
Hampton Park Library
Hampton Park Youth Centre
Hampton Park Networking Group
Hampton Park Progress Association
Community House Network-CHN
Casey Cluster