

Your place



Hampton Park
Community House

ANNUAL REPORT

2021



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ABOUT HAMPTON PARK COMMUNITY HOUSE



Hampton Park Community House respectfully acknowledges the traditional owners, Casey's Aboriginal communities and their rich culture and pays respect to their Elders past, present and future. We acknowledge Aboriginal people as Australia's first peoples and as the traditional owners and custodians of the land, we work and live in.

We are a not-for-profit organisation that champions community development through education and community services. Hampton Park Community House is a registered Integrated Family Service, Early Learning and Out of School Hours Care and a Learn Local Adult Education provider.

Hampton Park Community House is a Child Safe Organisation and is committed to providing a safe environment for all children and young people.

We have three core service areas / domains:

Children's Services

We offer Occasional Care for 0-6yrs, Kindergarten for children from 3-4 years of age and Out of School Hours care for primary aged children. Through the play-based program, children learn about themselves and their environment. Our programs link with the Early Years Learning Framework that the Government designs to meet young children's needs in Australia.

Community Services and Adult Education

We deliver a wide range of pre-accredited classes to develop foundation skills in English, literacy, numeracy, IT and prepare students for employment. Neighbourhood House activities include a variety of social, health and well-being projects and programs. This area also oversees all of the volunteers and student placements who help support our Hampton Park Community.

Family Services

Family Services at Hampton Park promotes safety, stability and development of families, vulnerable children and young people, using a strength-based approach with a focus on building capacity and resilience.

Providing:

- Individualised Casework support in alignment with action plan and goals setting
- Empowering, encouraging and supporting
- Advocating and Outreach
- Counselling and Group work
- Brokerage and material items
- Access and referrals to community services groups

The Family Service's area aims to enhance parenting capacity and skills, parent-child relationships, child development, and social connectedness.



CHAIR REPORT

The Board of governance provides an essential framework of governance, supports the Executive Officer and is representative of the community which Hampton Park Community House serves. It is proudly community owned and managed with volunteer board members and working groups which offer their skills and expertise. As chair I would like to thank all our board members: Kate Madden, Diane Leak, Bruce McBain, May Saba, Caitlyn Grigsby and Sarah Lawless.

Additionally, Rovel Shackelford, Sarah Kimble and, Rasha Khoweiss were with us for a short period providing support and guidance in a number of specialised areas.

2021 as we all know was a particularly difficult year, with the COVID pandemic providing many challenges, nevertheless, HPCH continued to provide its essential services, family support and childcare to many families and individuals in our community. This in no small part is due to the huge contribution made by our Executive Officer, Kate Madden together with fabulous commitment from all our staff. I thank her and the staff tremendously for overseeing a difficult period.

Our board has also seen changes to its organisational structure and membership, giving improved recognition and capacity to all its members. We have implemented a strategic review and continue to monitor implementation.

We have a strong focus on expanding our services to include a 3–4-year-old Kindergarten opening in 2022, as well financial strategies to ensure its sustainable future.

I look ahead to 2022 as we seek out new opportunities to serve the community at Hampton Park as well as increasing partnerships with other organisations and agencies.



Rev. Ric Holland

Chairman
Hampton Park Community House



Ric Holland
Chair



EXECUTIVE OFFICER REPORT



Kate Madden
Executive Officer

Hampton Park Community House has as its mission that **no-one in this community need go unsupported**. Perhaps no time in recent history has tested the economic, social, and environmental resilience of our Hampton Park community more than the past two years. COVID lockdowns combined with resource shortages, local families have requested relief support more than ever before.

While solutions to these larger problems exceed the bounds of any one organisation, we have seen Hampton Park Community House play an important role in supporting the community we serve. Cathy Burke (former CEO of the Hunger Project) writes the characteristics that make an environment a supportive and enabling one are the *“attitudes, policies and practices that facilitate people’s ability to take action.”*

During 2021 we took action by transforming the organisational structure, philosophy, policies and practices. Due to the collective effort and good will of our extraordinary staff, contractors and supporters, we achieved and implemented the recommendations of a business review process which started in 2015.

These essential changes will enable HPCH to continue to build a culture of learning and safety and provide a supportive and enabling environment for us all *to belong, be and become*.

At our core, Hampton Park Community House is a Community Development Organisation which delivers children’s, family and community services. Using a Community Building Model, our goal is empowerment, we focus on assets, build opportunities and invest in our community. Our strength is in relationships. This approach informs the many community projects we participated in, in 2021 including Grow Together Enliven, Your Voice podcast, the Children’s Services interactive Mural Project and numerous Hampton Park Precinct projects. These projects develop alongside our continuing education, care and support services. Not only did we continue to deliver these services, we also increased our ability and capacity to respond.

“For the House to improve and grow in order to service the community for which it exists, Hampton Park Community House requires some organisational improvements. A fundamental improvement that is required is that of the introduction of diversity and specialist skill sets into the organisation to further complement the long-standing passion of existing personnel.

These recommendations have been enthusiastically received by the Committee of Management and have been adopted as Actions to undertake.”

I am in awe of the resilience this community has exhibited during this challenging year. I extend my heartfelt thanks to our staff, student placements and volunteers for their compassion and dedication in supporting the most vulnerable in our community; to our community partners and financial supporters who support our vital programs and services; and to the Executive team and the Hampton Park Care Group Inc. (HPCH) Board of Governance for their unwavering commitment and support.

Finally, I also thank our specialist contractors, Finance (cloudx accounting) IT (Razornet Technologies), HR (Full circle HR), operations (Medicliffe) and marketing (Moko creative and Creative Social Media management) who went above and beyond to help HPCH achieve its objectives.

A handwritten signature in black ink, appearing to read 'kmadden'.

Kate Madden
Executive Officer

Hampton Park Community House

REPORT: CHILDREN'S SERVICES

Despite a challenging year due to Covid 19 pandemic, the Children's Services Domain Area Team displayed resilience and skill to overcome many hurdles. Together with the children and families we made significant progress in 2021 and achieved positive outcomes for the Hampton Park Community House (HPCH) community.

Our focus during this extraordinary year primarily was safety and wellbeing of our team, volunteers, contractors as well as the children and families that attend HPCH Children's Service. We prioritised and applied stringent hygiene rules. We continue to implement a Covid safe plan in compliance with direction of Victorian Chief Health officer of Department of Education and Training and other necessary health and safety guidelines.

The HPCH Emergency Management Committee/Health and Well-being team, actively participate in all programs by providing overall risk mitigation measures i.e., Emergency management plan, Pandemic Response Plans and Risk Assessments. Risk mitigation procedures are in place and improvement plans are developed immediately after a hazard is identified or if an incident occurs.

All Children's Services team members are provided training including, but not limited to, sun smart, child protection, mandatory reporting, first aid, food handling and infection prevention control.

As is our philosophy, we make sure the Programs we offer are accessible to all families and children. We strive to keep fees low and have a dedicated Family Services team which provide support to families when needed.

Despite the impacts of the pandemic, I am pleased to report positive progress as we continue to make improvements and provide high-quality learning environments in Outside School Hour Care (OSHC), Occasional Care and Pre-Kinder programs. The Vacation Care Program, designed by the children to include what interests them, has grown in popularity. During Vacation care programs in 2021, everyone joined in a variety of activities, including art/ craft experiences such as, painting with spices, pasting, using clay, sand and natural materials and as well as ample out-door play. The children particularly enjoyed meditation and music incursions, water play, riding bikes, cars, and ball games.

All HPCH Children's Services programs celebrate our rich cultural diversity and embed themed experiences such as Cultural days, Mother's Day, Anzac Day and others. It is encouraging to receive feedback from the children parents and the families that they are enjoying participating in the programs at House.

The financial performance of the Children Service was significantly impacted by the COVID-19 lockdown measures. We appreciate the Government relief subsidies which offset some of the impacts due to enabling our essential operations to continue in 2021 and beyond. We are especially proud to announce that HPCH Childrens Service, has been approved by national law to provide funded 3 and 4-year-old Kindergarten in 2022.



2021 was the year of significant transformation and several team members resigned/retired. We thank these educators for their dedicated service and welcome new team members, including Sandra Halawi, Early Childhood Teacher (Kindergarten) and Educational Leader and several young Educators. I look forward to their valuable contribution in the future toward Children service. I would like to express my sincere thanks and gratitude to all team members for their commitment and excellent contribution throughout 2021. Further I would like to make a special big thank you to Kate Madden for her guidance, passionate leadership, and continuous support. In closing, I would like than The Board of Governance 2021 for the continual support and guidance to improve our service. I would like to wish the new Board of Governance all the very best for the year 2022.

Amy Jayawardena

Children Services Director



Amy Jayawardena

Children Services Director

REPORT: COMMUNITY SERVICES

2021 was yet another battle with Covid restrictions and lockdowns that continued to impact our House activities and hires. As always, our team worked tirelessly to stay connected and keep our members active and informed.

We were fortunate to have a wonderful Community Services team in 2021, lead by Rovel Shackelford including, Diane Jenkins (Learning and Development Coordinator), Zohra Hasib (Adult Community Educator), Chloe Townsend (Community Worker), and Sandra Hoy (Administration and Reception).



Diane Spencer and Sandra Hoy

We farewelled Diane Spencer who retired after decades of service to HPCH and the local community. Her warm welcoming presence is still felt here and the memory of her laughter still echo's around the House.

Community House activities

Our community groups and advocates continued to support the community throughout 2021.

- **Back 2 Basics** continued to serve a Community Dinners on most Wednesday evenings with a brief pause for a couple of weeks due to COVID-19. The realisation of how many people needed them at this time, prompted the team got back to doing what they do best.
- **Alcoholics Anonymous** started to run online but were able to return to face to face meetings as they provide an essential service.
- **City of Casey's Jobs Victoria Advocates** provided free one-to-one assistance with finding work, skill development, and addressing any work-related issues.

In December we wanted to let our little community members know we were just as excited that we could celebrate Christmas together again.

We were lucky to have Santa come visit Hampton Park Community House. He gave out close to 100 lolly bags and took photos with many kids and their parents.

Community Partnerships

Hampton Park Precinct

Hampton Park Primary School - Community Hub

Hampton Park Community House established a partnership with Hampton Park Primary School Community Hub to deliver English and Digital Literacy classes for parents whose children attend the school. We were delighted to support their submission for the Victorian Multicultural Awards and celebrated with Linda Haines (HPPS Community Hub Coordinator) and the team when she won the converted Victorian Multicultural Education Excellence Award 2021.

A win for the whole community! Hampton Park Library continues to collaborate with HPCH and we offered Afghani Women's Literacy and Flexible computer classes in 2021. HP Library has been a great support of our community grant applications and community events.

HP Uniting Place has been by our side to provide expertise and to share resources, including, plants, fresh fruit and vegetables and much need food and relief packages to vulnerable families.

During the difficult time of Covid19 our staff and community members continued to stay positive. With our Precinct Partners, we continued to have real conversations and support our community members through social media.

These important initiatives, keep our community safe, supported and connected and continue to provide positive benefits into the future.

Community Projects

Operations Manager, Rovel Shackelford supported a number of placement students to deliver a variety of projects in and around Hampton Park during 2021.

Community Mural

Six community development VCAL students from Hampton Park Secondary College designed an amazingly interactive mural to be developed in 2022.

Social Enterprise

Two Masters in Accounting students from Torrens University supported our finance Team working on a range of project feasibility studies and explored a range of Social Enterprise initiatives and possible expansion of the Family Services and Child Care Services domains.

Your Voice Podcast

Two Chisholm Diploma of Community Services Students supporting programs and the establishment of the HPCH Your Voice podcast, to share stories of resilience of Hampton Park residents. The purchase of the podcast equipment was funded through a City of Casey Community Grant.



Volunteering

Three Bachelors of Counselling students from Torrens University focusing on a range of programs including increasing volunteerism and growing the Hampton Park Care Group Inc.

Community Gardening

HPCH partnered with Enliven community garden specialists to help meet local gardeners' increasing need to grow their own fruit and vegetables. The Community Services team distributed 160 Grow Together Kits to community members and continued our interactions and support on a closed Facebook page "Grow Together Hampton Park". We shared gardening tips including seed starting, herb growing, pest management, food preservation and give-aways.

"Our community gardeners come with a wide range of background knowledge. Some are experts in certain aspects of gardening and others are just starting, but everyone is just so eager to learn," explains HPCH Community Services Coordinator. "It's important to weave together this pre-existing knowledge throughout our network and use this as a tool for strengthening our gardeners' skill sets."

Adult Community Education

Hampton Park Community House Pre-accredited programs provide smaller classroom sizes that enable one on one support by dedicated educators.

All Learn local programs focus on developing language, literacy and employability skills while providing engaging pathways to future education and training. Due to the on and off lockdowns we aimed to deliver courses in Basic Computers, English Language and employability skills and training but found it extremely difficult. By adapting to delivering online we were successfully in delivering a whole year of English Language classes. We managed to deliver some on of our Basic Computers onsite but students couldn't adapt to learning computers online. Covid19 did set our plans awry but also provided an opportunity to adapt and change our modes of delivery and engagement with our students.

We are enormously grateful to the ACFE Board for continuing to fund our program despite reduced face-to-face delivery numbers.

This afforded us the space to up-skill our Adult Educators in a variety of digital training platforms and engage in much needed professional development like the Adult Literacy and Numeracy Pre-Accredited Practitioner Program delivered by Foundation Learning.

To make our students feel special and not forgotten, we started to include mental health awareness conversation and encouraged students to speak about their feelings and emotions. We would send chocolates and cards to their houses so make them feel happy.

Prepared by
Zohra Hasib and Kate Madden



Zohra Hasib
Adult Educator

YOUR VOICE

Client 1 - Family Services

"Their approach to the family is incredible, beyond expectation"

Sohila

"I felt very happy to come online and talk with my teachers and class ladies so I didn't feel alone and depressed"

Parent - Children's Services

"Amy ..a big thank you for your patience and kindness ...you have a very kind heart."

Client 2 - Family Services

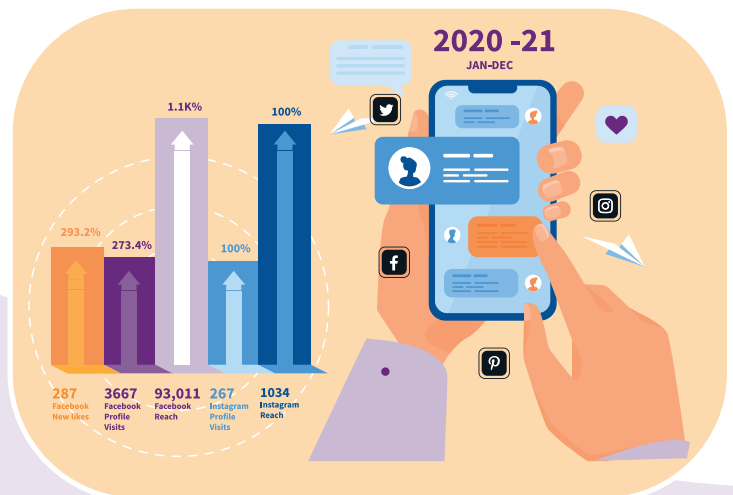
"I can't think of a single thing they could do better, they have mix smack bang on"

Learn Local Adult Learner

"Thank you, Zohra, for coming online every day and helping us learn English. She made us play games and gave us tests and we enjoyed it very much. When we won she would send us prizes in the mail. I was happy that we could share our feelings also because Covid 19 lockdown didn't let us see family or friends."

Online organic community engagement doubled in 2021.

There was a significant increase in digital interactions within the HPCH facebook community. It was gratifying to connect with members and students, in real time, particularly as there were limited opportunities for face-to-face engagement. We expanded our digital connection on a number of other social media platforms including LinkedIn, Twitter and Instagram. We embraced new technologies, zoom and Microsoft teams and launched the new HPCH website in September 2021. These platforms and tools provided a vital and user friendly way for our participants to access information and stay connected.



REPORT: FAMILY SERVICES



Edith Schaaf

Family Services Manager

2021 was a time of transition and challenge for the Family Services Domain Area.

Our Integrated Family Support program along with our partner's in Individual Child and Family Support Alliance -Southern Melbourne, set clear priorities in 2021: implementation of The Orange Door (TOD), and Family Preservation and Reunification Response (FPR). These objectives were achieved, while navigating the impacts of COVID 19 restrictions and changes to ways of working.

The Orange Door was launched in October 2021 and replaced Child First. TOD is a network of support and safety hubs for adults, children and young people who are at risk of experiencing or have experienced family violence, and for families who need support with the care, development and wellbeing of children.

To support changes resulting from the implementation of The Orange Door and increasing family support services demands the Family Services Domain area underwent a significant restructure.

We reluctantly farewellled Jen Schutze, valued and dedicated case worker permanently and Edith Schaaf, team leader, briefly. Despite recruiting challenges towards the end of 2021, we expanded the team and welcomed an IFS Program Coordinator and two new case workers, in December 2021. We were delighted to welcome back Edith Schaaf as Family Services Manager, to mentor the new team.

We continued to identify, resource and implement evidence informed models and strategies. We developed knowledge, skill, confidence and capability in our family services team, especially for prevalent issues impacting families (such as Family Violence) and continue to support our new team to develop professionally.

To further support the children's safety, stability and wellbeing, we set a priority to assist families with 3-year-olds and 4-year-olds, to enrol in kindergarten. The establishment of the Hampton Park Community Kindergarten (open in 2022) was key to HPCH overall strategy in this regard. The availability of a ranges of services to support families as they journey with us through the service system, is at the forefront of all the work we do.

Family Support Service had a very diverse action-packed year, working with many clients and Network Agencies via numerous platforms. Zoom, Microsoft Team, Webex, Emails, Phone calls, SMS's, short Face to Face home visits at client's home or outside visits wearing protective gear.

Family Support case managed 42 families over the year, many of the issues covered and supported were Mental Health, Family violence, Financial (due to COVID 19), Isolation and Depression, Parenting support, Education (School Refusal and schooling from home), Child Behaviour and Bullying, Drug and Alcohol, Grieve and Loss, Referral to Counselling, CALD Clients and Migrant concerns.

Family Support

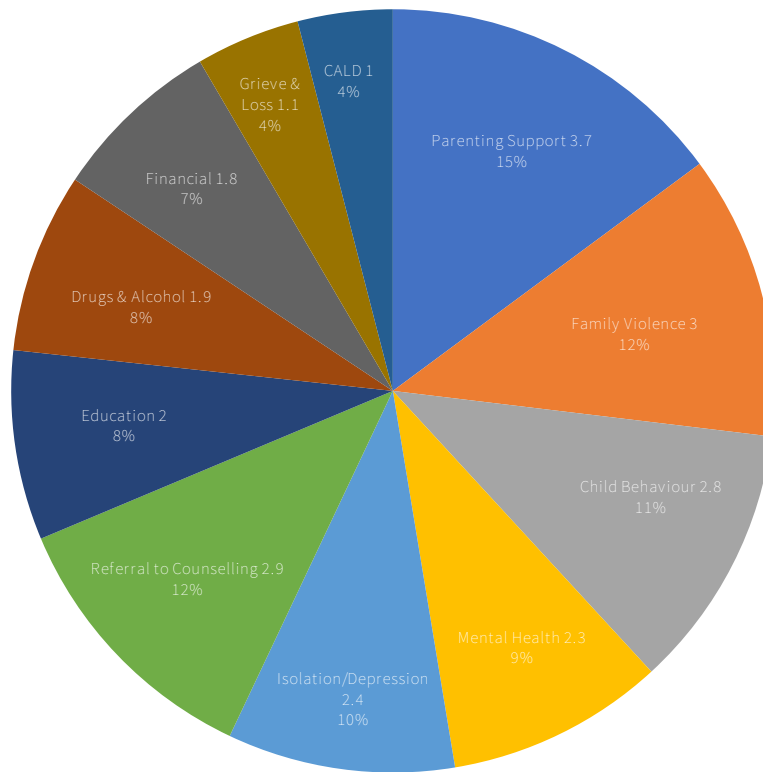


Image: Table 1: IFS services provided in 2021

Partners

Family Support is an active member of the ICFS Alliance. During 2021 we received regular communications, support, updates and resources. We attended meetings and engagements via the Microsoft Team platform. We are particularly appreciative of our Alliance partners support with case management, allowing us time to recruit and onboard new IFS Program team members.

Thank you and appreciations

We take this opportunity to thank the Board of Governance and Executive officer, Kate Madden for her support throughout the year.

We especially thank Jen Schutze for all her remarkable work and support to the team during her time in the Area of Family Support.

A thank you to all the Agencies, SEFS Alliance, Library (Hampton Park), Share the Dignity and Community Members who supported Family Support with their generous 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) and St Kilda Mums with their huge support for HPCH families.

A thank you to DHHS/DFH for their Funding and commitment to this Service. Heliena Mrad and Rachael McRitchie (DHHS) for their continued support and many more members from the DHHS.

Edith Schaaf

Family Services Manager
Family Services

REPORT: FINANCE

Treasurer's Report: For the year ended 31 December 2021

Financially and operationally, the year 2021 has been relatively stable, and we delivered some excellent results for the second consecutive year. We set our budget with a tiny surplus, and we were able to achieve this at the end of 2021. A glimpse of our future outlook was not promising due to uncertainties caused by COVID19, a change of management in staffing, and the implementation of some structural changes. However, despite all these challenges, we were able to achieve a positive financial result.

We had a total income of about \$1.067 million and an expenditure of about \$1.046 million, which leaves us with a small surplus of about \$21k. Overall, staffing costs are a significant component in our expense items at about 80%. The remaining 20% of costs include other operational costs, mainly marketing and due to changes in the branding. It is imperative to mention that our cash reserves declined significantly, and this is because we had long service leave payable to a number of staff members who were long term employed with us.

Proudly, on average, we are able to employ more than 25 individuals, and that is equivalent to 18 full-time staff during the school term.

In regard to the balance sheet, we had a small increase in the net equity due to a small surplus to our bottom line. With respect to our current assets, we have the equivalent of about three months of working capital, and ideally, we want to maintain this and build a more substantial cash reserve. Major portion of our liabilities have been paid off which has led to reduction in cash reserves.

As Treasurer, I want to reassure our board, members, community, staff, students and all our key stakeholders that HPCH is financially viable, and I don't see any immediate threat to our financial viability.

Yours Sincerely,



Sarah Lawless
Treasurer



Sarah Lawless
Treasurer

REPORT: FINANCE

Hampton Park Community House Statement of financial position As at 31 December 2021			
	Notes	2021	2020
		\$	\$
ASSETS			
Current Assets			
Cash and Cash Equivalents	2	362,849	615,405
Receivables	3	7,224	33,746
Prepayments	3	-	4,863
		370,073	654,014
Non-current Assets			
Property, Plant & Equipment	4	71,190	67,801
Intangible Assets	5	-	-
		71,190	67,801
TOTAL ASSETS		441,263	721,814
LIABILITIES			
Current Liabilities			
Payables	6	45,149	219,826
Bond Refundable	7	17,034	15,124
Provisions	8	36,973	134,846
Income received in advance	9	-	33,321
Non-Current Liabilities			
Provision for Long Service Leave - Long term	7	2,045	-
TOTAL LIABILITIES		101,200	403,118
NET ASSETS		340,063	318,697
Represented By:			
MEMBERS FUNDS			
Accumulated funds at start of year		318,697	71,075
Surplus (Deficit) for the year 2021		21,366	247,622
Funds at the end of year		340,062	318,697
<i>The accompanying notes form part of these financial statements.</i>			

REPORT: FINANCE

Hampton Park Community House Statement of comprehensive income For the year ended 31 December 2021			
	Note	2021	2020
		\$	\$
Income:			
Children Services		416,694	255,785
City of Casey		34,836	35,856
Education Services		72,946	43,007
Family Support Services		209,644	204,118
Hire & Rental		34,001	25,998
NHCP Funding		90,721	84,957
Grants and Donations		188,900	359,888
Projects		4,249	5,500
Other Income (Sundry & Interest)		15,731	3,065
Australian Government COVID-19 financial assistance			
Non taxable Cash Flow Boost		-	100,000
Victorian Govt Assistance		-	15,000
	Total Income	1,067,721	1,133,173
Expenditure:			
Activity & Course Expenses		3,312	8,465
Administration/Accounting		19,159	5,675
Advertising/Promotional		40,341	9,344
Bank Charges		1,132	983
Cleaning		16,940	15,575
Computer Equipment		-	3,089
Depreciation Expense	4	4,299	60,309
Dues & Subscriptions		11,124	1,653
Equipment		16,433	18,800
Excursions/Incursions		3,568	1,243
Family Support Expenses		2,631	3,578
Fees & Registrations		6,181	947
Freight/Delivery		-	430
Fundraising & Volunteering Expenses		337	163
General Supplies & Consumables		6,593	1,150
Groceries/Refreshments		3,673	7,543
Insurance		1,482	1,348
IT Expenses		28,844	18,763
Jobkeeper Topup Expenses		-	44,042
Labour Hire/Tutors		21,442	29,806
Lease, Rent & Room Hire		427	150
Legal Fees/Debt Recovery		386	2,649
Maintenance & Repairs		11,647	4,770
Motor Vehicle Expenses		11,723	6,619
Office Supplies & Stationery		5,192	2,402
Photocopying		15,472	15,242
Professional Consultancy		77,432	5,530
Prov for Future Expenses		-	117,660
S&W Staff Salaries & Wages		607,897	607,799
S&W Superannuation		63,194	54,073
S&W Workers Compensation		20,900	11,243
Security		948	958
Staff Amenities		1,036	-
Telephone & Internet		10,500	4,502
Training & Development		15,336	785
Transfer Equipment to Assets		-	19,818
Travel		2,732	175
Utility Expenses		14,043	14,452
		1,046,356	1,062,098
Total Expenditures		1,046,356	1,062,098
Surplus (Deficit) for the year 2021		21,366	71,075
<i>The accompanying notes form part of these financial statements.</i>			

REPORT: FINANCE

Hampton Park Community House Statement of changes in equity For the year ended 31 December 2021			
	Note	Retained surplus	Total
		\$	\$
Balance at 1 January 2020		247,622	247,622
Surplus / (deficit) for the year		71,075	71,075
Balance at 31 December 2020		318,697	318,697
Balance at 1 January 2021		318,697	318,697
Surplus / (deficit) for the year		21,366	21,366
Balance at 31 December 2021		340,063	340,063
<i>The accompanying notes form part of these financial statements.</i>			

The accompanying notes form part of these financial statements

REPORT: FINANCE

Hampton Park Community House			
STATEMENT OF CASH FLOW			
FOR THE YEAR ENDED 31 DECEMBER 2021			
		2021	2020
	Notes:	\$	\$
Cash flow from operating activities			
Receipts from customers & grants (inclusive of GST)		1,096,898	
Payments to suppliers and employees (inclusive of GST)		- 1,341,766	
Net cash (outflow) inflow from operating activities	10	- 244,868	
Cash flow from investing activities			
Payments for property, plant and equipment		- 7,688	
Net cash (outflow) inflow from Investing activities		- 7,688	
Net increase (decrease) in cash and cash equivalents		- 252,556	
Cash and cash equivalents at the beginning of the year		615,405	
Cash and cash equivalents at the end of the year	2	362,849	615,405

The accompanying notes form part of these financial statements.

REPORT: FINANCE

Hampton Park Community House Notes to the Financial Statements For the year ended 31 December 2021			
Note 2. Current assets - Cash and cash equivalents			
		2021	2020
		\$	\$
Cash Management Cheque Account		338,781	594,798
Deductible Gift Recipient A/c		9,760	9,760
MRS D SPENCER - 5842		-	-
MS E SCHAAF- 1982		2,000	-
MS S HOY - 5826		1,957	-
Petty Cash on Hand		251	747
Term Deposit CBA 50058734		10,100	10,100
Total Cash and Cash Equivalents		362,849	615,405
Note 3. Receivables & Prepayments			
		2021	2020
		\$	\$
Trade Debtors		7,224	34,746
Less Provision for Doubtful Debts		-	- 1,000
Prepayments		-	4,863
Total Receivables		7,224	38,609
Note 4. Fixed Assets			
		2021	2020
		\$	\$
Furniture & Equipment	cost	201,522	193,834
Less: Provision for Depreciation		- 165,779	- 161,807
Motor Vehicle		83,280	83,280
Less: Provision for Depreciation		- 50,780	- 50,780
Leasehold Improvements	cost	103,991	103,991
Less: Provision for Depreciation		- 101,044	- 100,717
Building Works	cost	76,812	76,812
Less: Provision for Depreciation		- 76,812	- 76,812
Net Fixed Assets		71,190	67,801
Note 5. Intangible Assets			
		2021	2020
		\$	\$
Intangible Assets	cost	-	-
Less Provision for Depreciation		-	-
Total Intangible Assets		-	-

REPORT: FINANCE

Hampton Park Community House Notes to the Financial Statements For the year ended 31 December 2021		
Note 6. Accounts Payable		
	2021	2020
	\$	\$
Trade Creditors	22,991	4,062
GST Payable	9,220	4,751
PAYG Payable	8,662	33,271
Superannuation Payable	4,277	5,230
Payroll Deductions Payable	-	1,640
Provision for Equipment/ Refurbishment	-	5,000
Provision for Future Expenses	-	126,026
Provision for Motor Vehicles	-	40,000
Other payables	-	153
Total Debtors Payable	45,149	219,826
Note 7. Bond refundable		
	2021	2020
	\$	\$
Bond Refundable	17,034	15,124
Total Bond Refundable	17,034	15,124
Note 8. Provisions		
	2021	2020
	\$	\$
Provision for Annual Leave	29,993	65,641
Provision for Personal Leave	-	4,712
Provision for Long Service Leave - Current	6,980	64,493
Provision for Long Service Leave - Long term	2,045	-
Total Other Debtors Payable	39,017	134,846
Note 9. Income received in advance		
	2021	2020
	\$	\$
Grants Received in advance	-	33,321
Total Other Debtors Payable	-	33,321
Note 10. Reconciliation of cash flow from operations with operating profit		
	2021	2020
	\$	\$
(Loss) /Profit for the year	21,366	
Add back depreciation	4,299	
Changes in operating assets and liabilities	25,664	
(Increase) Decrease in trade debtors & student fees	31,385	
(Decrease) Increase in trade creditors and other Liabilities	- 206,089	
(Decrease) increase in LSL & Annual Leave Provisions	- 95,829	
Net cash (outflow) inflow from operating activities	- 244,868	

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Hampton Park Community House Notes to the Financial Statements For the year ended 31 December 2021

Note 1. Statement of significant accounting policies

The financial statements cover Hampton Park Community House Inc. as an individual entity. Hampton Park Community House Inc. is an association incorporated and domiciled in Victoria operating pursuant to the Associations Incorporation Reform Act 2012 (Victoria), and a registered charity with the Australian Charities and Not-for-profits Commission (ACNC).

Basis of preparation

The committee of management of Hampton Park Community House Inc. has determined that the association is not a reporting entity because there are no users dependent on general purpose financial statements. The financial statements are therefore special purpose financial statements prepared in order to satisfy the financial reporting requirements of the Associations Incorporation Reform Act 2012 (Victoria) and the Australian Charities and Not-for-profits Commission Act 2012.

The financial statements have been prepared in accordance with the Australian Accounting Standards applicable to a 'tier one association' under the Associations Incorporation Reform Act 2012 and a 'medium registered entity' under the Australian Charities and Not-for-profits Commission Act 2012. Hampton Park Community House Inc. is a not-for-profit entity for financial reporting purposes under Australian Accounting Standards.

The financial statements, apart from cash flow information, have been prepared on an accruals basis and are based on historical costs unless otherwise stated.

Use of judgments and estimates

The preparation of the association's financial statements requires management to make judgments, estimates and assumptions that affect the application of policies and reported amounts in the financial statements. Estimates and assumptions are based on historical experience, best available current information and reasonable expectations of future events. Actual results may differ from estimates.

New and amended accounting standards

The association has adopted all new and amended Australian Accounting Standards which are relevant to and effective for the association's financial statements for the current period. These new and amended standards have had no significant impact on the financial performance or position of the association.

Accounting policies

The following material accounting policies have been applied in preparing the financial statements for the year ended 31 December 2021 and the comparative information for the year ended 31 December 2020.

(a) Revenue

Revenue is recognised to the extent that it is probable that the economic benefits will flow to the association, and where specific performance obligations exist, those obligations have been satisfied. Revenue is measured at the fair value of the consideration received or receivable. Specific revenues are recognised as follows:

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Grants

Hampton Park Community House Inc. receives grants for program and project support. Where grant agreements are enforceable and have sufficiently specific performance obligations, revenue is deferred and first recognised as a liability in the statement of financial position (income received in advance) until such obligations are met, then recognised as revenue in the statement of comprehensive income as performance occurs in accordance with grant requirements. Grants are otherwise recognised as revenue when control of the underlying assets received or receivable has been obtained and it is probable that the economic benefits will flow to the entity.

Fees

Fees are recognised as revenue when the related service is provided. If fees have been received in advance of the commencement of the service period they are recognised as a liability in the statement of financial position (income received in advance), then recognised as revenue as the service is provided.

Interest

Interest revenue is recognised on a proportional basis taking into account the interest rates applicable to the financial assets.

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

(b) Cash and cash equivalents

Cash and cash equivalents comprise at-call and term deposits held with financial institutions and cash on hand.

(c) Receivables

Receivables comprise trade and other short-term amounts owing to the association. Receivables are recognised and carried at the nominal amounts due for settlement less any impairment losses.

(d) Property, plant and equipment

Each class of fixed asset is carried at cost or fair value less accumulated depreciation and any impairment losses. Fixed assets that have been contributed at no cost, or for nominal cost, are valued at the fair value of the asset at the date it is acquired.

Depreciation

Fixed assets are capitalised and depreciated on a straight-line basis over their useful lives commencing from the time the asset is held ready for use.

The following estimated useful life for each class of depreciable assets are applied:

Class of property, plant and equipment

Leasehold improvements

Plant and equipment:

-- Furniture and fittings

-- Office equipment excl. computers

-- Computer equipment

Useful life

<u>2020</u>	<u>2019</u>
5 - 10 years	5 - 20 years

4 - 13 years	4 - 13 years
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4 - 10 years	4 - 10 years
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2 - 4 years	2 - 4 years
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The assets' residual values and useful lives are reviewed and adjusted, if appropriate, at each balance date.

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(e) Intangible assets

Intangible assets are carried at cost or fair value less any accumulated amortisation and impairment losses. Intangible assets that have been contributed at no cost, or a nominal cost, are valued at the fair value of the asset at the date it is acquired.

Amortisation

Intangible assets are amortised on a straight-line basis over the estimated useful lives of the assets from the date they are available for use.

The following estimated useful lives for each class of intangible assets are applied:

Class of intangible asset

Software

Licences and permits

<u>Useful life</u>	
<u>2021</u>	<u>2020</u>
2.5 years	5 years
2.5 years	5 years

The assets' residual values and useful lives are reviewed and adjusted, if appropriate, at each balance date.

(f) Leases (the entity as lessee)

At inception of a contract, the association assesses if the contract is, or contains, a lease. If there is a material lease present, a right-of-use asset and a corresponding lease liability is recognised by the association. However all contracts that are classified as short-term leases (lease with remaining lease term of 12 months or less), leases of low value assets, and concessionary leases (described below) which the association deems are of immaterial cost to be capitalised, are recognised as an operating expense on a straight-line basis over the term of the lease.

Where a lease liability is recognised, the liability is initially measured at the present value of the lease payments still to be paid at commencement date. The lease payments are discounted at the interest rate implicit in the lease. If this rate cannot be readily determined, the association uses its incremental borrowing rate.

The right-of-use assets comprise the initial measurement of the corresponding lease liability as mentioned above, any lease payments made at or before the commencement date as well as any initial direct costs. The subsequent measurement of the right-of-use assets is at cost less accumulated depreciation and impairment losses.

Right-of-use assets are depreciated over the lease term or useful life of the underlying asset whichever is the shortest. Where a lease transfers ownership of the underlying asset or the cost of the right-of-use asset reflects that the association anticipates to exercise a purchase option, the specific asset is depreciated over the useful life of the underlying asset.

Concessionary leases

For leases that have significantly below-market terms and conditions principally to enable the entity to further its objectives (commonly known as peppercorn/concessionary leases), the entity has adopted the temporary relief under AASB 2018-8 and measures the right of use assets at cost on initial recognition, or otherwise assesses the cost for materiality and if deemed immaterial recognises the annual lease amounts as operating expenses as they occur. Refer also Note 15 below.

(g) Impairment of assets

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The association assesses the carrying amounts of its fixed assets at the end of each reporting period for indications of impairment. If any such indication exists, the asset's recoverable amount is estimated, and any excess of the asset's carrying value over its recoverable amount is recognised as an impairment loss.

Impairment losses are expensed to the statement of comprehensive income, unless an asset has previously been revalued, in which case the impairment loss is recognised as a reversal to the extent of that previous revaluation, with any excess recognised through the statement of comprehensive income.

The recoverable amount for assets is recognised at either the present value of estimated future cash flows, fair value less costs to sell or depreciated replacement cost, depending on the asset.

(h) Payables

Payables represent trade and other short-term liabilities for goods and services provided to the association prior to the end of the financial year which are unpaid. Payables are stated at cost.

(i) Provisions

Provisions are made when the association has a legal or constructive obligation, as a result of past events, for which it is probable that an outflow of economic benefits will result and that outflow can be reliably measured. The amounts recognised represent an estimate of the obligations as at the end of the reporting period.

(j) Income received in advance

Income received in advance represents liabilities for amounts received by the association in advance of the related delivery of goods or services, for which contractual obligations exist. Refer also *Note 1 (a) Revenue*.

(k) Employee benefits

Provision is made for the association's liability for employee benefits arising from services rendered by employees to balance date. These benefits include salaries and wages, annual leave and long service leave.

Employee benefits that are expected to be settled within one year have been measured at the amounts expected to be paid when the liability is settled, including related on-costs. Employee benefits payable later than one year have been measured at the present value of the estimated future cash outflows to be made for those benefits.

Employee benefits expense comprises salaries and wages, changes to leave provisions, superannuation and workcover insurance. Superannuation Guarantee Contributions are made by the entity to employee-nominated superannuation funds and are charged as expenses when incurred.

(l) 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. In these circumstances the GST is recognised as part of the cost of acquisition of the asset or as part of an item of the expense. Receivables and payables in the statement of financial position are shown inclusive of GST.

Cash flows are presented in the statement of cash flows on a gross basis, except for investing and financing activities, the GST component of which is disclosed as part of operating cash flow.

(m) Income tax

Hampton Park Community House Inc. is endorsed as an income tax exempt charity under Division 50 of the Income Tax Assessment Act 1997.

(n) Comparative figures

Where necessary, comparative figures have been adjusted for consistency with current year classifications.

Hampton Park Community House.

**Independent Auditors Report to the members
Of Hampton Park Community House.**

Scope

We have audited the Financial Statements of Hampton Park Community House. (the "Association") set out on the attached pages for the year ended 31st December 2021. The Committee is responsible for the financial statements. We have conducted an independent audit of these financial statements in order to express an opinion on them to the members.

Our audit has been conducted in accordance with Australian Auditing Standards to provide reasonable assurance as to whether the financial statements are free of material misstatement. Our procedures included examination, on a test basis, of evidence supporting the amounts and other disclosures in the financial statements, and the evaluation of accounting policies and significant accounting estimates. These procedures have been undertaken to form an opinion whether, in all material respects, the financial statements are presented fairly in accordance with Australian Accounting Standards and other mandatory professional reporting requirements, so as to present a view which is consistent with our understanding of the Association's financial position, the results of its operations.

The audit opinion expressed in this report has been formed on the above basis.

Audit Opinion

In our opinion, the Financial Statements present fairly in accordance with Australian Accounting Standards and other mandatory professional reporting requirements the financial position of Hampton Park Community House at 31st December 2021 and of the results of its operations for the year then ended.

Dated: 2nd March 2022.



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