

*Your place*

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*Hampton Park*  
Community House

# ANNUAL REPORT

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# 2020



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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, a Pre-Kinder for children from 3-4 years of age. 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. Out of School Hours care for primary aged children.

### Community Services and Adult Education

We deliver a wide range of pre-accredited English Classes, Literacy and Numeracy Programs, Community Education and Neighbourhood House 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.



# OUR CONTRIBUTION

It goes without saying that 2020 was a challenging year for us all, especially in Melbourne. Despite lockdown, Hampton Park Community House continued to provide services to many vulnerable community members significantly impacted by the coronavirus (COVID-19) pandemic. The Pandemic's economic impact and the stresses that result from self-isolation and physical distancing continue to put demands on our community service.

We developed plans, including specific Domain areas pandemic response and business continuity plans. We took appropriate actions for preparedness, prevention and targeted action in response to the Pandemic and throughout cared for one another.

**HAMPTON PARK COMMUNITY HOUSE**  
*Pandemic Response*

**WE PREPARE, PLAN AND PROTECT EACH OTHER**

- Prepare**
  - We applied for grants to purchase social distancing posters, information and floor mats including 2 specially designed kid friendly masks and PPE, dozens of disposable medical masks and clear plastic face shields, litres of hand sanitisers, wipes and hands-free soap dispensers.
- Plan**
  - Developed Policies and plans
  - Pandemic & epidemic and updated others
  - 3 Program Area specific Response Plans
  - Business Continuity Plan
  - Covid Safe Plan
- Protect**
  - Wash our hands
  - Monitor our temperatures
  - Wear masks
  - Keep our distance
  - Deep clean regularly

**WE CARE FOR EACH OTHER AND STAY CONNECTED**

- Appointed a Health and Well-Being Officer and formed a Health and Well-being team
- Made 557 well-being check-in calls
- Social media posts
- Zoom meet-ups
- Community outreach

**WE EDUCATE AND INFORM OUR COMMUNITY**

- Social media posts with 1000's reached and engaged
- Regular newsletters and updates for staff and the community
- Community education
- Professional development

**WE PROVIDE EARLY LEARNING AND CHILDCARE**

Sessions ran as normal during stage 3  
Open to children of essential workers during stage 4

- Early learning: 14 under 3 years
- Outside School Hours: 47 primary age children
- Vacation Care: 63 primary age children
- Community outreach

**WE SUPPORT CHILDREN AND FAMILIES**

- Direct support to 15 Families
- 67 home visits (Stage 3)
- 109 emails and mailouts
- 567 support calls
- 19 zoom counselling sessions
- 562 community outreach initiatives

**WE KEEP Active**

Online Moving for Life Programs for over 60's

- Golden Yoga
- Golden Tai Chi

**WE INNOVATE & CREATE**

3 new online learning options:

- Adult Literacy and Numeracy Program
- 3's & Sense Financial Literacy Program
- Kickstart your career in Community Services

**GO ON LINE**

**NEW online**

**COVIDSAFE**

# CHAIR REPORT

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I write this Chairman's report feeling as though I am a fraud, as the year in question (the year 2020) was chaired, of course, by Mary, who stood aside as I was elected in her place. Needless to say, the past year was a year of significant change and adaptation due in part to the impacts of the COVID-19 Pandemic. However, in the circumstances and lead by our recently appointed Executive Officer, we were able to increase our capacity to provide quality education, childcare, family support and our community services.

Navigating COVID-19 was indeed a great challenge, and the fact that we've been able to get through it pays a terrific complement to our staff and volunteers. We have, of course, needed to review strategy and our organisational structure to respond to one of the most significant challenges our Organisation has had to face. Similarly, we've had to maintain and, where appropriate, change our compliance structure. We have only been able to do this because of a massive commitment from our staff and Executive Officer. I put on record my strong appreciation for them – as I also do for our Board of Governance members.

In the course of the last 12 months, we have farewelled 4 of our board members, Alison, Heather, Christine and Mary. I express my appreciation for their time and commitment, and I'm sure the first three on that list will not mind me singling out Mary, who, as member and Chair, has devoted a number of years to our Organisation since the inception of Hampton Park Care Group in the 1970s and without whom we would not have been in the strong position we are today.

As we thank our past members, we welcome new ones and I look forward to working with Diane and Bruce as they join Jan, Rovel, Sarah and Rasha to form our new board for the year ahead.

As I look to the year ahead, I know it will be full of challenges and possibilities. A vital component will be our community participation and the development of partnerships with other community groups and organisations. We look forward to continued Funding from the City of Casey and the State and Federal Government, and we thank them for their strong support in the past.

I wish to record my appreciation for all our members and supporters for their kindness and generosity, and with them together with our outstanding Executive Officer Kate Madden, I look forward to an exciting and productive year ahead.

## **Ric Holland**

Chair



**Ric Holland**

Chair



# EXECUTIVE OFFICER REPORT

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**Kate Madden**  
Executive Officer

2020, what a year! A year of unprecedented transition, change and transformation.

The year began with a change in leadership, with the appointment of a new House Manager at the end of January; by March, the Pandemic was upon us. Like the rest of Victoria, we navigated remote working, learning and socially distanced living. At the end of the year, we farewelled some long-standing staff and welcomed new staff to the Team.

During this time, we discovered that we are a creative, resourceful, caring and supportive community. The Pandemic helped us appreciate the value of social connection despite distance and that we are resilient. We provided essential services to children and families throughout Stage 3 and 4 Covid lockdowns. Our Integrated Family Service Team provided support to families in need, and our Children's Services Team provided before and after school and occasional care.

Our Adult Community teachers adapted to teaching online, and activity groups provided amazing support 'transforming isolation' via zoom to support our older community members' health and Well-being. Our volunteers helped to make facemasks and provide food boxes, and our network of Neighbourhood Houses and Community Centres Casey Connect & Learn collective pulled together to provide information, service and support to our most vulnerable community members. We formed connections with impressive young leaders in Hampton Park and strengthened ways to work together. We established a Health and Well-being team and appointed a Well-being Officer to provide essential support to our staff and volunteers, with a particular focus on mental health.

I am most proud of not so much what we did (which was a lot) but how we did it with care and compassion for our staff, volunteers, families, students and community members alike. I am honoured to have the opportunity to lead our Organisation during this exciting time as we commit to providing the necessary structure for future growth and learning for families, children, students and clients and to continue to meet the needs of our diverse Community. Thank you to our Board of Governance for their support and confidence in my capacity to meet the Organisation Strategic Intent's objectives. I am confident that together we can establish a clear, focused direction for 2021 and work towards a thriving, Community-driven enterprise into the future.

It means the world to me to be part of a sector that walks the talk every day and plays a small part in the collective recovery effort. All of us working together to lift up our communities during these uncertain times. Thank you to our Community Partners, Peak Bodies, Stakeholders and members; we appreciate your contributions, loyalty and support. HPCH commits to strengthen and nurture our partnerships continually.

Finally, thank you to the wonderful Team of dedicated staff, volunteers, and placement students who work across Community, Family and Children's Service domains and projects and programs. Your passion, commitment and support for our Community is inspiring.

**Kate Madden**  
Executive Officer  
Hampton Park Community House



# REPORT: CHILDREN'S SERVICES



We had a quiet year in our Occasional care and Pre-Kindergarten areas due to Covid 19 pandemic. Whilst our Vacation Care Program remained steady with good numbers.

Our Occasional Care caters for children from “Culturally and Linguistically Diverse” (CALD) families, Take - a - break parents, children in need of socialisation and also for a large number of children from the “Adult Migrant English Program” (AMEP).

We operate the Children Services area following stringent hygiene rules in our Covid safe plan. Always following the Department of Education and Training and Victorian Chief Health officer advice. We maintain a checklist for every 2 hours cleaning and disinfect the children services area. To ensure that our Children Services area and programs providing a safe, healthy, caring environment for our little ones and primary school children, our staff completed Early childhood Protecting Children - Mandatory reporting course, SunSmart course, Food handling and Infection prevention and control in schools and early childhood during Coronavirus (Covid-19). Staff have participated in a few Professional Development sessions related to Behaviour Management of Young Children with Autism, ADHD, ASD, etc. This will help when we have children with additional needs. Our emergency management plan is updated and located in all the key areas. We followed an Emergency evacuation practice drill for our children services area. Evacuation bags are updated with new necessary items, including first aid kits.

We have started separate templates for fortnightly program planning and Children's observations for their portfolio's. The Victorian Early Years Learning Framework and My Time Our Place guides underpin our curriculum program planning which is delivered for the 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. We follow intentional teaching practices for our Pre-Kindergarten and OSHC Program.

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, board games blocks, dressing up, hairdressing; mechanics, variety of imaginative play; music and movements. We also provided lots of art experiences such as, painting with spices, pasting, using clay, sand and natural materials and let us not forget the very popular outdoor play, where they enjoy the sandpit, cubby house, climbing, water play, riding bikes, cars and ball games.

All our children enjoyed many different and exciting special activities this year, which included—celebrating “Harmony day”, “Mother's Day”, Father's Day” and Christmas Party. Santa came with gifts to see us in this Christmas Party. Big thanks to Ray, who was a fantastic Santa for us this year. Our vacation care program is still popular with lots of exciting activities as lots of varieties of art craft, painting, cooking experience, sports and outdoor play experience, water play, Planting and seedling experiences, board games, movies and with few science incursions and few excursions.

“I would like to acknowledge our educators' wonderful job as it is a big commitment to start brand new children's portfolios with children's observations and program planning. Senior Educators and educators and Children Services Directors position descriptions are in the process of updating”.

We implemented monthly staff meeting and discussed with educators about their concerns and our concerns of their work as well. Upon OSH educators request, we engaged, extra staff, for the afternoon after school care program as we get children with additional needs.

Our advertising poster is prepared and displayed in different locations, including Hampton Park Shopping Centre and the library. Walls of the children services area has been updated with necessary relevant information and posters for children, families and our service. Appreciating our educators hard work in cleaning inside children services area and removed lots of unwanted materials from children's rooms and sheds. Annual bus cleaning has been done. Annual pest control is done.

I would like to congratulate Kathleen Reale and Zeinab Shaheen, who are promoted as Senior Educators and be more responsible in the Children Services area. Many thanks to childhood educators for providing quality care for the children. Sandra, Kathleen, Zeinab, Amatul, Najah and Patricia are dedicated educators, being always ready to help and support each other and me. I would like to convey my sincere gratitude to Kate Madden for her genuine support and guidance improvement during the past few months. If Kate was not helpful and did not give me the courage, it would not be possible to make the tremendous improvements we have such as updating and implementing policies and procedures, cleaning up and rearranging the children services area.

Further we were able to introduce a new logo, preparing new brochures, parent guides as well. I would like add that I appreciate her leadership in taking the most important and appropriate actions and for her supportive guidance I am very grateful to have such a special person mentoring me through this transition.

A big thank to Edith Schaaf taking on the interim position of Educational Leader and assisting, advising and mentoring our educators in all aspects of our children services area.

Big thanks to Jan Davies and Janine Gablek for helping children services area as Book Keepers, Sandra Hoy for helping us in many ways for Early childhood area Edith Schaaf and Jen Schutze and Megan Stewart as family support, all the O.S.H. casual Educators. Thanks to The Board of Governance 2020 for the great continual support to The Early Childhood program at Hampton Park Community Centre.

I would like to wish the new Board of Governance all the very best for the year 2021.

## **Amy Jayawardena**

Children Services Director



**Amy Jayawardena**  
Children Services Director

*“Thank you to our families  
for their generous donations  
ipads, toys and \$”*

# REPORT: COMMUNITY SERVICES



## Neighbourhood House activities

The Area most impacted by the Covid restrictions was our House activities and hires. However, our Team worked tirelessly to stay connected and keep our members active and informed.

**Back 2 Basics** Continued to serve a Community Dinner on a 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** returned to face to face meetings in May and continued to provide vital support online.

## Community Engagement Neighbourhood House week - May 8th to 15th

The Community House collaborated with Hampton Park Library and sent out a small note of comfort with a tea bag inside attached to 4000 books for our Hampton Park residents. During Neighbourhood House Week 2020, Hampton Park Community House and Hampton Park Library shared a cup of tea and good books with the community.

## Volunteer Week May 18th to 24th

We celebrated the contributions of volunteers and sent out a token of our appreciation to our valued volunteers.

## Men's Health June 15th to 21st

We collaborated with Peter Hanson the Hampton Park Men's shed to highlight the importance of Men's Health.

Early in 2020 we were able to collaborate with Community organisations on a number of initiatives including:

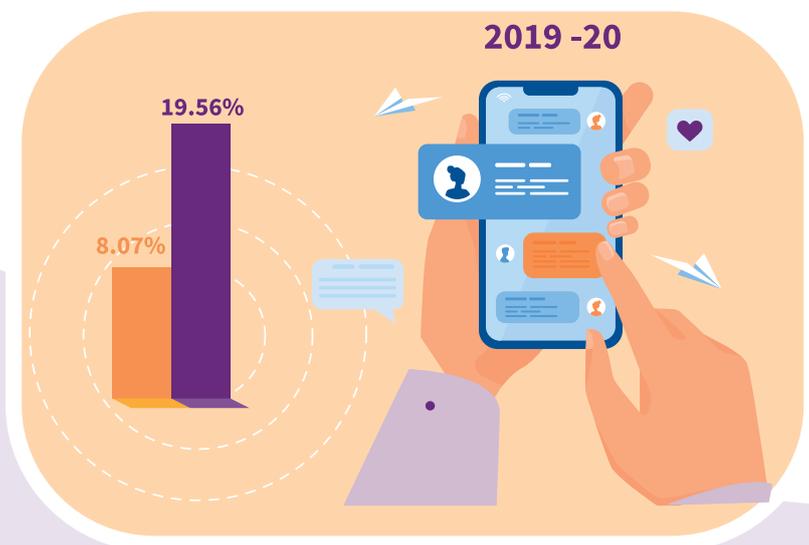
- Safe seats, Safe Kids program provided by Neighbourhood House Victoria, Victorian State Government and KidSafe
- Streetlaw Coffee van, providing free legal advice from Peninsula Community Legal Centre and
- Spoonsville with Hampton Park Uniting Place

With the generous funding support from AMCS Moving For Life project we were able to offer Golden Yoga online to 55 senior participants. This survey reflects just how beneficial this program was to our seniors in 2020.

These important initiatives, keep our Community safe, supported and connected and continue to provide positive benefits into the future. We are particularly grateful to the City of Casey, Neighbourhood House Networkers (Southern Region) and Monash Health for their continued support.

## Engagement on our Facebook platform has had a steady increase throughout 2020. 100% followers were organic.

We aim to increase our digital interactions and widen our whole social media platforms to increase all traffic, encourage involvement with the main focus being on organic growth on all platforms and to drive traffic to our website.



# YOUR SAY

**Michael AA**

*"Appreciate the email of support Diane. Our zoom meetings are proving very popular. We are all longing to getting back to Hampton Park"*

**Nathaniel  
Family of God Christian Assembly**

*"Thank you so much for the concern we really miss our fellowship hope that all things will fall in its place. Thanks once again!"*

**Katrina**

*"My library book arrived by post today and inside was a teabag inside (a card) and a message from Hampton Park Community House. I just wanted to say thank you for doing something so thoughtful and congratulate you all for your hard work."*

**Alison Golden Yoga Participant**

*"I just wanted to let you know just how much these classes mean to me, for all sorts of reasons, the power of yoga, and the warmth and wonderful way you both (Avril and Raelene) bring it to us over Zoom, has transformed my time in isolation, and the wonderful way it is able to reach people in distant places that couldn't normally be part of a physical class."*

**Learn Local Adult Learner**

*"Thank you so much Chrissy for being such a great mentor to me. You have always been very friendly and encouraging. From the very first day I started training under you, you made me very comfortable with your warm smile and constructive feedback!!"*

## 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. Our delivery plan for 2020, included courses in BasicComputers, English Language and Financial Literacy but as the saying goes, *"the best laid plans of mice and men often go awry;"* (Scottish poet Robert Burns.)

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.

We were able to moderate existing courses and develop new ones, such as Dollars & Sense -Financial literacy Program with our partners the Dear Dyslexic Foundation and Community and Health Programs with partners Medic Life. In 2020, we also had the privilege of collaborating with our Casey network of Neighbourhood Houses and Learning Centres on the Casey Connect and Learn Project's culmination.

Our collaboration was strengthened during 2020 as in response to the Covid19 Pandemic. We worked diligently on a crisis response strategy, taking every step possible to ensure our Casey community was cared for and supported to respond, recover and eventually return resilient. This foundational work has enabled us to move forward with an improved and expanded program for 2021.

**Diane Spencer and Kate Madden**



**Christine Mc Jouvelet**  
Adult Educator

# REPORT: FAMILY SERVICES

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It has been a very difficult and educational year for the Family Services Domain Area. The Family Services team adapted to the COVID 19 restrictions and made changes to the work environment. We changed our way of working, moving online we worked with many clients and Network Agencies via several platforms. Zoom, Microsoft Team, Webex, Emails, Phone calls, SMS's and short Face to Face visits outside client's homes wearing protective gear.

Our Integrated Family Support Service provides, support, counselling and resources to families, couples and their children in need. As a registered provider, we receive referrals from Child First / DHHS.

During 2020 we case managed 48 clients many with complex needs ranging from Parenting support, Education (School Refusal and schooling from home), Financial (due to COVID 19), Child Behaviour and Bullying, Isolation and Depression, Family violence, Drug and Alcohol, Grieve and Loss, Relationship, CALD Clients and Migrant concerns.

## **Fundraising**

Family Services launched the Fundraiser in making Hand Made Face Masks to support our Clients in this difficult time.

## **Support**

Family Support is supported through the SEFS Alliance, receiving updates and resources throughout the year. Attending Meetings and engagements via Microsoft Team platform.

## **Thank you and appreciations**

I would like to take this opportunity to thank the Board of Governance for their support during the year. Thank the manager of the HPCH Kate Madden for her support throughout the year. Thank you to Jen Schutze for all her remarkable work and support during the year in our area of Family Support.

Thank you to Diane Spencer, Sandra Hoy, and all other members of the HPCH for their endless 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 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 immense support for our families. A thank you to DHHS for their Funding and commitment of this Area. Emily Phillips, Louise Cristofaro and Heliena Mrad (DHHS) for their continued support and many more members from the DHHS.

## **Edith Schaaf**

Family Support Coordinator

## **Family Services**



**Edith Schaaf**

Family Support Coordinator

# REPORT: FAMILY SERVICES



**Jen Schutze**  
Well-being Team Leader

## Health & Well-being Program

Care for each other during 2020, our focus area was “Mental Health and Well-being” of staff & volunteers which was of great benefit during our COVID lockdown periods.

Our action plan for this priority area consisted of engaging staff in connection with the workplace and each other under difficult circumstances. This was to promote better mental health and offer, inclusion, connection and activity, while we were separated from each other. Staff were offered counselling and encouraging emails to keep connected throughout the year.

Our Health and Well-being team meets once a month to address our action plan and prepare specific activities. Our 2021 plans and activities are working towards our staff Physical Activity and Eating achievements, with Mental Health and Well-being initiatives continuing, as well as extending Well-being support to our families, volunteers and students (Learning Ambassador Program).

Well-being Team

**Jen Schutze, Edith Schaaf, Diane Spencer**

Report prepared by: **Jen Schutze – Well-being Team Leader**

## Thanks to Razornet our technology systems now have:

- Increased flexibility
- Improved speed and performance
- Keep us connected via online platforms
- Provided security and stability
- IT Support for staff

**Jen**

*“Just letting you know the new PC’s are fantastic. ....so fast, it’s like magic, I feel like I’m getting to where I want to before I even click a button! Thanks loving it!”*

**Diane**

*“Thank Goodness for the introduction of ZOOM!”*



# STAFF WELL-BEING ACTIVITIES

During the Month of June and July  
Targeting Mental Health and Well-being

August >



During August staff **“Covid Care Packages”** created for staff onsite. These consisted of pamper products, and a designer microwave safe bowl holder, cookies and beverages.

A number of staff members were recognised for their contributions over some difficult months, receiving a **“Thank you” gift voucher** and card for going above and beyond.

October >



**“Merry Christmas” packs:** Christmas BonBon, microwave bowl holder, pamper item, gingerbread and Christmas decoration.

December >



## September



Staff **“Staying Connected”** activity created: Jigsaw piece for decoration, choc bar, colouring and word search activity. Self-addressed envelopeto return the jigsaw piece to create a staff connection puzzle.

**“RUOK day”**, staff and volunteer emails sent, to celebrate and signify the day.

**“Staff Zoom Afternoon Tea”** for staff to engage in online conversation and giggles to stay connected. BYO afternoon tea!

## November Activity pack:

Colouring page, Iron on Moustache (Movember), Flower seeds to plant, Post it notes to create wall posts, and a string of family to decorate and photograph competition of creation.

## November



## Activities ‘FRESH START’ keepsake pack:

The Team put together a cute little keepsake idea to freshen up for 2021. **Mint** – so you will always have a fresh outlook. **Elastic Band** – to remind you to stretch and keep moving. **Safety pin**- to help remind you to be safe. **Glitter** – to help life sparkle. **Ribbon**– to remind you that friendship ties our hearts together. **A bag** – to keep it all together.



## January 2021

# REPORT: FINANCE

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## **Treasurer Responsibilities and Report**

Please indulge me while I reaffirm as follows the Hampton Park Care Group Inc (HPCG). Treasurer's role and responsibilities. The Treasurer is responsible for keeping the Committee's financial records in good order. The Treasurer's duties include:

- Maintaining and monitoring bank account/s in the name of HPCG Inc.
- Provide oversight of the recording and banking of monies received.
- Provide oversight of the payment accounts as authorised by the Board of Governance and Executive Officer.
- Provide oversight of all financial transactions, records and reports for audit purposes.
- Reporting at each Board of Governance meeting current details on bank balances, transactions since the previous report, HPCG's current financial position and any other information that the BoG may require; and
- Preparing an annual financial report based on financial year reports, Balance Sheet and Profit and Loss statement.

It is my privilege to present this year's Hampton Park Care Group, Inc. Treasurer's Report. I present the audited financial statements for the financial year ended 31 December 2020 for Hampton Park Care Group Inc (HPCG). The 2020 financial year has been a challenging and promising period for HPCG. The last quarter (October 2020 to December 2020) was a rather challenging time for HPCG due to the impact of Covid-19. The Executive Officer Kate Madden and Finance Officer Jan Davies and the Team have worked diligently to ensure that the costs are managed responsibly and services have been delivered to our clients and Community in a timely and cost-effective manner.

The 2020 financial year has seen HPCG move into a reasonably favourable balance sheet position; however, this result should not lull us into a state of complacency. The favourable 2020 result can be attributed predominantly to HPCG income being bolstered by JobKeeper and ongoing support from ACFE, DHHS, City of Casey and several grants. The favourable surplus as set out in the financial statements has been used to write off a number of fully depreciated assets and provide for provisions in the Child Services, Community Services and general systems upgrades to future proof for HPCG's expanding service delivery and ongoing desire to meet the needs of the Hampton Park Community.

I will speak more fully to the financial reports and audit report at the HPCG Inc. Annual General Meeting.

## **What HPCG can anticipate in 2021**

We can expect the subsidies and support that was experienced in 2020 to reduce significantly, and as such, we will be required to find our feet again and resume a higher level of financial independence to the point of building a level of reserves that can carry HPCG through any future events such as has been experienced over the past twelve months. The target is to build a reserve fund of approximate twenty-five per cent of turnover by the end of the 2021 financial year. This reserve target will be achieved through proposed new initiatives, expanded grant submission activity and the introduction of contemporary services and processes to contain costs better.

# REPORT: FINANCE

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The proposed drafting of a 'dynamic strategy for HPCG will see the implementation of a financial risk management strategy to mitigate unforeseen events that may impact the HPCG service delivery in the future. I would like to take this opportunity to thank Executive Officer Kate Madden for providing superb stewardship through what has been an extremely challenging financial year.

I would also like to pay tribute and honour the incredible dedication and service over many years of HPCG's Finance Officer Jan Davies. Jan, in the brief time I have known and indeed had the honour of working with you, I can say that your professionalism and dedication are second to none and that as Treasure and colleague, I wish you and your family all the very best and every happiness for the future. We hope that you will drop in from time to time for a chat and a cup of tea.

I also wish to express my thanks to the Team for their diligence in ensuring that the fiscal management, such as the collection of cash, payment of wages and invoices, has been accurate, timely and compliant to meet the reporting requirements for HPCG's funding Agencies.

Well done Team!

**Rovel Shackleford**  
Honorary Treasurer

*Hampton Park Care Group Inc.*



**Rovel Shackleford**  
Honorary Treasurer

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

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## **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 2020, 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 2020 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.

### **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.

# REPORT: FINANCE

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

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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.



Signed on : 15 March 2021

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

**HAMPTON PARK CARE GROUP INC.**  
**A.B.N. 91 334 724 925**

**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 DECEMBER 2020**

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**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.

**HAMPTON PARK CARE GROUP INC.**  
**A.B.N. 91 334 724 925**

**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 DECEMBER 2020**

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	5-40%
Motor vehicles	10-15%
IT Equipment	30-60%

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.

**HAMPTON PARK CARE GROUP INC.**  
**A.B.N. 91 334 724 925**

**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 DECEMBER 2020**

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**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: 1<sup>st</sup> 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.

# REPORT: FINANCE

## HAMPTON PARK CARE GROUP INC. Balance Sheet for the year ended 31 December 2020

		2020	2019
<b>Assets</b>	<b>Note</b>	<b>\$</b>	<b>\$</b>
<b>Current Assets</b>			
Cash and cash equivalents	1	615,405	427,984
Trade debtors and other receivables	2	33,746	4,836
Prepayments		4,863	8,635
<b>Total Current Assets</b>		<u>654,014</u>	<u>441,455</u>
<b>Non-Current Assets</b>			
Buildings/Leasehold Improvement/ Furniture/Equipment/Motor Vehicles	3	67,800	108,291
<b>Total Assets</b>		<u>721,814</u>	<u>549,746</u>
<b>Liabilities</b>			
<b>Current Liabilities</b>			
Trade creditors and other payables	4	80,313	62,938
Short term provisions	5	211,771	97,920
Other current liabilities	6	16,764	18,262
<b>Total Current Liabilities</b>		<u>308,848</u>	<u>179,120</u>
<b>Non-Current Liabilities</b>			
Long-term provision	7	94,269	123,004
<b>Total Liabilities</b>		<u>403,117</u>	<u>302,124</u>
<b>Net Assets</b>		<u>318,697</u>	<u>247,622</u>
<b>Equity</b>			
Retained earnings		247,622	244,511
Current earnings		71,075	3,111
<b>Total Equity</b>		<u>318,697</u>	<u>247,622</u>

## Statement of Changes in Equity for the year ended 31 December 2020

	Total Equity
	\$
Balance at 31 December 2018	244,511
Operating surplus/(deficit)	3,111
Balance at 31 December 2019	<u>247,622</u>
Operating surplus/(deficit)	71,075
Balance at 31 December 2020	<u>318,697</u>

# REPORT: FINANCE

## HAMPTON PARK CARE GROUP INC. Income Statement for the year ended 31 December 2020

		2020	2019
Income	Note	\$	\$
Grants/Subsidies Received	8	400,130	325,229
Government Coronavirus Economic Support	9	466,527	-
Grants in advance transfer	10	- 17,654	35,482
Other income	11	284,169	622,701
		<u>1,133,172</u>	<u>983,412</u>
<b>Expense</b>			
Wages, contractors, superannuation		- 765,100	- 753,955
Workers compensation, Payroll tax, Portable LSL		- 18,405	- 17,533
Fundraising expenses		-	- 126
Operating expenses		- 90,642	- 97,421
Occupancy expenses		- 35,756	- 30,820
Lease, Rent, Room Hire		- 150	- 290
Motor vehicle expenses		- 6,619	- 8,242
Unrecoverable debts written off		-	- 879
Depreciation		- 60,308	- 28,461
Provision for Employee Accruals		36,543	- 12,234
Provision for Motor Vehicle		-	- 30,000
Provision for future expenses/write back		- 121,660	- 340
<b>Surplus/Deficit for the year</b>		<u>71,075</u>	<u>3,111</u>

## HAMPTON PARK CARE GROUP INC. Statement of Cash Flows for the year ended 31 December 2020

		2020	2019
Cash Flow from Operating Activities	Note	\$	\$
Grants/subsidies received		835,089	324,860
Fees, contributions and receipts		289,424	627,452
Interest		493	3,655
Payments to suppliers and employees		- 917,767	- 890,241
Net cash provided by/used in operating activities	12	<u>207,239</u>	<u>65,726</u>
Payments for Furniture and equipment		- 19,818	- 3,559
Net increase/decrease in cash held		187,421	62,167
Cash at beginning of financial year		427,984	365,817
Cash at end of financial year	1	<u>615,405</u>	<u>427,984</u>

# REPORT: FINANCE

## HAMPTON PARK CARE GROUP INC.

### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2020

	2020	2019
	\$	\$
<b>1 Cash and Cash Equivalents</b>		
Cash on hand and undeposited funds	747	576
Cash at bank	614,658	427,408
Cash with other financial institutions	-	-
	<u>615,405</u>	<u>427,984</u>
<b>2 Trade Debtors and Other Receivables</b>		
Trade Debtors	34,746	5,836
Less: Provision for Doubtful Debts	- 1,000	- 1,000
Other Receivables	-	-
	<u>33,746</u>	<u>4,836</u>
<b>3 Buildings, Leasehold Improvements, Furniture and Equipment, Motor Vehicles</b>		
Buildings at Cost	76,812	76,812
Less: Accumulated Depreciation	- 76,812	- 53,635
<b>Total Buildings</b>	<u>-</u>	<u>23,177</u>
Leasehold Improvements at cost	103,991	103,991
Less: Accumulated Depreciation	- 100,718	- 86,202
<b>Total Leasehold Improvements</b>	<u>3,273</u>	<u>17,789</u>
Furniture and Equipment at Cost	193,834	174,016
Less: Accumulated Depreciation	- 161,807	- 139,191
<b>Total Furniture and Equipment</b>	<u>32,027</u>	<u>34,825</u>
Motor Vehicles at Cost	83,280	83,280
Less: Accumulated Depreciation	- 50,780	- 50,780
<b>Total Motor Vehicles</b>	<u>32,500</u>	<u>32,500</u>
<b>Total Value</b>	<u>67,800</u>	<u>108,291</u>

HAMPTON PARK CARE GROUP INC.

NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2020

	2020	2019
	\$	\$
<b>4 Trade creditors and other payables</b>		
Trade creditors	3,254	11,712
Credit cards	-	670
GST	4,799	9,692
PAYG & SGC	38,500	23,374
Grants in advance	33,321	15,666
Pre paid fees	65	1,450
Other payables	374	374
<b>Total</b>	<u>80,313</u>	<u>62,938</u>
<b>5 Short term provisions</b>		
Provision for Annual Leave	65,641	54,476
Provision for Personal Leave	4,712	15,000
Provision for Long Service Leave	10,392	19,078
Provision for Future Expenses	131,026	9,366
<b>Total</b>	<u>211,771</u>	<u>97,920</u>
<b>6 Other current liabilities</b>		
Amounts held/payable	1,640	4,755
Refundable bonds held	15,124	13,507
	<u>16,764</u>	<u>18,262</u>
<b>7 Long term provisions</b>		
Provision for Long Service Leave	54,101	82,836
Provision for extraordinary Items	168	168
Provision for Motor Vehicle	40,000	40,000
	<u>94,269</u>	<u>123,004</u>

# REPORT: FINANCE

## HAMPTON PARK CARE GROUP INC.

### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2020

	2020	2019
	\$	\$
<b>8 Grants/Subsidies Received</b>		
<b>Victorian State Govt:</b>		
<b>Dept of Health &amp; Human Services</b>		
Individual, Child & Family Services	204,118	172,857
Neighbourhood House	84,957	61,014
<b>Dept of Education &amp; Training</b>		
ACFE Training Delivery & Support	49,918	26,590
Occasional Childcare	-	61
<b>Business Victoria</b>	15,000	-
<b>Australian Government:</b>		
Dept of Education & Training	10,281	16,721
<b>Local Government:</b>		
City of Casey	35,856	46,475
Uniting (Victoria & Tasmania) Ltd	-	1,511
<b>Total</b>	<u>400,130</u>	<u>325,229</u>
<b>9 Aust Govt Coronavirus Economic Support</b>		
Business Continuity Payment	154,127	-
Cash Flow Bonus	100,000	-
JobKeeper Subsidy	212,400	-
<b>Total</b>	<u>466,527</u>	<u>-</u>
<b>10 Grants in advance transfer</b>		
Family Services	- 2,249	20,129
Neighbourhood House	-	15,662
City of Casey	- 405	- 309
Business Victoria	- 15,000	0
	<u>- 17,654</u>	<u>35,482</u>
<b>11 Other Income</b>		
Donations	510	4,577
Fees & Contributions	255,538	501,556
Rent & Hire	25,998	103,049
Interest	493	3,655
Membership	18	62
Fundraising	224	283
Community bus Hire	643	3,213
Sundry Income	745	6,306
<b>Total other income</b>	<u>284,169</u>	<u>622,701</u>

**HAMPTON PARK CARE GROUP INC.**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2020**

	<b>2020</b>	<b>2019</b>
	<b>\$</b>	<b>\$</b>
<b>12 Reconciliation of Net cash provided by/used in operating activities</b>		
Surplus/Deficit from ordinary activities	71,075	3,111
Non cash flows in profit/deficit:		
Depreciation	60,308	28,461
Increase/Decrease in Trade debtors and other receivables	- 28,910	4,958
Increase /Decrease in Prepayments	3,772	- 2,136
Increase/Decrease in Total Liabilities	<u>100,994</u>	<u>31,332</u>
	<u>207,239</u>	<u>65,726</u>

# REPORT: FINANCE

## Hampton Park Community House

Random Transactions  
For the year ended 31st December 2020

<u>Date</u>	<u>Cheque No.</u>	<u>Details</u>		<u>Checked</u>
<b>Assets</b>				
20/07/2020	Eftpos	Prodigy Office Furniture - Compact Flip Table et al	\$ 1,125.00	YES
27/10/2020	Eftpos	Razornet Technologies	\$ 1,285.00	YES
02/12/2020	CBA Card	The Good Guys	\$ 2,574.00	YES
<b>Administration Expenses</b>				
16/03/2020	Eftpos	Office Products Depot	\$ 186.34	YES
04/05/2020	CBA Card	Registry Australia - Business Name	\$ 199.00	YES
25/09/2020	Eftpos	CSG Business Solutions Pty Ltd	\$ 1,398.01	YES
09/11/2020	Eftpos	Citywatch Security	\$ 178.20	YES
<b>Cleaning and Maintenance</b>				
02/03/2020	Eftpos	Mint Fresh Cleaning Services	\$ 682.00	YES
24/08/2020	Eftpos	Hannafords Cleaning Trade Supply	\$ 243.94	YES
14/09/2020	Eftpos	Argus Waste Management Services Pty Ltd	\$ 294.80	YES
23/11/2020	Eftpos	Propest Pest Control	\$ 176.00	YES
<b>Professional Affiliations &amp; Memberships</b>				
16/06/2020	Eftpos	Berwick Neighbourhood Centre Inc	\$ 100.00	YES
22/06/2020	Eftpos	Neighbourhood Houses Victoria	\$ 705.00	YES
30/11/2020	Eftpos	Community House Network Southern Region	\$ 85.00	YES
<b>Telephone &amp; Internet</b>				
11/05/2020	BPay	Telstra	\$ 835.10	YES
13/07/2020	Eftpos	Focus Communications Pty Ltd	\$ 79.99	YES
27/07/2020	BPay	Telstra	\$ 189.99	YES
09/11/2020	BPay	iiNet Limited	\$ 251.65	YES
<b>Utilities</b>				
21/01/2020	Direct Debit	Origin Gas	\$ 683.34	YES
13/05/2020	CBA Card	Message4U Pty Ltd	\$ 2.37	YES
01/06/2020	Direct Debit	Origin Electricity	\$ 2,290.78	YES
09/06/2020	BPay	SE Water	\$ 214.10	YES
<b>Contract Labour, Training &amp; Tutors</b>				
30/03/2020	Eftpos	Robert Takac	\$ 160.00	YES
18/05/2020	Eftpos	Dandenong Neighbourhood House Inc	\$ 338.25	YES
28/09/2020	Eftpos	Leticia Moran Creative - COVID Safe Presentation	\$ 594.00	YES
19/10/2020	Eftpos	MedicLife Health Services	\$ 1,550.00	YES
31/12/2020	Eftpos	Australian Work Force - P Amaratunga	\$ 4,285.86	YES
<b>Motor Vehicles</b>				
27/04/2020	BPay	RACV - Roadside Assist	\$ 193.80	YES
30/09/2020	Eftpos	Alpheys Garage - Repairs to Ford Territory	\$ 1,073.00	YES
<b>Petty cash</b>				
04/05/2020	Eftpos	Queenie Tirado	\$ 297.74	YES
07/12/2020	004537	Jan Davies	\$ 250.20	YES
21/12/2020	Eftpos	Kate Madden	\$ 23.60	YES
<b>Wages, Super &amp; Entitlements</b>				
19/02/2020	BPay	ATO - IAS January 2020	\$ 9,324.00	YES
11/05/2020	Eftpos	Portable Long Service Leave Authority	\$ 435.15	YES
04/08/2020	Transfer	Wages - FE 31 July 2020	\$ 15,444.63	YES
08/10/2020	Transfer	Superannuation - September 2020	\$ 5,660.38	YES
25/11/2020	BPay	ATO - BAS September 2020	\$ 11,126.00	YES







## *Your place*

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Hampton Park Community House

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