



# ANNUAL REPORT

2018



Norlane Community Centre Inc.

ABN: 49 450 533 158

39A Rose Ave

Windsor Park

Norlane 3214

Ph: 03 5275 8124

Email: [admin@norlanecc.com.au](mailto:admin@norlanecc.com.au)

PO Box 1067, Corio VIC 3214

[www.norlanecommunitycentre.com.au](http://www.norlanecommunitycentre.com.au)



Norlane Community Centre acknowledges it exists and works on the traditional lands of the Wadawurrung people of the Kulin Nation. We acknowledge them as Traditional Owners and Custodians of the land and pay our respects to their elders past, present and future.

NCC values and celebrates cultural diversity. Cultural diversity enriches our programs and activities and makes for more resilient and heterogeneous communities. NCC values and supports the gay, lesbian, bisexual, transgender, intersex and queer (LGBTIQ) community to end discrimination and to achieve equality and social justice. We believe people seeking asylum have human rights, which must be upheld. We support asylum seekers' rights to live as citizens in the Australian community.

# ABOUT US

## **Our Vision:**

We see a community where everyone has the opportunity to be engaged, accepted and active and their contributions are valued.

## **Mission:**

The Norlane Community Centre is a leader in empowering our community to build its capacity.

Norlane Community Centre promotes community inclusion and participation for all people. We believe that every person has the right to be treated with respect and dignity and as community development organisations we reject exclusion, racism and all forms of violence.

## **Strategic Goals:**

1. Shaping our immediate and broader community.

We aim to work alongside local groups and others to identify needs and positively shape our local area.

2. Supporting initiatives that address identified local under-resourcing.

We seek and use local knowledge, advocacy and partnerships to support local initiatives that increase access to services and resources within our community.

3. Engaging and collaborating through partnerships to meet local needs.

We proactively participate in partnerships with stakeholders to promote, support, develop and/or deliver programs reflective of local needs.

4. Facilitating the delivery of services and programs that meet local need and encourage community participation.

We regularly review the programs and services provided in the centre to identify opportunities to improve or add/remove these services and programs.

5. Strengthening governance.

We accept the responsibility for providing effective governance for Norlane Community Centre that focuses on improving quality and managing risk.

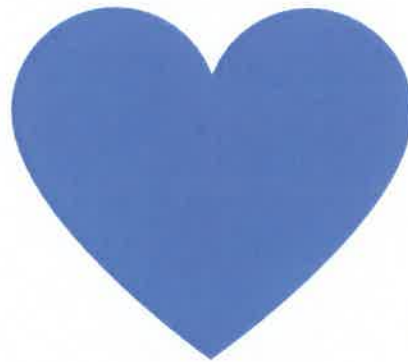
# OUR STRUCTURE

## Board of Management

Emma Henderson - Chairperson  
Krystine Canny-Smith - Treasurer  
Sandra Anderson - Secretary  
Adam Fratantaro  
Monique Hurley

## Volunteers

Kris Dimovski  
Neil Drinkwater  
Robin Everett  
Susan Gilgallon  
Bill Montgomery  
George Perisic  
Bill Polwarth  
Kim Vanderpol  
Liz Winning



## Staff

Bec Smith - Coordinator  
Tabatha Young - Administration

Contractors: Stephen Hill -  
Cleaning  
Tracy Shurey - Finance

## Funding & Premises

DHHS Neighbourhood House  
Coordination Funding Program

City of Greater Geelong -  
Facility

# CHAIRPERSON'S REPORT

It's been another busy year with ongoing changes for the Norlane Community Centre.

The incorporation of and formal separation from Northern Futures was completed in the first half of 2018. Since this was finalized we have focused on improving our internal governance structures and defining our new purpose. We have drafted new model rules and policies.

Our strategic plan will be finalized in early 2019 and will be launched alongside our new rules and rebranding projects in the first half of 2019.

Over the past twelve months our coordinator Bec has been busy building relationships with stakeholders, planning events and reinvigorating the Centre.

We have been investing in new technology for the Centre and this will be a continued priority for us over the coming year.

As the Norlane community has some of the poorest rates of home internet access we will be focusing on improving access to new technology and increasing digital literacy in our community.

The Digital Expo held on 31 October 2018 is a great example of the work we will continue to invest in into the future.

I'd like to welcome our newest board member Monique Hurley who joined the Board in October. She is a lawyer with a strong commitment to social justice and we look forward to having her involved.

The board will continue to recruit motivated and community minded members to the Board to assist us in implementing our 2019 strategic plan. I look forward to having much to report at the end of next year.

Emma Henderson





# COORDINATOR'S REPORT

The last 12 months at NCC have brought many opportunities and challenges. The stand out for me is just how accommodating and enthusiastic the community has been about the ongoing cultural and structural shifts occurring in the space. My first year in the role has enabled me to connect with many of the residents of Norlane – who generously share their ideas and feedback with us and who most importantly are increasingly taking ownership of the centre.

We have continued to offer our usual activities including Tai Chi, Art Group, Craft Group, Tool Pool, Garden Plots and Computer Lab. We have also had some new activities this year welcoming the Norlane Community Kitchen into the space, setting up a community library/book swap and the introduction of the Norlane Food Swap.

Collaboration has been a focus for us too this year and this has seen the delivery of some Cloverdale Community Centre programs at Norlane. We've been lucky enough to have the Barista Bubs group using our kitchen as well as some computer courses running.

We've worked with local organisations including Diversitat, Norlane Community Initiatives, Rosewall and Cloverdale Community Centre's, local schools, local council and others in developing and delivering joint projects,

including Harmony Day event, end of year celebrations, International Peace Day and the Norlane Digital Expo.

Northern Futures and GForce share space with us at the centre and we are appreciative of their ongoing presence in the space – it provides excellent opportunity to work together on issues facing the community. A number of other organisations also used space at the centre throughout the year, including Kalkee Community Services, Australian College of Training & Employment, Terminals, Department of Health & Human Services, Barwon Child Youth & Family, GEN U, City of Greater Geelong, Australian Hearing, Wathaurong, Wear For Success, Barwon Network of Neighbourhood Houses, Committee for Geelong and Westgate Communities Initiatives Group.



We also updated our logo this year, to better reflect our centre and include our name. Keep an eye out for the launch of our new website early next year and remember to keep an eye on our Facebook page for upcoming events and activities at the centre and in the region.



Whilst the next year will see us focus on our internal structures and processes, we will continue to review our activities in line with the funding guidelines, community need, research and statistics and respond to community requests and opportunities for new programming.



**Neighbourhood Houses**  
The heart of our community

As always we thank all of our staff, volunteers and board members for all their hard work in keeping the centre running. We also thank and acknowledge the financial support of the Department of Health & Human Service, City of Greater Geelong and Be Connected. Most importantly thank you to our participants and community members who engage with us and bring such important energy and contributions to our work.



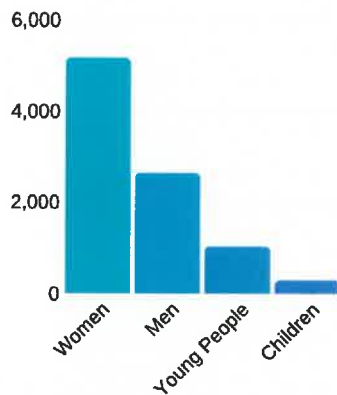
Bec Smith



# NCC ACTIVITY AND USE 2017/18



**9199**  
Norlane Community Centre Attendances



56.7% Women  
28.9% Men  
11.3% Young people  
3.1% Children



Funded for 30 hrs per week  
Delivering 147 activity hrs per week



Over 3,000 volunteer hours  
contributed



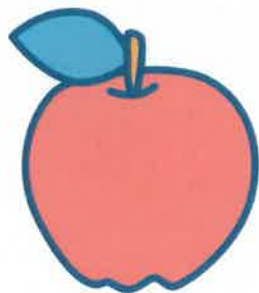
# NCC ACTIVITY AND USE 2017/18



**863 Computer Users**



**561 Art & Craft Group Attendees**



**75 Garden, Tool Pool & Food Swap participants**



**708 Tai Chi Attendances**

# TREASURER'S REPORT

1st November 2018

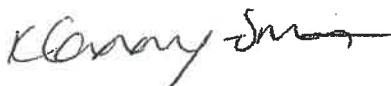
Income to the Centre for the 2018 financial year decreased from the previous year by \$45,433, excluding auspice account. This was mainly due to a decrease in tenancies for the year of \$33,366.

There was an offsetting decrease in staffing costs of \$34,389, and a decrease in overall expenses for the 2018 year of \$36,570. The final result for the Centre is a surplus of funds, excluding auspice accounts, of \$1,914. The surplus including auspice accounts was \$848.

The Centre is carrying forward a surplus in Members' Funds of \$389,162 including auspice accounts.

The Centre continues to be in a strong financial position is not overly reliant on any one source of income. It is also able to pay all its debts as they become due.

Yours faithfully,



Krystine Canny-Smith CPA  
Treasurer



Norlane Community Centre  
PO Box 1067 CORIO  
VIC 3214

Ph: (03) 5275 8124

Fax: (03) 5274 1202

Email: [admin@norlanecc.com.au](mailto:admin@norlanecc.com.au)

# **FINANCIAL STATEMENTS & AUDITOR'S REPORT**

**NORLANE COMMUNITY CENTRE**

**ABN: 49 450 533 158**

**Financial Report for the year ended 30 June 2018**

**NORLANE COMMUNITY CENTRE**  
ABN: 49 450 533 158

**STATEMENT OF COMPREHENSIVE INCOME**  
**FOR THE YEAR ENDED 30 JUNE 2018**

	Notes	2018 \$	2017 \$
<b>Revenue</b>			
Grants		103,087	85,809
Room Hire		105,118	138,485
Service Income		10,195	28,451
Auspice Funds		666,108	836,812
Memberships		147	199
Interest		2,131	3,933
Other Income		5,631	3,214
<b>Expenses</b>			
Employee benefits		(138,064)	(172,799)
Supplies		(33,531)	(35,195)
Amenities		(16,180)	(19,243)
Maintenance		(11,928)	(4,545)
Auspice Fund		(675,867)	(942,021)
Administration		(8,214)	(35,705)
Depreciation		(7,785)	(10,244)
<b>Net Operating Result</b>		<u>848</u>	<u>(122,849)</u>
<b>Other comprehensive income:</b>		-	-
<b>Total comprehensive income for the year</b>		<u>848</u>	<u>(122,849)</u>

The accompanying notes form part of these financial statements.

**NORLANE COMMUNITY CENTRE**  
ABN: 49 450 533 158

**STATEMENT OF FINANCIAL POSITION**  
**AS AT 30 JUNE 2018**

	Notes	2018 \$	2017 \$
<b>ASSETS</b>			
<b>Current Assets</b>			
Cash and cash equivalents	2	372,039	421,615
Trade and other receivables	3	50,220	290,552
<b>Total Current Assets</b>		<u>422,259</u>	<u>712,167</u>
<b>Non-Current Assets</b>			
Plant and equipment	4	26,615	32,145
<b>Total Non-Current Assets</b>		<u>26,615</u>	<u>32,145</u>
<b>TOTAL ASSETS</b>		<u>448,874</u>	<u>744,312</u>
<b>LIABILITIES</b>			
<b>Current Liabilities</b>			
Trade and other payables	5	133,595	188,122
Employee Entitlements		9,756	47,054
Income in Advance		1,500	120,822
<b>Total Current Liabilities</b>		<u>144,851</u>	<u>355,998</u>
<b>TOTAL LIABILITIES</b>		<u>144,851</u>	<u>355,998</u>
<b>NET ASSETS</b>		<u>304,023</u>	<u>388,314</u>
<b>EQUITY</b>			
Retained earnings	6	304,023	388,314
<b>TOTAL EQUITY</b>		<u>304,023</u>	<u>388,314</u>

The accompanying notes form part of these financial statements.

**NORLANE COMMUNITY CENTRE**  
ABN: 49 450 533 158

**STATEMENT OF CASH FLOWS**  
**FOR THE YEAR ENDED 30 JUNE 2018**

	Notes	2018 \$	2017 \$
<b>Cash flows from operating activities</b>			
Receipts from customers		1,011,296	982,913
Payments to suppliers and employees		(1,060,748)	(1,078,670)
Interest received		2,131	3,933
<b>Net cash used in operating activities</b>	7	<u>(47,321)</u>	<u>(91,824)</u>
<b>Cash flows from investing activities</b>			
Proceeds from sale of plant & equipment		-	(903)
Payments for plant & equipment		(2,255)	(1,337)
<b>Net cash used in investing activities</b>		<u>(2,255)</u>	<u>(2,240)</u>
<b>Net decrease in cash held</b>		<u>(49,576)</u>	<u>(94,064)</u>
Cash at the beginning of the year		421,615	515,679
<b>Cash at the end of the year</b>	2	<u>372,039</u>	<u>421,615</u>

**NORLANE COMMUNITY CENTRE**

**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 30 JUNE 2018**

**NOTE 1: STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES**

This financial report is a special purpose financial report prepared in order to satisfy the financial reporting requirements of the Associations Incorporation Reforms Act (Vic) 2012 and the requirements of section 60.40 of the Australian Charities and Not-for-profits Commission Regulation 2013 (ACNC Regulation). The committee has determined that the association is not a reporting entity.

No other Australian Accounting Standards, Urgent Issues Group Consensus Views or other authoritative pronouncements of the Australian Accounting Standards Board have been applied.

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

The following specific accounting policy is consistent with the previous period unless otherwise stated and has been adopted in the preparation of this financial report.

(a) Fixed Assets

The depreciation amount of fixed assets is written off over the useful lives of the assets to the association commencing from the time the asset is held ready for use.

(b) Cash

For the purposes of the Statement of Cash Flows, cash includes cash on hand, at banks, and on deposit.

(c) Revenue

Revenue is generally recognised upon delivery of services to customers.

Interest revenue is recognised upon receipt.

(d) Goods and Services Tax

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

The amount of GST recoverable from, or payable to, the ATO is included as a current asset or a current liability in the Balance Sheet.



**NORLANE COMMUNITY CENTRE**  
ABN: 49 450 533 158

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2018**

	2018 \$	2017 \$
<b>NOTE 2: Cash and cash equivalents</b>		
Cash at bank	372,039	421,589
Cash on hand	26	26
	<u>372,039</u>	<u>421,615</u>
Cash at the end of the period as shown in the cash flow statement is reconciled to items in the balance sheet as follows:		
Cash and cash equivalents	372,039	421,615
<b>NOTE 3: Trade and other receivables</b>		
Accounts Receivable	6,220	146,963
Pledges Receivable	44,000	143,589
	<u>50,220</u>	<u>290,552</u>

**NOTE 4: Plant and equipment**

Plant & Equipment  
At Cost  
Less: Accumulated Depreciation

Movement for the year

<b>Balance at 30 June 2016</b>	41,052	41,052
- Additions	1,337	1,337
- WDV of Assets Disposed	-	-
- Depreciation	(10,244)	(10,244)
<b>Balance at 30 June 2017</b>	<u>32,145</u>	<u>32,145</u>
- Additions	2,255	2,255
- WDV of Assets Disposed	-	-
- Depreciation	(7,785)	(7,785)
<b>Balance at 30 June 2018</b>	<u>26,615</u>	<u>26,615</u>

**NORLANE COMMUNITY CENTRE**  
ABN: 49 450 533 158

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2018**

	2018 \$	2017 \$
<b>NOTE 5: Trade and other payables</b>		
Trade and other payables	120,734	140,876
Payroll Liabilities	1,846	19,585
GST	11,015	27,661
	<u>133,595</u>	<u>188,122</u>
<b>NOTE 6: Retained earnings</b>		
Opening retained earnings	388,314	511,163
Profit/(loss) for the year	848	(122,849)
Transfer to Northern Futures Ltd	(85,139)	-
	<u>304,023</u>	<u>388,314</u>

**Transfer to Northern Futures Ltd**  
Up until 31 March 2018 Northern Futures was auspiced through Norlane Community Centre which was responsible for holding and disbursing funds under the programs. A deed has been entered into between Northern Futures Ltd and Norlane Community Centre whereby all responsibility for the conduct and financing of the programs will pass to Northern Futures Ltd.

As a result the balance to the funds held under the program has been treated as a liability in the financial statements.

**NOTE 7: Cash flow information**

Reconciliation of cash flow from operations with operating result

Surplus/(deficit) for the year	648	(122,849)
Non-cash flows in profit:		
Depreciation	7,785	10,244
Loss on sale of plant & equipment	-	903

Changes in assets and liabilities:  
Decrease/(increase) in receivables  
Increase/(decrease) in payables  
Decrease in employee entitlements

	240,332	(230,879)
	(258,988)	253,137
	<u>(37,298)</u>	<u>(2,380)</u>
	<u>(47,321)</u>	<u>(91,824)</u>

**NORLANE COMMUNITY CENTRE**

ABN: 49 450 533 158

**COMMITTEE DECLARATION**

The members of the committee declare that:

1. The financial statements and notes of Norlane Community Centre set out on pages 2 to 7,
  - (a) presents a true and fair view of the financial position as at 30 June 2018 and its performance and cash flows for the year ended on that date in accordance with the accounting policies described in note 1; and
  - (b) In the committee's opinion there are reasonable grounds to believe that the association will be able to pay its debts as and when they fall due.

This declaration is made in accordance with a resolution of the Committee and is signed on behalf of the Committee by:

Dated this 7 day of November 2018

**INDEPENDENT AUDITOR'S REPORT**

To the members of Norlane Community Centre

**Opinion**

We have audited the financial report of Norlane Community Centre (the Entity), which comprises the statement of financial position as at 30 June 2018, and the statement of comprehensive income and statement of cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies, and the committee declaration.

In our opinion, the accompanying financial report of the Entity is prepared, in all material respects, in accordance with Div 60 of the *Australian Charities and Not-for-profits Commission Act 2012* including:

- (i) giving a true and fair view of the company's financial position as at 30 June 2018 and of its financial performance for the year then ended; and
- (ii) complying with Australian Accounting Standards to the extent described in Note 1, and Div 60 of the *Australian Charities and Not-for-profits Commission Regulation 2013*.

**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 Entity 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 other 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 Management and Those Charged with Governance for the Financial Report**

The directors of the company are responsible for the preparation of the financial report that gives a true and fair view and have determined that the basis of preparation described in Note 1 to the financial report is appropriate to meet the requirements of the *Australian Charities and Not-for-profits Commission Act 2012* and is appropriate to meet the needs of the members. The directors' responsibility also includes such internal control as the directors determine is necessary to enable the preparation of a 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, management is responsible for assessing the Entity'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 management either intends to liquidate the Entity or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Entity's financial reporting process.

**GEEELONG**  
101 West Fyats Street  
PO Box 386  
Geelong VIC 3220  
**PHONE:** 03 5221 6399

**TORQUAY**  
6 Walker Street  
PO Box 125  
Torquay VIC 3228  
**PHONE:** 03 5261 2029

**DIRECTORS**  
Stephen Wright CA  
Stephen Kettleby CA

Liability limited by a scheme approved  
under Professional Standards Legislation

GMA International is an association of  
legally independent accounting firms





### 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.

A further description of our responsibilities for the audit of the financial report is located at the Auditing and Assurance Standards Board website at: <http://www.auasb.gov.au/Home.aspx>. This description forms part of our auditor's report.



Stephen Wight  
Director

Dated this 7<sup>th</sup> day of November, 2018

Davidsons Assurance Services Pty Ltd  
101 West Fyans Street  
Geelong, Victoria 3220