

ANNUAL REPORT 2021



Cheltenham Community Centre

Enhance Community
Understanding of
CCC

Partner of Choice

Good Governance

Spaces and
Resources

2022 VISION

We are a leading community centre, known for providing learning, social opportunities and support

SECTOR OBJECTIVES

Value Proposition

Our role and services are valued by our clients, and respond to their needs

Sustainability

We operate in a way that is financially and environmentally sustainable

Workforce Development

Our team is supported, with clear plans for development, progression and resource distribution.

STRATEGIC PRIORITIES (ACTIVITY AREAS)

Extending community engagement and programming including needs analysis

Financial sustainability

Investing in the wellbeing and professional development of staff and volunteers

Establish social prescription

Growing CCC brand and profile

Optimise team structure

Registered RTO and provision of vocational education

Strengthen and form high value partnerships

UNDERPINNING PRINCIPLES

Our people are professional, inviting and caring

Our programs are people-focused and highly valued

Our space is inclusive, accessible and safe

MISSION STATEMENT

We connect the community by responding to local needs

Contents

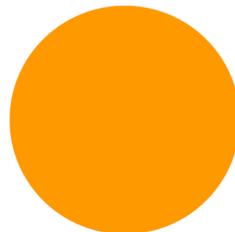
2022 AGM Agenda.....	3
2021 AGM Minutes.....	4
President's Report.....	7
Our Board of Governance.....	9
Our Operations Team.....	11
Our Program Staff.....	12
Our Volunteers.....	13
Life Members.....	14
Manager's Report.....	15
Values.....	18
Statistics.....	18
Organisational Chart.....	19
Childcare.....	20
Adult Education.....	21
Soul Cafe.....	23
Netball.....	25
Holiday Activities.....	27
Engage! - Inspire U.....	28
Events.....	29
Health & Wellbeing.....	31
Treasurer's Report.....	33
Financial Report.....	34
Abbreviations.....	46
Supporters.....	46



2022 AGM Agenda

To be held Thursday 5 May 2022, commencing at 10am

1. Acknowledgement of country and welcome
2. Apologies
3. Minutes of previous Annual General Meeting - 22nd April 2021
4. Presentations of reports
 - a) Board
 - b) Manager
 - c) Treasurer - audited financial statements
5. Appointment of auditor
6. Presentation of CCC Life Membership Award
7. Election of Board of Governance 2022-2023
8. Conclusion - Opening of the Wall Mural



2021 AGM Minutes

Thursday 22 April 2021
Meeting held in Cheltenham and via Zoom,
opened at 11:30am

Welcome

As Chairperson, Steven Strange opened the meeting, welcoming everyone and acknowledging the traditional owners of the land.

Attendance

Meng Heang Tak MP, Cr. Jenna Davey-Burns, Steven Strange, Arna O'Connell, Jack Noonan, Sam Forsyth, Judy Oakes, Alison Hollands, Sean Reilly, Ali Street, Alina Urbanczyk, Philippa Davies, Diane John, Kim Wareham, Sara Ganderton-Spencer, Leanne Lee-Ack, Mia Barnes, Jan Farrer, Donna Lomagno, Rita Ying, Kevin Dean, Anne Spoelder, Robyn Daff, Catriona O'Neill, Jenine Martino, Judith Haskins, Sally Turner, Naki Khan, Carolyn Urquhart, Richard Jones, Mary Jean Phillips, Susan Flannery, Rebecca Harvison, Noel Boyd, Chris D'Arcy, Petal Goodman, Dao Ridgeay, Bill Moss.

Attendance via Zoom

Sharon Peston (DFFH, Cameron MacRae (NHVic), Kellie Macnaughtan, Melanie Tighe, Karina Wee.

Apologies

Norma Gibson, Monique ten Hoopen, Chris Hill.

Minutes of Previous AGM on 28 May 2020

Motion: That the minutes of the 2020 meeting be accepted.

Moved: Bill Moss.

Seconded: Noel Boyd.

Passed unanimously

President's Report

Steven Strange expressed appreciation of the abundant talent brought by Board members and their volunteering of valuable time to contribute to CCC's increasing strength. CCC's mission 'To Connect the Community by Responding to Local Needs' was upheld even during the COVID crisis. In addition to moving programs online, CCC continued to help many isolated community members with World Wednesday Lunch quickly and successfully changed to a delivery service, despite some logistical challenges.

CCC achieved some amazing financial goals, ending the year with a strong balance sheet despite the COVID stumbles. This will enable the Centre to continue its community outreach and to be proactive in 2021, delivering and expanding existing programs, and developing new, exciting initiatives consistent with its vision and mission.

Manager's Report

Arna O'Connell extended a welcome to distinguished guests and community representatives and to CCC Board members, staff, volunteers, students and other guests.

2020 was a challenging year with unprecedented change and an unpredictable environment in which to manage a Community Centre providing its services (childcare, education, health and wellbeing, socialisation, and sport). CCC's team were commended for acting speedily and effectively to maintain programs, services, and social connection to the community.

Under Tammy's leadership, the childcare team continued to provide an essential service throughout 2020 except for stage 4 restrictions. This was an outstanding effort with an average 99 bookings each week.

CCC's adult education program conducts classes for people with low literacy and numeracy, limited English language, mental health challenges, and intellectual disability. Keeping these vulnerable people engaged with learning and support was

important and CCC's funding contractors approved delivery of classes through either remote or online learning. Teachers quickly learnt how to use Zoom to conduct English classes but also made many weekly phone calls to students without IT access or skills, and mailed out engaging learning materials. Sara and Donna were outstanding in transferring the adult education program to "work from home" and supporting the teaching team.

A high community need under COVID was support to people living alone, in isolation, older adults, homeless or with high welfare needs so "Delivery Lunch Program" replaced World Wednesday Lunches. Staff from CCC and SCCC stepped in to deliver meals around Cheltenham, while TerryWhite Chemmart Cheltenham provided funding and a team member to assist with deliveries. The generous collaboration of Mordialloc and Highett Community Centres in the use of facilities and assistance from their teams, and the work of all CCC and SCCC staff involved was greatly appreciated.

Exercise classes moved to online. Instructors and back-of-house team were amazing in engaging CCC's community in physical exercise, a social check, and help with technical issues. Beaumaris and Cheltenham Rotary groups supplied funding for equipment to improve online delivery and enable its continuance in 2021 alongside face to face delivery.

A new role of Assistant Manager was created in 2020 and Kim commenced in August - during a lockdown period. Her passion, experience, and fresh approach is a great asset to CCC. However, the Centre also lost a much-loved staff member, Tammy, after 19 years at CCC and covering roles as Childcare, Holiday Activities and Customer Service Coordinator. Tammy is starting a new career but her talents and dedication will be sincerely missed at CCC.

CCC was originally started by SCCC over three decades ago to serve people around Cheltenham and continues to use the church's buildings. The Centre is now a separate incorporated body but has an invaluable partnership with SCCC in providing activities and service. Special thanks were due to SCCC team leader Anne, Robyn and Doug for their care for people, passion and proactive approach to ensuring future growth of the church and Centre together to create change and growth in the local and wider community.

The Centre is fortunate to have Board members with collective skills and experience across business, education, finance, government, disability, community, and youth areas. They make an outstanding contribution to governance. The departure of Kellie as Board Secretary, who has relocated to another part of Melbourne, is CCC's loss.

A video was shown featuring several members who described their personal experiences of CCC activities during COVID.

Treasurer's Report

Sam Forsyth reflected that adaptations were essential in 2020 to respond to the pandemic while continuing to meet community needs but CCC's 2020-2022 strategic plan remained relevant and a guide for decision-making. The willingness of the Manager and team to embrace working-from-home allowed CCC to maintain a revenue stream from education and recreation and, with government support, helped the Centre achieve a surplus of \$444,614. The Centre finished 2020 in a strong financial position with \$812k cash and net assets of \$650k, once liabilities were taken into account. CCC qualified for government COVID-19 relief including \$457k in JobKeeper payments and \$100k in cash boost funding, ensuring maintenance of the workforce and continued delivery of services to the community.

The Board of Governance will continue to be prepared for any financial challenges which may arise in coming years and look to reinvest in sustainable programs to meet community needs. Appreciation was expressed for the efforts of Board members, the Manager and the whole CCC team, and for the support of individuals and outside organisations during 2020.

Motion: That the financial report be accepted.

Moved: Alison Hollands.

Seconded: Sean Reilly.

Passed unanimously.

Appointment of Auditor

Motion: That Kidman Partners be appointed as financial auditor for 2021.

Moved: Steven Strange.

Seconded: Sam Forsyth.

Passed unanimously.

Life Membership Awards

Steven Strange introduced the inaugural Life Membership Awards, created to celebrate the skills, passion and commitment shown by long-term members of CCC. For each of the three recipients he described their contribution in a wide variety of aspects of CCC's work over many years.

Presentations were made to each new Life Member - Noel Boyd, Judith Haskins and Carolyn Urquhart

Election of Board of Governance

Cr. Jenna Davey-Burns (Wattle Ward, Kingston Council) conducted the election. She stressed the importance of volunteering in strengthening community and connecting people, and congratulated Board members and CCC staff on the impressive work done during 2020 to make a difference to the surrounding community. She specifically acknowledged Kelly Macnaughtan as Board Secretary and Arna O'Connell's leading and motivating of the CCC team in a challenging year.

Under the Rules of Association vacancies existed for four Executive positions and up to four general member positions for the coming year. Two members appointed to represent SCCC continue on the Board.

Nominations received:

President - Steven Strange

Vice-President - Jack Noonan

Secretary - vacant

Treasurer - Sam Forsyth

General Member - Megan Purcell

General Member - Sean Reilly

Two members can be appointed by Southern Community Church of Christ. They have appointed two members:

Judy Oakes

Alison Hollands

Motion: That those nominated be appointed as members of the Board.

Moved: Steven Strange.

Seconded: Kellie Macnaughtan.

Passed unanimously.

Conclusion

In concluding, Steven Strange pointed out that good governance and a strong Board makes a difference in the progression of an organisation.

Meeting closed at 12:40pm.

President's Report

Jack Noonan, President / Chair

In early 2021 there were certainly signs that the year ahead would not be a simple one but I don't think many would have anticipated what would take place across the year. It is a credit to all of those who have been involved with CCC – from the management team to all the volunteers, from my fellow Board members to every organisation that has financially supported CCC – that the Centre has had another strong year and continues to be an example of how a relatively small group of people can have a huge impact.

The difficulties of the past two years have shone a light on the importance of community. It has emphasised the need for community development, responding to local needs, and creating connections between people and services. Everyone involved in CCC should be incredibly proud of the work that has been done during this time. It has had an impact and has made a difference. You have had an impact and made a difference. Thank you.

I would like to thank my fellow Board members who have contributed their time throughout the year. I am grateful to be associated with CCC, but to also get the opportunity to work alongside such talented people – Sean Reilly (Vice President), Sam Forsyth (Treasurer), Alison Hollands (Secretary), Judy Oakes, Alexander Budden, Steven Strange, Kellie Macnaughtan (until August), and Megan Purcell (until September).

During the year, we had our former President, Steven Strange, step down from his role due to work commitments and continue on the CCC Board as an “ordinary” member. I say “ordinary” which is the term our Constitution uses, but nothing that Steve does for CCC can be classified as ordinary. He is an incredibly strategic thinker who has led CCC during an important part of the organisation's history and in the middle of a global pandemic – a period that has caused much uncertainty and anxiety for many. Steve is a fantastic leader who has overseen a very successful time for CCC. On a personal level, he has been a guide and acted as a source of inspiration.

Our Manager, Arna O'Connell, embodies the ethos of our organisation and what we try to achieve. I have been very lucky to get to know Arna over the last five years. During this time, through a strong engagement with our Board, we've seen her grow tremendously. She is a fantastic leader of people, navigates important stakeholders and relationships, goes above and beyond with program development and execution, and has become an expert grant writer, ensuring CCC's financial viability for years to come. Arna puts her all into CCC and our Board are very grateful to have her as Manager, as well as the entire team that Arna supports.

I also want to acknowledge the role of Southern Community Church of Christ as an important partner in our work and our ability to reach our local community. Reinstating our Facilities Sub-Committee has been an important activity of both boards this past year. CCC is grateful for the Church's commitment to our work, the fantastic new commercial kitchen that forms the basis of our Soul Café, and for the leadership of Alison Barnett, Anne Spoelder, and Monique ten Hoopen. I especially want to acknowledge Anne, who will be retiring in June 2022. Anne has been a good friend of CCC over many years and we will certainly miss her smiling face and bubbly personality around the facility. We wish her well in her retirement.

If 2021 was a year of steadying the ship during wild weather, in 2022, the Board of Governance's focus will be on looking out to the horizon for new opportunities. We have seen change on the Board and this will bring new ideas and new ways that our organisation can engage with our community.

Our strong financial position will allow us to pilot new programs and expand our impact. Growth in our programs and our impact across our local community will be something that continues to drive the Board, as well as ensuring that we are future-proofed from any programmatic shocks that come our way. Our ability to adapt during the pandemic should be strong evidence of how we have built (and continue to build) resilience in our operations.

With Federal and State elections due to take place in 2022, it is important that our Board continues to advocate for the role that community centres and neighbourhood houses have in connecting communities and reducing social isolation. This is something that all community members can assist with.

Finally, feedback from many across the entire community services sector has been that staff are exhausted. While this is a sentiment shared by many across the globe, it has been those people on the frontlines of community engagement who have shouldered so much responsibility and taken the mental and physical burden. We are thankful and grateful for this, while recognising that 2022 needs to be a year in which we can provide support for those who support our community. The Board will continue to look to ways CCC can encourage self-care, mental resilience, and a positive thriving work environment for all staff.

My heartfelt thanks to everyone involved in CCC. I look forward to sharing a coffee with many of you at our newly refurbished Soul Café - to reflect and look forward to what will be a significant year for our centre, our people, and our community.



Jack Noonan
President / Chair



Our Board of Governance

Jack Noonan, President

***From 17th August, previously
Vice-President & Secretary***



I live in Moorabbin and work for the International WELL Building Institute, where I work on a range of sustainability and public health programs. I have degrees in science, psychology and business, and have been a winner of the National Australia Bank Science in Business Award. In addition to sustainability and environmental issues, I am passionate about my local area and community, having been a local resident for over twenty years. Being a member of the CCC Board of Governance since May 2017 has allowed me to give back to my local community and further foster my passion for education and issues affecting an ageing population.

Sam Forsyth, Treasurer



I am a Chartered Accountant with diverse financial management experience, including ten years in my current role as Director of Finance with the Royal Melbourne Golf Club. Over my career I have developed strong governance, strategic planning and risk management skills. I have been able to draw on these skills to assist the CCC Board with planning and decision making. I continue to enjoy my role on the Board of CCC; it is a privilege to work with talented, passionate people who share a common goal. Likewise, I am proud of the staff and volunteers who provide such a great service to the community. I look forward to building on our achievements and contributing to the ongoing success of the centre.

Sean Reilly, Vice-President



I work with young people who have experienced homelessness in a program that provides education supports in the Northern suburbs. This is after two decades managing award-winning restaurants and working for a French wine importer. I am motivated in all that I do by a belief that our society is made stronger if we better support those who are most marginalised. My experience includes case management, youth development with an education focus, customer service, managing teams, and establishing and nurturing business and stakeholder partnerships. I live in Bentleigh with my partner, who is a teacher, and two secondary school age children, and I grew up and went to school nearby. I joined the Board during 2019 because I wanted to contribute to a strong local community organisation and I admire CCC's values and practice.

Alison Hollands, Secretary

***From 27th September, previously
General Member***



I am one of the two Southern Community Church of Christ representatives on the CCC Board. I have a passion for education for all and a community focus. Our children have grown up and I now have time to start volunteer work and what better way than to be part of the CCC Board. My work in the VET (Vocational Education and Training) sector has meant I have some knowledge of Learn Locals and Community Centres and their value to the wider community. This position means I can experience the workings of a well-run community centre and hopefully can bring some of my skills and knowledge to support the Board. I am looking forward to continuing as part of the team in 2022.

**Judy Oakes,
General Member**



I am one of two representatives on the CCC Board from the Southern Community Church of Christ. It has been a pleasure to be involved in this role since July 2018. One of my aims has been to foster a closer relationship between the church and CCC. My background has been in education and initially I taught as a trained infant teacher. After having my family I took a position administering programs for the teaching of Asian Studies and Languages Other Than English in Independent Schools. For over thirty years I had a major involvement with children and young adults with an intellectual disability. In 1974 I was involved in establishing a school for students with this disability and followed this with a further facility for young adults. I served on the Councils of both these facilities for twenty years. I am keen to use these experiences to contribute to the work of Cheltenham Community Centre as it serves our local community.

**Steven Strange,
General Member
From 17th August, prev. President**



As CEO and founder of Health Metrics, and with computing and law qualifications, I have a passion for technology and innovation. My years of industrial experience have served to develop a business acumen which I have been keen to apply to my membership of the CCC Board. I first joined the Board in 2014 in the hope of making a difference in the local community by applying the various skills I have accrued over my career, specifically management and strategy. Pursuant to this mission, I am keen to continue contributing to the work of the Cheltenham Community Centre.

**Alexander Budden,
General Member
From 27th September**



My professional background is a mix of government, operations and public health. I hold tertiary qualifications in arts/business, analytics and I am currently halfway through a Masters of Social Work degree at the University of Melbourne. I'm passionate about serving the community, having been involved in local campaigns, tertiary advisory bodies and as a member of the Army Reserve. I look forward to what's to come in 2022. It's a privilege to be working alongside staff, board members and volunteers, and contributing to the great work CCC does.

Outgoing Members

**Megan Purcell,
General Member
Until 8th September**



**Kellie Macnaughtan,
Secretary
Until 23rd March**



Our Operations Team



Arna O'Connell
(Manager)



Kim Wareham
(Assistant Manager)



Leanne Lee-Ack
(Childcare Coordinator)



Kathy Brown
(Childcare Coordinator)



Sara Ganderton-Spencer
(Adult Education Coordinator)



Donna Lomagno
(Adult Education
Administration & Marketing)



Ruth Parker
(Netball & "Inspire U")
Until September 2021



Alana Firth
(Netball Coordinator)
From October 2021



Bahar Beheshti
(Customer Service &
Administration)



Rita Ying
(Finance)



Alex Ashcroft
(Administration Officer)
From May 2021



Ashwani Rehal
(Adult Education Admin &
Holiday Program Coordinator)
Until July 2021



Diane John
(Customer Service, SCCC)
Until October 2021

Our Program Staff



Adult Education Teachers

Kate Ali
Sue Bond
Wendy Bridges
Rachel Cohen
Heather Edmonds

Petal Goodman
Priya Paranthaman
Sally Potter
Petra Proctor
Meg Thorley

Community Lunch Program

Heather Rowe
Kim Wareham
Jodi Embling
Silva Boyadjian

Bahar Beheshti
Ruth Parker
Petal Goodman

Childcare

Nicole Chamberlin
Kerrie Ellingsen
Derya Guley
Nguyen Harrison

Taya McCarthy
Chitra Samarakone
Sara Thompson
Summer Zhu

Holiday Activities

Mirrin O'Keefe
(Coordinator)
Ashwani Rehal
(Coordinator)
Leila Azimi
Tatum Gendron

Matt Lee-Ack
Sasha Knowles
Ella Smith

Health & Wellbeing

Tammy Cantoni - Playgroups
Joan Griffin - Gentle Exercise
Naki Khan - Zumba Gold®
Natalie King - Progressive Pilates
Nikki Licheri - Strength & Balance
Jennifer Lee - Line Dancing
Janis Morgan - Art for All
Catriona O'Neill - Mindfulness
Rita Ying - Yoga

Student Placements

Daisy D'alton-Graham
Sofia Mouratidis

Ashleigh Topakas

Our Volunteers

Adult Education

Con Alexiadis
Lynne Anastasi
Christine Banerjee
Sandra Bonassin
Philippa Cadman
Karen Curnow
Judith Haskins
Lillian Ho
Mary Jurus

Maria Morabito
Bill Moss
Amy Roberts
Bertie Spencer
Billy Spencer
Josette Strnad
Nathan Tay
Brenda Walsh

Children's Recreation

Alexia Frasca
Kim Wareham

Coffee Time

Mattia Abad
Ian Baldock
Kay Flynn
Lucy Huang
Carol Humphrey

Leanne Humphrey
Kyle Mistri
Rachelle
Papadimitropoulos
Lily Sun

Customer Service

Tori Baranov
Jennifer Arnold
Danielle Adams

Barbara Bereznicki
Kathy Jagan
Judith Self

Holiday Activities

Olivia Austin
Finn McCarthy

Atlanta O'Connell
Finlay O'Connell



Netball

Coaches

Rachelle Anstey
Colin Hicks
Mandy Holt
Rachel Isles
Nikki Johnson
Nicole Leatham

Liz Mackay
Josie Mulchay
Arna O'Connell
Ruth Parker
Michaela Rocks
Kristie Thomas

Junior Coaches

Isabella Esposito
Caitlin Hicks
Caitlin Isles

Hannah Mullins
Hannah Ross
Thea Tsipos

Netball Team Managers

Judith Barton
Colette Beck
Zoe Ditchburn
Jen Folley
Amanda Foote
Clare Holden
Nish Mahanty

Claire Mason
Katrina Pearce
Marnie Proudfoot Napier
Rebecca Ross
Peta Stubbs
Trudi Wilce

Netball Fundraising

Susan Poon

Other Volunteer Roles

Helen Beck
Maria Connolly
Belaynesh Dagnew
Lynette Daniell
Graeme Farr
Kristine Fitzpatrick
Petal Goodman
Colin Hardinge
Scott Harrison

Judith Haskins
Viktoria Ignateva
Gail Jennings
Diane John
Becky Lee-Ack
Bill Moss
Finlay O'Connell
Mary Saunders
Kellie Saunders

Life Members

The CCC Board presents an award of "Life Membership" as an honour bestowed on individual CCC members whose exceptional, loyal and outstanding service and contribution has provided a measurable benefit to CCC over an extended period of time.

Our members, volunteers and supporters are the lifeblood of our organisation, bringing skills, passion and commitment to CCC. The CCC Honorary Life Membership awards are our opportunity to acknowledge and celebrate the significant service and contribution provided by members for their impact on the growth and strengthening of CCC.

Eligibility includes a minimum service of 10 years, giving of exceptional and outstanding service to CCC, and demonstration of a commitment to the values and growth of CCC.

2021 Life Members

Noel Boyd
Judith Haskins

Carolyn Urquhart



Manager's Report

Arna O'Connell, Manager

Year 2 of COVID-19 might have been another year of shut downs but CCC were well-tuned to respond, deliver through alternative methods, and ensure our Centre remained a viable, valuable community asset in the City of Kingston.

Our mission statement **"We connect the community by responding to local needs"** was actioned and demonstrated through program delivery, development of new projects, and an amazing team of staff and volunteers who continually work and strive to respond to the community's needs in a positive and effective manner.

The landscape looked a bit different as we strived to achieve our mission in 2021 under COVID-19, including moulding our Centre, staff, volunteers, programs and services around:

- Job Keeper Term 1
- Lockdown #3: 13 - 17 Feb
- Lockdown #4: 28 May - 10 June
- Lockdown #5: 16 July - 27 July
- Lockdown #6: 6 Aug - 22 Oct (CCC commenced a gradual, limited re-opening from 8 November)
- Masks on, masks off, masks on
- Working from Home (WFH)
- Compulsory QR codes
- Extra facility cleaning requirements
- Development of a COVID Safe Plan
- Vaccine mandates for staff and volunteers
- COVID-19 check-in marshals from November

Programs

Thanks to our wonderful staff and volunteers we delivered accessible, high quality programs that are detailed in this report. Our programs and highlights included:



Childcare

- Remained open all year (as an essential service during lockdowns)
- Weekly attendance ranged from 98 to 121 children
- Children's clothes recycling program for childcare families

Adult Education

- Weekly attendance ranged from 111 to 188 students
- We delivered 19,092 ACFE hours to 224 students, including the new Skills for Work pilot (Childcare)
- We delivered the AMEP for 67 students
- Department of Home Affairs commenced major reforms to the AMEP (which CCC will need to respond to in 2022 - 2023)

From World Wednesday Lunches to Community Café

- Kitchen registration was completed in March
- A barista machine was installed
- We introduced take-away lunches, alongside delivery and sit down lunches (commenced term 2)
- Employment of additional staff to cook
- We delivered between 25 and 65 lunches a week
- TerryWhite Chemmart pharmacy Cheltenham assisted with lunch deliveries
- New "Coffee Time" mornings started in May
- Chatty Café program commenced in November
- Pay it Forward for lunches for homeless or vulnerable people commenced August

Health & Wellbeing

- Weekly attendance ranged from 128 to 135 people
- We commenced a new Baby Playgroup
- A new Strength & Balance class was introduced

Social Workshops & Events

- Biggest Morning Tea
- Children's Festival
- Seniors Festival month
- Get Online week
- Turkish cooking
- Star weaving
- Commenced Community Wall Mural project

CCC Bolts Netball Club

- Season 1 - 118 players, 14 teams
- Season 2 - 135 players, 15 teams: 1 game term 3; 6 games term 4
- Started FunNet program on the tennis court – successful 8-week program with 15&u CCC Bolts player instructing

Engage! (Inspire U)

- Netball coaches
- Holiday Activity leaders
- Barista workshops
- Umpire course
- First Aid certificate

Holiday Activities

- January (1 week) – 100 enrolments
- April (9 days) – 270 enrolments
- July (10 days) – 286 enrolments
- No September program

CCC Team

Our staff are our greatest asset. They have the skills, and abilities to connect, discuss, listen to our community, as well as deliver quality programs, education, health and fitness, which is a true community development approach, versus a service delivery model. We pride ourselves on having a fresh, innovative team with new staff bringing new skills and abilities, and experienced staff who bring knowledge and expertise to our Centre.

New in 2022 we welcomed:

- Alex Ashcroft – new Administration role in May, with an addition of Adult Education administration role in July
- Alana Firth – our new CCC Bolts Netball Coordinator
- New to the role of Childcare Coordinator - Leanne Lee Ack, and Kathy Brown (new joint role)

We thanked and bade farewell to our wonderful staff:

- Ruth Parker (CCC Bolts Netball Coordinator – 8 years and co-founder of the netball club)
- Joan Griffin (Gentle Exercise instructor – 12 years)
- Priya Paranthaman (Adult Education teacher – 5 years)
- Joy Tang (Adult Education administration – 6.5 years)



A change in November 2021 was the employment of Bahar Beheshti from 3 days a week to 5 days a week in customer service (and all her related additional roles!). Her customer service is second to none.

The number of amazing volunteers expanded in 2021 to include volunteer roles in the:

- Soul Café with Coffee Time, Chatty Café, lunch deliveries, One Billion Stars, Walking groups
- Customer service (additional volunteers and days)

And we recognised the talents and contribution Judith Haskins makes to volunteering at CCC, with a 2021 Victorian Senior of the Year nomination.

Board of Governance

A big thank you to Steve Strange as President for 3 years, and to Jack Noonan for stepping up to the position of President in August 2021. Also to Sean Reilly for taking on the role of Vice President in August, and Alison Hollands as Secretary in September. We warmly welcomed Alex Budden to the Board in September.

I am truly thankful for our steadfast, supportive, diverse Board of Governance. It is a great, essential team that provides our Centre with good governance, objective and expert guidance, and a fantastic support to me as Manager. I thank them for their volunteer time and input to make a difference to our community.



Community Partners & Supporters

We are a stronger community when working with others and can achieve more together. With a joint mission to strengthen our local community, I recognise and thank our partners, funding bodies, and supporters:

- Southern Community Church of Christ (SCCC)
- City of Kingston
- Neighbourhood Houses Victoria
- Adult, Community and Further Education Board (ACFE)
- Department of Families, Fairness and Housing
- Melbourne Polytechnic (MP)
- Department of Education and Training (DET)
- Community House Network - Southern Region
- TerryWhite Chemmart Cheltenham
- Mordialloc Community Centre
- Rotary Club of Cheltenham
- Rotary Club of Beaumaris
- Bentmoor Men's Shed
- Bunnings Mentone

Our Centre again stood up to the COVID-19 challenges in 2021, and I thank every volunteer, staff member, and partner organisation for their part in our success. We have proven our ability to be agile, resilient, and always progress while learning and developing to become stronger than ever.



Values



Innovation & Creativity



Organisational Vitality & Growth



Communication



Integrity



Responsiveness



Leadership



Participation



Commitment



People Emphasis

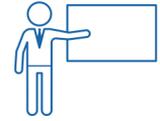


Competent People

Statistics



19,092 ACFE hours delivered



14 pre-accredited courses & 4 accredited courses



2,144 followers on Facebook

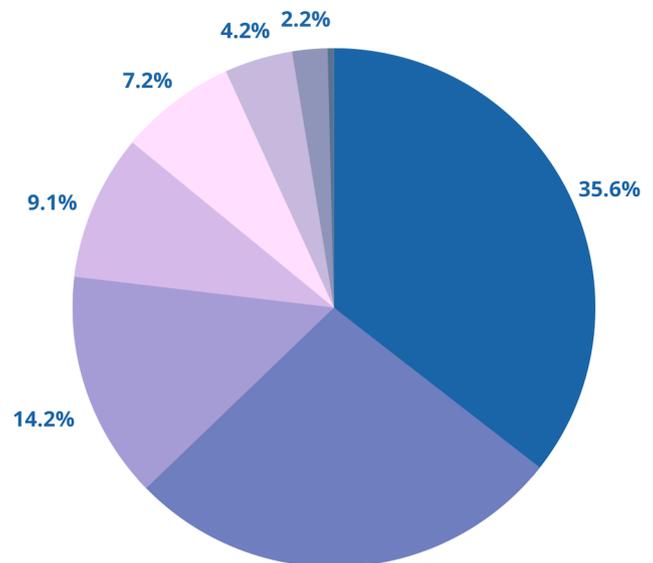


458 followers on Instagram



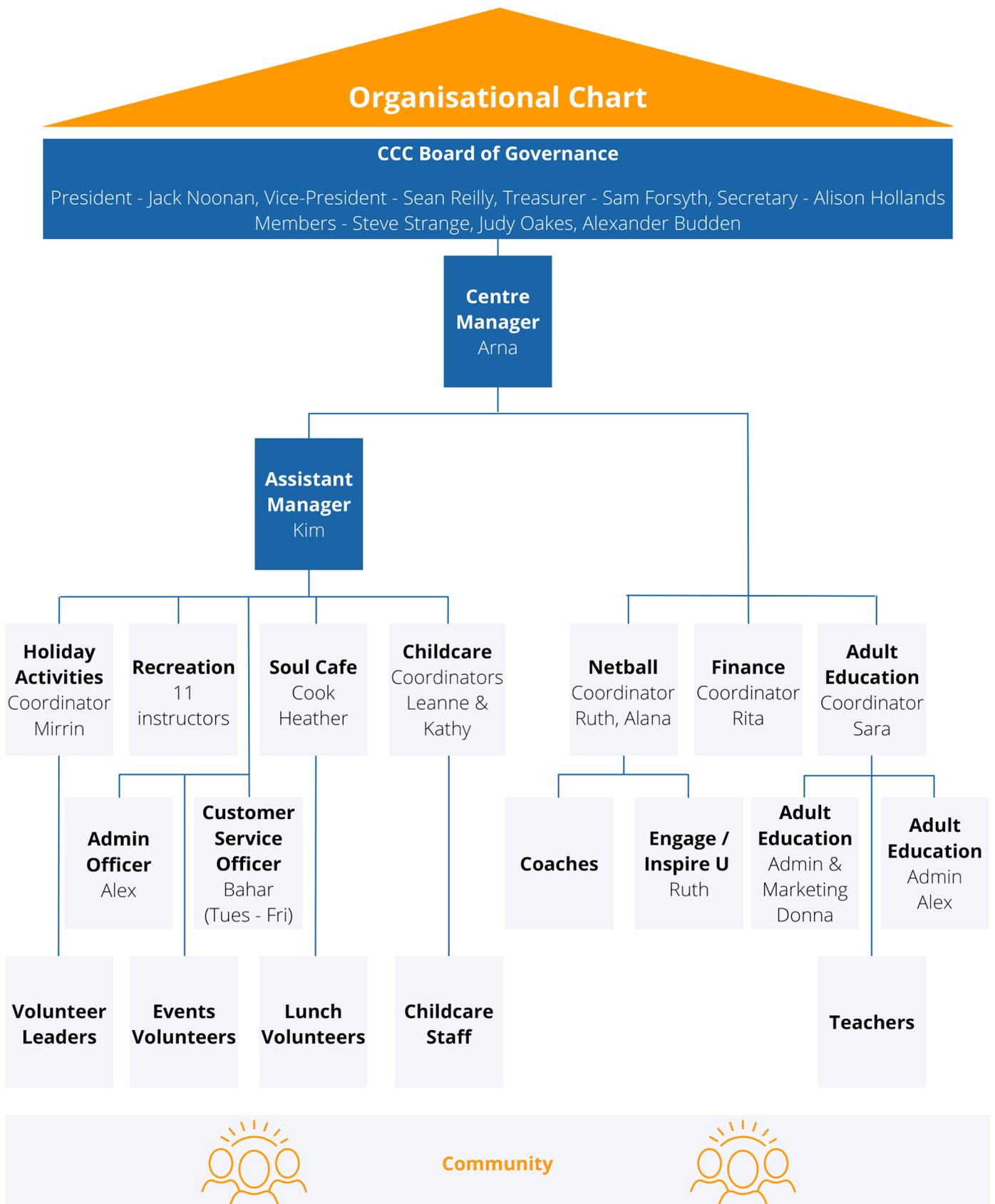
1,388 subscribers on MailChimp

Income



- Adult Education
- Childcare
- General Funding
- Covid19 Government Package
- Programs
- Specific Purpose Grants
- Soul Cafe
- Festivals, Donations & Sundry income

Organisational Chart



Childcare



Aims

- Offer childcare programs to families in our community based on wants and needs.
- Be all inclusive and interact with families in many ways to ensure we deliver a high-quality educational program.

Childcare remained open throughout the entire year, although sometimes we were available only to essential/permitted workers and vulnerable children due to the regular lockdowns. With our experience in 2020 we were able to pivot very quickly to offer a dual program of on-site and Zoom activities. The regular sessions of 3-year activity group, pre-kinder 2-4-year-old, and family grouping three times a week catered to over 100 families throughout the year with weekly sessions averaging just over 100 attendances. We implemented goals for our childcare to be more sustainable and environmentally friendly and committed to continuing with these goals in 2022.

Demographics

Nationalities	
Australian	German
Indigenous	Thai
Sri Lankan	Italian
Nigerian	Indian
English	Greek
New Zealand	Bulgarian
Scottish	Chinese
Albanian	Russian
Japanese	Somalian
Dutch	Chilean
Filipino	

Ages

Under 3	34
Over 3	44

Gender

Girls	36
Boys	42

Significant Program Changes

- We started a casual staff team to cope with staff absences due to COVID, illnesses and holidays.
- Offers from people to volunteer this year increased and the people who have volunteered in the Childcare area have been great.
- We set goals for our childcare to be increasingly sustainable and environmentally friendly.

Highlights & Achievements

- Collaborated with Bunnings to establish a community raised garden bed, maintained and cared for by Tuesday's childcare group and Heather's All Abilities class.
- Formed a relationship with the Bentmoor Men's Shed – they have restored and made some fantastic toys and furniture for Childcare.
- Started recycling of children's clothes for our families. We had a great response to a request for parents to bring in good quality children's clothes that their children have outgrown to swap with other families in our service.

Thanks

Thank you to our program sponsors at Bunnings and Bentmoor Men's Shed, and for the many donations from people in our community to be used in craft activities.



Adult Education

Aims

- **Provide high quality accredited and pre-accredited programs to members of our local community**
- **Provide lifelong learning that is an access point for adults to learning in their local community, that provides a focus on individual needs of learners, and provides socialisation into Australian culture**
- **Increase awareness and grow the number of students and adult education programs being offered at the Cheltenham Community Centre - the "go to" organisation for local, quality part-time study**
- **Establish and build quality relationships/partnerships with State Government and local providers (such as The Bridge and Scope), local council**
- **Create an environment to ensure participants feel welcome, engaged and part of our community**
- **Ensure adult education is financially viable and profits are reinvested back into the Centre to continue to improve, develop and offer quality programs.**

Accredited Courses

Course in EAL
EAL 1
EAL 2
EAL 3
67 students
1,200 hours delivered

Pre-Accredited Courses

Improve your Reading & Writing
Wise Program
Literacy for Living
Money Wise
Food Wise
Computer Wise
iPads, Tablets & More
Introduction to Computers
Computers – "The Next Step"
English for Childcare
Grammar, Conversation & Writing 1
Grammar, Conversation & Writing 2 & 3
Everyday Conversation 1 & 2
Everyday Conversation 3
216 students
19,092 hours delivered

New in 2021

- Meg Thorley and Priya Paranthanman joined the AMEP team.
- No new migrants due to Australian border closures.
- Classes were offered remotely during lockdown.
- AMEP was reformed in April, increasing eligibility, and uncapping the number of hours each student can access.
- A second class overflow was added to the beginners Course in EAL and EAL level 1 due to the increase in AMEP student numbers.
- As in 2020 DHA provided AMEP funding for remote learning and allocated a higher funding rate.
- AMEP Childcare was not provided for remote training delivery.
- A new business model was proposed for AMEP, then revised based on stakeholder feedback; the revised business model will be outcomes-based which will have a major impact on the way CCC delivers the AMEP and how we will be funded.

Highlights & Achievements

- All the adult education classes continued during the COVID-19 restrictions, with volunteers working with students on Zoom
- AMEP students achieved their EAL certificate units via Zoom
- Increase in ACFE hours for pre-accredited courses in 2022

What a year again!

All staff, students and volunteers worked so hard to make the classes successful and fun.



Soul Cafe



Aims

- **Develop and provide café programs in response to and in line with the needs of the local community**
- **Provide an affordable and nutritious lunch delivery, take-away and dine in program to local community members**
- **Provide a safe, inclusive space where the community can eat, drink, socialise, re-connect and meet new friends**
- **Provide opportunities for volunteers to extend or start their hospitality experience and skills**
- **Increase local business sponsorship of café programs to ensure financial viability**
- **Provide a warm and welcoming café every morning for students, staff, volunteers and visitors to spend relaxing time and enjoy each other's company.**

The Soul Cafe and registered kitchen have provided the base for many social activities during 2021 to encourage and support our community members with a meeting place to re-connect and safely engage in community activities after numerous pandemic lockdowns throughout the year.

Despite 108 days, (15.5 weeks or 3.7 months) in lockdown during 2021, the weekly Community Lunch continued to provide a nutritious meal for local residents and visitors for delivery, take-away or dine-in options (when permitted by restrictions). At the same time, the morning Coffee Time program expanded with two Walking Club sessions, two Chatty Café mornings, and a One Billion Stars weaving workshop (awareness-raising on violence against women) morning each week.

2021 Programs

Lunch programs - Wednesdays

- Number of lunches made – 2,232
- Average lunches per week - 49
- Number of lunches delivered – 1,004
- Number of weeks program was delivered – 45
- Pay it Forward lunch donations – 102 (Aug to Dec)
- Number of welfare meals – 275

Coffee Time program - Monday to Thursday

- Coffees made – 700
- Visitors seated – 1,120
- Weeks program delivered - 14 (closed during lockdowns and school holidays)

Workshops - Term 4

- Turkish Cooking Workshop (1) – 8 participants
- Turkish Cooking Workshop (2) – 8 participants
- Kids Dumpling Workshop – 12 participants

New in 2021

- Commencing 10 May café opened for Coffee Time program each Monday through to Thursday – 10.30am to 12 noon.
- From 4 October Coffee Time program was extended (10am to 12.30pm) and included Friday mornings.
- Also from 4 October the Walking Club started along with Chatty Café tables and a One Billion Stars weaving table



Highlights & Achievements

- Community Lunch program continued throughout pandemic lockdowns
- Community Lunch Head Cook and Assistant Cook positions added to staff payroll
- Coffee Time made over 50 coffees on first day of opening in May
- Café provided opportunity for English-language students to volunteer and practice their English whilst serving customers
- Chatty Café Table provided an opportunity for anyone feeling isolated to sit in a comfortable and safe environment and talk with others in a similar situation.
- Café very quickly became the central meeting place and heart of CCC
- Workshops booked out quickly with waitlist and more dates in 2022 planned

Program Sponsors

- Terry White Chemmart Pharmacy – community grant for Coffee Time program and provision of staff to deliver lunches
- Cheltenham Rotary – community grant for Coffee Time Program
- Charman Road Pharmacy – donation of 20 Pay it Forward lunches
- Australia Post – grant for Chatty Café tables



Netball



Aims

- **The aim of our netball programs at CCC is to encourage children aged 8 years and over to learn netball skills and teamwork, and to participate in the game of netball at any level, especially grassroots, to the best of their ability.**
- **We emphasise playing in a cooperative, sportsmanlike manner, enjoying friendships with teammates, and enjoying the competition of the game.**
- **Our focus is on skill development, team participation, commitment, friendships, and a positive sporting experience.**

CCC Bolts Netball Club had a fabulous start to the year with the Autumn season welcoming back 14 teams to the courts. We completed the whole season, with six teams finishing in the top four and going into finals. Unfortunately, the Spring season was interrupted with a COVID-19 lockdown, which resulted in only seven games being played. However, nearly every child returned after the long lockdown #6 to play those games, which is a great testament to our club and the important role that sport plays in their lives. We held an 'End of Year' Club celebration where we acknowledged all the players with a special CCC Bolts medal.

Season	Teams	Players
Autumn	14	116
Spring (7 games)	15	127

Number of CCC Bolts teams in age groups	NetSetGO	11&u	13&u	15&u	18&u	Total
Season 1 (Autumn)	0	4	4	4	2	14
Season 2 (Spring)	1	4	3	4	3	15

New in 2021

- **Umpires course:** A training course for new umpires was held at KDNA with CCC Bolts
- **Coaches:** Two workshops
- **Specialist skills workshops:** Footwork workshop with 'Inspire Netball Group' for players, and coach development
- **Training venues used:** Kilbreda College, St John Vianney's PS, Dales Park
- **Venue redevelopment:** Redevelopment of Dales Park courts and new pavilion completed in 2021
- **Rock Up netball event:** Involved 13 young players, with 15&u and 18&u players taking on the roles of coaches and umpires.
- **End of year celebration:** Held at Dales Park, when more than 110 people joined us to celebrate the netball games that we were able to play this year. We acknowledged all of our coaches, junior coaches and players for the time and effort that they dedicate to netball each week with a special CCC Bolts medal.

FunNet - Beginner Netball Program

To help encourage young children back into sport after two years of COVID-19 lockdowns, we recommenced our FunNet program in Term 3 and 4, 2021 (our last program was in 2018). Two of our 15&u players – Finlay O'Connell and Lily Proudfoot - instructed the program, with Senior Coach Arna O'Connell mentoring them in their leadership roles. The program was conducted on the tennis court at CCC for 12 children between 5 to 8 years old, with one special session conducted at Kilbreda College courts.

Highlights & Achievements

- Player retention: It was heartwarming to welcome back nearly every child to the netball courts after the long lockdown in mid-2021. It was such a challenging time for so many people, but to be able to provide a safe and welcoming environment for the children to return to was fantastic.
- Coach retention: It is pleasing that so many of our coaches returned to their roles after what has been a very challenging two years. It speaks to their dedication to bringing a positive sporting experience to local children. We are so lucky to have such dedicated and passionate individuals to teach our children.

Thanks

- Program sponsors: Buxton, Health Metrics, Maro's Pizza & Pasta.
- Club fundraisers: Bunnings BBQ was booked in but unfortunately was cancelled due to COVID-19 lockdown #6.



Holiday Activities



Aims

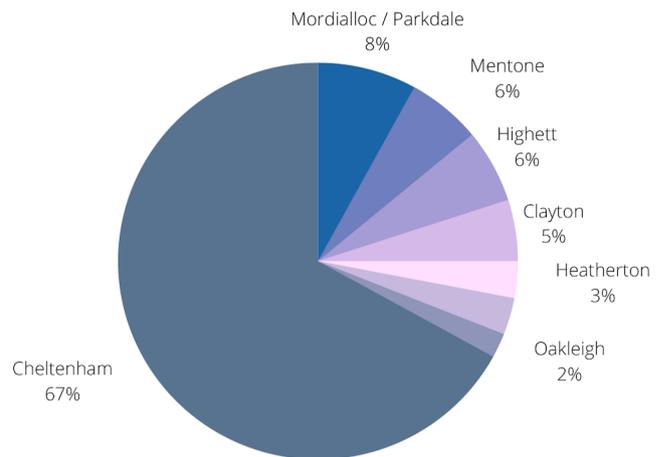
- *Provide an opportunity for children in the local area to socialise and connect with children from different schools and cultures within a safe and stimulating environment.*
- *Provide a safe, nurturing environment so the children and parents feel welcome and confident in their participation in the program and greater community.*
- *Introduce children to new activities conducted at their local community centre.*
- *Provide a workplace leadership development experience for student placements and secondary school students to gain skills and knowledge for possible future career choices.*

CCC School Holiday Activity Program is all about having fun and learning new skills, meeting new friends, having fun with old friends and downtime to relax from the school term for all primary school aged children who attend. Each day has a theme and is structured around activities, games, incursions, excursions, sport, art, craft and relaxing time.

2021 Number of Days, Enrolments

School Holidays	Duration	Enrolments
January	5 days	100
April	9 days	270
June/July	10 days	286
Sept/Oct	Cancelled due to lockdown	

Holiday Activity Program Demographics



New in 2021

CCC reduced the number of daily participants following COVID-19 health advice

- January - 20 per day
- April - 30 per day
- June/July - 30 per day
- September/October - cancelled to lockdown

Highlights & Achievements

- No COVID cases as a result of the programs
- Developed a team of six Coordinator Assistants throughout 2021
- 95% of days during 2021 program were fully booked.



Engage! - Inspire U

Aims

- **Increase young people's participation in their community**
- **Engage young people in the development and implementation of the program**
- **Improve young people's community networks and connections**
- **Develop young people's skills and pathways to education, training and careers.**

The Engage! (2018-2021) funding contract was extended from its original 2018-2020 funding period for another year (2021) due to the lockdowns that prevented Engage! activities to be conducted in 2020. The partnership with Mordialloc Community Centre (MCC) for this contract enabled us to work together to provide breadth and depth in our joint Inspire U activities and events for youth in the City of Kingston.

In 2021, with MCC, we delivered activities, events, training, and leadership roles (between lockdowns) for youth that included:

- **Sports Coaching** – netball coaches, basketball coaches, gymnastics coaches, beginner netball program instructors
- **Holiday Program leadership** – coordinators, assistant coordinators, youth leaders
- **Training** – netball umpire course, first aid certificate, barista training
- **Skill development** – netball skills workshops, rock up netball, basketball events
- **Work experience placements** – Secondary school, TAFE student placements
- **Recognition** – presentation to youth at AGMs, netball presentations

Together, MCC and CCC had 184 youth participants in the programs in 2021 (despite the multiple lockdowns during the year through which all Engage! activities stopped).

Outcomes for the youth participants of the Engage! program included an increase in:

- Young people actively involved and connected to the community
- Young people volunteering
- Young people with leadership skills
- Young people with skills to enter the workforce

Thank you to Ruth Parker for project managing the Engage! Inspire U program for the last 6 years and the wonderful work she has done with developing, engaging with, and providing amazing opportunities for our youth.

At the end of 2021, MCC and CCC applied for the Engage! 2022-2024 funding but unfortunately we were unsuccessful because of the competition that has exponentially increased for this funding. We will continue providing as many programs for youth as possible within our capacity and in the strong partnership we have developed with MCC. We have a great foundation to work from and believe youth are a critical cohort in our community for engagement and the future of our society.



Events



Aims

- **Build a sense of community and belonging with groups currently using the Centre, including multicultural students and their families, childcare families, holiday activity program families, and recreational students and families.**
- **Increase awareness of the programs and activities it has on offer to the local community.**

Neighbourhood House Week

Teddy Bears Picnic

13 May

As part of Neighbourhood House Week, we welcomed fifty pre-school aged children and their parents for a morning filled with fun activities and games and a morning tea.

Biggest Morning Tea

27 May

In what proved to be our last in-person event for much of the year, we saw out the end of May with our Biggest Morning Tea event. It was a wonderful morning, with our Banksia Room decked out in beautiful floral arrangements to celebrate. A fine Devonshire morning tea was had with homemade scones, and our fifty attendees were treated to a line dancing demonstration, a game of Bingo and a raffle, featuring prizes generously donated by local businesses.

Celebrating Seniors

14 October to 27 October

Our Celebrating Seniors event may just be the most rescheduled event in the history of CCC, with the dates fluctuating frequently in the wake of changing restrictions and lockdowns. When we were finally able to host this event in October it didn't disappoint, and over eighty-five members of our community were able to join us for a range of free activities:

- Two mosaic workshops
- A livestreamed Strength & Balance class
- Two community lunches for seniors
- Coffee mornings for seniors

We are grateful to Kingston City Council for supporting us to fund this event, and for their flexibility with an event that required frequent rescheduling.

Get Online Week

18 October to 24 October

With the support of a grant from Good Things Foundation we held a series of four face-to-face technology workshops for forty members of our community to attend. These 'Tech, Talk & Coffee' workshops gave participants a relaxed opportunity to learn more about using their mobile phones, iPads and tablets. Combined with a morning or afternoon tea, these workshops gave rise to lots of interesting conversations, and furthered participants' understanding of their devices.



Children's Week

25th October to 29th October

The last week in October saw us run our Children's Week activities online this year, with a wide range of opportunities for kids! These included performances by Charlie SillyPants, a gardening workshop from Bunnings Mentone, yoga with Rita Madou, a sensor play creative activity and two art and craft activities, cupcake decorating with Tammy, a scavenger hunt, and a Fidget Frenzy creative activity! Our thanks go to Kingston City Council, the Victorian Department of Education and Bayside City Council for their funding support in delivering this fun week of activities, delivered to 263 participants.

Highlights & Achievements

Considering 2021 was interrupted with lockdowns on many occasions, it was wonderful that we were able to hold so many events throughout the year. As a result, we were able to maintain the socialisation and connection with our community members that can be critical to personal wellbeing.



Health & Wellbeing



Aims

Provide affordable health and well-being programs that encourage participation and enjoyment in a healthy, safe and social environment.

Adult Health & Wellbeing classes:

- Qi Gong
- Hatha Yoga Basic
- Chi Yoga
- Hatha Yoga
- Advanced Yoga
- Progressive Pilates
- Gentle Exercise
- Zumba Gold® Monday - Term 1
- Zumba Gold® Friday
- Line Dancing
- Strength & Balance
- Mindfulness - Terms 1-3
- Art for All
- Fit & Feisty with CBCHS - Term 4

Adult workshops

- Turkish Cooking x 2 - Term 4
- Tech, Talk & Coffee - Term 3
- One Billion Stars weaving workshop - Term 4

List of Child Health & Wellbeing classes:

- Music for Tots Playgroup Monday
- Baby Playgroup Monday
- Music for Tots Playgroup Wednesday
- Baby Playgroup Wednesday

Child workshops:

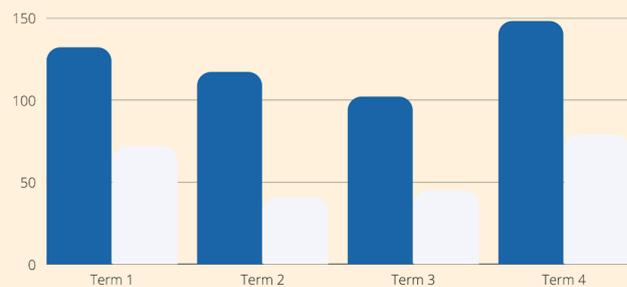
- Dumplings with Rita x 2 - Terms 3 & 4

We experienced COVID-19 lockdowns in every term of 2021, so we had to be quick and flexible in our delivery of Health & Wellbeing programs providing most of the adult classes on Zoom when in lockdown.

- Term 1: 13th Feb to 17th Feb (5 days)
- Term 2: 28th May to 10th June (14 days)
- Term 3 & 4: 16th July to 27th July (12 days)
5th Aug to 21st Oct (77 days)

Total of 108 days in 2021

Class participant numbers in 2021



Adult Health & Wellbeing

- Term 1 - 132
- Term 2 - 117
- Term 3 - 102
- Term 4 - 148

Child Health & Wellbeing

- Term 1 - 72
- Term 2 - 41
- Term 3 - 45
- Term 4 - 79

These numbers show a drop in Terms 1 and 2 during periods of uncertainty around COVID-19 restrictions and lockdowns.



New in 2021

- Monday Zumba® finished after Term 1 on a temporary basis due to low numbers. Planning for the class to re-start for Term 1, 2022.
- Playgroups were not delivered during lockdowns.
- Tammy Cantoni commenced as Music for Tots and Baby Playgroup facilitator in August 2021 through the Vic Health Re-imagining Health grant.
- At the end of Term 4, Joan Griffin retired after delivering Gentle Exercise classes at CCC for over 11 years. Natalie King finished delivering Progressive Pilates classes and Catriona O'Neill's Mindfulness courses ended due to her move to the country.

Highlights & Achievements

- Our ability to move immediately to online delivery of classes within hours of a lockdown being imposed.
- Retaining high rates of participation during the changes to Zoom, face-to-face and dual delivery of classes. The flexibility of staff and instructors was commendable during this year of changes and uncertainty.
- Welcoming the new Fit & Feisty classes in Term 4 with Central Bayside Community Health Services.
- The successful transition of mindfulness courses to online delivery during lockdown.
- Remaining engaged with our community during nearly four months of lockdowns during the year through regular newsletters, social media posts, emails and website update communications, online delivery, handwritten postcards, and telephone calls.



Treasurer's Report

Sam Forsyth, Treasurer

I am pleased to report that Cheltenham Community Centre had a total comprehensive income of \$59,855 for 2021. This was a great result and I would like to thank our dedicated staff and volunteers for their fantastic contribution.

Despite the disruption and uncertainty over the last two years, the Centre has emerged in a very strong financial position. Revenue (excluding COVID support) increased from \$1m in 2020 to \$1.140m in 2021. The Centre has retained earnings of \$710k and is well placed to continue servicing the local community.

For 2022, we are budgeting for an operating deficit in the vicinity of \$100k. COVID funding (which contributed \$114k in 2021) will cease and we still expect to have high costs in COVID- impacted areas such as cleaning and IT support. We will also invest further funds towards our café program which we hope will be a long-term benefit to both the Centre and the community.

Our revenue comes from various sources including payment for services, donations from partners, funding from state and federal government departments and funding from Kingston City Council. I would like to sincerely thank all the people and organisations who provide financial support to the Centre - we couldn't do it without you. I would also like to acknowledge the Southern Community Church of Christ for sharing their facilities with us; we are very grateful for their ongoing support.

In closing, I would like to thank Arna for her inspirational leadership, Rita for her diligent financial reporting, and my fellow Board members for their support and contribution.

Financial Summary

- Income: \$1,253,810
- Expenditure: \$1,193,955
- Surplus: \$59,855
- Current Assets: \$1,020,757
- Current Liabilities: \$304,721
- Total Net Assets: \$710,540
- Working Capital Ratio: 3.35

Statement by the Board of Governance

The Board of Governance has determined that the Association is not a reporting entity and that this special purpose financial report should be prepared in accordance with the accounting policies outlined in Note 1 to the financial statements.

In the opinion of the Board of Governance, the financial statements, comprising the Statement of Profit or loss and other Comprehensive Income, Statement of Financial Position, Statement of Changes in Equity, Statement of Cash Flows and Notes to the Financial Statements are in accordance with the Australian Charities and Not-for-profits Commission Act 2012 and:

- Present a true and fair view of the financial position of Cheltenham Community Centre Inc. as at 31 December 2021 and its performance for the year ended on that date in accordance with Australian Accounting Standards and the Australian Charities and Not-for-profits Commission Regulations 2013 ; and
- At the date of the statement, there are reasonable grounds to believe that Cheltenham Community Centre Inc. will be able to pay its debts as and when they fall due.

This statement is made in accordance with a resolution of the Board of Governance and is signed for and on behalf of the Board of Governance by:



Name: Sam Forsyth
Position: Treasurer
Date: 17 March 2022

Financial Report

Statement of Profit or Loss and Other Comprehensive Income

For the year ended 31 December 2021

	Note	2021 \$	2020 \$
Revenue	3(a)	1,135,109	995,687
Other income	3(b)	4,851	3,864
		1,139,960	999,551
Expenses			
Advertising and promotion expenses		8,797	12,256
Depreciation and amortisation		5,146	-
Employee benefit expenses		882,718	894,747
Grant & program delivery costs		205,042	164,109
Occupancy expenses		16,594	32,453
Office and administration expenses		71,138	35,041
Professional Fees		4,520	3,381
Other expenses		-	-
Total expenses		1,193,955	1,141,987
Net Surplus		(53,995)	(142,436)
Other comprehensive income	3(c)	113,850	587,050
Total Comprehensive Income		59,855	444,614
		-	-

Statement of Financial Position

For the year ended 31 December 2021

	Note	2021 \$	2020 \$
ASSETS			
Current Assets			
Cash and cash equivalents	4	941,386	812,419
Trade and other receivables	5	77,272	96,131
Other assets	6	2,099	6,743
Total current assets		1,020,757	915,293
Non-Current Assets			
Plant and equipment	7	12,531	-
Total non-current assets		12,531	-
Total assets		1,033,288	915,293
LIABILITIES			
Current Liabilities			
Trade and other payables	8	39,139	15,717
Employee benefits	9	169,956	157,339
Other liabilities	10	95,626	76,376
Total current liabilities		304,721	249,432
Non-Current Liabilities			
Employee benefits	9	18,027	15,176
Total non-current liabilities		18,027	15,176
Total liabilities		322,748	264,608
NET ASSETS		710,540	650,685
EQUITY			
Retained surplus		710,540	650,685
Total Equity		710,540	650,685

Statement of Changes in Equity

For the year ended 31 December 2021

	Retained Surplus \$	Total \$
Balance at 1 January 2020	206,071	206,071
Comprehensive income		
Net surplus for the year	444,614	444,614
Other comprehensive income for the year	-	-
Total comprehensive income attributable to members of the entity	444,614	
Balance at 31 December 2020	650,685	650,685
Balance at 1 January 2021	650,685	650,685
Comprehensive income		
Net surplus for the year	(53,995)	(53,995)
Other comprehensive income for the year	113,850	113,850
Total comprehensive income attributable to members of the entity	59,855	59,855
Balance at 31 December 2021	710,540	710,540

Statement of Cash Flows

For the year ended 31 December 2021

	Note	2021 \$	2020 \$
CASH FLOW FROM OPERATING ACTIVITIES			
Receipts from customers (inclusive of GST)		1,305,737	1,488,395
Interest received		1,368	1,693
Payments to suppliers and employees (inclusive of GST)		(1,160,463)	(1,119,939)
Net cash provided by operating activities	12	146,643	370,149
CASH FLOW FROM INVESTING ACTIVITIES			
Payment for property, plant, equipment		(17,677)	-
Net cash provided by investing activities		(17,677)	-
CASH FLOW FROM FINANCING ACTIVITIES			
Proceeds from / (Repayments of) borrowings		-	-
Net cash used in financing activities		128,967	370,149
Net increase/(decrease) in cash held		128,967	370,149
Cash at beginning of the year		812,419	442,270
Cash at end of the financial year	4	941,386	812,419

Notes to the Financial Statements

For the year ended 31 December 2021

Note 1. Significant Accounting Policies

The principal accounting policies adopted in the preparation of the financial statements are set out below. These policies have been consistently applied to all the years presented, unless otherwise stated.

Basis of preparation

These special purpose financial statements have been prepared for the purposes of complying with the *Australian Charities and Not-for-profits Commission Act 2012* and the *Associations Incorporation Reform Act 2012*. The association is a not-for-profit entity for financial reporting purposes under Australian Accounting Standards.

These financial statements have been prepared in accordance with the recognition and measurement requirements specified by the Australian Accounting Standards and Interpretations issued by the Australian Accounting Standards Board ('AASB') and the disclosure requirements of AASB 101 'Presentation of Financial Statements', AASB 107 'Statement of Cash Flows', AASB 108 'Accounting Policies, Changes in Accounting Estimates and Errors', AASB 1048 'Interpretation of Standards' and AASB 1054 'Australian Additional Disclosures', as appropriate for not-for-profit oriented entities.

Historical cost convention

The financial statements have been prepared under the historical cost convention.

Critical accounting estimates

The preparation of the financial statements requires the use of certain critical accounting estimates. It also requires management to exercise its judgement in the process of applying the incorporated association's accounting policies. The areas involving a higher degree of judgement or complexity, or areas where assumptions and estimates are significant to the financial statements, are disclosed in note 2.

Donations

Donations are recognised at the time the pledge is made.

Grants

Grant revenue is recognised in profit or loss when the incorporated association satisfies the performance obligations stated within the funding agreements.

If conditions are attached to the grant which must be satisfied before the incorporated association is eligible to retain the contribution, the grant will be recognised in the statement of financial position as a liability until those conditions are satisfied.

Interest

Interest revenue is recognised as interest accrues using the effective interest method. This is a method of calculating the amortised cost of a financial asset and allocating the interest income over the relevant period using the effective interest rate, which is the rate that exactly discounts estimated future cash receipts through the expected life of the financial asset to the net carrying amount of the financial asset.

Other revenue

Other revenue is recognised when it is received or when the right to receive payment is established.

Volunteer services

The incorporated association has elected not to recognise volunteer services as either revenue or other form of contribution received. As such, any related consumption or capitalisation of such resources received is also not recognised.

Income Tax

The association is a not-for-profit organisation and a registered charity and accordingly is exempt from income tax under section 50.5 of the *Income Tax Assessment Act 1997*.

Current and non-current classification

Assets and liabilities are presented in the statement of financial position based on current and non-current classification.

An asset is classified as current when: it is either expected to be realised or intended to be sold or consumed in the incorporated association's normal operating cycle; it is held primarily for the purpose of trading; it is expected to be realised within 12 months after the reporting period; or the asset is cash or cash equivalent unless restricted from being exchanged or used to settle a liability for at least 12 months after the reporting period. All other assets are classified as non-current.

A liability is classified as current when: it is either expected to be settled in the incorporated association's normal operating cycle; it is held primarily for the purpose of trading; it is due to be settled within 12 months after the reporting period; or there is no unconditional right to defer the settlement of the liability for at least 12 months after the reporting period. All other liabilities are classified as non-current.

Cash and cash equivalents

Cash and cash equivalents includes cash on hand, deposits held at call with financial institutions, other short-term, highly liquid investments with original maturities of three months or less that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value.

Trade and other receivables

Other receivables are recognised at amortised cost, less any allowance for expected credit losses.

Property, Plant and Equipment

Plant and equipment is stated at historical cost less accumulated depreciation and impairment. Historical cost includes expenditure that is directly attributable to the acquisition of the items.

Depreciation is calculated on a straight-line basis to write off the net cost of each item of property, plant and equipment over their expected useful lives as follows:

- Leasehold improvements
- Plant and equipment
- Office furnitures & equipment

The residual values, useful lives and depreciation methods are reviewed, and adjusted if appropriate, at each reporting date.

An item of property, plant and equipment is derecognised upon disposal or when there is no future economic benefit to the incorporated association. Gains and losses between the carrying amount and the disposal proceeds are taken to profit or loss.

Employee Benefits

Short-term employee benefits

Liabilities for wages and salaries, including non-monetary benefits, annual leave and long service leave expected to be settled wholly within 12 months of the reporting date are measured at the amounts expected to be paid when the liabilities are settled.

Other long-term employee benefits

The liability for annual leave and long service leave not expected to be settled within 12 months of the reporting date are measured at the present value of expected future payments to be made in respect of services provided by employees up to the reporting date using the projected unit credit method. Consideration is given to expected future wage and salary levels, experience of employee departures and periods of service. Expected future payments are discounted using market yields at the reporting date on national government bonds with terms to maturity and currency that match, as closely as possible, the estimated future cash outflows.

Fair value measurement

When an asset or liability, financial or non-financial, is measured at fair value for recognition or disclosure purposes, the fair value is based on the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date; and assumes that the transaction will take place either: in the principal market; or in the absence of a principal market, in the most advantageous market. Fair value is measured using the assumptions that market participants would use when pricing the asset or liability, assuming they act in their economic best interests. For non-financial assets, the fair value measurement is based on its highest and best use. Valuation techniques that are appropriate in the circumstances and for which sufficient data are available to measure fair value, are used, maximising the use of relevant observable inputs and minimising the use of unobservable inputs.

Goods and Services Tax ('GST') and other similar taxes

Revenues, expenses and assets are recognised net of the amount of associated GST, unless the GST incurred is not recoverable from the tax authority. In this case it is recognised as part of the cost of the acquisition of the asset or as part of the 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 tax authority is included in other receivables or other payables in the statement of financial position.

Cash flows are presented on a gross basis. The GST components of cash flows arising from investing or financing activities which are recoverable from, or payable to the tax authority, are presented as operating cash flows.

New or amended Accounting Standards and Interpretations adopted

The incorporated association has adopted all of the new or amended Accounting Standards and Interpretations issued by the Australian Accounting Standards Board ('AASB') that are mandatory for the current reporting period. There has been no significant impact on the financial statements as a result of adopting these standards.

Note 2. Critical accounting judgements, estimates and assumptions

The preparation of the financial statements requires management to make judgements, estimates and assumptions that affect the reported amounts in the financial statements. Management continually evaluates its judgements and estimates in relation to assets, liabilities, contingent liabilities, revenue and expenses. Management bases its judgements, estimates and assumptions on historical experience and on other various factors, including expectations of future events, management believes to be reasonable under the circumstances. The resulting accounting judgements and estimates will seldom equal the related actual results. The judgements, estimates and assumptions that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities (refer to the respective notes) within the next financial year are discussed below.

Estimation of useful lives of assets

The incorporated association determines the estimated useful lives and related depreciation and amortisation charges for its property, plant and equipment and finite life intangible assets. The useful lives could change significantly as a result of technical innovations or some other event. The depreciation and amortisation charge will increase where the useful lives are less than previously estimated lives, or technically obsolete or non-strategic assets that have been abandoned or sold will be written off or written down.

Impairment of non-financial assets other than goodwill and other indefinite life intangible assets

The incorporated association assesses impairment of non-financial assets other than goodwill and other indefinite life intangible assets at each reporting date by evaluating conditions specific to the incorporated association and to the particular asset that may lead to impairment. If an impairment trigger exists, the recoverable amount of the asset is determined. This involves fair value less costs of disposal or value-in-use calculations, which incorporate a number of key estimates and assumptions.

Employee benefits provision

As discussed in note 1, the liability for employee benefits expected to be settled more than 12 months from the reporting date are recognised and measured at the present value of the estimated future cash flows to be made in respect of all employees at the reporting date. In determining the present value of the liability, estimates of attrition rates and pay increases through promotion and inflation have been taken into account.

Note 3. Revenue

	2021	2020
	\$	\$
a). Revenue		
Revenue consists of the following:		
Adult Education Income	445,911	446,850
Childcare Income	340,799	225,700
Programs Income	90,774	56,994
Soul Café Income	27,256	6,898
General Funding Income	177,501	170,394
Specific Purpose Grants and Income	52,867	88,851
	1,135,109	995,687
b). Other Income		
Festivals and Donations	3,483	2,171
Sundry income	1,368	1,693
	4,851	3,864
c). Covid19 Government Package		
JobKeeper Payment - ATO	70,450	457,050
Cash Boost Funding	-	100,000
Small Business Fund - Dept of JPR	43,400	30,000
	113,850	587,050

Note 4. Cash and cash equivalents

	2021	2020
	\$	\$
CURRENT		
Cash at bank	741,096	712,009
Term deposits	200,000	100,000
Petty cash	290	410
	941,386	812,419

Note 5. Trade and other receivables

	2021	2020
	\$	\$
CURRENT		
Trade receivables	77,272	96,131
	77,272	96,131

Note 6. Other assets

	2021	2020
	\$	\$
CURRENT		
Prepayments	2,099	6,743
	2,099	6,743

Note 7. Plant and equipment

	2021	2020
	\$	\$
LEASEHOLD IMPROVEMENTS:		
Leasehold Improvements, Fixtures & Fittings		
At cost	31,933	31,933
Less accumulated depreciation	31,933	31,933
PLANT AND EQUIPMENT:		
Plant & Equipment		
At cost	66,422	57,704
Less accumulated depreciation	60,610	57,704
	5,812	-
Office Furnitures & Equipment		
At cost	42,530	33,572
Less accumulated depreciation	35,811	33,572
	6,719	-
	12,531	-

Note 8. Trade creditors and other payables

	2021	2020
	\$	\$
CURRENT		
Trade creditors	5,442	3,665
GST and payroll-related taxes	23,154	12,052
Superannuation payable	10,542	-
	39,139	15,717

Note 9. Provisions

	2021	2020
	\$	\$
CURRENT		
Employee benefits		
Annual leave	81,414	88,145
Long service leave	88,542	69,194
	169,956	157,339
NON-CURRENT		
Employee benefits		
Long service leave	18,027	15,176
	18,027	15,176
	187,983	172,515

Note 10. Other liabilities

	2021	2020
	\$	\$
CURRENT		
Income received in advance	39,129	21,500
Deferred grant revenue	56,497	54,876
	95,626	76,376

Note 11. Auditor's remuneration

During the year the following fees were paid or payable for services provided by the auditor of the Association:

	2021	2020
	\$	\$
<i>Audit services – Kidmans Partners Audit Pty Ltd</i>	3,000	2,553
Audit of the financial statements	3,000	2,553

Note 12. Cash flow information

	2021	2020
	\$	\$
Reconciliation of Cash Flow from Operations		
Net surplus	59,855	444,614
Non-cash flows in profit		
Depreciation	5,146	-
Net (gain)/loss on disposal on property, plant and equipment	-	-
Changes in assets and liabilities		
Receivables	18,859	(68,603)
Other assets	4,644	(5,996)
Payables	12,879	(13,035)
Provisions	15,468	35,083
Other liabilities	29,793	(21,914)
Net cash provided by operating activities	146,643	370,149

Note 13. Association details

The registered office of the Incorporated Association is:
8 Chesterville Road, Cheltenham, Victoria 3192,
Australia

Note 14. Events after reporting date

The COVID-19 pandemic will continue to have a direct impact of the Cheltenham Community Centre in the financial year ending 31 December 2022. The Centre was forced to operate under government restrictions from the 1 January 2022 to prevent community transmission.

As it is unknown what restrictions will be imposed over the course of the year, it is not possible to estimate the financial impact at the time of issuing financial statements. The Centre has very strong cash reserves and proved it can continue to deliver some services in a restricted environment. The uncertainties of COVID-19 do not cast significant doubt upon the Centre's ability to continue as a going concern.

**INDEPENDENT AUDITOR'S REPORT TO THE BOARD OF GOVERNANCE OF THE
CHELTENHAM COMMUNITY CENTRE INC.**

Opinion

We have audited the financial statements of The Cheltenham Community Centre Inc. (the Association), which comprises the Statement of Financial Position as at 31 December 2021, the Statement of Profit or Loss and Other Comprehensive Income, Statement of Changes in Equity and Statement of Cash Flows for the year ended on that date, and the notes to the financial statements, including a summary of significant accounting policies and Statement by the Board of Governance.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the entity as at 31 December 2021, and of its financial performance and its cash flows for the year then ended in accordance with Australian Accounting Standards (AASB's) to the extent described in Note 1, the *Australian Charities and Not-for-Profits Commission Act 2012*.

Emphasis of Matter

Without qualification to the opinion expressed above, attention is drawn to the following matter:

1. As is common for associations of this type, it is not practical for the Association to maintain an effective system of internal control over cash transactions, until their entry into the accounting records. Accordingly, our audit in relation to these activities was limited to the amount recorded.

Basis of Accounting

Without modifying our opinion, we draw attention to Note 1 to the financial report, which describes the basis of accounting. The financial report has been prepared for the purpose of fulfilling the Board of Governance's financial reporting responsibilities under the *Australian Charities and Not-for-Profits Commission Act 2012*. As a result, the financial statements may not be suitable for another purpose.

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 Statements section of our report.

We are independent of the Association in accordance with the independence requirements of Australian professional accounting bodies, of the the *Australian Charities and Not-for-Profits Commission Act 2012*. We have fulfilled our ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Kidmans Partners Audit Pty Ltd

Suite 4, 255 Whitehorse Road, Balwyn,
Victoria, Australia 3103

Postal Address: P.O. Box 718, Balwyn,
Victoria, Australia 3103

Other Information

Management is responsible for the other information. Our opinion on the financial statements does not cover the other information and we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and in doing so consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

Going concern

Management's use of the going concern basis of accounting appears to be appropriate and based on the audit evidence obtained, there is no material uncertainty exists related to events or conditions that may cast significant doubt on the entity's ability to continue as a going concern.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Australian Accounting Standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, 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 cease operations, or has no realistic alternative but to do so. Those charged with governance are responsible for overseeing the Association's financial reporting process.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are 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 and 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 these financial statements.

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

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Entity's internal control.

- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the entity's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the entity to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance 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.

We also provide those charged with governance with a statement that we have complied with relevant ethical requirements regarding independence, and to communicate with them all relationships and other matters that may reasonably be thought to bear on our independence and, where applicable, related safeguards.

From the matters communicated with those charged with governance, we determine those matters that were of most significance in the audit of the financial statements of the current period and are therefore the key audit matters. We describe these matters in our auditor's report unless law or regulation precludes public disclosure about the matter or when, in extremely rare circumstances, we determine that a matter should not be communicated in our report because the adverse consequences of doing so would reasonably be expected to outweigh the public interest benefits of such communication.

Kidmans Partners Audit Pty Ltd
ABN: 46 143 986 841



John Petridis
Director
Melbourne, 18 March 2022

Abbreviations



ACFE	Adult, Community and Further Education	KDNA	Kingston & District Netball Association
AMEP	Adult Migrant English Program	MCC	Mordialloc Community Centre
CBCHS	Central Bayside Community Health Services	MP	Melbourne Polytechnic
CCC	Cheltenham Community Centre	NHvic	Neighbourhood Houses Victoria
DET	Department of Education and Training	SCCC	Southern Community Church of Christ
DFFH	Department of Families, Fairness and Housing	WFH	Working from Home
DHA	Department of Home Affairs		
EAL	English as an Additional Language		

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