

ANNUAL REPORT 2020



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

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2021 AGM Agenda

To be held Thursday 22 April 2021, commencing at 11:30am

1. Welcome
2. Apologies
3. Minutes of previous Annual General Meeting – 28 May 2020
4. Presentation of reports
 - a) Board
 - b) Manager
 - c) Treasurer - audited financial statements
5. Appointment of auditor
6. Life Membership Award
7. Election of Board of Governance 2021-2022
8. Conclusion



2020 AGM Minutes

Thursday 28 May 2020
Meeting held via Zoom opened at 7:35pm

Welcome

Steven Strange as chair of the meeting welcomed special guests and all attendees, and acknowledged the traditional owners of the land.

Attendance

Arna O'Connell, Kellie Macnaughtan, Philippa Davies, Cr. Rosemary West, Judith Haskins, Bill Moss, Donna Lomagno, Anne Wonneberger, David John, Wendy Bridges, Doug Smith, Tammy Rowed, Sara Ganderton-Spencer, Dianne Filipenko, Jenni Flew, Bahar Beheshti, Cr. Geoff Gledhill, Jack Noonan, Chris D'Arcy, Anne Spoelder, Ruth Parker, Leanne Lee-Ack, Megan Purcell, Sharon Bourke, Catriona O'Neill, Miharū Hajinikitas, Alison Hollands, Judy Oakes, Petra Proctor, Joan Griffin, Steven Strange, Robyn Daff, Alina Ubanczyk, Sean Reilly, Mark Robinson, Chris Hill, Sam Forsyth, Mohsen Khorasani, Carolyn Urquhart, Joy Tang, Ali Street, Sue Bond, Petal Goodman, Rebecca Harvison, Rita Ying, Diane John.

Apologies

Nicole Battle, Mark Dreyfus QC MP, Sharon Peston, Noel Boyd, Brad Roswell, Cath Darcy, Wendy Hiam.

Minutes of Previous AGM on 15 May 2019

Motion: That the minutes of the 2019 meeting be accepted.

Proposed: Sam Forsyth
Seconded: Bill Moss
Passed unanimously

President's Report

CCC has achieved some amazing financial goals. We have a strong balance sheet that has set us up well for 2020's challenges.

Our mission statement has been incredibly resilient and guided us through challenging times.

Thank you to our skilled and diverse Board.

Manager's Report

Our successes in 2019 have given us the growth and resilience to take on 2020. Our finances are in a great position.

We have a fantastic Board who have provided strong leadership and guidance. Our staff go above and beyond and we have an incredible staff retention rate. Our volunteers are essential and volunteer regularly.

Highlights of the year have included:

- Working on our mission statement with a facilitator
- Over 1,000 enrolments for 265 students, over-delivering ACFE hours.
- Maintaining our partnerships with Kingston Council, Mordialloc Community Centre and Southern Community Church of Christ. We're gaining new sponsors through Bendigo Bank and Rotary.
- Served 1,625 lunches through World Wednesday Lunches.
- 152 Childcare enrolments.
- 155 girls playing netball with 18 volunteer coaches.

Treasurer's Report

This was a successful year for the Centre. Sustainability has been a key feature of our strategic plan and we have delivered on our financial sustainability objectives.

There was a \$4,200 surplus for the year. Revenue increased by 19% and exceeded \$1 million. Net assets amounted to \$206,000.

Our success is largely thanks to Arna and the Boards that have come before. Because of our financial sustainability we can invest in our community.

Motion: That the financial report be accepted.

Moved: Jack Noonan
Seconded: Judy Oakes
Passed unanimously

Appointment of Auditor

Motion: That Kidman Partners be appointed as financial auditor.

Moved: Sam Forsyth
Seconded: Sean Reilly
Passed unanimously

Election of Board of Governance

Cr. Geoff Gledhill was invited to conduct the election.

He received the nominations which did not exceed vacant positions. He then congratulated Arna and everyone associated with the Centre, saying the Board does a fantastic job and continues to grow even during difficult circumstances.

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

Moved: Steven Strange
Seconded: Kellie Macnaughtan
Passed unanimously

Conclusion

Steven and Arna thanked everyone for attending.
Meeting closed at 8:12pm.

2021 AGM Foreword

I'm very proud and somewhat humbled to be part of CCC. Having been on the Board since 2014, I've seen it grow and flourish. The Centre continues to engender an enormous sense of pride, thanks to the terrific stewardship of the staff, volunteers and my fellow Board members. And a special thanks to Arna O'Connell, the Manager of CCC, who operates a great organisation, working tirelessly for her colleagues and, effectively, the community at large. Thank you Arna. As an aside, Arna was a finalist in this year's Kingston Woman of the Year Awards; well done Arna.

My job as President is made easier by the extraordinary abundance of talent of our Board members: Jack Noonan (Vice President), Sam Forsyth (Treasurer), Kellie Macnaughtan, Megan Purcell, Judy Oakes, Sean Reilly and Alison Hollands. It's no accident that CCC has moved from strength to strength when these talented individuals are involved. They volunteer their valuable time to a common, community purpose.

A key responsibility for our Board is to ensure that CCC operates at a high standard of governance. As an Incorporated entity we are subject to relevant parts of the State legislative frameworks (<https://www.consumer.vic.gov.au/clubs-and-fundraising/incorporated-associations>).

To assist in fulfilling the statutory requirements, around October each year CCC runs a planning day. This planning day involves Board and key staff and its output is setting the CCC strategy. Once ratified, the charter of the Board becomes one of oversight of the strategy. Of course, the strategic plan itself is not set in concrete and has the capacity to "flex" pursuant to the needs of the community or other stakeholders.

The Manager (Arna) incarnates the strategy into day-to-day operations. From that point on, the Board's role is to ensure that Arna gets all the support she needs to continue on the ratified path.

An important part of the life of CCC is the relationship we have with the Southern Community Church of Christ (SCCC). The relationship continues to thrive under the leadership of both organisations. We're ever grateful for the opportunities that we have and that are derived from such a strong relationship.

All that said, what a year it's been! No-one foresaw COVID coming to town. No-one foresaw its impact. And around May 2020, just when we thought we were through to the other side, it returned and continued to linger, with serious and restrictive lockdowns in Victoria.

Despite it all, CCC has managed to steady the ship, and support its staff, volunteers and the community at large. The way the entire CCC community of staff, volunteers and others rallied has been a sheer delight to witness. Our community very quickly adapted to new ways of working. Zoom became the 'in' thing, and food was delivered, rather than enjoyed with the company of others.

Financial viability and stability are an important remit for the Board. Sometimes I like to say, *"..without margin, we have no mission!"* Despite the COVID stumbles, CCC has come out bigger, better and stronger. We are in a strong financial position to continue our outreach in the community. Special thanks to Sam Forsyth and Rita Ying for their dedication to our financial well-being.

The programs at CCC include Adult Education, Childcare, Holiday Activities, Health and Well-being. My personal favourites are the Netball program and the World Wednesday lunches.

Our mission is to Connect the Community by Responding to Local Needs.

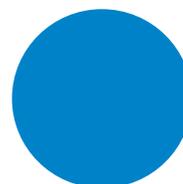
We will continue to follow that mission in 2021 by delivering and expanding our existing programs. We will also develop new and exciting initiatives that are consistent with our vision and mission. Stay tuned for those.

Here's looking forward to a bigger and better 2021.

Kind regards



Steven Strange
President



“Despite it all, CCC has managed to steady the ship, and support its staff, volunteers and the community at large.”

Tammy Rowed

Cheltenham Community Centre bids a fond farewell to Tammy Rowed

After 19 memorable years, Childcare Coordinator, Tammy Rowed, is saying a bitter-sweet goodbye to Cheltenham Community Centre (CCC) to pursue her primary school teaching career.

In October, Tammy completed her bachelor's degree and finished up at CCC on Friday 18 December 2020.

"I have only good memories from my time at the Centre," Tammy said.

"I'm excited for the next chapter and trying something new but I'm leaving behind a lot of good stuff here, so I have really mixed emotions."

Tammy started out as a Trainee Childcare Educator in January 2002. Her leadership qualities quickly shone through and four years later she became Childcare Coordinator.

In early 2007, Tammy further extended her experience, launching the school holiday program with new CCC Manager, Arna O'Connell, and later became the Centre's Assistant Manager.

As well as coordinating CCC's holiday activities, Tammy spent periods filling in as Recreation Coordinator, and took on the role of Customer Service Coordinator. She also contributed to annual planning days, the Biggest Morning Tea, Multicultural Festival of Creative Arts, volunteer appreciation events and Christmas celebrations.

"I've had so many opportunities to grow and have a go at different things which has kept it interesting and challenging. I'll never take for granted what a great place this is to work," Tammy said.

"I've had such a nurturing workplace where I could make mistakes, be challenged and grow and Arna's been a big part of that," she added.

Arna thanked Tammy for her incredible contributions to CCC and said she would be dearly missed by her colleagues.

"CCC is a wonderful place largely because of Tammy's contributions. She has been our Centre's 'go to' person for anyone needing advice or information for many years and we will all miss her in-depth knowledge of CCC and approachable nature.

"In 2007, Tammy initiated the Children's Festival which is still running to this day and has coordinated the Centre's successful and reputable licenced Childcare program, as well as helping develop the Holiday Activities.

"She really is a very special person and someone we are all so lucky to have worked alongside."

Tammy echoed Arna's sentiments and said she had great confidence in the Centre's new recruits.

"This team is like a family. I've made life-long friends here and they have some great people stepping in, including new childcare coordinators and a new assistant manager, who is amazing.

"I am really grateful to have been in such a supportive place for pretty much all of my adult working life. Not many people get that opportunity, and it is going to serve me so well going into a new workplace. I feel like I can tackle anything."



“I've had so many opportunities to grow and have a go at different things which has kept it interesting and challenging. I'll never take for granted what a great place this is to work...”

Our Board of Governance

Steven Strange, 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 its mission, I am keen to continue contributing to the work of the Cheltenham Community Centre.



Kellie Macnaughtan, Secretary

I joined Cheltenham Community Centre Board in 2019 to give back to the community and to support the fantastic work CCC does. I have a background in government, community services, management and communications. Currently, I work for the Federal Member for Isaacs and am studying for a Masters degree in Strategic Communications and Management at Monash University. My passion for community and education stems from my volunteer work at UN Youth Victoria, the University of Melbourne, and on local campaigns. I look forward to contributing to CCC even more in 2021.



Jack Noonan, Vice President

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.



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.



Sam Forsyth, Treasurer

I am a Chartered Accountant with diverse financial management experience, including nine years in my current role as finance manager for a local private 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.



Megan Purcell, General Member

A specialist in advocacy for economic development, I help businesses, community groups and local authorities to turbo-charge their stakeholder engagement. My background is largely in government and I joined the team on the CCC Board in 2019. Having previously served on community and business boards, I am an experienced director and an Australian Institute of Company Directors graduate. I also hold tertiary qualifications in applied economics, management and community planning and development. The work of CCC is part of the glue that binds our community together and I look forward to further contributing my skills and meeting more amazing locals through the connections CCC helps to build.



Sean Reilly, General Member

I have recently undertaken a midlife career change to work in the youth homelessness sector. This was motivated by my belief that our society is made stronger if we better support those who are most marginalised. Previously, I managed award-winning restaurants and worked for a French wine importer. 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, General Member

When I joined in June 2020 I became 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 2021.



Our Staff



Arna O'Connell
(Manager)



Kim Wareham
(Assistant Manager)
From August 2020



Tammy Rowed
(Children's Programs, and
Customer Service Coordinator)



Sara Ganderton-Spencer
(Adult Education Coordinator)



Donna Lomagno
(Adult Education
Administration & Marketing)



Ruth Parker
(Netball & "Inspire U")



Bahar Beheshti
(Customer Service and
Administration)



Rita Ying
(Finance)



Sharon Bourke
(Community Cafe Coordinator)



Diane John
(Customer Service, shared
SCCC & CCC role)



Catriona O'Neill
(Policies and Procedures Project)



Kendra Pernat
(Community Development Coordinator)
Until March 2020



Jane Chamberlain
(Temp - Assisting the Manager)
Until April 2020

Our Teachers & Instructors



Adult Education Teachers

Rachel Cohen	Sally Potter
Petal Goodman	Claudia Keast
Priya Paranthaman	Petra Proctor
Sue Bond	Heather Edmonds
Kate Ali	Wendy Bridges
Sharon Bourke	

World Wednesday Lunches

Kim Wareham	Sharon Bourke
Heather Rowe	Bahar Beheshti
Ruth Parker	

Childcare

Tammy Rowed	Leanne Lee-Ack
Chitra Samarakone	Kerrie Ellingsen
Taya McCarthy	Nicole Chamberlin
Sarah Thompson	

Holiday Activities

Mirrin Keefe (Coordinator)	Leanne Lee-Ack (Assistant)
Cara Skelley-Dalton (Assistant)	Ella Smith (Assistant)

Adult Recreation

Zumba Gold – Naki Khan	Hatha Yoga – Rita Ying
Gentle Yoga – Rita Ying	Chi Yoga – Rita Ying
Qi Gong – Rita Ying	Advanced Yoga – Rita Ying
Progressive Pilates – Natalie King	Mindfulness – Catriona O'Neill
Line Dancing – Jenny Lee	Gentle Exercise – Joan Griffiths
Scrabble Club – Bill Moss	Strength and Balance – Nikki Licheri

Our Volunteers

Adult Education

Brenda Walsh
Con Alexiadis
Judith Haskins

Josette Strnad
Philippa Davies

Children's Recreation

Kathy Casey

Ruth Hall

Community Lunch Delivery Program

Joy Tang
Robyn Daff

Petal Goodman

Holiday Activities

Natalie McDonald
Emma Downward

Logan O'Connell
Katie Wang

Netball

Coaches

Nicole Leathem
Josie Mulcahy
Ruth Parker
Liz Mackay
Sheyenne Potts
Colin Hicks
Rachelle Anstey

Nikki Porrovecchio
Amanda Baker
Travis Deans
Mandy Holt
Arna O'Connell
Rachel Isles

Junior Coaches

Jordan Rogers
Caitlin Isles
Jasmine Lord
Paige Holt
Caitlin Hicks

Thea Tsipos
Hannah Mullins
Emma Chamberlain
Hannah Ross

Netball Team Managers

Jen Folley
Carla Gangi
Kris Marcus
Samantha Waugh
Rebecca Ross
Peta Stubbs
Fiona & Simon Pryor

Zoe Ditchburn
Marnie Proudfoot
Jacqui Harrap
Trudi Wilche
Nish Mahanty
Clare Holden

Netball Fundraising

Susan Poon

Netball Junior Helpers – Clips on Facebook During Lockdown

Hayley Parker
Zoe Calabrese

Clare Parker

Other Volunteer Roles

Finlay O'Connell (Childcare)
Judith Haskins (Annual Report editing)



Manager's Report

Arna O'Connell, Manager

Officially 2020 was the "year of COVID-19". I'm proud to say that our CCC team excelled and pivoted quickly to what became the "year of shut downs" to ensure our community programs and services continued to be delivered at the most critical time for our community members.

Our mission statement "We connect the community by responding to local needs" really stood up to the test of a completely different environment and changes in the way we had to respond to the community's needs.

Our delivery in 2020 looked a bit different:

Childcare

As Childcare was an essential service, our fabulous team continued to provide childcare services throughout the year. There was some financial management required by our Childcare Coordinator Tammy, in response to the COVID-19 "free Childcare" scheme from April to July, under which the Childcare Subsidy (CCS) was suspended, and childcare services were offered free to families. Our childcare service was managed effectively and efficiently in response to various requirements, including extra cleaning, check in systems, children of essential worker eligibilities, and then online and communications posted out during a 3-week complete lockdown period in August-September. Our enrolments during 2020 ranged from 85 to 136 a week.

Adult Education

Most classes were delivered by our teachers via live Zoom. They quickly learnt the skill of how to Zoom and present their lessons to our learners. Fortunately, our adult education contracts with ACFE and Melbourne Polytechnic approved online delivery, in addition to being able to provide remote delivery. Our education students with a disability were posted out learning and engaging materials, and had one-on-one phone calls with their teachers. We weren't able to conduct our computer courses, but were offered "Digital Literacy" funding from Kingston Council for 2021 to provide seniors' and multicultural small group computer training.

Recreation

In February 2020 we were offering 13 health and wellbeing classes a week. When lockdown hit in March, we were able to have nine of these classes offered online through live Zoom delivery. Our instructors did an amazing job of setting up their home environment, mastering the Zoom interactions, and keeping our community engaged, fit and healthy with Zumba Gold, Yoga, Pilates, and Line Dancing in their own living rooms.

World Wednesday Lunches

An amazing success story goes with our lunches as we transformed our sit-down café style weekly lunches into a delivery service for people in our local area who were isolated, living alone, quarantining, or just doing it hard. Our enthusiastic cook, Sharon, passionately turned this lunch service into an outreach delivery to those living in the 3192 postcode, and worked with team members from all parts of our Centre to come together and provide approximately 50 lunches a week. Our local community partner, TerryWhite Chemmart, was quick to join us, providing grant funding to give those less fortunate a free lunch, and a staff member assisted with car deliveries each week. A fantastic "coming together" of services and personnel.

CCC Bolts Netball Club

Netball started strongly with 15 teams playing four games until mid-March when COVID-19 restrictions posed more of a challenge, with children and youth really needing to be out playing their sport. We were able to provide some great online skills and fitness sessions in November, and take a couple of teams to a short "Return to Play" round-robin at Jells Park at the end of 2020.

Holiday Activities

A very successful program was conducted in January with 291 enrolments over the 9-day program but, as with netball, this program wasn't able to be delivered online or remotely. Our planning for 2021 commenced at the end of 2020, building excitement to see children back at our 2021 programs.

Festivals

Our Children's Festival went from a physical event to an online series of events during Children's Week in October, with 10 online sessions conducted for under 5's, and 5-8 year olds. A variety of entertainment, craft, cooking, music and dancing sessions engaged more than 100 children registered over the week. Again, kudos is due to the team who made this happen, and thanks to our partner Southern Community Church of Christ for their joint involvement.





CCC Team

Our team really rose to the occasion, and I commend all their efforts – great and small – to keep themselves connected and engaged, and provide such quality services to our community. A risk management team was formed at the first announcement in March, and this team of Tammy, Sara, Donna, then later Kim, were the support and backbone to our management through COVID-19.

Our team stayed connected through weekly Zoom meetings, regular email update "Messages from the Manager", flexibility and diversity in job roles, weekly community e-bulletins, and weekly Mindfulness sessions. We were fortunate to have government support with Job Keeper from April to December, which 16-20 staff accessed, increasing our viability and capability to provide for our community.

New recruit – Kim Wareham

A momentous occasion was the recruitment for a new role – Assistant Manager – in August, and the commencement of Kim Wareham on our team. Kim hit the ground running, with an online induction, and then quick take-up of managing our recreation programs, World Wednesday lunches, customer service, and Children's Festival. Kim is an absolute asset to the team, and I'm wondering how we ever did it without her!

Thank you and farewell – Tammy Rowed

After 19 years of outstanding service to CCC, Tammy Rowed made a career move to pursue her dream of primary school teaching at the end of 2020. No words can come close to expressing my, and CCC's, gratitude for the wonderful work she has done in our community. From Childcare Coordinator, to Holiday Activities Coordinator, from Customer Service Coordinator, to my left-hand woman, there is nothing Tammy couldn't turn her hand to expertly and deftly at CCC. She saw the full circle of childcare children come through to Holiday Activities leaders, and even a Childcare trainee, and she supported families through their most vulnerable and crucial time of parenthood. Over her years with CCC, Tammy ran cooking workshops, Halloween Festivals, taught jolly phonics, and mentored and created cohesive teams to be their best. A celebration of Tammy's service was held in December, and she will be greatly missed by everyone!

Board of Governance

I am truly thankful for our steadfast, supportive, diverse Board of Governance. With four females, four males, an age range from 27 to 76 years old, skills in business, accounting, education, federal government, disability, community, and a commitment and passion for CCC and our services, they are a true cross-section of our community. Led by President Steve, they provide our Centre with the good governance, objective and expert consideration, and the support that is crucial for a successful Centre. I thank them for their volunteer time and input to create a great team.

Community Partners & Supporters

We believe working with strong partners, funding bodies and supporters will enhance, strengthen, and provide a better service to our community, so we choose our partners wisely. With a joint mission to strengthen our local community, I recognise and thank:

- Southern Community Church of Christ (SCCC)
- City of Kingston
- Adult, Community and Further Education Board (ACFE)
- Department of Health and Human Services (DHHS)
- Melbourne Polytechnic (MP)
- Department of Education and Training (DET)
- Community House Network – Southern Region
- TerryWhite Chemmart Cheltenham
- Mordialloc Community Centre
- Highett Neighbourhood Community House
- Rotary Club of Beaumaris
- Rotary Club of Cheltenham

Our Centre certainly stood up to the test of time and COVID-19 challenges in 2020, 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 move forward (and sideways!) into the future, and taken the learnings and development with us to become stronger than ever.

Values



Innovation & Creativity



Organisational Vitality & Growth



Communication



Integrity



Responsiveness



Leadership



Participation



Commitment



People Emphasis



Competent People

Statistics



15,448 ACFE hours delivered



11 pre-accredited courses & 4 accredited courses

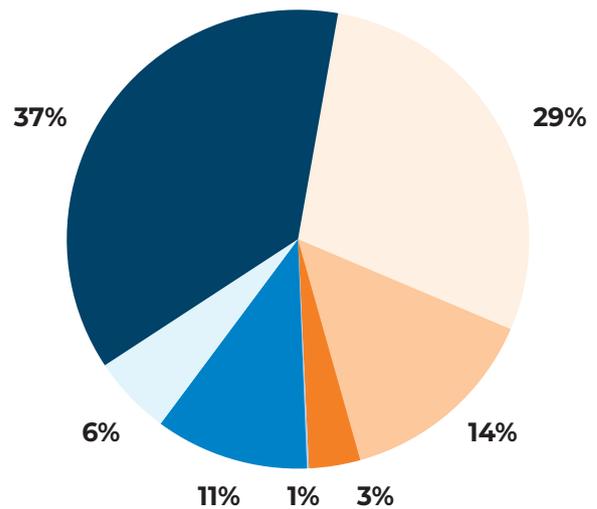


2,217 followers on Facebook



340 followers on Instagram

Income



- Government COVID-19 package
- Adult Education
- Childcare
- General Funding
- Specific Purpose Grants
- Programs
- Festivals & Events

Organisational Chart

Organisational Chart

CCC Board of Governance

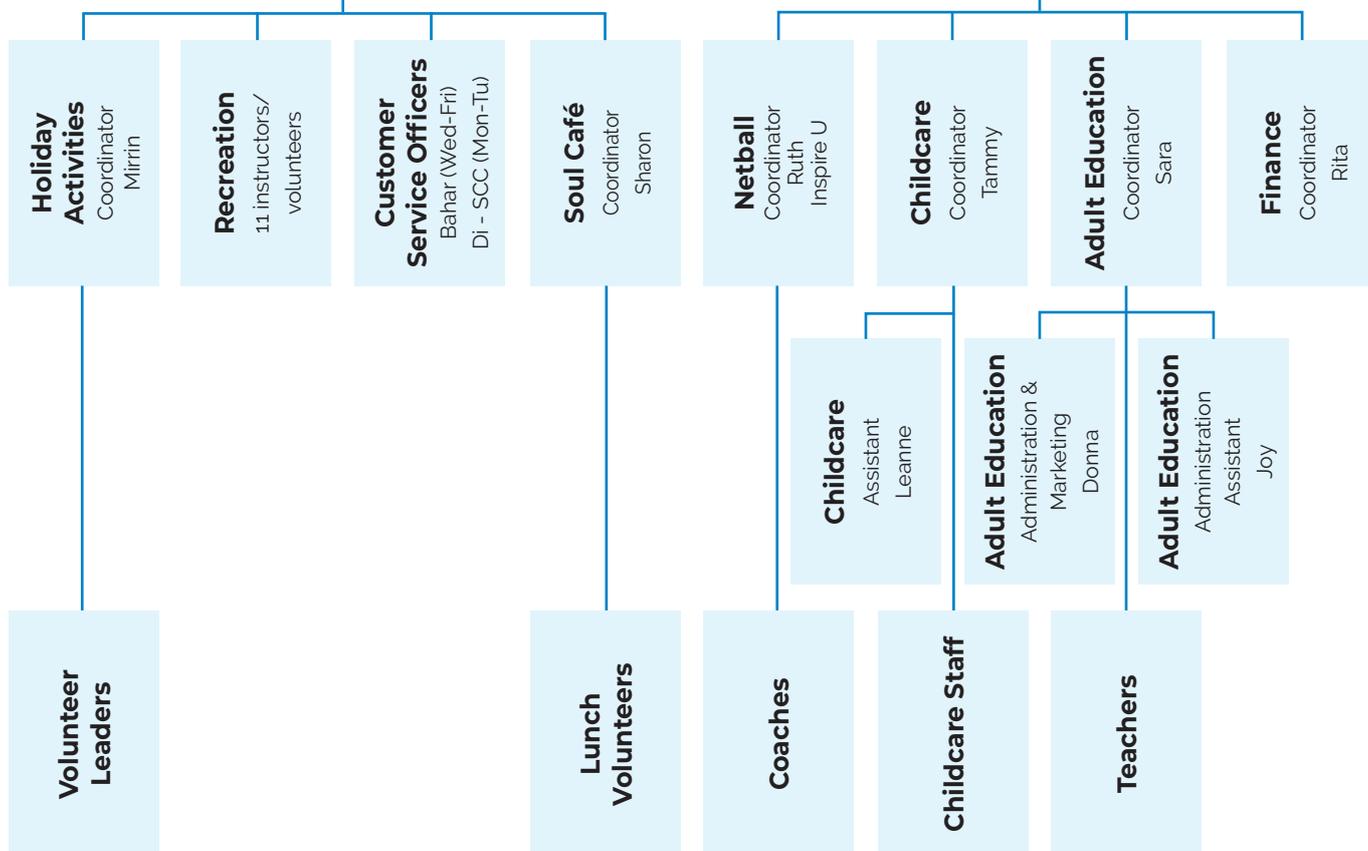
President - Steven Strange, Vice-President - Jack Noonan, Treasurer - Sam Forsyth, Secretary - Kellie Macnaughton
Members - Judy Oakes, Megan Purcell, Sean Reilly, Alison Hollands

Centre Manager

Arna

Assistant Manager

Kim



Community

Adult Education

Aims

- Provide high quality accredited and pre-accredited programs to members of our local community
- Provide life-long learning that is an access point for adults to learning in their local community, is 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. Be the "go to" organisation for local, quality part-time study
- Establish and build quality relationships/partnerships with local providers (such as The Bridge, Outlook, Scope, local council, and state government)
- 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

EAL 1
Course in EAL
EAL 2
EAL 3
35 students

Pre-Accredited Courses

Grammar, conversation & writing 1, 2 & 3
Improve your Reading & Writing
Intermediate Conversation
Advanced Conversation
Wise programs
Money matters
Literacy for living
95 students

Significant Program Changes

Melbourne Polytechnic funding was received for remote delivery, at an increased funding rate
Melbourne Polytechnic simplified the initial assessment process
Childcare for AMEP students was not available during remote delivery
DHA allowed the ARMS database to be used off-site
DHA suspended the progressive assessments process
ACFE allowed remote delivery, and provided flexibility on how the hours were utilised

Highlights & Achievements

All the Adult Education classes continued during COVID 19.
All tutors became masters of zoom, or the postal service.
AMEP students achieved their EAL units via zoom.
Volunteers have worked on zoom with the classes and done a fantastic job.

Conclusion

What a year!
All the staff, students and volunteers worked so hard to make the classes successful and fun.
It has been a great opportunity to get to know the students and their families better.
With the *all abilities* students it was more about keeping them engaged than following a set curriculum.
Often the tutor was there for the family as much as for the student.



Soul Café

Aims

- *Develop and provide a cafe program in line with the changing circumstances and needs of the local community*
- *Provide and extend an affordable and nutritious lunch delivery program to local community members*
- *Provide a safe, inclusive space where the community members can cook, eat, socialise and meet new friends*
- *Develop new food programs in response to the community needs*
- *Provide opportunities for volunteers to come together and share their cultural cooking skills with the wider community*
- *Increase local business sponsorship of food programs to ensure financial viability.*



Term 1

World Wednesday Lunches - Six Weeks

- 307 lunches in total
- 281 from orders
- 12 extra in freezer for food parcels
- 14 welfare token meals
- Average of 46 eat in lunch customers each week

Term 2, 3 & 4

Community Lunch Delivery Program - From 13 May (during COVID-19 closure)

- 83 lunch individual delivery customers
- 1171 delivery lunches prepared, cooked and delivered
- 29 customers have ordered delivery lunches every week – (35% of customers)
- 32 weeks of lunch deliveries
- An average of 39 lunches delivered each week
- 64 welfare meals delivered
- 32 lunches frozen and given out with food parcels

Total figures

- 1478 lunches cooked
- 38 weeks of lunches
- 570 hours preparation/cooking
- Average of 42 lunches ordered each week
- 122 free Welfare lunches given to community members

Significant Program Changes

- Due to COVID-19, Soul Café closed in March 2020
- World Wednesday Lunches became a local community lunch delivery service from 13th May 2020
- The first lunch was complimentary to Cheltenham Retirement Village residents
- During full lockdown, the delivery program gave priority to vulnerable and disadvantaged community members

Highlights & Achievements

- Terry White Chemmart Cheltenham provided a community grant of \$2,500 to support our delivery lunch program
- Heather from Mordialloc Community Centre joined the team in August
- Hightett Neighbourhood House provided kitchen for use
- CCC Kitchen Registration obtained – November 2020

Conclusion

The Community Lunch Delivery program has been so successful, we are planning to increase promotion and extend the program to reach up to 60 customers a week with an intention to increase to two lunches a week for delivery and takeaway.

Because the Community Lunch Delivery program is not running at a profit, we will be aiming to increase the financial support from local sponsors.



Childcare

Aims

Work to fulfil the right of the children and their families to child care services of high quality, by providing a safe learning environment for children where parents feel confident in their decision to entrust their children in to our care.



Summary

Childcare averaged 56 enrolled in 2020 with 99 bookings per week. This was less during lockdown periods.

Demographic

Nationalities	
English	
Russian	
Indian	
Sri Lankan	
Greek	
Chinese	
Italian	
Vietnamese	
Nigerian	
Venezuelan	
Spanish	
Australian	

Ages	
Under 3	14
Over 3	42

Gender	
Girls	31
Boys	25

Significant Program Changes

- Steven Strange, President of the Board became the childcare licensee
- Children's Services Regulations were updated in May 2020 which changed the hours we were able to operate. We extended our hours from 5 hours to 7 hours each day.
- The childcare centre was re-measured and the capacity changed to 25 to meet the requirements of the longer hours.

Highlights & Achievements

- **The way we managed COVID.** Parents commented on the communication and how that made them feel informed and safe sending their children to the centre.
- **Delivery of remote learning to children during the lockdown period.** We put together packs containing art, craft and games for the children that we posted to them. We also ran a Zoom story time twice a week that involved stories and songs. This supported the children to feel connected to the centre, their educators and other children whilst we couldn't be face to face. We also recorded the team reading stories and conducting an experiment or activity related to the story and emailed this to families weekly along with links to any online experiences we discovered, for example the penguin parade.
- **Tammy finishing at the centre after 19 years of service.** Appointing new coordinators, Leanne Lee-Ack and Kathy Brown.

Conclusion

Tammy will be finishing at CCC at the end of this year after almost 19 years. She has been working towards her Bachelor of Education (Primary) for the past 5 years and has completed that at the end of October 2020. Tammy is in the process of applying for a teaching position and will do some casual relief teaching, so she is unsure of what next year will hold, but is excited for the challenge. At the same time, Tammy is sad to be leaving the place where she has spent the majority of her working life. She has had the immense pleasure of working with great colleagues and families and making great friends, during her time and CCC will always hold a special place for her.

Netball

Aims

Netball programs at CCC aim to encourage children aged 8 years and over to learn netball skills, teamwork, and 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 skill development, team participation, commitment, and a positive sporting experience.

Summary

16 teams & 144 players for season 1 2020

Significant Program Changes

The netball season was cancelled on 14th March 2020 due to COVID 19 so only 3 games were played for the year.

In November/December Arna O'Connell and Ruth Parker took 2 teams to Waverley to play a "Return to Play" round robin consisting of 5 games which was a huge success. This coincided with the celebration of Youth Week featuring online fitness and skills activities led by elite trainers from Inspire Netball Group.

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.*

Summary

- COVID-19 resulted in all programs for Inspire U ceasing from 16 March 2020
- The Victorian government held the remaining 2020 funding over to 2021
- Holiday Activity programs with youth leaders were conducted in January 2020 at Mordialloc Community Centre and Cheltenham Community Centre
- Coaching roles for youth in netball and basketball took place for 5 weeks (January-March)
- Workshops for youth conducted were:
 - Umpiring Level 1 course - January
 - Netball and Basketball Beginner Coach workshop - February
- Youth were offered free online CCC Yoga classes throughout 2020
- During Youth Week month in November-December, we conducted 4 online fitness and skills sessions for youth to participate in from home

Holiday Activities

Aims

- *Provide an opportunity for children in the local area to socialise and connect with children of different schools and cultures in the community;*
- *Provide a safe, nurturing environment for children so parents and children feel welcome and confident in their participation in the program and community;*
- *Introduce children to new activities conducted at their local Community Centre; and*
- *Provide a workplace leadership experience to youth, students and young people over the age of 15 years.*

Summary

CCC ran one program in January. We had 291 enrolments for the 10-day program. Due to COVID-19 restrictions programs were not conducted in April, July and September.



Events

Aims

The Centre conducts events to:

- *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.*

Get Online Week

19 October to 23 October

With the support of a grant from Good Things Foundation we held a week of free online adult recreation classes for members of our community to attend and bring a friend. We also held 'How to use Zoom' lessons over the phone and online to help community members access the classes.

It was a wonderful opportunity for older adults can get active, fit, and connected while encouraging ongoing participation in weekly activities and programs at CCC.

Nine classes were held during Online Week with an average of 11 bookings for each class:

- Hatha Yoga Basic
- Hatha Yoga
- Line Dancing
- Zumba Gold Monday
- Zumba Gold Friday
- Pilates
- QiGong
- Chi Yoga
- Strength & Balance

The week was enjoyed by both community members participating and their instructors.

Children's Week

26 October - 30 October

Due to lockdown restrictions, we held our Children's Festival online through Zoom with the following activities and events:

- Charlie Silly Pants - Charlie
- Music for Tots - Arna O'Connell and Tammy Rowed
- Halloween Cupcake Decorating - Tammy Rowed
- Dumpling Making - Rita Ying
- Yoga with families - Rita Ying
- Children's Wellness Counsellor 'Resilience' - Tina Tasiopoulos
- Art with Sophia - Sophia Steger
- Virtual Disco - SASH Entertainment.

With over 170 children booked into the sessions throughout the week, it was a great way to provide fun activities and entertainment during a period of lockdown.

Thank you to Kingston City Council and Department of Education and Training for the Children's Week Grants.

Victorian Youth Week

Fun, Fitness, and Friends

14 November – 15 December

The then Victorian Minister for Youth Gabrielle Williams MP rescheduled Youth Week from April to November due to the pandemic.

Cheltenham Community Centre celebrated Victorian Youth Week by joining forces with Inspire Netball Group to run four free sessions for young people aged between 12 and 15. These sessions comprised:

Two Fitness Sessions

The fitness sessions were delivered by former Melbourne Vixens player Ash Howard. Each session included a warmup, fitness/strength/conditioning section, and cool down.

Two Skills Sessions - Special Guest, Guy Keene

The skills sessions were facilitated by Elite level coach Guy Keene. Modifications were in place for all levels of netballers (basic skill level to advanced). Each session included a warmup, skills/movement section, and cool down.

30 to 40 youth attended each session. The strict COVID restrictions were eased from 23 November which enabled people to gather at each other's houses to do the online sessions. This was such an important event as it was the first Return to Play activity for our youth netball players since the netball season was cancelled on 16 March 2020. It certainly reignited the fire in our players to return to sport.



Recreation

Aims

Provide affordable recreation and well-being programs that encourage inclusive participation in healthy, educational and socially connected lifestyles.

Adult Recreation

Summary

Term 2,3,4 classes delivered online via Zoom

- Zumba Gold
- Hatha Yoga Basic
- Hatha Yoga
- Chi Yoga
- QiGong
- Progressive Pilates
- Mindfulness
- Line Dancing
- Strength and Balance

Significant Program Changes

- Delivering classes online via Zoom since Monday 27 April 2020
- Cancelled all workshops planned due to closure
- Ceased delivering Music for Tots due to closure

Highlights & Achievements

- The ability to convert to online delivery quickly
- Community members' ability to learn how to use Zoom
- The success of new classes: Line Dancing, Qi Gong and Strength & Balance

Conclusion

The 'Active Neighbourhoods for Older Australians' grant program run by Musculoskeletal Australia with Sport Australia initiative completed in November 2020 and enabled us to add three new classes to our program and supported our delivery of online classes during Terms 2,3 and 4. Results from the grant surveys showed an improvement in participants' mobility, function and mental wellbeing.

Planning ahead

As we will need to be able to keep up to date with any changes in distancing, and possible lockdowns or hot spot restrictions, we plan to start delivering a few of the recreation classes via dual delivery online and face to face with the ability to immediately convert to completely online delivery if required.

This dual delivery will also be considered for other programs to increase our reach to community members.

We are also looking at increasing our recreation programs to support community members in a wider demographic.

Children's Recreation

Music for Tots

Before the centre closed in March, our music based playgroup had a great Term 1 with many parents/carers and their children having lots of fun singing and dancing.

Kathy and Ruth, our volunteer facilitators, did a wonderful job and sadly they have now moved on and so we are currently looking for new volunteers to help facilitate the sessions.



Treasurer's Report



Sam Forsyth, Treasurer

When I reflect on the last 12 months for CCC, I could not be prouder of the resilience shown by our team as we responded to the ever-changing COVID-19 pandemic. For me, the year was typified by Zoom meetings, adaptation, support for one another, and most of all, continuing to respond to community needs.

In 2019 we established our 2020 to 2022 strategic plan. It was brilliant to see that not only did our strategic plan remain relevant in the middle of a COVID crisis, it served as a guide for our decision making – even though we could not have fathomed the sort of decisions we would be making a year later! I am grateful for Arna's leadership and her team's willingness to embrace working from home as we moved to deliver our education and recreation online. This allowed us to maintain a revenue stream from these areas and, along with our funding, grants and government support, helped us to achieve a surplus of \$444,614 and finish 2020 in a strong financial position.

The Centre was fortunate to qualify for the government's COVID-19 relief including \$457k in JobKeeper payments and \$100k in cash boost funding. This ensured we could maintain our workforce across all areas of the organisation and continue to deliver our services to the community. The recorded surplus of \$445k was an extraordinary result, largely attributable to these government subsidies. The Centre finished the year with \$812k cash and net assets of \$650k, once our liabilities were taken into account. The Board of Governance is conscious of our duty to use these funds wisely. We will continue to be prepared for any financial challenges which may arise in the coming years and will look to reinvest in sustainable programs to meet community needs.

I would like to thank my fellow Board members, Arna and the whole team for their efforts in 2020 and extend appreciation to the individuals and organisations which continue to support CCC.

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:

1. Present a true and fair view of the financial position of Cheltenham Community Centre Inc. as at 31st December 2020 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
2. 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: 22 March 2021

Financial Report

Statement of Profit or Loss and Other Comprehensive Income

For the year ended 31 December 2020

	Note	2020 \$	2019 \$
Revenue	3(a)	995,687	1,025,893
Other income	3(b)	590,914	7,565
		1,586,601	1,033,458
Expenses			
Advertising and promotion expenses		12,256	13,474
Depreciation and amortisation		-	9,005
Employee benefit expenses		894,747	707,056
Grant & program delivery costs		164,109	236,324
Occupancy expenses		32,453	20,431
Office and administration expenses		35,041	40,287
Professional Fees		3,381	2,461
Other expenses		-	200
Total Expenses		1,141,987	1,029,238
Net Surplus		444,614	4,220
Other comprehensive income		-	-
Total Comprehensive Income		444,614	4,220
		-	-

Statement of Financial Position

For the year ended 31 December 2020

	Note	2020 \$	2019 \$
ASSETS			
Current Assets			
Cash and cash equivalents	4	812,419	442,270
Trade and other receivables	5	96,131	27,528
Other assets	6	6,743	747
Total current assets		915,293	470,545
Non-Current Assets			
Plant and equipment	7	-	-
Total non-current assets		-	-
Total assets		915,293	470,545
LIABILITIES			
Current Liabilities			
Trade and other payables	8	15,717	28,752
Employee benefits	9	88,145	61,852
Other liabilities	10	76,376	98,290
Total current liabilities		180,238	188,894
Non-Current Liabilities			
Employee benefits	9	84,370	75,580
Total non-current liabilities		84,370	75,580
Total liabilities		264,608	264,474
NET ASSETS		650,685	206,071
EQUITY			
Retained surplus		650,685	206,071
Total Equity		650,685	206,071

Statement of Changes in Equity

For the year ended 31 December 2020

	Retained Surplus \$	Total \$
Balance at 1 January 2019	201,851	201,851
Comprehensive income		
Net surplus for the year	4,220	4,220
Other comprehensive income for the year	-	-
Total comprehensive income attributable to members of the entity	4,220	4,220
Balance at 31 December 2019	206,071	206,071
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	444,614
Balance at 31 December 2020	650,685	650,685

Statement of Cash Flows

For the year ended 31 December 2020

	Notes	2020 \$	2019 \$
CASH FLOW FROM OPERATING ACTIVITIES			
Receipts from customers (inclusive of GST)		1,488,395	996,286
Interest received		1,693	3,003
Payments to suppliers and employees (inclusive of GST)		(1,119,939)	(977,227)
Net cash provided by operating activities	12	370,149	22,062
CASH FLOW FROM INVESTING ACTIVITIES			
Payment for property, plant, equipment		-	-
Net cash provided by investing activities		-	-
CASH FLOW FROM FINANCING ACTIVITIES			
Proceeds from / (Repayments of) borrowings		-	-
Net cash used in financing activities		370,149	22,062
Net increase/(decrease) in cash held		370,149	22,062
Cash at beginning of the year		442,270	420,208
Cash at end of the financial year	4	812,419	442,270

Notes to the Financial Statements

For the year ended 31 December 2020

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.

Revenue recognition

The incorporated association recognises revenue as follows:

Revenue from contracts with customers

Revenue is recognised at an amount that reflects the consideration to which the incorporated association is expected to be entitled in exchange for transferring goods or services to a customer. For each contract with a customer, the incorporated association: identifies the contract with a customer; identifies

the performance obligations in the contract; determines the transaction price which takes into account estimates of variable consideration and the time value of money; allocates the transaction price to the separate performance obligations on the basis of the relative stand-alone selling price of each distinct good or service to be delivered; and recognises revenue when or as each performance obligation is satisfied in a manner that depicts the transfer to the customer of the goods or services promised.

Variable consideration within the transaction price, if any, reflects concessions provided to the customer such as discounts, rebates and refunds, any potential bonuses receivable from the customer and any other contingent events. Such estimates are determined using either the 'expected value' or 'most likely amount' method. The measurement of variable consideration is subject to a constraining principle whereby revenue will only be recognised to the extent that it is highly probable that a significant reversal in the amount of cumulative revenue recognised will not occur. The measurement constraint continues until the uncertainty associated with the variable consideration is subsequently resolved. Amounts received that are subject to the constraining principle are recognised as a refund liability.

Sales revenue

Events, fundraising and raffles are recognised when received or receivable.

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.

Trade and Other Payables

These amounts represent liabilities for goods and services provided to the incorporated association prior to the end of the financial year and which are unpaid. Due to their short-term nature they are measured at amortised cost and are not discounted. The amounts are unsecured and are usually paid within 30 days of recognition.

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.

Commitments and contingencies are disclosed net of the amount of GST recoverable from, or payable to, the tax authority.

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

	2020 \$	2019 \$
a). Revenue		
Revenue consists of the following:		
Adult Education and Learning Income	453,748	402,999
Childcare Income	225,700	241,977
Programs Income	56,994	143,297
General Funding Income	170,394	163,240
Specific Purpose Grants and Income	88,851	74,380
	995,687	1,025,893
b). Other Income		
Festivals and Donations	2,171	4,562
Sundry income	1,693	3,003
	3,864	7,565
Covid-19 Government Package:		
JobKeeper Payment - ATO	457,050	-
Cash Boost Funding - ATO	100,000	-
Small Business Fund - Dept of JPR	30,000	-
	587,050	-
	590,914	7,565

Note 4. Cash and cash equivalents

	2020 \$	2019 \$
CURRENT		
Cash at bank	712,009	341,860
Term deposits	100,000	100,000
Petty cash	410	410
	812,419	442,270

Note 5. Trade and other receivables

	2020 \$	2019 \$
CURRENT		
Trade receivables	96,131	27,528
	96,131	27,528

Note 6. Other assets

	2020 \$	2019 \$
CURRENT		
Prepayments	6,743	747
	6,743	747

Note 7. Plant and equipment

	2020 \$	2019 \$
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	57,704	57,704
Less accumulated depreciation	57,704	57,704
	-	-
Office Furnitures & Equipment		
At cost	33,572	33,572
Less accumulated depreciation	33,572	33,572
	-	-
	-	-

Note 8. Trade creditors and other payables

	2020 \$	2019 \$
CURRENT		
Trade creditors	3,665	10,479
GST and payroll-related taxes	12,052	13,583
Superannuation payable	-	4,690
	15,717	28,752

Note 9. Provisions

	2020 \$	2019 \$
CURRENT		
Employee benefits		
Annual leave	88,145	61,852
	88,145	61,852
NON-CURRENT		
Employee benefits		
Long service leave	84,370	75,580
	84,370	75,580
	172,515	137,432

Note 10. Other liabilities

	2020 \$	2019 \$
CURRENT		
Income received in advance	21,500	41,841
Deferred grant revenue	54,876	56,449
	76,376	98,290

Note 11. Auditor's remuneration

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

	2020 \$	2019 \$
<i>Audit services - Kidmans Partners Audit Pty Ltd</i>	2,553	1,700
Audit of the financial statements	2,553	1,700

Note 12. Cash flow information

	2020 \$	2019 \$
Reconciliation of Cash Flow from Operations		
Net surplus	444,614	4,220
Non-cash flows in profit		
Depreciation	-	9,005
Net (gain)/loss on disposal on property, plant and equipment	-	-
Changes in assets and liabilities		
Receivables	(68,603)	(10,471)
Other assets	(5,996)	248
Payables	(13,035)	4,262
Provisions	35,083	38,745
Other liabilities	(21,914)	(23,947)
Net cash provided by operating activities	370,149	22,062

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 on the Cheltenham Community Centre in the financial year ending 31 December 2021. The centre was forced to close for five days on 13 February 2021 as part of a statewide lockdown to prevent community transmission. There is the possibility that the centre will experience further lock downs during the year.

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 lock down 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 2020, 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 2020, 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.

Postal Address: P.O. Box 718,

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, 23 March 2021

Abbreviations



ACFE	Adult, Community and Further Education	EAL	English as an Additional Language
AMEP	Adult Migrant English Program	MP	Melbourne Polytechnic
ANOA	Active Neighbourhoods for Older Australians	NHV	Neighbourhood Houses Victoria
CCC	Cheltenham Community Centre	PLS	Portable Long Service Leave
CCS	Childcare Subsidy	RTO	Registered Training Organisation
CHN	Community House Network	SCCC	Southern Community Church of Christ
DET	Department of Education and Training	WWL	World Wednesday Lunches
DHA	Department of Home Affairs	VRQA	Victorian Regulations and Qualification Authority
DHHS	Department of Health and Human Services		
KDTS	Kevin Dean Tech Services		

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