

ANNUAL REPORT 2023



KINGSTON
community
AWARDS

Cheltenham Community Centre STRATEGIC PLAN 2023-2025

2025 VISION

We are an innovative community centre, known for providing learning, social opportunities, and support with a focus on wellbeing.

GOALS

What we will achieve by 2025.

Community participation has grown

We are a partner of choice

Our programs are valued, relevant, and meet a community need

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

Spaces and resources meet our needs

We operate in a way that is innovative, and environmentally and financially sustainable

STRATEGIC PRIORITIES

What we will focus on to get to our goals & vision.

Strengthening and establishing high value partnerships

Extending community engagement and programming

Growing the CCC brand and profile

Improving business efficiencies, systems, and space utilisation

Ensuring regulatory compliance and quality assurance

Maintaining good governance and financial management

Prioritising our people's health, wellbeing, and development

Understanding the environmental impacts of our work and role in the community

VALUES

Caring

Inclusive

Welcoming

Professional

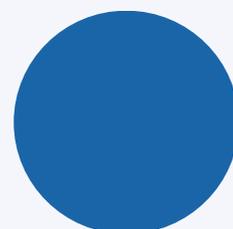
Sustainable

MISSION

We connect the community by responding to local needs.

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2024 AGM Agenda

To be held on Wednesday 27 March 2024, commencing at 10am

1. Acknowledgement of country and welcome
2. Apologies
3. Minutes of previous Annual General Meeting - Wednesday 29 March 2023
4. Presentation 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 2024-2025
8. Close of meeting



2023 AGM Minutes

Cheltenham Community Centre
29 March 2023 commencing at 10.00am

Welcome

As Chairperson Jack Noonan opened the meeting, welcoming everyone and acknowledging the traditional owners of the land.

Attendance

Amal Aly; Alex Ashcroft; Nadia Beauchamp; Matt Bergin; Sue Bond; Noel Boyd; Olga Capan; Jieli Chen; Chris D'Arcy; Cr. Jenna Davey-Burns; John Devereaux; Alana Firth; Sam Forsyth; Sara Ganderton-Spencer; Sherly Guan; Rebecca Harvison; Olha Hashko; Rebecca Harvison; Judith Haskins; Akif Hiulmamedov; Irade Hiulmamedova; Brenda Hoggart; Alison Hollands; Te Ha Huynh; Poppy Intharakamhaeng; David John; Di John; Kate Knight; Antigoni Kotsera; Leanne Lee-Ack; Benson Liang; Lijuan Liang; Vicky Liu; Theresa Lobo; Donna Lomagno; Meng Heang Tak MP; Farida Mokamal; Bill Moss; Jillian Moss; Diep Nguyen; Jack Noonan; Judy Oakes; Arna O'Connell; Maria Pachelo; Lisa Pham; Ulicia Potts; Petra Procter; Brad Rowswell MP; Mary Saunders; Judith Self; Doug Smith; Gemma Smith; Vijayshri Soni; Steven Strange; Monique ten Hoopen; Alina Urbanczyk; Carolyn Urquhart; Regina Varga; Lucy Wang; Shan Wang; Zhuo Wang; Kim Wareham; Stella Yan; David Ye; Jenny Zhang; Eric Zhou

Apologies

David Brooker; Hon Jacinta Allan MP; Nick Staikos MP, Adrian Bertolini (Vice President Highbett/Hampton Community Centres); Richard Jones (Beaumaris Rotary Club); Lorraine Bradford (Chelsea Heights Community Centre); Anne Spoelder; Pamela Wright; Pam Cleary; Ralph Cleary; Chris Hill (Sandybeach Centre CEO); Wendy Hiam; Cath D'Arcy, Sarah Crisp; Alison Barnett; Libby Briggs; Jenny Pace; Richard Hollands; Sean Reilly; Thomas Richardson

Minutes of Previous AGM on 5 May 2022

Motion: That the minutes of the 2022 meeting be accepted.

Moved: Bill Moss

Seconded: Sam Forsyth

Passed unanimously

President's Report

Report is available as printed in the AGM 2022 report document. Jack read the report in full, highlighting that grants of close to \$200k were received by CCC. He thanked Arna for her work with grants; this was applauded by those attending.

Manager's Report

Report is available as printed in the AGM 2022 report document and Arna read the report in full. Arna made special mention and thanks to Mary Saunders for her assistance with grant submissions.

As part of Arna's report presentations were made by two volunteers:

Judith Self from Customer Service spoke, giving an insight into her role as a volunteer with customer service and thanked CCC for the opportunity she has been given.

Vijayshri, a volunteer from Childcare, spoke regarding her time as a volunteer with the childcare team.

Treasurer's Report

Report is available as printed in the AGM 2022 report document and Sam read the report in full.

Motion: that the financial report be accepted.

Moved: Judith Haskins.

Seconded: Bill Moss.

Passed unanimously.

Appointment of Auditor

Motion: that Kidman Partners be appointed as financial auditor for 2023.

Moved: Sam Forsyth.

Seconded: Judy Oakes.

Passed unanimously.

Life Membership Awards

Jack introduced the Life Membership Awards, which commenced in 2021 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.

For each of the two 2023 recipients, David Brooker and Bill Moss, Jack described their contribution in a wide variety of aspects of CCC's work over many years, including leadership, sharing their skills, developing initiatives and extending friendship to others at CCC.

Brad Rowswell MP presented gifts to the new Life Members. David was an apology for the meeting but did provide a video thanking CCC for the award.

Election of Board of Governance

Cr. Jenna Davey-Burns (Wattle Ward, Kingston Council) conducted the election. Jenna spoke about the importance of volunteering and strengthening community and connecting people, and specifically acknowledged Petra Procter, language teacher working with the Ukrainian students, for the work undertaken. Jenna mentioned she had volunteered to teach English during a time in Italy.

Jenna then conducted the election of Board members. Under the Rules of Association vacancies existed for four Executive positions and up to six General Member positions for the coming year.

Nominations received:

President - Sean Reilly
Vice-President - John Derereaux
Secretary – Alison Hollands
Treasurer - Sam Forsyth
General Member – Jack Noonan
General Member – Elizabeth (Libby) Briggs
General Member – Thomas Richardson

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

Moved: Jack Noonan.

Seconded: Steven Strange.

Passed unanimously.

Two members appointed to represent SCCC continue on the Board:

Judy Oakes
Alison Hollands

Arna then thanked Steven Strange for his 8 years of service to the Board.

Jack acknowledged the work of Arna and her dedication to the Community Centre.

Conclusion

Jack closed the meeting at 10.58 am. There had been a plan to open a small community street library but due to the weather conditions, this did not go ahead. Morning tea was served in the foyer.



Values



Innovation & Creativity



Organisational Vitality & Growth



Communication



Integrity



Responsiveness



Leadership



Participation



Commitment



People Emphasis

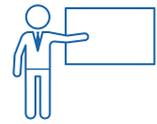


Competent People

Statistics



46,047 Adult Education learning hours



15 pre-accredited courses and 4 accredited courses



29,440 volunteer hours worked



627 followers on Instagram

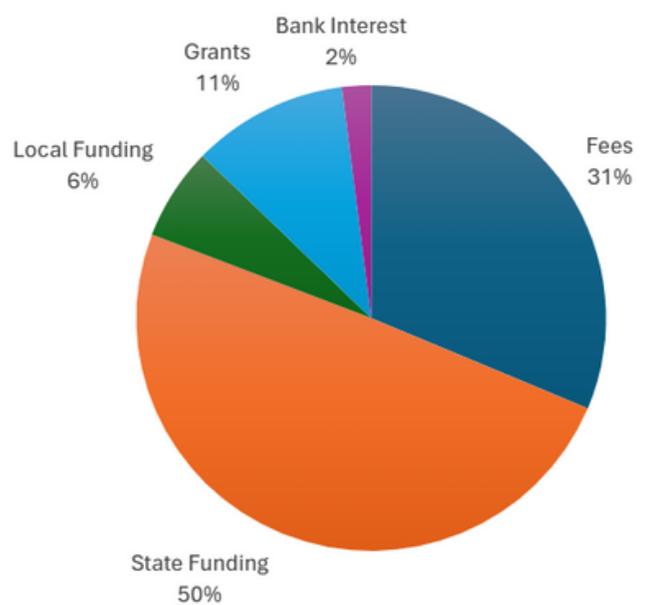


2.9K followers on Facebook



18,985 unique website visits monthly

Income



■ Fees ■ State Funding ■ Local Funding ■ Grants ■ Bank Interest

Our Board of Governance

Sean Reilly, President



I work in a reintegration program designed to reduce the incidence of people leaving prison coming into contact with the criminal justice system again. My experience includes youthwork in an education setting, case management, community development in the homelessness sector, managing teams, and establishing and nurturing stakeholder partnerships. I live in Bentleigh with my schoolteacher partner, and two teenage children. I joined the Board in 2019 to contribute to a strong local community organisation whose values and practice I admire.

John Devereaux, Vice-President



I have over 30 years of senior/ executive level experience in Higher Education and Local Government. I hold deep and extensive skills in leadership, human resource practices and leading policy, strategy, service design and delivery in the areas of health, wellbeing, welfare, social and cultural engagement, recreation, crisis management, sexual harm prevention and response, behavioural threats, aged, family, youth and children's services, community development and public and environmental health.

Thomas Richardson, General Member



I work in the energy sector managing a portfolio of contracts delivering engineering, construction, and maintenance. My areas of knowledge range from technical, industrial relations, health, safety & environment, commercial, to finance, etc. My background is as an industrial engineer which has led me to live and work in different locations. One of those locations was Sydney where I met my beautiful wife. We now live in Parkdale and this year welcomed our first child, Charlie. I joined the CCC Board as I wanted to give something back to the community and have loved being part of a wonderful team.

Alison Hollands, Secretary



Southern Community Church of Christ (SCCC) has representation on the CCC Board, and I am fortunate to be one of the Board members representing SCCC. I have a passion for education for all and a community focus. Our children have grown up and I now have time to be involved in volunteer work, and what better way than to be part of the CCC Board. I look forward to supporting the Board and continuing as part of the team in 2024.

Sam Forsyth, Treasurer



I am a Chartered Accountant with diverse financial management experience, including 12 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.

Libby Briggs, General Member *On maternity leave from September 2023*



I started my career a decade ago in Education, working at Melbourne's top government boys' school. I soon took on leadership roles, managed teams, projects and implemented new programs, including an entrepreneurship program. Most recently I have worked with women-founders, empowering them to succeed in startups, raising capital and scaling to become global companies.

I speak fluent German, run my own business, enjoy running with our family dog Bruno, and spending time with my little boy Oliver and partner Nick.

**Jack Noonan,
General Member**

I live in Moorabbin and work for the International WELL Building Institute, where I am involved in 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.



Outgoing Members

**Alexander Budden,
General Member
Finished March 2023**



**Steven Strange,
General Member
Finished March 2023**



**Danielle Rigoni,
General Member
Joined August 2023**

I am a mum of two teenagers and have lived in Cheltenham for 17 years. I have been a speech pathologist for almost 25 years working in education and medical settings in Australia and Ireland.



**Judy Oakes,
General Member
Finished June 2023**



My children and I frequently use all the amazing services available at CCC.

I am passionate about my family and my community - neighbours, the children and families that I work with – and a strong advocate for people who have disabilities and those who require support. I look forward to supporting CCC's continued growth.



President's Report



Sean Reilly, President

2023 has been a year of achievement, recognition and connection for Cheltenham Community Centre (CCC).

In my first President's report, I wish to express my thanks to all those who make Centre the successful community asset that it is. I have been on the Board since 2019 and have been delighted to play a small part in the continued growth and development at CCC in that time.

2023 was another very strong year for CCC in terms of participation and engagement with great numbers across our programs which contribute to our very strong financial position.

This financial security continues to underpin our sustainability in an economic climate that has posed a different set of challenges from those of previous years. We are fortunate that across our team we have financial skill and expertise at staff, management and board level to focus on this important area.

In 2023 CCC was announced as the winner of the Kingston Community Awards Community Group of the Year, wonderful recognition of the work of everyone involved at the Centre. This is an achievement to celebrate and a great acknowledgement of the service we provide and the contribution the Centre makes to the people in our community.

I would like to commend all the staff, the many volunteers including my fellow Board members and the broader community who participate in the wide variety of programs offered in Adult Education, Childcare, Holiday Activities, Health and Wellbeing, Netball and the Soul Café which, from all reports, really hit its stride in this past year.

Our staff continue to improve and evolve with some wonderful new people joining the team and others consolidating in their roles or stepping up to cover others during well-earned holidays. Special mention to our Assistant Manager Kim Wareham who acted as Manager when Arna was overseas and carried out her duties with typical aplomb.

Special thanks are due, of course, to Arna O'Connell, the long-serving Manager of CCC, who is a wonderful leader who works with great people at the Centre who in turn deliver for the community on such a wide range of fronts. Arna is both a leader in the sector and a pleasure to work with and is always appreciative of the Board's support and guidance of her and her work.

Personal thanks also to our Board of Governance: John Devereaux, (Vice President), Sam Forsyth (Treasurer), Alison Hollands (Secretary), Jack Noonan, Thomas Richardson, Libby Briggs and Danielle Rigoni. Our newest member, Danielle, joined the Board in 2023 but has extensive experience in the local community and as a participant at CCC.

Following Jack's lead in 2022, two other Board members welcomed children to their families in 2023; congratulations to Libby and her family and Thomas and his family.

It's great to work with the talented and diverse colleagues on our Board, volunteering our time to facilitate the mission of CCC: we connect the community by responding to local needs.

As Board President I would also like to pay tribute to departing Board member Judy Oakes who retired from the Board in 2023 after six years' service informed by her deep knowledge about our organisation, our community and the Southern Community Church of Christ (SCCC). We wish Judy well in her retirement and welcome the ongoing participation of both Judy and Barry at the Centre and the Church.

President's Report Continues

As an incorporated not-for-profit, the key responsibility for our Board is to ensure that CCC operates at a high standard of governance. This includes overseeing financial accountability, prudent regard for legislation and regulation, managing risk and strategic planning. At our annual planning day, we focus on this strategy and collaborate with CCC staff whose invaluable expertise and experience in delivering their respective programs inputs into future developments.

Arna is responsible for operational management and the Board must ensure that she and her team have what they need to deliver on the vision and mission of the Centre.

Among her many strengths, Arna continues to excel in obtaining grant funding which the Centre acquires on community programs. A particular highlight in 2023 resulted in the wonderful new all-purpose court resurfacing that we are all so proud to see replace the old tennis court. Special thanks to Vic Health and the local federal member Mark Dreyfus MP's office for grant contributions to this project and to our partner and landlord the SCCC who also contributed and allowed this redevelopment.

All of our partners and stakeholders are due our thanks and it is important to highlight the most significant relationship CCC has with SCCC whose facility we are housed in. This partnership with the Church has thrived for decades and continues to do so with the support of the leaders and congregation of SCCC and the reciprocal cooperation of our Centre. We are grateful, too, for strong relationships with governments at all levels, local community groups, corporates, service providers, contractors and others.

2024 is well underway and we look forward to continuing to deliver on our mission from the strong established position we currently occupy.



President / Chair



Organisational Chart

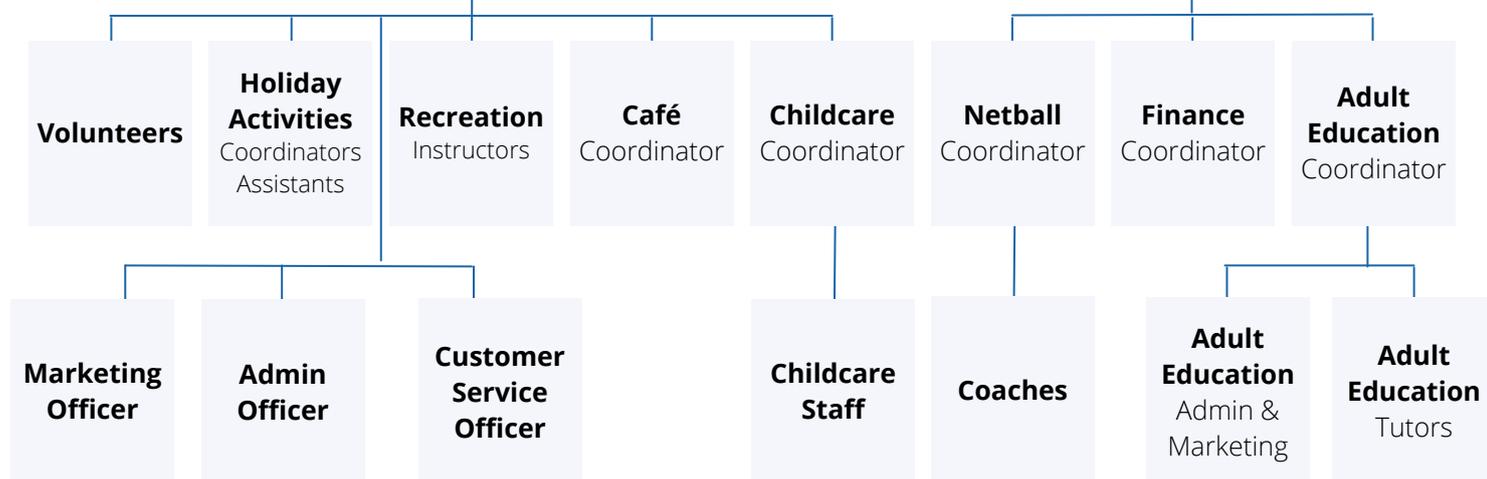
Organisational Chart

CCC Board of Governance

President - Sean Reilly, Vice-President - John Devereaux,
Treasurer - Sam Forsyth, Secretary - Alison Hollands
Members - Judy Oakes, Jack Noonan, Libby Briggs, Thomas Richardson, Danielle Rigoni

**Centre
Manager**
Arna

**Assistant
Manager**
Kim



Community



Our Operations Team



Arna O'Connell
Manager



Kim Wareham
Assistant Manager



Leanne Lee-Ack
Childcare Coordinator



Sara Ganderton-Spencer
Adult Education Coordinator



Rita Ying
Finance



Donna Lomagno
Adult Education
Administration & Marketing
(until May 2023)



Alana Firth
Netball Coordinator &
Customer Service



Alex Ashcroft
Administration Officer
(until September 2023)



Bahar Beheshti
Customer Service &
Administration



Tammy Edelsten
Cafe Supervisor
(commenced June 2023)



Debra Silvey
Adult Education
Administration Officer
(commenced July 2023)



Alannah Wendt
Marketing Officer
(commenced August 2023)



Huan-Ming Cholinski
Adult Education
Administration Officer
(commenced September 2023)

Our Program Staff

Adult Education Teachers

Brenda Hoggart
Katerina Ali
Kerri Rolfe
Joice Chinkwok
Josette Reynolds
Maria Morabito
Meg Thorley
Miro Graystone

Petal Goodman
Petra Procter
Rachel Cohen
Selena Long
Sue Bond
Wendy Bridges
Wendy Naik

Childcare

Derya Guley
Kerrie Ellingsen
Maddison Hope
Nguyen Harrison
Sarah Thomas
Summer (Huiqin) Zhu

Taya McCarthy
Vijayshri (Vijay) Soni
Chitra Samarakone
Nicole Chamberlin
Juanita Joju
Sowmya Hosmane

Holiday Activities

Abby McGowan
Amy Malone
Ava Marasce
Charlotte Stokes
Cheuk Tung (Mini) So
Daniel Rumanovsky
Jordan Rodgers
Keagan Fourie
Kiara Sung

Leila Azimi
Matt Lee-Ack
Mirrin Keefe
Pranaati Kanaan
Rebecca (Becky) Lee-Ack
Tori Baranov
Daniel Rumanovsky
Sasha Knowles
Tatumn Gendron

Netball

Arna O'Connell - FunNet, Ball Skills, Netball Clinics
Ulicia Potts - Ball Skills

Health & Wellbeing

Jacquelyn (Jacqui) McCooke - Mosaic Workshops
Janis Morgan - Art for All
Jennifer Lee - Line Dancing
Naki Khan - Zumba Gold, Love to Live
Nikki Licheri - Strength & Balance
Rita Ying - Yoga
Susie Davies-Splitter - Uke N Sing
Tammy Cantoni - Music for Tots, Ball Skills
Gayle Stone - Strength & Balance
Cielo Quintero - Spanish Instructor

Soul Cafe

Marc Judson
Anna Wersham
Leanne Humphrey
Tammy Edelsten

Student Placements

Abbey Geleit
Alyssa Sheedy
Ashlee Liu
Antoni Petkos
Bea Villareal
Chan (Lam) Wai Lam
Ella Selfridge
Fiona Xia Ni
Isikeli Uliikavoro
Jess House
Lexie Nuelant
Liam Robinson

Lucia King
Maddison Hope
Michael Kelly
Noah Laughlin
Ramnik Kack calor
Zara Morris-Smith
Claudia Cardoso
Devni Udara Gunadasa
Dewi Triani
Gemma Hubeek
Jade Stainer
Tyson Pham
Zoe Marriott



Our Volunteers

Adult Education

Alice Chang
Alla Balatsynova
Amal Fathelbab
Bill Moss
Brenda Hoggart
Chrissie Bedlow
Con Alexiadis
Elif Ives
Jane Wainwright
Jill Berger
Josette Strnad
Judith Haskins
Karen Curnow
Kisara Tateishi
Libby Evans
Leonie Binge
Mary Jurus
Nathan Tay
Nicholas Spencer

Pam Cleary
Pamela Wight
Philippa Davies
Philomena Paynter
Ralph Cleary
Rosalie Harley
Sahar Amiri
Sophia Voss
Valerie White
Vicki Amiguet
Vivianne Hessler
Anna Haranas
Colm Haskins
Joanne Keegan
Lily Sun
Lynne Anastasi
Natalia Marchanska
Trevor Boyd

Children's Recreation

Annie Barber

Coffee Time

Anne Keily
Carol Humphrey
Elaine Portbury
Margie Watson
Min Hong
Pedro Guibin
Ron Takdare
Renne (xiaojie) Wong
Tia Austin
Toby Frost
Vijane Shadrach
Zhuo (Joy) Wang
Desiree Munso
Lena Traficante

Isabelle Iacovangelo
Leanne Humphrey
Mark Barlow
Miranda Cai
Nadya Voloshina
Olha Hashko
Peter Kaleta
Poppy Wersham
Rosie Avitabile
Rosie Garcia
Ruby Edhouse
Sabrina St. Marchetti
Suzy Papas
Maria Connolly

Childcare

Genna Young
Jean Sparks
Josette Strnad

Nithya Pushparajan
Genevieve Duncan

Customer Service

Jennifer Arnold
Judith Self

Kathy Jagan
Ulicia Potts

Holiday Activities

Aisha Puri
Alysha Hribek-Goodwin
Atlanta O'Connell
Eddie Xu
Faris (Zhihao) Zhang
Finlay O'Connell
Jamie Hart-Leahy

Michael Bajaj
Shania Hribek-Goodwin
Stella Fei
Anne Liu
Camille Leblanc
Cathy Do
Lok Yi (Joy) Chan

In 2023 CCC thrived thanks to the unwavering dedication of over 100 remarkable volunteers. These selfless individuals breathed life into every corner of our organisation, their tireless efforts forming the very backbone that sustains us.

When they step forward, they don't merely offer their time - they offer their values. Our organisation becomes a canvas where inclusivity is woven, and knowledge is shared.



Netball

Coaches

Arna O'Connell
Josie Mulcahy
Tiffany Newman
Peta Campbell
Ulicia Potts
Angela Di Bari
Nikki Johnson
Kristie Thomas
Michaela Rocks
Jen Foley

Ruth Parker
Julie Mullins
Liz Mackay
Nish Mahanty
Paula Fleming
Rachelle Anstey
Bronwyn Camera
Ayja Starrett
Steve Bracchi

Junior Coaches

Finlay O'Connell
Grace Cavanagh

Sienna Vullers

Assistant Coaches

Colin Hicks
Jordan Rodgers

Team Managers

Susan Poon
Ruchi Khare
Collette Beck
Nadene Tensen
Zoe Ditchburn
Sarah Crisp
Nicole Leathem
Gail Carroll
Kate Pearce

Shantal Sims
Michal Cohen
Charmaine Van Rooyen
Abby Farmer
Peta Stubbs
Bec Ross
Michelle Christodoulou
Emma Kristiansen
Samantha Waugh

FunNet

Caitlin Poon
Olivia Firth

Atlanta O'Connell

Other CCC Volunteer Roles

Diane John
Graeme Farr
Judith Haskins
Mary Saunders

Mee (Rujira) Kornhendler
Walter Paynter
Elisabeth Leach
Pavithra Visanthakumar
Scott Harrison

Manager's Report

Arna O'Connell, Manager

As we reflect on the year 2023, it's evident that Cheltenham Community Centre (CCC) has continued its mission of connecting the community by responding to local needs with unwavering dedication and innovation. Building upon the successes and challenges of the previous year, 2023 has been a year of growth, partnerships, and resilience.

Partnerships and Relationships: In 2023, CCC fostered key partnerships with various organisations and entities, further strengthening our ability to serve the community effectively. Notable collaborations include:

- Southern Community Church of Christ: We extend our gratitude to the Southern Community Church of Christ for their ongoing support and collaboration in facility management, including improved emergency management processes and a practice drill we undertook this year.
- City of Kingston: It is with great pride that CCC was awarded the Kingston Community Group of the Year 2023, a testament to our commitment to community service and engagement.
- Local Businesses and Organisations: Partnerships with local businesses such as Pharmasave, Terry White Chemmart Cheltenham, Bunnings Mentone, Aldi Cheltenham, Phillippa's Bakery Brighton, and Westfield, along with organisations like Cheltenham Rotary, the Sandbelt Group (City of Bayside Community Centres and Neighbourhood Houses), and Better Health Network, have significantly contributed to our ability to meet the diverse needs of our community.
- Community House Network: I continued serving on the Board of Governance for the seventh consecutive year, strengthening our work in the region.

Major Facility Improvements and Works: Aligned with our steadfast commitment to enhancing our facilities, CCC undertook several substantial improvement projects in 2023, comprising:

- Securing one of the first grants from the Suburban Rail Loop Community Projects Fund in 2023. \$29,000 helped us to build a fast internet network to support provision of adult education classes, health and wellbeing classes, and offer free wifi access for all community members.
- Procurement of new portable tables for the Chapel, enhancing the versatility and functionality of the space.
- Construction of a new netball/basketball court and fence in the old tennis court area, made possible through collaborative efforts involving CCC, Southern Community Church of Christ, and grants from VicHealth, and Stronger Communities (Department of Industry, Science and Resources).
- Establishment of a new Street Library, promoting literacy and community engagement.

Staff: The year 2023 saw both continuity and change within our staff team. We acknowledged departing staff members after long-service, and dedication - Chitra with an astounding 29.5 years of service in Childcare, Donna after 12 years of service in Administration and Marketing, and Alex after nearly 3 years with CCC in Administration. We also welcomed new faces and roles:

- Tammy Edelsten joined as the new Café Coordinator, contributing to the remarkable development of our Community Café.
- Additional project hours were allocated to Alana and Bahar, enabling them to spearhead initiatives in netball and work with people from multicultural backgrounds, supported by grants from VicHealth and the Fostering Integration program, respectively.
- Special recognition goes to Kim, Assistant Manager, who admirably assumed the role of Acting Manager in November-December, allowing me to embark on an overseas trip.



Manager's Report Continues

Exciting Community Initiatives: Throughout 2023, CCC remained committed to organising and participating in initiatives that celebrate diversity, promote inclusivity, and recognise community achievements:

- Diversity Day, held on 22 May, attracted over 200 attendees, highlighting the richness of our community's cultural tapestry.
- Introduction of a new inclusive (gender neutral) netball uniform, made possible by a grant from VicHealth.
- Recognition as the Kingston Community Group of the Year 2023 and finalist in the Learn Local Awards 2023.
- Again, exceeding the hours initially allocated by ACFE for adult learning; a record-breaking 26,928 hours provided by CCC.
- Celebration of the 10th anniversary of the CCC Bolts Netball Club, a testament to the enduring impact of our sports programs.

Challenges: Despite our achievements, 2023 presented its share of challenges, including:

- Wage increases outpacing funding contracts, leading to financial discrepancies.
- Reduction in the Adult, Community and Further Education (ACFE) contract for 2024, despite consistent over-delivery in previous years.
- Uncertainty surrounding funding from the 2023 review of the Kingston Operational and Partnership grants program.

Despite these challenges, CCC remained proactive in seeking external funding opportunities. With determination and perseverance, we pursued 23 grant applications, ultimately securing 14 grants. This accomplishment underscores our commitment to financial sustainability and resourcefulness in leveraging external support to further our mission and objectives.

Acknowledgments: I extend heartfelt appreciation to our esteemed Board of Governance, led by President Sean and supported by Vice-President John, Secretary Alison, Treasurer Sam, and the entire Board, including new member Danielle. Their dedication and guidance have been instrumental in steering CCC towards continued success.

Lastly, I want to express my profound gratitude to our exceptional team of staff and volunteers whose unwavering dedication, passion, and commitment to serving the community have made all our achievements possible. As we look ahead to the future, we will continue to embody CCC's values of caring, inclusiveness, professionalism, and sustainability in all our endeavours.

Arna O'Connell
Manager



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 exceptional and outstanding service to CCC and demonstrating a commitment to the values and growth of CCC.

Honour Board

2021

Noel Boyd Judith Haskins
Carolyn Urquhart

2022

Diane John Tammy Rowed

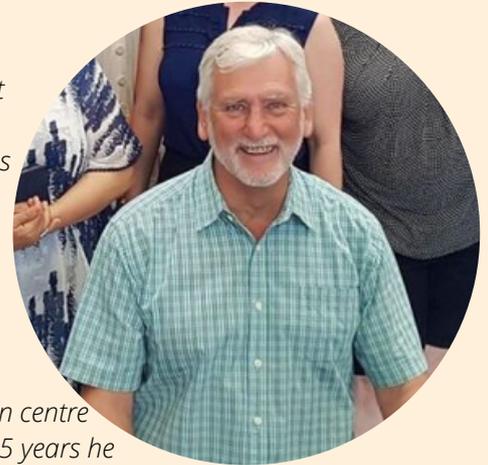
2023

David Brooker Bill Moss

2023 Life Members

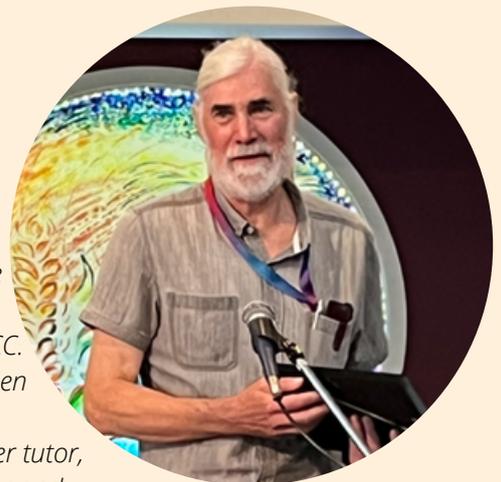
David Brooker

David's involvement with CCC began in the 1980s but it was later, as SCCC's Senior Minister, that his planning and organisational skills helped consolidate a close partnership between centre and church. Over 15 years he was dedicated to the development of joint initiatives and facility improvements, served several years on CCC's Board, and was an enthusiastic, tireless participant in many events and celebrations.



Bill Moss

In his 16 years of service (so far) at CCC, Bill has contributed in his unassuming and friendly way to the creation of social fun activities at CCC. However, it has been as an experienced volunteer computer tutor, as Board Treasurer and Childcare Licensee, and especially as the sound desk operator ensuring the success of countless CCC functions, that his expertise and commitment have been most appreciated.



Adult Education

Aims

- **Provide high quality accredited and pre-accredited programs to members of our local community.**
- **Provide an access point for lifelong learning by adults in their local community, with a focus on individual needs of learners, and assistance with socialisation into Australian culture.**
- **Create an environment to ensure participants feel welcome, engaged and part of our community.**

Accredited Courses

Course in EAL
Certificate I in EAL
Certificate II in EAL
Certificate III in EAL
93 enrolments
11,099 hours delivered

Pre-Accredited Courses

Improve your Reading & Writing
Pathways Programs (Wise) (all-abilities)
Food Wise (all-abilities)
Literacy for Living (all-abilities)
Money Matters (all-abilities)
Computer Wise (all-abilities)
iPads, Tablets & More
Introduction to Computers
Computers - "The Next Step"
Grammar, Conversation & Writing 1
Grammar, Conversation & Writing 2
Grammar, Conversation & Writing 3
Everyday Conversation Beginners
Everyday Conversation Intermediate
Everyday Conversation Advanced
467 enrolments
34,948 hours delivered *

Student numbers

Total number of countries represented	44
Total number of students	222
Total number of enrolments	560

New in 2023

- Kerri Rolfe joined the ACFE teaching team.
- Selena Long joined the EAL teaching team.
- Adult Education Administration staff members Donna Lomagno (12 years of service) and Alex Ashcroft (2.5 years of service) left the team.
- A new job share Adult Education Administration position was created with Deb Silvey and Huan-Ming Cholinski recruited for the roles.
- ACFE delivery hours increased again this year. CCC were provided with additional hours throughout the year to satisfy the demand for our courses.
- Increase in ACFE hours delivered from 24,396 hours in 2022 to 26,928 hours in 2023.

Highlights

- Our classes were consistently at full capacity, with waiting lists necessitating the creation of 13 revised timetables throughout the year to accommodate room changes and meet the demand.
- We were thrilled that for the second consecutive year, we achieved the recognition of being named a finalist in the Victorian Learn Local Awards.
- In 2023, we continued to engage people through exciting speakers and outings, fostering fun, diverse learning experiences, and strong social connections.



* Includes students from all funding streams (i.e. fee for service, ACFE, AMEP)

Childcare



Aims

- **Continue to improve our relationship with our families and respond to community needs.**
- **Continue to explore intergenerational activities to run in our childcare.**
- **Maintain support to our educators to ensure our team remains strong.**

Childcare numbers

Total number of children	<p>January 2023: 69 children enrolled</p> <p>December 2023: 99 children enrolled</p>
Attendance rate (in any given week)	<p>Week 18th –22nd September: 122 bookings, of a maximum 125, equaling 97.6% fill rate.</p> <p>The average weekly attendance for the year was 78 children.</p>
Hours of delivery	8:45am – 3:45pm

Highlights

- Kingston Road Safety Program visited our 3-5-year-old group.
- Our educators participated in a Yarning Circle, providing culturally friendly conversations recognised by Aboriginal people. Vijay and Leeanne attended the inaugural session in November 2023 and more Yarning Circle meetings are planned for 2024.
- Another memorable Children’s Christmas Party took place in the park, celebrating the year with our families. Di embraced the role of Santa this year and delivered our best performance yet!

New in 2023

- CCC offered Sarah an apprenticeship to pursue a Certificate III in Early Childhood Education and Care, a rewarding outcome stemming from a student placement.
- We applied for government approval to extend our operating hours in response to parental feedback, with approximately 80% of families expressing a preference for a change to 8:30am – 4:00pm.

Farewell and Thank you to Chitra

Celebrating nearly three decades of dedicated service, we pay tribute to Chitra, whose warmth and care have been the heart of our childcare at Cheltenham Community Centre. Her unwavering commitment to nurturing young minds has left an indelible mark on countless children and families.

Through her kindness and dedication, she has helped shape a generation with love and compassion. As Chitra embarks on her well-deserved retirement, we express our deepest gratitude for her invaluable contributions and wish her endless joy and happiness in this new chapter of life.



Soul Cafe



Aims

- **Provide a safe, inclusive space where the community can eat, drink, socialise, connect, and meet new friends.**
- **Develop and continuously improve café programs in response to and in line with the needs of the community.**
- **Provide opportunities for volunteers and students to extend or start their hospitality experience and skills.**

Community Café

- 10am to 1.30pm Monday to Friday.
- Average of 200 coffees served each week.
- Average of 100 lunches served each week.

Chatty Café program

Wednesdays and Thursdays 10.30am to 11.30am with Ron playing guitar.

Walking Club

Fridays 10am to 11am (until Oct 2023)

New in 2023

- The Walking Club finished in October due to low participation numbers.
- Weekly Star Weaving weekly workshops concluded in March upon completion of the program.
- Chatty Café was rescheduled from Friday to Thursday based on community members' requests.
- Throughout the year, there were changes in Café Supervisors, with an adjustment to working hours to 25 hours per week (5 hours a day) to better fulfil the demands of the role.
- In response to demand, the seating capacity of the Cafe was expanded by 12 places in 2023.

Highlights

- We were supported by 20 volunteers each week in the café.
- Our community enjoyed a highly successful Christmas lunch with an attendance of 70 people.
- Recruitment of Tammy Edelsen in the Cafe Supervisor position has boosted cafe interactions and energy.

Program Sponsors

- Terry White Chemmart Cheltenham grant for Pay it Forward lunches - \$2,500.
- PharmaSave Cheltenham support for Pay it Forward coffees - \$2,000.
- Public donations for Pay it Forward 2023 - \$379.
- Aldi Highett donated unsold food every Friday.
- Phillippa's Bakery Brighton donated unsold bread every Tuesday, Thursday and Friday.
- Ottimo Coffee provided us with coffee grinders, outdoor umbrellas and wholesale price for our coffee.



Netball



Aims

- *Foster a welcoming and inclusive environment for all members.*
- *Empower player development through specialised training and ensuring a positive sporting experience.*
- *Strengthen community ties by engaging with local schools and associations.*

CCC Bolts Netball teams

Season	Teams	Players
Autumn	16	143
Spring	16	145

Teams	Autumn	Spring
NSG	2	2
11s	2	3
13s	4	4
15s	4	3
18s	4	4
Total	16	16

Games Played with CCC Bolts	
100+ games	10 players
150+ games	14 players

School Holiday Netball Clinics

Instructors: Arna, Emma, Jasmine

Assistants: Atlanta, Camryn, Emily, Emma, Finlay, Grace, Hannah, Mia, Olivia, Ulicia

January	April	July	September
32	31	36	38

FunNet - Beginner Netball Skills Program

Instructor: Arna

Assistants: Atlanta, Caitlin, Olivia

Term 1	Term 2	Term 3	Term 4
16	23	20	14

New in 2023

- **Coach development:** We invested in an online coaching resource thenetballcoach.com, and hosted two Coaches in the Field workshops.
- **Sponsorship:** Continuing sponsors were the Edmund Advisory Group and Maro's Pizza and Pasta, and we welcomed onboard new sponsor Westfield Southland.
- **Recognition:** Following consultations with our members, we revamped our end-of-year awards. Rather than participation awards for all, we presented coaches' awards in the 13&u, 15&u, and 18&u age groups. Additionally, every club member received a high-quality team photo as a gift.
- An End-of-Season Trampolining Celebration was held Season 1 and enjoyed by our members.

Highlights

- For the significant milestone of the **CCC Bolts 10th year**, we introduced the '**CCC Bolts Club Champion Award**' in recognition of the remarkable contributions made by our visionary founders, Ruth Parker, Rachelle Anstey and Arna O'Connell.
- Across the year 16 teams were entered both seasons, which is a fabulous continuation of netball in our community.
- In Season 1 six teams played the finals series, which resulted in four Grand Final appearances and one Premiership.
- In Season 2, seven teams played in finals, with four Grand Final appearances and three Premierships.
- 110 CCC Bolts members and friends came together to watch a Vixens game at John Cain Arena.
- Our NSG teams were invited to participate in drills with thenetballcoach.com crew, which were filmed for their online platform.
- Our Bunnings BBQ this year was very successful, raising a total profit of \$3,670.

Holiday Activities



Aims

- Offer an affordable and high-quality school holiday program and create a safe and nurturing environment where local children can socialise, stay active, and have fun. The priority is the well-being of the children and their families, ensuring a positive, engaging and enjoyable experience.

Our program also aims to provide valuable

- leadership opportunities for university students and secondary school students, offering a platform to gain essential skills and knowledge for potential future career paths. Through this, we contribute to the personal and professional development of our youth, fostering a sense of responsibility and leadership.

Participation rates

School Holidays	Duration (days)	Capacity	Enrolments	% of capacity
January	9	360	344	96%
April	9	360	336	94%
June/July	10	400	389	97%
Sept/Oct	9	360	360	100%

New in 2023

- In July, we streamlined staff numbers to one Coordinator and two Assistants per day of the program, optimising operational efficiency while maintaining adherence to ratio limits.
- The program was revamped to emphasise more in-house activities and fewer external providers, incorporating additional community engagements like library visits and Bunnings creative craft, art, and gardening activities.
- In September, CCC introduced an additional fee for excursion days with the bus to help offset costs, resulting in a highly successful initiative.
- Reflecting on the aftermath of the pandemic lockdowns in 2020 and 2021, it was noted that children now exhibit shorter attention spans compared to previous years, with a noticeable shift in the average age of attendees towards the 6 to 8-year-old range, a departure from the previous 8 to 10-year-old average.
- With this shift in age demographics, a greater emphasis was placed on tailoring activities to suit the younger cohort of participants.

Highlights

- Throughout the year, we had an average of three volunteers daily for each program, marking our highest rate of volunteers since the post-COVID period.
- We were honoured to be awarded one of Bayside Council's Annual Community Grants, aimed at enhancing our volunteer leaders' capacity. This funding facilitated additional training, empowering them to hone skills in activity planning and facilitation, introducing new games and boost confidence in working with children within a safe environment. In 2023, fifteen volunteer leaders actively participated in the training program offered during each school holiday period.



Health & Wellbeing



Aims

- **Offer cost-effective and high-quality health and wellness classes and programs aimed at fostering community engagement, enjoyment, and well-being within a secure, sociable atmosphere.**
- **Provide classes geared towards enhancing the well-being and health choices of our staff, volunteers, students, and community members, serving as an informal social prescription to prevent chronic physical and mental health issues, while also addressing social isolation.**

Classes

- Zumba Gold® Monday
- Zumba Gold® Friday
- Hatha Yoga Basic
- Advanced Yoga
- Vinyasa Yoga
- QiGong – dual delivery
- Art for All
- Better Balance with BHN (Better Health Network)
- Fit & Feisty with BHN
- Line Dancing
- Love to Live®
- Mosaic for All
- Strength & Balance (online)
- Uke'N'Sing – term 4
- Music For Tots Playgroup Monday
- Music for Tots Playgroup Wednesday
- Music & Play for Bubs Playgroup Wednesday

Workshops

- Barista for Youth
- Dumplings with Your Kids

Changes in 2023

- Spanish classes did not continue as we were unable to secure a tutor.
- Line Dancing classes concluded end of 2023.

Highlights

- Health & Wellbeing classes maintained consistently strong participation numbers throughout the year with QiGong and Music for Tots being the most popular.
- A growing trend of Health & Wellbeing class attendees was their visits to the café before and after their sessions, enhancing their social experience.
- Our collaboration with Better Health Network continued, offering physiotherapist led tailored classes for older people.
- We formed a partnership with Follet Road Seniors, hosting exercise and social groups during their premises upgrade.
- Introducing the innovative Uku'N'Sing class catered for evolving interests in Term 4.
- QiGong experienced a surge in popularity with our wonderful Yoga Master Rita
- Rita's graduation as a 'Registered Senior Teacher' with Yoga Australia marked a significant achievement.



Celebrations, Events & Projects

Aims

- **Promote community engagement and socialisation by organising social gatherings, celebrations and community projects, fostering a sense of belonging and purpose among our community.**
- **Enhance community awareness of the diverse range of programs and activities available at CCC.**

Celebrations & Events

Staff and Volunteer Monthly Birthday Celebrations: Once a month

Each month we held a celebration in the café foyer, featuring a speech from the Manager, a cake adorned with candles, and a song to recognise everyone celebrating birthdays throughout the month.

Neighbourhood House Week: 8 - 14 May

Throughout the week, we offered free Health & Wellbeing classes to family and friends of our regular class members. On Thursday 11 May we had an information stand at Westfield Southland alongside other City of Kingston Community Centres and Neighbourhood Houses.

Referendum Information Session: Saturday 23 September

Supported and presented by City of Kingston, CCC hosted a community session on the national referendum for the proposal: "To alter the Constitution to recognise the First Peoples of Australia by establishing an Aboriginal and Torres Strait Islander Voice".

Get Online Week: 16 - 22 October

Supported by Good Things Foundation Australia we hosted two workshops with morning and afternoon tea. Kate Ali, our digital literacy tutor, delivered the workshops, which gave community members a chance to learn the basics for their everyday needs.

Seniors Month: 1 - 31 October

In October, we offered free trial classes for QiGong and Love to Live. We also included an afternoon of table games; A Casablanca movie day; an "Age Pension Support for Older Australians" session; and an "Age is an Attitude" workshop by Sam Waley, a Sports Physiologist from MedHP.

Children's Week: 23 - 29 October

Celebrating the theme, "Children have the right to relax, play and to take part in activities they enjoy" our Children's Week was supported by City of Kingston, City of Bayside, Education Department and Cheltenham Rotary. The format consisted of 12 free interactive events throughout the week showcasing all of our children's programs.

Volunteer Day: Tuesday 5 December

CCC hosted an afternoon tea to celebrate and thank all our wonderful volunteers and welcomed Hazel Maynard (Trainer from Volunteering Victoria) again to speak on the importance and impact of volunteering.

Christmas Community Lunch: Wednesday 13 December

To cater for more than 70 guests, our Café Supervisor, Tammy Edelsten and eight volunteers in the community café prepared, cooked and served a delicious roast lunch with all the trimmings.

Christmas Party: Friday 15 December

Over 60 staff and volunteers celebrated Christmas in the Centre's foyer decorated with thousands of fairy lights and a big Christmas tree. The delicious Iranian dinner was enjoyed by all.

Projects

Planter Box Herb Gardens

SCCC had beautiful planter boxes installed along the Pine Street building and generously allocated two to CCC. With the help of our volunteer Walter, and donations from Bunnings Mentone, we filled the boxes with compost and planted a variety of herbs and edible flowers.



Treasurer's Report



Sam Forsyth, Treasurer

I am pleased to report that the Cheltenham Community Centre remains in a strong financial position with net assets of \$808,273 and a profit for the year of \$50,303. This is a slight increase on the prior year result of \$47,340.

The Centre's operating revenue increased by 4% to be \$1.466m. In addition to this, we had other income of \$36,284, up from \$12,416 in the prior year. The increase reflects higher interest revenue from cash deposits. Total revenue for the year exceeded \$1.5m for the first time, which is a noteworthy milestone.

Expenditure increased by 5.7% which is reflective of the wider market. Employee expenses make up over two thirds of our costs, with employee expenses increasing by 7% to be \$999,204 for the year.

Our profit as a percentage of turnover is approximately 3%, which is a very modest profit margin. As a not-for-profit organisation, we aim to have a sustainable business model that generates sufficient income to cover our overheads and direct costs associated with our programs and services.

It is evident from the financial accounts that our model is heavily reliant on external funding and grants. In 2023 we were the beneficiary of "General Funding" totalling \$188,617 from the DFFH Neighbourhood House Coordination Program and Kingston City Council's Community Partnership Funding. This funding is critical for the ongoing delivery of programs to the community, and we are grateful for the continued support. In addition to our general funding, we received over \$140,000 in specific purpose and program related grants to support the Centre's programs. I would like to extend my thanks to all organisations who have provided support to the Centre in 2023.

On the topic of grants, I would like to acknowledge the tireless work Arna does to secure funding opportunities for the Centre. Her skill and tenacity in applying for grants has been instrumental in the financial success of the organisation. I express my thanks to all staff and volunteers of the Centre, including Rita for her diligent financial reporting and Kim for the great work she does in managing our volunteers.

I would also like to thank my fellow Board members for their ongoing support and commitment to the Centre and look forward to a successful 2024.

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 2023 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:

A handwritten signature in black ink, appearing to be 'S Forsyth'.

Name: Sam Forsyth
Position: Treasurer
Date: 13th March 2024

Financial Summary

- Income: \$1,502,642
- Expenditure: \$1,452,339
- Surplus: \$50,303
- Current Assets: \$1,166,455
- Current Liabilities: \$335,525
- Total Net Assets: \$808,273
- Working Capital Ratio: 3.5

Financial Report

Cheltenham Community Centre Inc | ABN 89 194 090 141
Statement of Profit or Loss and Other Comprehensive Income
For the year ended 31 December 2023

	Note	2023	2022
		\$	\$
Revenue	3(a)	1,466,218	1,409,300
Other income	3(b)	36,424	12,416
		1,502,642	1,421,716
Expenses			
Advertising and promotion expenses		10,692	16,150
Depreciation and amortisation		9,986	9,576
Employee benefit expenses		999,204	932,467
Grant & program delivery costs		321,805	324,684
Occupancy expenses		50,988	24,602
Office and administration expenses		55,249	62,296
Professional Fees		4,415	4,512
Total expenses		1,452,339	1,374,286
Net Surplus		50,303	47,430
Other comprehensive income	3(c)	-	-
Total Comprehensive Income		50,303	47,430

Statement of Financial Position

For the year ended 31 December 2023

	Note	2023 \$	2022 \$
ASSETS			
Current Assets			
Cash and cash equivalents	4	1,114,238	1,068,945
Trade and other receivables	5	51,718	64,330
Other assets	6	500	500
Total current assets		1,166,455	1,133,775
Non-Current Assets			
Plant and equipment	7	8,716	16,247
Total non-current assets		8,716	16,247
Total assets		1,175,171	1,150,022
LIABILITIES			
Current Liabilities			
Trade and other payables	8	70,173	74,054
Employee benefits	9	157,303	167,545
Other liabilities	10	108,049	124,007
Total current liabilities		335,525	365,606
Non-Current Liabilities			
Employee benefits	9	31,373	26,446
Total non-current liabilities		31,373	26,446
Total liabilities		366,898	392,052
NET ASSETS		808,273	757,970
EQUITY			
Retained surplus		808,273	757,970
Total Equity		808,273	757,970

Statement of Changes in Equity

For the year ended 31 December 2023

	Retained Surplus	Total
	\$	\$
Balance at 1 January 2022	710,540	710,540
Comprehensive income		
Net surplus for the year	47,430	47,430
Other comprehensive income for the year	-	-
Total comprehensive income attributable to members of the entity	47,430	47,430
Balance at 31 December 2022	757,970	757,970
Balance at 1 January 2023	757,970	757,970
Comprehensive income		
Net surplus for the year	50,303	50,303
Other comprehensive income for the year	-	-
Total comprehensive income attributable to members of the entity	50,303	50,303
Balance at 31 December 2023	808,273	808,273

Statement of Cash Flows

For the year ended 31 December 2023

	Note	2023	2022
		\$	\$
CASH FLOW FROM OPERATING ACTIVITIES			
Receipts from customers (inclusive of GST)		1,469,163	1,459,439
Interest received		31,494	6,910
Payments to suppliers and employees (inclusive of GST)		(1,452,909)	(1,325,498)
Net cash provided by operating activities	12	47,748	140,851
CASH FLOW FROM INVESTING ACTIVITIES			
Payment for property, plant, equipment		(2,455)	(13,292)
Net cash provided by investing activities		(2,455)	(13,292)
CASH FLOW FROM FINANCING ACTIVITIES			
Proceeds from / (Repayments of) borrowings		-	-
Net cash used in financing activities		45,293	127,560
Net increase/(decrease) in cash held		45,293	127,560
Cash at beginning of the year		1,068,945	941,386
Cash at end of the financial year.	4	1,114,238	1,068,945

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.

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

	2023	2022
	\$	\$
a). Revenue		
Revenue consists of the following:		
Adult Education Income	504,281	418,245
Childcare Income	380,593	428,130
Programs Income	256,714	184,048
Soul Café Income	68,524	42,935
General Funding Income	188,617	184,153
Specific Purpose Grants and Income	67,489	151,789
	1,466,218	1,409,300
b). Other Income		
Festivals and Donations	4,930	5,506
Sundry income	31,494	6,910
	36,424	12,416

Note 4. Cash and cash equivalents

	2023	2022
	\$	\$
CURRENT		
Cash at bank	295,008	466,361
Term deposits	818,929	602,304
Petty cash	300	280
	1,114,238	1,068,945

Note 5. Trade and other receivables

	2023	2022
	\$	\$
CURRENT		
Trade receivables	51,718	64,330
	51,718	64,330

Note 6. Other assets

	2023	2022
	\$	\$
CURRENT		
Deposit & Prepayments	500	500
	500	500

Note 7. Plant and equipment

	2023	2022
	\$	\$
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	82,170	79,715
Less accumulated depreciation	75,694	67,947
	6,476	11,768
Office Furnitures & Equipment		
At cost	42,530	42,530
Less accumulated depreciation	40,290	38,051
	2,240	4,479
	8,716	16,247

Note 8. Trade creditors and other payables

	2023	2022
	\$	\$
CURRENT		
Trade creditors	8,614	35,865
GST and payroll-related taxes	47,946	25,936
Superannuation payable	13,613	12,253
	70,173	74,054

Note 9. Provisions

	2023	2022
	\$	\$
CURRENT		
Employee benefits		
Annual leave	83,492	90,001
Long service leave	73,811	77,543
	157,303	167,545
NON-CURRENT		
Employee benefits	31,373	26,446
Long service leave	31,373	26,446
	188,676	193,991

Note 10. Other liabilities

	2023	2022
	\$	\$
CURRENT		
Income received in advance	48,226	65,898
Deferred grant revenue	59,822	58,109
	108,049	124,007

Note 11. Auditor's remuneration

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

	2023	2022
	\$	\$
<i>Audit services - Kidmans Partners Audit Pty Ltd</i>	3,500	3,512
Audit of the financial statements	3,500	3,512

Note 12. Cash flow information

	2023	2022
	\$	\$
Reconciliation of Cash Flow from Operations		
Net surplus	50,303	47,430
Non-cash flows in profit		
Depreciation	9,986	9,576
Net (gain)/loss on disposal on property, plant and equipment	-	-
Changes in assets and liabilities		
Receivables	12,612	12,942
Other assets	-	1,599
Payables	(3,880)	34,915
Provisions	(5,315)	6,008
Other liabilities	(15,958)	28,381
Net cash provided by operating activities	47,748	140,851

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

No material events have arisen in the interval between 31 December 2023 and the date of this report.

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 2023, 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 2023, 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, 15 March 2024

Abbreviations

ACFE Adult, Community and Further Education
AMEP Adult Migrant English Program
BHN Better Health Network
CCC Cheltenham Community Centre

DET Department of Education and Training
EAL English as an Additional Language
KDNA Kingston & District Netball Association
SCCC Southern Community Church of Christ



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