

KEW NEIGHBOURHOOD LEARNING CENTRE Annual Report 2011





Chairperson's Report

Each year changes are made at KNLC! During the last twelve months we have had some staff changes as well as program changes. We were sorry to lose Avril Blay who has gone with her husband to live in Singapore.

Avril was a woman of many parts who taught ESL as well as being an avid gardener. We wish her well. We also farewelled Michael Christian at the end of last year. He had been instrumental in getting our Sparechair Café onto its' feet.

Recently Anouk Hengeveld left to move to outer Melbourne. We wish her well in her new lifestyle. We welcome Jacquie Kelly and Rosie Turnbull who are job sharing this receptionist administrator role. We look forward to working with them.

A new position –General Program Coordinator – has been created. This has been filled by Juliette Keam. We are looking forward to the development of this role.

These staff changes will add a new dynamic to the Centre.

The programs continue to grow. We have up to 900 people moving through the house each week! We thank Maria Lauletta for all her efforts in the cafe.

Thank you to Robin, Denise and Bev for their continued enthusiasm and vision – even under the stress of illness and absence!

Thank you to the City of Boroondara, for the continued upkeep of our building. We are particularly pleased that the Council has agreed to provide further funds for renovations. The Federal and State Governments, through the Neighbourhood House co-ordination Program,

Adult Community Further Education Program and HACC have provided ongoing funding for our programs.

We are also grateful to East Kew Community Bank-Bendigo Bank, Balwyn Rotary and the City of Boroondara Community Development grants.

Thank you to the committee of management for their ongoing support and enthusiasm: Velika Allan, Carolyn Crammer, Mark Gao, Sun Ok Lee, Felicity Perry, Lesley Roxon, and Jan Stewart. We thank Sun Ok Lee for her work on the committee over the years and wish her luck in her future endeavours.

We look forward to continued growth and challenge in the next twelve months.

Prue Brown
KNLC Chairperson

Treasurer's Report

We have a small loss of \$2,942.73. This is because for the first time we have made adjustments for personal leave liabilities of \$24,722.48. Overall we still have equity of \$99,760.80.

Our greatest challenge over the next 12 months will be to source additional recurrent funding for increased program coordination needs in the General Program area.

Special thanks to our Book Keeper Dorothy Kulig for all her hard work and timely accurate reports.

Mark Gao
KNLC Treasurer



KNLC continues to reinvent ourselves in response to the needs of all who live in our local community. The following sections document a slice of our achievements over the last 12 months and some of our future plans.

Robin Kenrick
KNLC Manager

General Classes @KNLC

Extending our general classes into the evening and Saturdays has increased our numbers across the whole centre programs at peak periods to around 900 people a week. This has included changing our model of delivery to include one off workshops and shorter one to four session options.

These classes rely totally on course fees and a minimum number of enrolments to sustain them.

Some of our old favourites continue (Computer training for Seniors, Fit for You, Yoga, Tai Chi, Art, Creative Writing and Digital Camera and the Computer) whilst new programs in the last 12 months have included Kids Drama, Apple Mac training, Get to Know your Laptop and evening classes in Painting and Drawing, Spanish, Italian, Mandarin, Sewing, Guitar, Patchwork and Quilting, Facebook, and Ebay. Saturday cooking workshops such as Seasonal Preserving and Pasta Making have ridden on the back of Master Chef. The full list of activities can be found on our website at www.kewnlc.org.au

In the next 12 months we plan to extend our after school activities for children, introduce some children's activities over the school holiday period as well as increasing what is on offer in the evenings, weekends and during the day.

Thanks to our innovative and creative tutors: Laura Aragona, Edwina Bolger, Anne Carson, Ana Maria Espinoza, Gary Faul, Amanda Florence, Melissa Francis, Bill Humphries, Peter Lee, Juliette Maxwell, Basil Hawkins, Bill Humphries, Brendon Kelly, Elizabeth McLelland, Jose Ortega, Kheng Lau, Gill Read, Michaela Rost, Pauline Stewart, and Jennifer Yeung.

Manager's Report

Every year is a big year at Kew Neighbourhood Learning Centre but this one seems bigger than most.

As ever, we continue to fulfil our purpose by providing socially *inclusive educational, recreational, health and wellbeing, and social support opportunities for our local community and surrounding areas.*

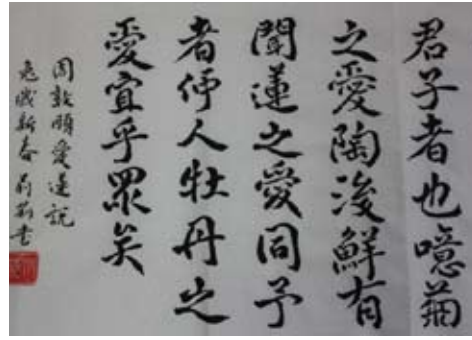
This translates into 90 sessions of activities a week during school term plus people dropping in and meeting in the Sparechair cafe.

Many of these activities continue over most school holidays including our playgroups, volunteer facilitated groups, Men's Shed and our Inclusive Communities Program.

Members of the local community who walk in our door for the first time continue to be surprised by both the diversity of activities on offer and the diversity of people who are part of their local community.

In the next 12 months we are looking forward to furthering our plans for the redevelopment of the centre particularly the provision of some larger internal rooms, the linking of the cafe with a kitchen, more space for playgroups and the extension of the Men's Shed.

Over the years we have built a very strong community based organisation on the back of a very small passionate, committed long term staff team and committee. We now need to employ more staff for the future sustainability of the organisation.



Groups facilitated by volunteers

Over the last year we have increased the number of groups facilitated by volunteers at KNLC. Some long established groups like the walking group and Bridge group are leaderless and organise themselves!

Special thanks to Celine Whyte our Chinese Calligraphy tutor who now runs three groups at the centre; George Liondes our table tennis coach; Angela Nicolson for establishing our second bike riding group; Betty for taking on the Kitchen Garden; Sun Ok Lee for running the English as a Second Language book group; Coralie White for the Craft Exchange, and Ruth for establishing the 'Sparechair' Choir.

Their community contribution enables us to share people's passions and continue to provide low cost activities accessible to all.

Inclusive Communities Program

At the end of 2010, our Oasis Program changed its' name to the Inclusive Communities Program. This program sits at the heart of KNLC and our commitment to breaking down social exclusion with one hundred people enrolled, of whom sixty six people are on Disability Support Pension.

Art Project Space finds people working on all sorts of art projects; mosaics and printing have been a favorite. In one busy and focussed three hour session there could be four or five people making a mosaic, three or four people printing from lino cuts, three people painting, a couple drawing and someone else making paper flowers!

Music Group: The definite highlight for everyone this year was to perform and record a song, Come back soon, written by one of the members for our program coordinator Bev.

This one off project was so successful that we plan to do some more group recordings in the future.

The Outdoor Maintenance Crew all look forward to coming to work each week. Even though a lot of the group have some speech difficulties, they are very supportive of one another and share jokes and laughter using the communication skills they do have. The various maintenance tasks include raking, sweeping, mulching, breaking up and sorting tiles for mosaics, recycling cardboard, sanding, digging, pruning and cleaning out the chook run.

The Band: Whilst having further extended our repertoire of songs in rehearsals this year we also have five complete songs from our fortnightly recording sessions. There are now enough tunes for the future production of an EP, which has everyone very excited!

Other activities include swimming, outings, computer projects, dance time, and volunteer opportunities. Plus, with our policy of providing access to the full suite of Kew Neighbourhood Learning Centres regardless of cost, many people are in our broader programs.

Within the next two years our aim is that there no longer be an Inclusive Communities Program but a seamless range of activities with our amazing Bev Rae as our Inclusion Coordinator. This will ensure all 'our gang' have continued access and support to everything on offer at KNLC.

Special thanks to Bev and her team - Bryan Dodge, Lisa Kendall, Amanda Florence, and Coralie White - for their energy, innovation, enthusiasm, and passion. And especially to Bev for the ongoing relationships she has with everyone in her program and her extraordinary capacity to work along side people building on their strengths and giving them the freedom to be themselves and take risks.





Men's Shed @ KNLC

We currently have thirty three registered members of the shed with an average weekly attendance of around eighteen to twenty, aged between thirty to eighty eight years. Given the numbers attending, the small size of our shed, and the increasing profile of men's sheds in the community, it is no wonder we are desperate for a new shed!

Examples of some of our projects include:

- Making and installing "Tree Boxes" for the High Street East Kew shopping strip for Xmas in conjunction with the Bendigo Bank;
- Water tank tidied up and painted in readiness for the Art Group to be unleashed;
- Concrete work to rival "the Grollos" completed at the back door. More storage space;
- Erection of wire fence to protect us all from Bev's marauding chooks;
- Horse heads (15) on stands for the Trinity Manor Nursing home;
- Wooden Bingo Blocks (100) for the Trinity Manor Nursing Home;
- Child Care toy repairs;
- Making chopping boards for the Victorian Strawberry Association;
- Making and selling "Raised Garden Bed" and more recently our Children's sandpits and children's furniture to come.

A special thanks to our Men's Shed coordinator, Bill Humphries, for the development and expansion of the program and making the shed an integral and integrated part of KNLC and the broader community.

Learn Local

Learn Local is the new branding for Adult Community Further Education providers. This truly reflects what organisations like Kew Neighbourhood Learning Centre are all about. This Victorian government funding supports our English as Second Language pre accredited courses, our Office Skills Short Course, our Volunteer opportunities course, Beginning Computers for Chinese speakers and our Computer Literacy course.

In addition, we were successful in receiving an ACFE Board Capacity Building grant to improve our technology practices. By the end of the year we will have an online enrolment system, an online technology manual, SMS capacity from our data base and are working on improving our E newsletter.



Multicultural Activities @ KNLC

English as a Second Language Classes

We have over fifty students enrolled across three levels of ACFE funded English Language classes a week plus a fee for service class English for Visitors to Australia. This last class was started to provide for the increasing number of overseas women accompanying their young children to study short term in Australia. Our students predominantly come from Asian countries particularly China, Vietnam, Hong Kong, Taiwan, Vietnam, Korea, and Japan.

At the more beginning levels students enact real-life situations and learn both pronunciation and the conventions of Australian culture. Whilst at the higher levels, current affairs, and excursions form a great part of the curriculum.

Special thanks to Andrea Arnaud, Judy Bradtke and Carol Frost, our ESL teaching team, for broadening the connections students make to beyond the classroom walls. For most of the students KNLC has provided them with so much more than English classes. As one student wrote on returning to Japan... You and KNLC changed my life in Australia. Thanks to you I really enjoyed living in Melbourne. I don't want to say good bye but I have to go.

Chinese Activity Group @ KNLC

For the past 12 months, Chinese group members have had the chance to participate in various activities from presenting talks on their personal stories to listening to external speakers conveying important information that concerns them.

Group members had the opportunities to present a talk about their personal life, such as their interests, experiences, hopes and families. For example, after giving a talk about his life in China, an elderly group member in his seventies mentioned that this was the first time in his life he could openly express his opinion publicly.

Another important component of the group sessions is inviting guest speakers to give information on matters that affect members closely. Talks have ranged from information about aged care services and fire prevention, to the promotion of organ and tissue donation.

Helen Lin, our group coordinator, spends many extra hours supporting members by helping them fill in forms, advocating on their behalf with government authorities around issues such as pensions and housing as most members have very limited English. Helen also makes an outstanding contribution to KNLC's commitment to diversity and breaking down barriers between groups. She started our introduction to Mandarin and culture project and has seeded a choir for Chinese language speakers from this group.

Cultures Together

Pairs of volunteer mentors and ESL learners can be found deep in discussion in the cafe as they catch up weekly for conversation practice. Thanks to Andrea Arnaud for taking on an additional role by coordinating this program that currently has more than twenty pairs meeting weekly.





Shoestring @KNLC

We continue to have sixty children a week attend our fully booked four mornings of term based childcare. Another sixty children attend our Shoestring Plus sessions for children over three run over four afternoons. The focus activity for these afternoon sessions continues to alternate between cooking and science Monday to Thursday and art or drama activities on Friday.

Our Friday morning play group run by Denise can see anything from twenty to thirty families at one time cheek to jowl in the backyard as this is 'the place to be' for young families in Kew. There is a wonderful buzz when all these families congregate and it is not uncommon for people to invite a friend, and then extend their visit at the cafe and by visiting the chooks.

This year Denise has initiated a fortnightly E newsletter. The move from paper based to an electronic format now sees the inclusion of photos, recipes, relevant articles, community notices as well as news from the rest of the centre. The introduction of a system where families who want a place ring in the last week of term has streamlined the enrolment system and taken pressure off the front office.

Special thanks to the legendary Denise Mitchell, Sam Gould, Emma Scally, Anne Vulin and Nicole Cairns for all the passion, energy and warmth they provide for the children in their care. But especially to Denise for the creative and innovative place she creates and maintains which is a wonderland for pre school children and their families.



Sparechair Cafe

This social enterprise is in to its fourth year and relies totally on income from our internal customers for its survival. This year we are trialling closing over the school holidays.

At the end of last year the KNLC committee made the difficult decision to cease training for financial reasons until we can integrate the kitchen into the cafe.

As part of this process, insite architects were engaged to undertake a staged building master plan taking into account KNLC's future needs. We thank all the Boroondara Councillors, especially Councillors Phillip Healey, David Bloom and the Mayor Nicholas Tragas for supporting this. The cafe will be back training marginalised members of our community once renovations are undertaken, hopefully within the next 18 months.

Thanks to Michael Christian for the work he did whilst the cafe was a training cafe and to Maria Lauletta who provides a broad range of food on a shoestring with help from Nurjahan Shaikh.





Additional Projects/ Events

Baby and Children's Market: Our indomitable Denise ran our second market last September. This has now become an annual event on the KNLC calendar. Thanks to everyone who volunteered their time to make such a great community day for young families.

Choices from the Heart: This project was launched in November last year and is a collection of life stories of people living with mental illness. Thanks to funding from East Kew Community Bank-Bendigo Bank. Download at www.kewnlc.org.au

Introduction to Chinese Culture and Language: Each term a new group is started. More than forty people will have participated in the project by the end of this year. Thanks to East Kew Community Bank- Bendigo Bank Branch for the funding. Participants have all shown high levels of interest in China. Lessons cover practical Chinese phrases to use when communicating with the local Chinese speaking population.

Oasis Xmas Party was a grand affair with more than eighty people attending. Thanks to Anouk Hengeveld, and all the local traders and community organisations who donated to the function and to those who helped on the day.

Sparechange details a selection of free and low cost activities for people on low incomes. Special thanks to the City of Boroondara and Balwyn Rotary for funding the project and to Sam Gould, the project worker. The booklet is due for completion in November.

Table Tennis @ KNLC: Thanks to funding from a community development grant from City of Boroondara and Balwyn Rotary we have been able to purchase three table tennis tables. We now have up to fifteen people of diverse backgrounds attending the Uniting Church in Highbury Grove on Monday nights. Special thanks to the church for allowing us to store our tables.



Kew Neighbour Learning Centre

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Kew Neighbourhood Learning Centre
Profit & Loss Prev Year Comparison
July 2010 through June 2011

	<u>Jul '10 - Jun 11</u>	<u>Jul '09 - Jun 10</u>
Ordinary Income/Expense		
Income		
Cafe Sales	113,924.88	96,759.13
Centre Hire	7,533.20	4,360.20
Fees	271,773.65	235,045.95
Grants	341,804.16	342,329.62
Interest	6,232.84	4,753.94
Miscellaneous Income	1,306.03	4,847.69
Sundry Income	-	1,302.45
Total Income	<u>742,574.76</u>	<u>689,398.98</u>
Expense		
Activity Costs & class supplies	18,000.12	11,849.92
Advertising/Publicity	11,351.69	4,864.84
Audit Fees	4,000.00	3,550.00
Bank Account Charges	4,030.25	3,722.05
Bookkeeping Fees	2,775.00	850.00
Cafe Supplies	36,582.60	34,232.38
Class Supplies	-	665.66
Cleaning	13,249.81	11,709.94
Computer Expenses	10,047.06	8,322.10
Consultancy/Contractors	59,289.88	68,393.22
Depreciation	6,050.00	6,050.00
Donations and Gift exp	-	2,447.55
Equipment Purchases	12,818.23	8,356.89
Events	963.65	1,015.09
Insurance	1,498.03	1,406.49
Office Supplies	394.30	2,297.60
Photocopies	1,766.25	9,552.20
Postage	2,520.11	1,827.80
Repairs/Maintenance	2,559.72	3,132.24
Salaries	448,219.78	411,997.45
Salary Costs	91,484.16	42,957.41
Staff Training	1,155.17	877.28
Subscriptions/Memberships	2,179.26	2,748.37
Sundry Expenses	3,243.77	1,242.74
Teaching Resources	-	4,585.82
Telephone	3,591.67	4,182.35
Utilities	7,746.98	6,736.03
Total Expense	<u>745,517.49</u>	<u>659,573.42</u>
Net Ordinary Income	<u>(2,942.73)</u>	<u>29,825.56</u>
Net Income	<u>(2,942.73)</u>	<u>29,825.56</u>

Kew Neighbourhood Learning Centre
Balance Sheet Prev Year Comparison
As of June 30, 2011

	<u>Jun 30, 11</u>	<u>Jun 30, 10</u>
ASSETS		
Current Assets		
Chequing/Savings		
Float	-	13.15
KNH Fund Account	11,055.12	6,325.36
Maxi-Direct Account	169,585.06	163,735.57
Operating Account	92,678.65	87,518.61
Petty Cash	1,300.00	1,689.75
Total Chequing/Savings	<u>274,618.83</u>	<u>259,282.44</u>
Accounts Receivable		
Accounts Receivable	-	36.25
Total Accounts Receivable	<u>-</u>	<u>36.25</u>
Total Current Assets	<u>274,618.83</u>	<u>259,318.69</u>
Fixed Assets		
Leasehold Improvements	1,008.33	7,058.33
Total Fixed Assets	<u>1,008.33</u>	<u>7,058.33</u>
TOTAL ASSETS	<u><u>275,627.16</u></u>	<u><u>266,377.02</u></u>
LIABILITIES		
Current Liabilities		
Accounts Payable		
Accrued Expenses	7,953.92	8,238.02
Total Accounts Payable	<u>7,953.92</u>	<u>8,238.02</u>
Credit Cards		
Virgin Mastercard	127.52	1,903.36
Total Credit Cards	<u>127.52</u>	<u>1,903.36</u>
Other Current Liabilities		
Income Received in Advance	64,441.43	72,493.00
Payroll Liabilities	6,977.10	6,127.88
Provision for Annual Leave	13,866.77	13,571.35
Provision for Personal Leave	24,724.48	0.00
Tax Payable	14,229.76	11,937.59
Total Current Liabilities	<u>132,320.98</u>	<u>114,271.20</u>
Long Term Liabilities		
Provision - Long Service Leave	43,545.68	49,402.59
Total Long Term Liabilities	<u>43,545.68</u>	<u>49,402.59</u>
TOTAL LIABILITIES	<u><u>175,866.66</u></u>	<u><u>163,673.79</u></u>
NET ASSETS	<u><u>99,760.50</u></u>	<u><u>102,703.23</u></u>
EQUITY		
Retained Earnings	102,703.23	72,877.67
Net Income	(2,942.73)	29,825.56
TOTAL EQUITY	<u><u>99,760.50</u></u>	<u><u>102,703.23</u></u>

KEW NEIGHBOURHOOD LEARNING CENTRE INC.

NOTES TO AND FORMING PART OF THE ACCOUNTS
FOR THE YEAR ENDED 30 JUNE 2011

1. STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES

This financial report is a special purpose financial report prepared in order to satisfy the financial reporting requirements of the Associations Incorporations Act of Victoria. The Committee has determined that the Association is not a reporting entity.

The financial report has been prepared in accordance with the requirements of the Associations Incorporations Act of Victoria and the following Australian Accounting Standards:

AASB1031	Materiality
AASB110	Events after the Balance Sheet Date

No other applicable Accounting Standards, Australian Accounting Interpretations or other authoritative pronouncements of the Australian Accounting Standards Board have been applied.

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

KEW NEIGHBOURHOOD LEARNING CENTRE INC.

STATEMENT BY MEMBERS OF THE COMMITTEE

The Committee 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 outline in Note 1 to the financial statements.

In the opinion of the committee the financial report:-

1. Presents fairly the financial position of the Kew Neighbourhood Learning Centre Inc. as at 30 June 2011 and its performance for the year ended on that date.
2. At the date of this statement, there are reasonable grounds to believe that the Kew Neighbourhood Learning 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 Committee and is signed for and on behalf of the Committee by:-



Secretary

11. 8. 2011

Signed at Kew this 11th day of August 2011.

**INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF
KEW NEIGHBOURHOOD LEARNING CENTRE INC.**

Report on the Financial Report

We have audited the accompanying financial report, being a special purpose financial report, of Kew Neighbourhood Learning Centre Inc. (the association), which comprises the balance sheet as at 30 June 2011, and the income statement, a summary of significant accounting policies, other explanatory notes and the statement by members of the committee.

Committee's Responsibility for the Financial Report

The Trustees of the Fund are responsible for the financial report and have determined that the accounting policies used and described in Note 1 to the financial statements which form part of the financial report are consistent with the financial reporting requirements of the Fund's trust deed and are appropriate to meet the needs of the contributors. This responsibility includes establishing and maintaining internal control relevant to the preparation and fair presentation of the financial report that is free from material misstatement, whether due to fraud or error; selecting and applying appropriate accounting policies; and making accounting estimates that are reasonable in the circumstances.

Auditor's Responsibility

Our responsibility is to express an opinion on the financial report based on our audit. No opinion is expressed as to whether the accounting policies used, as described in Note 1, are appropriate to the needs of the contributors. We conducted our audit in accordance with Australian Auditing Standards. These Auditing Standards require that we comply with relevant ethical requirements relating to audit engagements and plan and perform the audit to obtain reasonable assurance whether the financial report is free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial report. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial report, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial report 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. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by the directors, as well as evaluating the overall presentation of the financial report.

The financial report has been prepared for distribution to members for the purpose of fulfilling the Trustee's financial reporting requirements under the Fund's trust deed. We disclaim any assumption of responsibility for any reliance on this report or on the financial report to which it relates to any person other than the members, or for any purpose other than that for which it was prepared.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Independence

In conducting our audit, we have complied with the independence requirements of the Australian professional ethical pronouncements.

Auditor's Opinion

In our opinion, the financial report of Kew Neighbourhood Learning Centre Inc. presents fairly, in all material respects the financial position of Kew Neighbourhood Learning Centre Inc. as of 30 June 2011 and of its financial performance for the year then ended in accordance with the accounting policies described in Note 1 to the financial statements.


DANBY BLAND PROVAN & CO
Chartered Accountants

123 Camberwell Road
HAWTHORN EAST 3123


R A LANE
Partner

11 August 2011