



Gellibrand Community House Annual Report 2015-16



Acknowledgements



The Gellibrand Community House would like to acknowledge the support of:



Committee of Management Members

President	Max Moegerlein
Secretary	Marina Lewis
Treasurer	Karen McLochlin
Ordinary Members	Angela Baldwin Nigel Jenkins Janet McGaw Bob Shoebridge

Staff

Coordinator	Julia Malcolm
Bookkeeper	Janice Verouden

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Chairperson's Report

A lot has happened in the last 12 months and the highlights of 2015-16 provide us with a good reason to celebrate a year full of exciting programming, engaging activities and creative community events. More than that we now have a Strategic Plan that provides us with a blueprint for who we are, what we stand for and what planning is in place for the future.

The Community House also decided this year to organise its own finances and employment arrangements. It has employed its own financial officer, drawn-up employment contracts and employed a co-ordinator's mentor. This new arrangement has required some initial work to document these processes, but provides the Committee of Management with more control over its operations.

When I visit the Gellibrand Office, I am greeted by our Co-ordinator Julia Malcolm, whose cheery disposition encourages members and groups to use our community space. Her creative programming encourages community participation and we thank Julia for all her efforts this year, wishing her well for her 12month Maternity Leave.

Finally, I would like to thank our volunteers for their efforts in making our programs and events such a success. Our Committee of Management continues to provide us with good governance, carefully managing pathways for the Community House. Thanks to Marina Lewis, Bob Shoebridge, Karen McLochlin, Shirley Stannard, Angela Baldwin, Nigel Jenkins and Janet McGaw for their time and efforts over the past year.

Max Moegerlein
Chairperson
Gellibrand Community House

Coordinators Report

It is such a privilege to be the coordinator of a Community House and I feel that this is especially true in our unique community in Gellibrand. Community Houses are in a unique position to deliver community lead programs being governed from within the community while also receiving valuable support from the Department of Health and Human Services, our peak body Neighbourhood Houses Victoria and our regional Network the Barwon Network of Neighbourhood Houses. In this framework we are able to draw on a wealth of knowledge and understanding of community development practice.

This year the Community House has been able to benefit from that support while maintaining a healthy balance with the Community Development principal of allowing communities to identify and address their own needs. One of the resulting outcomes is a three year strategic plan based on extensive consultation and learning from within our community and developed with the support of a skilled consultant. The plan can be found on page 3. It illustrates the dedication of the Community House to meet the community's needs and empower community members to take on leadership roles.

As I head off on 12 months leave, I would like to thank the Community House Committee for their inspiring contribution as volunteers. I am proud to have been a part of this team and achievements such as bringing regular markets back to Gelli, offering free outreach health services, family and community activities and helping to secure funding for the upcoming upgrades to the Rex Norman Reserve.

Julia Malcolm
Coordinator
Gellibrand Community House



Focus Area 1:
Engage Community

“Engage community and ensure we have a diverse group of people through the doors, doing activities and talking to each other”

- 1a. Demonstrate leadership in our local community
- 1b. Provide activities/services that meet the diverse needs of the community including their wellbeing
- 1c. Identify and address any barriers community members may face in utilising / accessing the house
- 1d. Target specific sub groups in the community to be involved in the House who currently are not

Focus Area 2:
Relationship and partnership building

“We have strong and positive relationships with local community groups and offer sustainable activities for all”

- 2a. Create links with local organisations and develop community projects and programs
- 2b. Develop creative partnership models that support whole of community
- 2c. Clearly identify and promote the support the House can offer to other community organisations
- 2d. Look at financial opportunities to cover costs associated with sharing resources

Focus Area 3:
Volunteers

“Our rewarding and professional Volunteering program inspires engagement in our community”

- 3a. Further develop a sustainable Volunteer Program
- 3b. Define a variety of roles for Volunteers that are meaningful, inclusive, definable and rewarding
- 3c. Promote the volunteer program and define the benefits of being a volunteer

Focus Area 4:
Training & Education

“We deliver quality training that meets the needs of the community”

- 4a. Identify training needs of community
- 4b. Develop innovative training programs
- 4c. Work in partnership to deliver quality training and source quality trainers

Focus Area 5:
Promotion and Communication

“People understand what we do, who we are and what’s on”

- 5a. Develop a promotion and communication plan that is diverse in its approach
- 5b. Develop website
- 5c. Develop common branding and House templates

Focus Area 6:
Business Management

“We are confident that we are doing the right thing, meeting objectives and our requirements

- 6a. Ensure we are meeting our funding bodies reporting requirements
- 6b. Ensure relevant policy and procedures are in place and current
- 6c. Ensure appropriate induction and training is provided

Highlights of 2015-16

Ongoing Programs

- Garden Group
- Walking Group
- Exercise Classes
- Cards Group

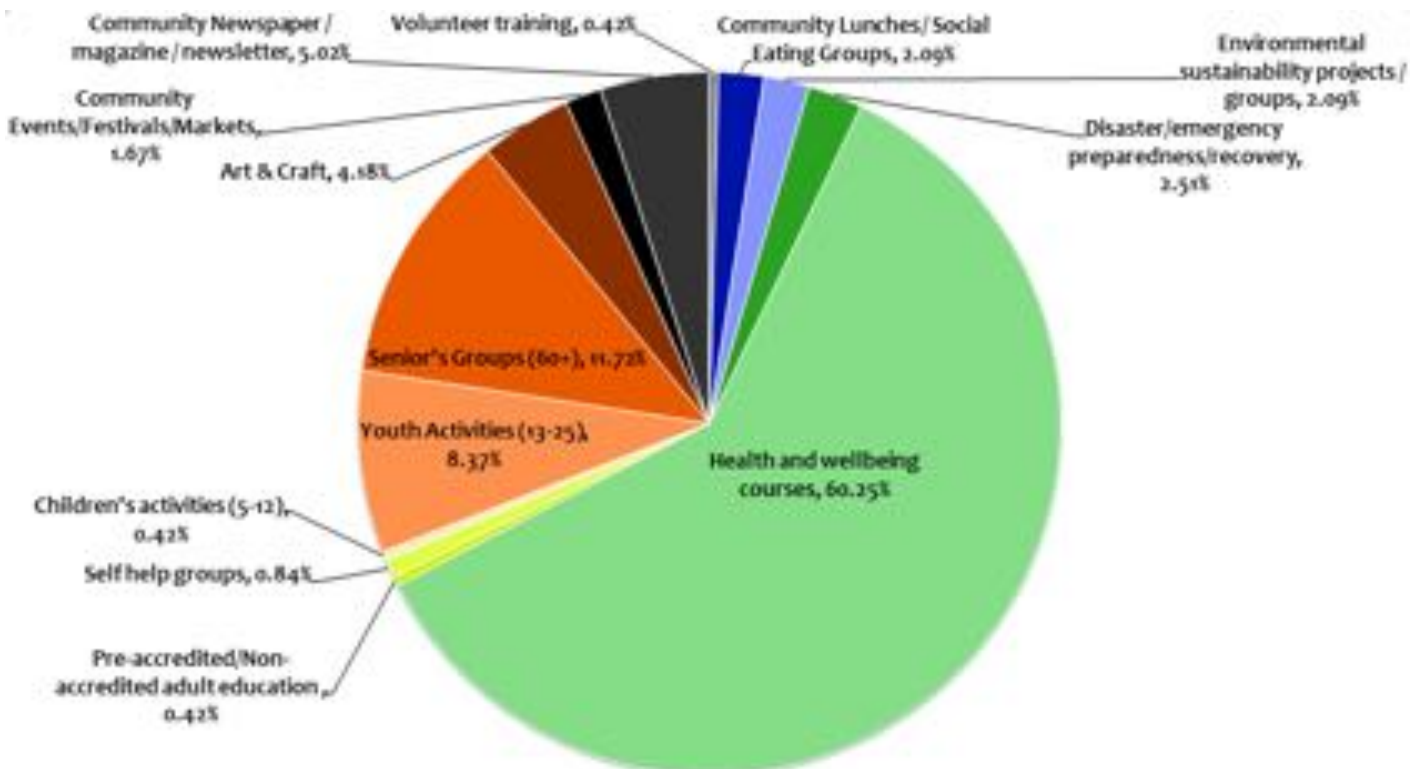
Other Highlights

- Paper Making
- Mindfulness
- Sustainable Living Day
- Natural Dye Workshop
- Blues and Blueberry Festival
- Autumn Market
- NDIA Community Conversations
- Free Hearing Tests
- Halloween Family Event
- Easter Family Event
- Rex Norman Reserve Community Master Plan
- Small Town Improvement Funding
- Gellibrand Local Guidebook
- Kids Fishing Trip
- Summer Kids Craft Group
- Car Boot Sale
- Foray among the Funguses
- Community Kitchens
- Australia's Biggest Morning Tea



Data

Gellibrand Community House Program Delivery 2015



Statement of Receipts and Payments

For the Period 1st July 2015 to 30th June 2016

RECEIPTS	Sub-totals	Totals
Dept of Human Services		54,496.42
Festival Income		
Jam Sales	134.00	
Sponsorship	100.00	
Stall Holders	645.00	
T Shirt sales	80.00	
Donations	140.00	
Fundraising	644.27	
Raffle	467.00	2,210.27
Income from Grants		3,100.00
Interest Received		911.08
Hire of Facilities		25.00
Membership		7.20
Program Income		
Crafternoon	25.00	
Dolls Workshop	25.00	
Exercise	560.00	
Fishing	14.00	
Fun with Fungi	990.00	
Market/car boot sale	722.00	
Paper Making	150.00	
Sustainability Day	664.95	
Programs Other	661.00	
Toilet Paper/Tissue sales	264.00	
Com Kitchen	60.00	4,135.95
SPARC Funding		2,800.00
Total Income		\$ 67,685.92



PAYMENTS	Sub-totals	Totals
Audit Costs		123.75
Bookkeeping Service		952.50
Catering - AGM/ Meetings		76.45
Co-ordinator Hours		31429.85
Computer Program Maintenance		1615.00
Consulting		300.00
Fees & Permits		124.40
<u>Festival Expenses</u>		
Promotional Expenses	881.09	
Fees and Permits	140.00	
Music/Stage	950.00	
Fundraiser Expenses	<u>641.55</u>	2,612.64
Festival Exp - Gelli House		356.50
Garden Expenses		30.10
General Expenses		251.00
Insurance - General		558.00
Insurance - Workcover		204.60
Membership with other Assoc		110.00
Payroll Expenses		
Payroll Expenses	7,720.82	
Superannuation -payroll	<u>728.26</u>	8,449.08
Postage		70.00
Printing & Stationery		152.00
Program Expenses		
Cancer Council Fundraiser	601.31	
Community Kitchen	402.10	
Exercise/Fitness	485.00	
Fungi Workshop	940.00	
Games Get Together	29.99	
Halloween Kids Party	269.87	
Hosted Events	12.94	
Kids Holiday Program	499.72	
Otway Glow Show	1,737.95	
Papermaking Workshop	240.00	
Sustainable Living	<u>1,537.77</u>	6,756.65
Resource Material		222.00
Security Costs		77.95
SPARC Community Directory		2,800.00
Staff Amenities		110.56
Smal Equipment Purchase		1,040.00
Telephone & Internet		1,937.83
Total Expenses		\$ 60,360.86
Surplus/Deficit for Year		\$ 7,325.06
Accumulated Funds 1st July 2015		\$ 56,063.78
Accumulated Funds 30 June 2016		\$ 63,388.84



Assets & Liabilities Statement

Current Assets		
Westpac Bank A/C 273588	\$	6,568.51
Westpac Bank A/C 273596 Cash Res	\$	63,033.11
Westpac Debit Card Account	\$	750.03
Petty Cash	\$	100.00
	\$	70,451.65
Less Current Liabilities		
Payroll Liabilities - PAYG	718.01	
Payroll Liabilities - Superannuation	728.26	
Gelli ProgressAssoc	615.81	
Lavers Hill Program Funds	3040.00	
SPARC Funding Excess	<u>1960.73</u>	\$ 7,062.81
		\$ 63,388.84

Independent Audit Report

I have examined the books and records of the Gellibrand Community Group. As the clubs main income is from funding and additional income from cash it is difficult to verify the source and validity of this cash income.

Therefore our checks are solely based on the information supplied. With this clarification, I have found the information as supplied a true and accurate record of the club's activities for the year.

Glynis Myers,
Myers Business Basics
Member ICB, DipM





Gellibrand Community House

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