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GENERAL
MEETING

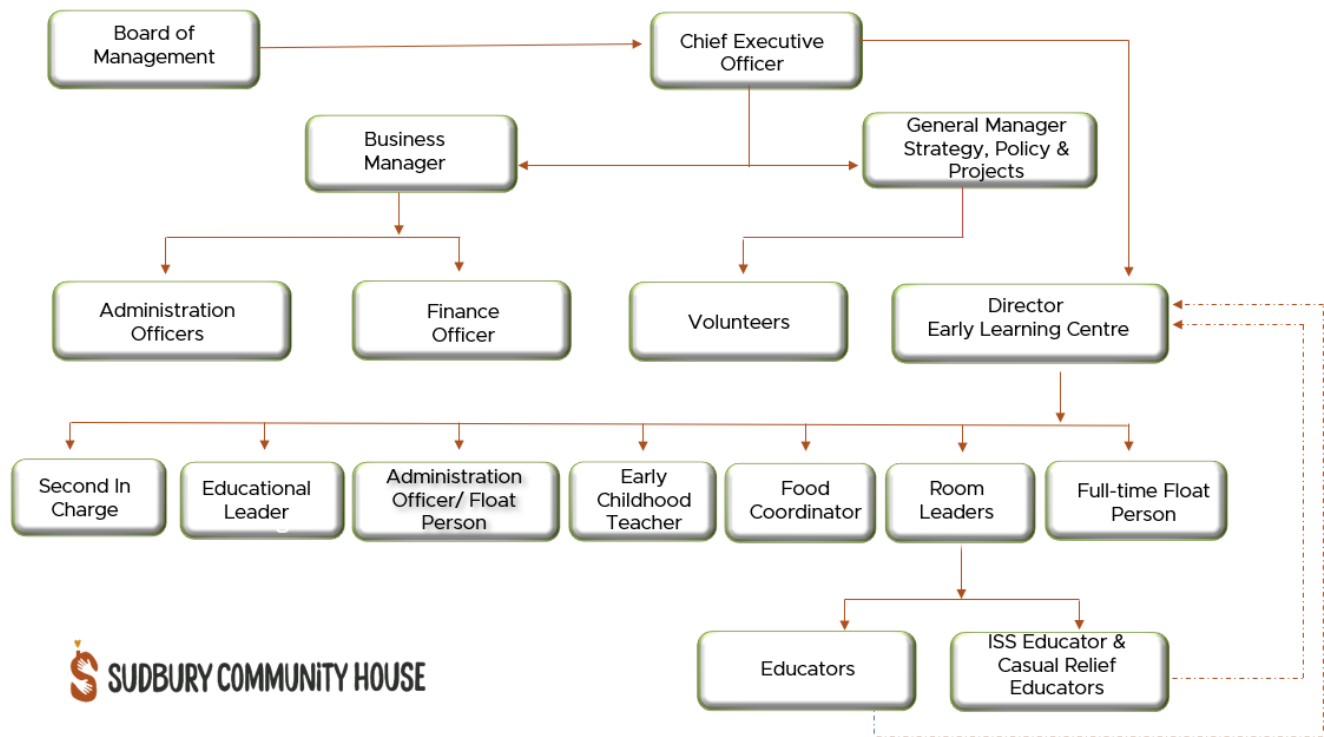
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CURRENT STAFF – AS OF OCTOBER 2020

Chief Executive Officer	Virginia Aden
General Manager Strategy, Policy and Projects	Viti Simmons
Business Manager	Curtis LeFevre
Centre Director – Early Learning Centre	Michelle Baker
Finance Officer	Vicki Paolo
Administration Officers – Community House	Michelle Meyer & Lynda Gray
Administration Officer – Early Learning Centre	Lynda Gray
Second In Charge	Yvonne Tilgner
Team Leader – Explorers Room	Deirdre Johnson
Team Leader – Discoverers Room	Jody James
Early Childhood Teacher – Inventors Room	Yolanda Wegman
Early Childhood Educator – Inventors Room	Paige Noble
Early Childhood Educators – Casuals/Relief	Emily Moothien Hawa Alesa Karen Vanden Driesen Manar Mohammed Mang Lian Tu Miaad Al-Habeeb Qudsia Irfan Shayma Martada Zeinab Jabr
Food Coordinator	Mira Tomic

SUDBURY COMMUNITY HOUSE ASSOCIATION INCORPORATED ORGANISATIONAL LINE MANAGEMENT CHART



VISION

A place of Community; a place of belonging, being, and becoming where people feel accepted, safe, and free to develop and grow.

MISSION

We exist to strengthen and enhance individual family and community life

PRINCIPLES

In all our work, we are guided by these key principles.

Integrity, Transparency and Accountability - We are honest and reliable. We say, openly, what we'll do, and we do what we say we'll do. We are open and accountable in all that we do.

Collaboration and Partnership - All our work grows from our connections with community. We foster strong relationships with and between our participants, staff, children, families and community stakeholders.

Open and responsive to all people – We recognise, and focus on, the strength and inherent capacity of everyone that walks through our door.

Ongoing Learning and Reflective Practice - We respond openly to critiques of our work. We continually reflect on and review our practices, to ensure we are acting in the best interests of our community.

Valuing staff and volunteers - We acknowledge and celebrate our staff and volunteers. We value, and strive to develop, their diverse strengths and experience. In doing so, we create a rich and stable environment to achieve our mission.

SUDBURY COMMUNITY HOUSE ASSOCIATION INCORPORATED PHILOSOPHY

Sudbury Community House Association Incorporated (SCHAI) aims to support individuals and families within the community, with a wide range of services and activities designed to support and strengthen their daily lives.

We aim to provide our community with a comfortable and friendly meeting place where people are free to come and learn from each other.

The House provides a non-judgmental, warm, friendly and inclusive atmosphere. People can come together for friendships, sharing and for gathering information that will support them and their families. It is also a place for people to be encouraged and supported in their personal journey.

We value the diversity and uniqueness of the individual. We believe that every person is special in their own right. We honour equality and our practices and programs reflect this belief.

Our staff are knowledgeable in the issues facing our community and they work collaboratively to support clients and their families. Our service is ever evolving and changes with the growing needs and issues facing our clients.

Links have been established with other service providers in the community and staff have developed a strong rapport with representatives of other organisations.

SCHAI has a community-based Board of Management.

Members of the Board are made up of people who utilise the service and are committed to supporting the service.

We actively involve the current and future members of SCHAI in the determination of the program. We seek their ideas and input and encourage their involvement at all levels.

Together we aim to provide a service that is warm and inviting and leaves each participant with a more positive sense of self-worth.

SUDBURY HOUSE EARLY LEARNING CENTRE PHILOSOPHY

Belonging

Welcome to Sudbury House Early Learning Centre, a place where we respect and honour the diversity of all children, families, staff and community. We invite and value the input of all to develop and provide beautiful environments that are stimulating, engaging and meaningful. It is important to us that everyone who steps through our door feels a true sense of Belonging.

We believe a sense of Belonging is critical to the positive health and wellbeing of every child and that this can only be achieved if we work in true partnership with families and community. We recognise the important influence families have on the growth and development of their children particularly in their early years when important bonds and attachments are formed. Our aim is to support and strengthen those attachments and bonds whilst at the same time allowing children to bond and attach with educators and staff at their own pace.

Positive attachments are at the heart of our philosophy and we know they only form where there is trust, empathy and understanding. We accept this takes time and the journey is different for everyone. We will walk in step with each child and family as together we journey towards a shared sense of 'Belonging' in this space.

Being

We celebrate and delight in the individuality and uniqueness of each child and provide opportunities daily for children to make choices in their play and learning. We provide environments that are reflective of families, cultures, and community. Our environments allow each child to learn, connect with others, test their ideas, and challenge themselves. This helps them to develop a stronger sense of self, to 'Be' in a way that is right for them.

We observe and monitor each child's cues; carefully take time to get to know each child; and share in their journey of wonder and curiosity as new discoveries are made and learning occurs. We recognise that every child has their own unique rhythm and

disposition and acknowledge their right to make choices, play and learn with others or alone, as their emotions and needs dictate.

We recognise that 'being myself' for one child can be very different for another child as each have their own way of learning, participating, trying, succeeding, loving and connecting. As Educators we are committed to ensuring every child is able to 'be themselves' in a supportive and nurturing environment.

Becoming

In our stable and safe environment every child in our care will experience kindness, support, guidance, and encouragement to help them reach their potential, to become the person they want to be. Together with families we will listen carefully and respond to children's voices, building their resilience and self-reliance both strong foundations for happiness and positive wellbeing. We will be present with each child as they share their thoughts and emotions, offering comfort when needed.

We will teach in many ways to support the holistic development of each child to help them become confident learners. Language and social skills will be enhanced through shared conversations, stories, and songs. With encouragement each child will be helped to practice and test their physical skills, whether they are learning to sit, crawl, walk, run or climb. Every day brings new possibilities, opportunities to create, experiment, discover and wonder.

Through co constructed learning we will be there with each child every step of the way, their joy is our joy as they become confident in themselves, more knowing about their world and more socially engaged. We recognise that lifelong skills are learned in the early years and form the foundation for future learning and development.

Reference: Cassidy, cooper, Hoffman & Powell-2000circleofsecurity.org
Rethinking the Attachment for Early Childhood Practice: promoting security, autonomy, and resilience in your children, Shame Rolfe, New South Wales, 2004

CHAIRPERSON'S REPORT

Well 2020 is a year to be remembered for mostly the wrong reasons.

We started the year in a somewhat financially precarious position, made some changes to ensure we did not trade insolvent, be confronted with COVID 19, have the Early Childhood Education and Care staff continue to operate the Centre even when the risks of contracting the virus was high, receive advice from the Chief Executive Officer of her intention to resign and have a number of changes to the composition of the Board.

On the positive side the changes we made to the staff working hours did contribute to a change in the financial circumstances, the ability to obtain some income from Job Keeper did contribute to an improved bottom line. This has placed the Centre in a stable financial position.

I do wish to thank and acknowledge the tremendous effort of the Early Child Education and Care staff (Michelle and her team) for keeping the Centre open and for staff for maintain the professional and caring approach over what was a very trying COVID 19 period. The dedication of this team has resulted in a steady increase in occupancy of the Centre and to this we thank all staff.

The Education Hub was launched in July and from the feedback obtained has been very successful. Special thanks to Viti Simmons for developing the hub together with other staff that enabled this and other programs to be developed and implemented over the past 12 months. It is with regret that I advise that Viti will be leaving the organisation at the end of November and her presence will be missed.

Two Board members have resigned over the past 12 months.

I extend my thanks on behalf of the Board for the long-standing commitment and service provided by Stuart Mackenzie in the capacity of Chairperson and Board member. Stuart made a significant difference as Board member to the Centre. This, together with his volunteer role, deserve special commendation and the Board of Sudbury Community House are eternally grateful for the role Stuart has played in the development of the Centre.

Laurensia Rosana albeit being the Treasurer for a short period of 8 months, made a big difference in the financial information that we (the Board) rely on in making strategic decision. We now have in place financial governance processes that enable improved confidence in the finances of the organisation. Thank you Laurensia.

Our Chief Executive Officer (Virginia Aden) has also indicated of her intention to resign with her last day of employment being the 14th May 2021. Virginia has been the lifeblood of Sudbury Community House. The changes Virginia has developed and implemented over the 9+ years have been significant. The leadership provided across and external to the Centre is nothing short of outstanding. Virginia has advocated for, influenced, pushed, partnered, liaised, developed, implemented, and maintained programs that has resulted in Sudbury Community House being admired, respected, and trusted right across the sector and includes government. These are not light words and would not have occurred without the energy, commitment, skills, and ability to communicate being a constant. Virginia is a once in a generation person that community organisations aspire to have. We are indeed fortunate to have had Virginia as the CEO. As a Board and I am sure members would also agree that our thanks and appreciation for a job well done and Virginia in leading the organisation to where it is now, being highly regarded and respected and “delivering well above our weight”. At a time to be confirmed we will organise for a more personal acknowledgement and appreciation of Virginia’s employment with Sudbury Community House.

Our Centre is seen as a role model to other Centre’s and will continue to advocate to government, partners and other organisations to grow services and continue to provide a welcoming, and inviting environment where participants are able to connect with a range of people that will ultimately strengthen and diversify our community.

Coming out of COVID 19 we do have a number of issues to deal with not the least determining the best way forward that will enable the services that we are renowned for providing, to be continued and for new services to be developed. The Board will be focusing on these issues in the next 12 months.

Finally I thank the current and past board members, particularly the staff, volunteers and any other supporters for the contribution they have made to Sudbury Community House over the past twelve months.

Joe Radici
Chairperson

CHIEF EXECUTIVE OFFICER'S REPORT

I would like to begin by acknowledging that we operate our services on the land of the traditional custodians, the Wadjuk Noongar people. On behalf, of all associated with Sudbury Community House Association Incorporated, I pay respect to elders' past, present and emerging.

We started this financial year with a renewed focus on growth to meet the needs of our community. We had a full complement of staff, enthusiastic volunteers and tutors, and revitalised energy as we built on our work from previous years to deliver the objectives of our three-year strategic plan (2018 – 21).

The Centre was in great shape for the year ahead. In the six months prior to December 2019, we built up the number of administration volunteers, secured much of our lost room hire customers and expanded the number and variety of our courses and activities. Through our community development practice, we continue to identify and address community needs.

Then, in March, COVID 19 and the National lock-down stopped us in our tracks. However, not out for the count and helped by 'JobKeeper', our dedicated Senior Management Team met regularly via Zoom to discuss ways of communicating with the community and our staff members. Our very own tech savvy volunteer Stuart Mackenzie along with the team, developed our 'Info Update Newsletter' that went out weekly.

In June, we started preparing for reopening the Centre with social distancing protocols and sanitiser at the ready. We were good to go and members looked forward to returning to a semblance of normalcy as term 3 began.

Building on a solid financial and partnership base has allowed us to fully embrace the direction we have been heading with multiple programs unfolding as we head into the last year of our current strategic plan (2018-2021).

We have been working on reviewing existing policies, risk management and working to the budget. We have been running more community events and building our programs. With so many fabulous resources around, it is tempting to take advantage of every opportunity. The strength of our strategic plan has been invaluable in determining which activities to take up and which to leave for a later time.

With some great financial support from grants, we were able to recruit a short-term facilitator, to assist the team to recommence our Friendship Group, and to forward the excellent community engagement work that was already happening.

More community engagement opportunities became available with the Launch of our Outreach Node in October 2019. The Outreach Node is one of the 5 activities of the Empowering Communities Program in collaboration with The Square Mirrabooka. Bump in days have been a resounding success in participation, in promoting Sudbury House, and in developing key partnerships in our local and wider community.

Embedding, strengthening, and nurturing partnerships and connections into our work has been a strategic and personal goal for many of us. With over 684 people at our Pop-Up space during these 6 months, it is a great achievement for everyone involved. We have strengthened connections with the local community, businesses organisations and agencies. Bringing focus to our partnerships and collaboration and creating a pathway for new volunteers to get involved.

Additionally, our program of the Community Education Hub has extended through our partnership with Australian Learning Communities Network (ALCN Inc). It exists to promote the inclusive concept of learning as the key driver to deliver solutions for the development and improvement of a range of sustainable communities across Australia. This model often building networks and partnerships across governments, public and private organisations.

The new partnership with Good Things Foundation (Be Connected Grant) has enabled us to offer an IT Literacy Program for over 50's in increasing the confidence, skills and online safety of older Australians. The program aims to empower everyone to use the internet and everyday technology to thrive in our digital world.

Other partnerships have been consolidated and built with our participation in several other projects.

- With One Voice Mirrabooka Community Choir in collaboration with The Square Mirrabooka, Mission Australia, City of Stirling, Department of Communities and Department of Health.
- Leadership WA Rising Leadership Program Project - The focus of this project scope to establish Sudbury Community House Educational Hub (SCHEH) Business Plan (BP). One that provides a tangible platform for the future development of Sudbury Community House Education Hub.

- University of WA - McCusker Centre for Citizenship - Sudbury House hosted two Project Interns.

As always, it has been a team effort and thanks go to our amazing staff for their resilience and strong performance during this changing and challenging year. My personal thanks to the Dedicated board for providing their solid professional and management support for the staff team through a year that has brought several challenges.

Thanks to all our participants. We do all that we do so that you experience a welcoming and safe place to be in this community. Thanks to every single one of our volunteers for all that you do, whether it is something we know that you do, or something you quietly do that makes this place a little friendlier. This is indeed a wonderful community that we are all thankful to be a part of.

In a short space of time, we experienced significant challenge and change as we focused on our health during COVID-19. Together we have faced the public health challenge with resolve, as the economic impact of the pandemic continues to unfold. The support and spirit shown in our community has been outstanding.

It has been a remarkable year, and, despite the odds, we have achieved an enormous amount and seen new opportunities arise during changing circumstances. Whilst there is still some uncertainty for the future, we know without doubt that the role of our Community Centre is incredibly valuable and brings much needed support and connection for the community.

Sudbury House has never been just a job for me, but a large part of who I am and a great source of pride. After nine and a half challenging and wonderful years working at Sudbury House, I have decided that I would like to spend more time with my family. After some serious soul searching I have taken the decision to retire and to start a new chapter in my life – one where I take the organisation, the team, the memories, the incredible journey with me in my heart. I will proudly stand back and watch Sudbury House continue to flourish and grow independently of my contributions.

Life is a series of hellos and goodbyes, but still this moment is bittersweet. I can promise you that this decision did not come lightly. I am leaving a position I absolutely love.

I will remain at Sudbury House through mid- May 2021, working with our staff and Board to position the organisation for new leadership and a smooth transition. With our fantastic team in place, Sudbury House will not miss a beat. Our Board will be actively launching a search for a new CEO in the new year.

I am thankful for everyone here at Sudbury House. Throughout this journey, I have been inspired by all of you. Even in the most trying of circumstances, I have seen remarkable continued passion and commitment, the very best of us. The world needs human connection now more than ever, and I know that Sudbury House will rise to the occasion. I believe this because I believe in you.

I want to thank all the staff and Board from the bottom of my heart, for the qualities and talents that you share with Sudbury House. I am proud to have been part of such an outstanding team and I wish this organisation only the finest in your future endeavours.

Virginia Aden

Chief Executive Officer

October 2020

GENERAL MANAGER STRATEGY, POLICY & PROJECTS REPORT

Although it has been a year like no other, I am pleased to report that the Empowering Communities Program (ECP) progress has been an exciting space to be involved with. Although, COVID 19 delayed the implementation of the planned ECP activities, since the lockdown period was lifted in June much has been achieved and implemented across the program. The Department of Communities (DOC) March and September 2020 Service Reports have been submitted and further development on the Evaluation and Monitoring (EaM) components of the program are ongoing. The DOC EaM tools has provided a beneficial set of guidelines in managing the reporting requirements within the organisations capacity.

Strategically, there has been considerable design work and implementation of activities throughout this financial year. A newly created role of General Manager, Strategy, Policy and Projects which I was appointed to, commenced in late October 2019. The first few months were spent getting across the role and determining pathways forward. It became evident that the ECP would need to be a priority to retain the annual funding agreement till 2024. What was exciting about this procurement of activities and the vision put forward, would generate a shift in the way Sudbury Community House (SCH) approached its service provision for the benefit of community members and groups.

The Outreach Node has been well documented since its inception in June 2020. Although, its delay from April to June has not impacted on just how successful this community engagement model has been. The feedback from community members and service providers is captured in this statement shared at the launch, 'we need to replicate this in other shopping centers around Perth'. The opportunity to promote this outreach marketing model will take place, early November when I have been invited by, The Square Mirrabooka to present at their monthly meeting hosted in their Head Office, in the CBD. Other shopping centre representatives around Perth will be present. The second request has come from Australian Learning Centre Network (ALCN) which SCH are a member. A request was made to make a short presentation, reporting on the Sudbury Community Education Hub initiative to a Virtual Round Table, Celebrating Entrepreneurial Models of Australian Learning Communities and Cities being hosted from Melbourne.

Post COVID 19, the ECP, Incubator for Emerging Community Groups activities, have seen the closure, renewal, and establishment of community groups. In many ways reflective of what is happening in the broader community. The English Conversation

classes are operating, Power to Rise Workshops was a new initiative, Friendship Group is about to recommence and has broadened its target participation.

Strategically, the outreach approach for all the ECP activities is one that has enabled co-design contributions from community members and groups. The recent implementation of the Enrichening Local Communities Grant is an annual opportunity for five local community members to apply and be supported with their local projects, if successful, to the value of \$1,000.00. We recently celebrated the outcomes from that community initiative with a project targeting Youth Mental Health by two aspiring young women. SCH will be on hand for support to assist with the projects.

The Sudbury Community Education Hub (SCEH) strategic initiative evolved as the ECP five activities were being planned and implemented. The Hub is in its infancy and is a base for the ECP activities and an opportunity to generate income from programs like Be-Connected – Technology Literacy whereby individuals gain a sense of community, from shared learning. Many have chosen to continue their learning beyond the 2-hour free sessions and are prepared to contribute a small service fee which goes directly back into enabling other opportunities in the SCEH.

In drawing my time at SCH to a close, I reflect upon the opportunity awarded me with this new role. Phase one of the design and implementation of the five ECP activities have been completed. My departure opens an opportunity for an internal hand over to move these activities forward with confidence. Having volunteer Clara Deans, take on the role of Program Officer of the SCEH has been fortuitous to build upon community member participation and contributions. The Senior Management Team of Virginia, Curtis, and Michelle Baker endeavors, and aims have been collectively focused on, how better to serve our community members, children, and groups, internally and externally.

The sector is a demanding one, yet on the other hand, so rewarding. I will depart with many fond memories, tales, and savor the learnings I have been privy to within the Mirrabooka Community. Finally, how could one not reiterate the possibilities that the ECP Community Outreach Node in partnership with The Square Mirrabooka, has to offer. It is emerging into a community engagement hotspot. Finally, a heartfelt thank you to all those I have had the pleasure of meeting and partnering with, to bring projects to fruition. Finally, to the staff at SCH and Early Learning Centre, your commitment to the community and its members is evidenced daily, as has been your friendship. Thank you and all the very best, moving forward.

Viti Simmons

General Manager Strategy, Policy & Projects

October 2020

BUSINESS MANAGER'S REPORT

Grant funding from the Department of Communities continued under the framework of the Empowering Communities Program (ECP). The ECP has realigned the strategy for Sudbury Community House and brought clarity to our vision of a place in the community where people feel accepted, safe and have a place to learn and grow. Additionally, our Tree of Life grant funding through The Smith Family had another successful year seeing kids at Wadjak Northside thrive each week at their Centre in Balga and performing in the cultural dance at the annual NAIDOC event.

We were fortunate enough to receive a Lotterywest grant for new computers to support our community learning programs and build capacity for vulnerable and disadvantaged people. The computer room is now ready for our newly created Sudbury Community Education Hub (SCEH) to help the community to build confidence and skills for the future. The laptops were also purchased as part of the grant for senior staff to have flexibility to move around the Centre and to work from home. When the Centre closed for COVID-19, the laptops quickly became essential for the management team to meet regularly, coordinate operational activities, and maintain community communications until we returned to the office in June.

The new Sudbury Community House and Early Learning Centre branding was completed and is progressively being rolled out across all marketing and design collateral. Our new brand reflects our values of openness and inclusivity combined with compassion and connection. The brand provides a welcoming warmth through a distinctly human and natural feel that reflects our history and future in the community.

This year we welcomed back a previous Finance Officer, Vicki Paolo, to the Sudbury Community House family. Vicki moved to Brisbane two years ago, but the distance did not deter us from leveraging technology to recruit and support an outstanding employee with a great attitude.

We have all experienced an interesting period over the last twelve months, but together we will persevere in a world reshaped by COVID-19, and continue to build a bright future for Sudbury Community House and the surrounding Mirrabooka community.

Curtis LeFevre

Business Manager

October 2020

EARLY LEARNING CENTRE DIRECTORS REPORT

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This year has been a year of the unexpected, we have developed as a team through critical reflection and have dealt with a World Pandemic with a smile, open arms, and supportive conversations. We were introduced to the World of Free Childcare and Job Keeper, the most important aspect was through all our challenges we not only survived but thrived.

Connections/ Relationships

Curtin University

We have developed a collaborative partnership with Curtin University Dietetics Department and currently have a student doing their thesis on Sudbury House Early Learning Centre's menus to see if we are culturally meeting the requirements of healthy eating for our children. Our families and educators have been heavily involved in assisting the student from Curtin with their research.

Community Engagement

Our children continue to be involved with their community. Attending many community events over the past year and with each exchange comes new language, topics of discussion and growth opportunities.

The educators and children have participated in NAIDOC week celebrations which provided the opportunity to connect with other people and learn from those exchanges. We have had a big focus on literacy and language with the children attending the National Simultaneous Reading event held at the Mirrabooka Library celebrating Children's Book Week. To immerse a child in language through verbal interaction, reading and every day engagement supports their acquisition of language and literacy skills, stimulates the connections of neurons within the brain and sets them up to be competent lifelong learners.

Our children are learning the importance of the Noongar culture and actively participated in the Balga Booja Walk, where the children learnt about the 6 seasons and were able to watch cultural dancing. The children also hosted an intergenerational morning tea acknowledging the 'International day of the Older person', singing, and presenting the visitors with 'Thank You' cards.

Events

Sudbury House Early Learning Centre continues to be a vocal presence in our community. At the Mirrabooka Community Markets, we provided a children's activity centre. We have collaborated with the Department of Communities, The Smith Family, City of Stirling and Ngala to provide resources, advice and free activities for Child Protection Week and Children's Week at the Outreach Node at The Square Mirrabooka.

Continuous Learning and Professional Development

Over the last twelve months every Educator has had the opportunity to upskill and develop knowledge through the Innovative Solutions Program where we received funding to pilot a program called 'Children dealing with Trauma'. This program allowed us to undertake a holistic approach to strengthen the Centre's capacity to include children with additional needs alongside their typically developing peers. With the assistance of Embley House Counselling for Children, our Service and Early Childhood Educators were provided with hands on support, training, in-depth strategies and plans to assist in providing positive outcomes for all our children.

The Educators have also participated in "Animal Fun Workshop", through our connections with Project Scape (who designed and competed our new playgrounds). Animal Fun is an evidenced based program designed by physiotherapists, occupational therapists, and psychologists from Curtin University's Health Sciences Faculty to improve the motor skills and social skills of young children aged 3-6 years. The Centre was provided with an Animal Fun Handbook, Manual for Teachers and 97 Activity Cards. Even though the focus was for the 3-5 years age group, we were shown techniques on how to adapt the activities towards children aged 12 months and over.

Autism Champions Project

The Autism Early Childhood Champions project is fully funded by the Australian Government Department of Education, Skills and Employment. This project was only available to 34 Early Learning Centres in Western Australia. After an intensive selection process, I am happy to announce that Sudbury House Early Learning Centre was successful.

Over a period of 12 months one of our Senior Qualified Educator and I will be participating in the project. We will have access to intensive training and support from the specialist autism team enabling the removal of barriers to inclusion and create positive outcomes for children with Autism.

Michelle Baker

Early Learning Centre Director

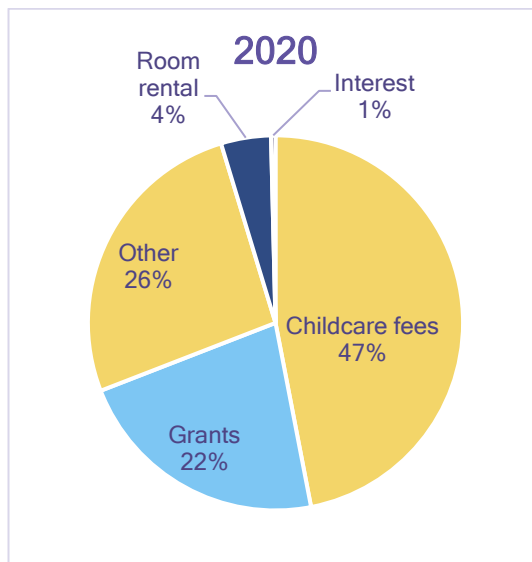
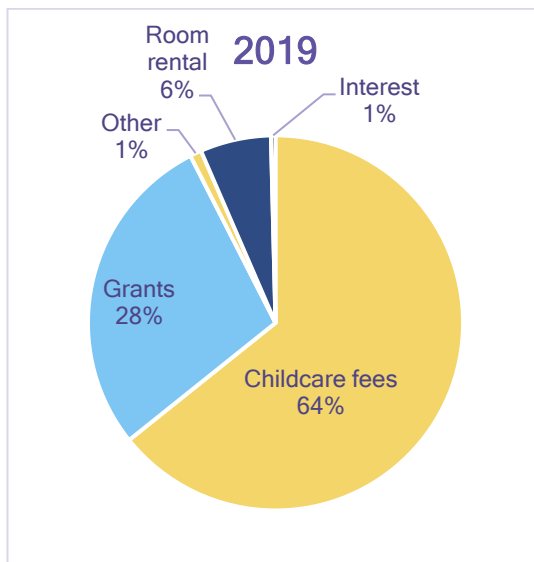
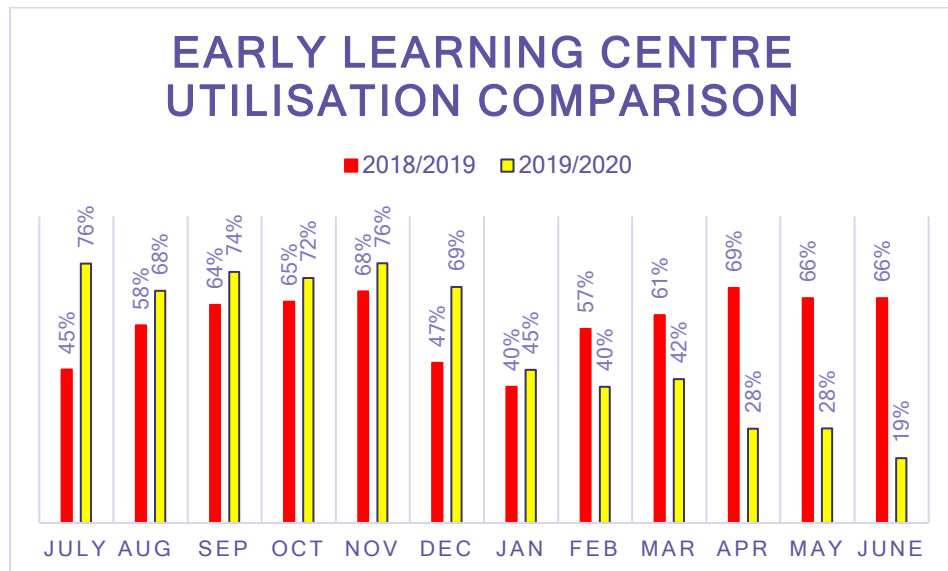
October 2020

FINANCIAL OVERVIEW 2019 - 2020

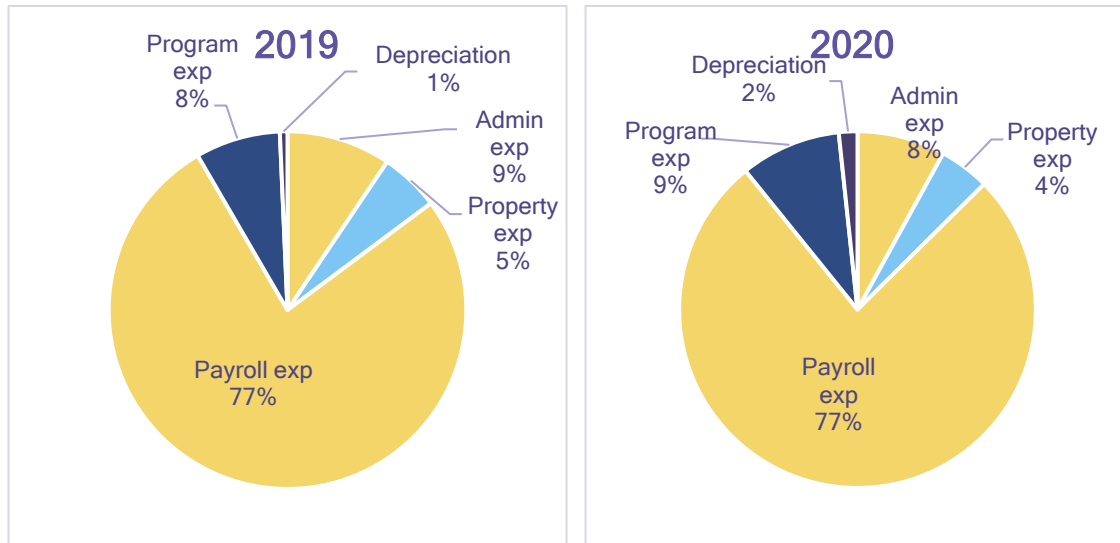
“Paving a road for future growth and viability to help empower our community”

2019/2020 has been a challenging year for Sudbury Community House. Although Sudbury Community House has fulfilled majority of its Service Agreement obligations, including Department of Communities – Empowering Community Program.

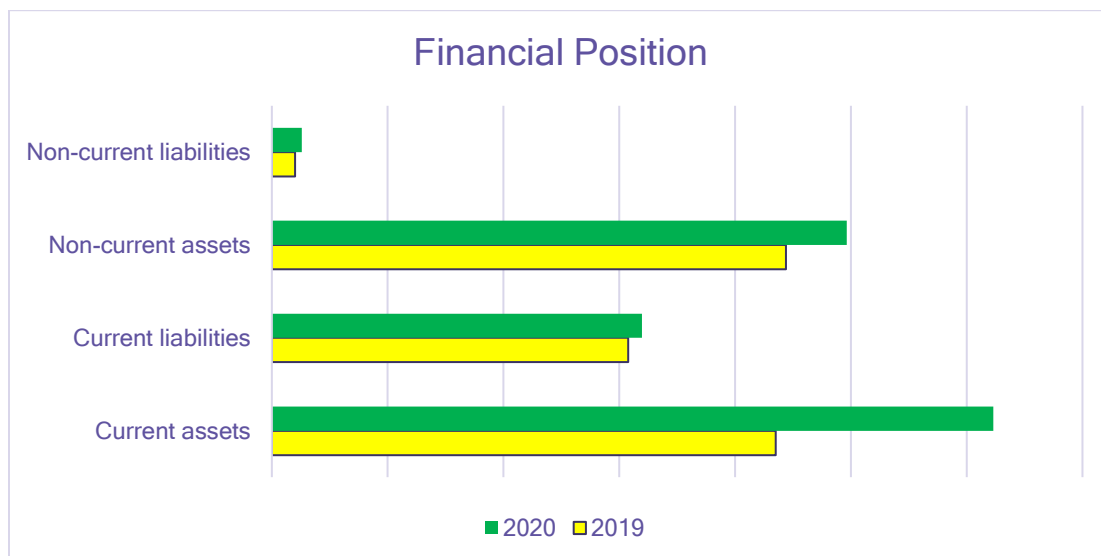
COVID19 restrictions and drop in the Early Learning Centre utilisation had placed Sudbury Community House under immense financial pressure. In saying that contribution received from ATO of Job Keeper and Cash Flows Boost incentive assisted in ensuring the continuity of Sudbury Community House. The graph below reflects on how the 2019/2020 operating activities are significantly different to 2018/2019 financial year.



At the end of 2019/2020 financial year, it closes with a surplus of \$111,009, which incorporates operating surplus of \$74,478 and Lotterywest capital grants of \$36,531. This is mainly due to the above-mentioned government contribution and the Board and Management making some difficult decisions to control costs to ensure viability of the organisation. In saying that, Sudbury Community House has continued to provide services to Mirrabooka communities at quality and to the best of their abilities. The overview of the organisation's operating costs are reflected below:



With the financial position as at 30 June 2020, Sudbury Community House has sufficient fund to cover the total liabilities of the organisation as demonstrated below which current assets are significantly higher than current liabilities. The monthly management reports have been added with additional key performance indications and include cash flows forecasting over 12 months. The change was necessary to assist the Board and Management making informed decisions and identify areas of focus for future growth. We have plans to further develop and enhance these monthly reporting as the organisation develops and grows.



AUDITOR'S REPORT

Sudbury Community House Association Inc

ABN 21 831 946 718

SPECIAL PURPOSE FINANCIAL REPORT
For the Year Ended 30 June 2020

Sudbury Community House Association Inc
The report of the Board Members
30 June 2020

The Board Members present the report on Sudbury Community House Association Inc for the financial year ended 30 June 2020.

The Board Members have been in office since the start of the financial year to the date of this report unless otherwise stated.

The Board Members at the date of this report are:

Joseph Radici	Chairperson
Sarah Whitaker	Vice Chair
Patricia Flynn-Scrutton	Board Member
Dr Debra Singh	Board Member
Benjamin Rose	Board Member
Christina Ward	Board Member

Resignations during the financial year and up to the date of this report:

Laurensia Rosana	Treasurer/Secretary (Resigned 26 May 2020)
Stuart Mackenzie	Resigned 12 July 2020

The net surplus of Sudbury Community House Association Inc for the financial year ended 30 June 2020 amounted to \$111,009.

The principal activity of the Association during the financial year was the provision of support to individuals and families within the community with a wide range of services and activities designed to support and strengthen their daily lives. The provision of these services is primarily by the operation of the community house and the care & development centre.

During the period, Sudbury Community House Association Inc applied the accounting policies described in note 1 to these financial statements.

On behalf of the Board Members

Name : Joseph Radici

Position: Chairperson

Date : 27th October 2020

Sudbury Community House Association Inc
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30 June 2020

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General information

The financial statements cover Sudbury Community House Association Inc as an individual entity. The financial statements are presented in Australian dollars, which is Sudbury Community House Association Inc's functional and presentation currency.

Sudbury Community House Association Inc is a not-for-profit association, incorporated and domiciled in Australia. Its registered office and principal place of business are: **30 Chesterfield Rd, Mirrabooka WA 6061**

A description of the nature of the Association's operations and its principal activities are included in the report of the Board Members, which is not part of the financial statements.

The financial statements were authorised for issue on 27th October 2020. The officers have the power to amend and reissue the financial statements.

Sudbury Community House Association Inc
Statement of profit or loss and other comprehensive income
For the year ended 30 June 2020

	Note	2020 \$	2019 \$
Revenue			
Childcare fees		629,168	746,633
Grants	2	296,737	328,199
Other Income	3	351,065	11,536
Rental Income		57,760	71,067
Interest	4	5,088	4,510
		<u>1,339,818</u>	<u>1,161,945</u>
Expenses			
Administration Expenses	5	(101,146)	(113,467)
Property Expense	6	(57,989)	(64,919)
Payroll Expense		(969,433)	(925,024)
Program Expenses	7	(115,448)	(92,648)
Depreciation and amortisation expense		(21,324)	(8,258)
		<u>(1,265,340)</u>	<u>(1,204,316)</u>
Operating surplus / (deficit)		74,478	(42,371)
Capital Grants		<u>36,531</u>	<u>137,473</u>
Surplus before income tax expense		111,009	95,102
Income tax expense		<u>-</u>	<u>-</u>
Surplus after income tax expense for the year		111,009	95,102
Other comprehensive income for the year, net of tax		<u>-</u>	<u>-</u>
Total comprehensive income for the year		<u><u>111,009</u></u>	<u><u>95,102</u></u>

The above statement of profit or loss and other comprehensive income should be read in conjunction with the accompanying notes

Sudbury Community House Association Inc
Statement of financial position
As at 30 June 2020

	Note	2020 \$	2019 \$
Assets			
Current assets			
Cash and cash equivalents	8	205,521	175,208
Receivables	9	105,940	42,404
Total current assets		<u>311,461</u>	<u>217,612</u>
Non-current assets			
Property, plant and equipment	10	248,281	222,003
Total non-current assets		<u>248,281</u>	<u>222,003</u>
Total assets		<u>559,742</u>	<u>439,615</u>
Liabilities			
Current liabilities			
Payables	11	54,611	43,340
Employee leave benefits	12	105,248	110,565
Total current liabilities		<u>159,859</u>	<u>153,905</u>
Non-current liabilities			
Employee leave benefits	13	12,862	9,698
Total non-current liabilities		<u>12,862</u>	<u>9,698</u>
Total liabilities		<u>172,721</u>	<u>163,603</u>
Net assets		<u>387,021</u>	<u>276,012</u>
Equity			
Reserves	14	54,778	54,778
Retained surpluses	15	332,243	221,234
Total equity		<u>387,021</u>	<u>276,012</u>

The above statement of financial position should be read in conjunction with the accompanying notes

Sudbury Community House Association Inc
Statement of changes in equity
For the year ended 30 June 2020

	Reserves \$	Retained profits \$	Total equity \$
Balance at 1 July 2018	54,778	126,132	180,910
Surplus after income tax expense for the year	-	95,102	95,102
Other comprehensive income for the year, net of tax	-	-	-
Total comprehensive income for the year	-	95,102	95,102
Balance at 30 June 2019	54,778	221,234	276,012

	Reserves \$	Retained profits \$	Total equity \$
Balance at 1 July 2019	54,778	221,234	276,012
Surplus after income tax expense for the year	-	111,009	111,009
Other comprehensive income for the year, net of tax	-	-	-
Total comprehensive income for the year	-	111,009	111,009
Balance at 30 June 2020	54,778	332,243	387,021

The above statement of changes in equity should be read in conjunction with the accompanying notes

Sudbury Community House Association Inc
Statement of cash flows
For the year ended 30 June 2020

	Notes	2020 \$	2019 \$
Cash flows from operating activities			
Receipts from operations		1,369,559	1,159,523
Payments to suppliers and employees		(1,331,822)	(1,163,368)
Interest paid		(1,442)	-
Net cash generated by / (used in) operating activities	16	<u>36,295</u>	<u>(3,845)</u>
Cash flows from investing activities			
Acquisition of property, plant and equipment		(47,601)	(142,543)
Interest received		5,088	4,510
Net cash (used in) investing activities		<u>(42,513)</u>	<u>(138,033)</u>
Cash flows from financing activities			
Receipts from capital grants		36,531	137,473
Net cash generated by financing activities		<u>36,531</u>	<u>137,473</u>
Net increase / (decrease) in cash and cash equivalents		<u>30,313</u>	<u>(4,405)</u>
Cash and cash equivalents at the beginning of the financial year		175,208	179,613
Cash and cash equivalents at the end of the financial year		<u>205,521</u>	<u>175,208</u>

The above statement of cash flows should be read in conjunction with the accompanying notes

Sudbury Community House Association Inc
Notes to the financial statements
30 June 2020

Note 1 Statement of significant accounting policies

The financial statements are special purpose financial statements prepared in order to satisfy the financial reporting requirements of the *Associations Incorporation Act 2015* and the *Australian Charities and Not for Profits Commission Act 2012*. The Board Members have determined that the Association is not a reporting entity. This financial report has been prepared in accordance with the recognition and measurement principles of Australian Accounting Standards and the disclosure requirements of the following Australian Accounting Standards:

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
 AASB 1054 - Australian Additional Disclosures

The amounts presented in the financial statements have been rounded to the nearest Australian dollar.

a) Income Tax

The Association is exempt from income tax under the provisions of Section 50-5 of the *Income Tax Assessment Act 1997*.

b) Property, Plant and Equipment (PPE)

Leasehold improvements and office equipment are carried at cost less, where applicable, any accumulated depreciation. The depreciable amount of all PPE is depreciated over the useful lives of the assets to the association commencing from the time the asset is held ready for use. Leasehold improvements are amortised over the shorter of either the unexpired period of the lease or the estimated useful lives of the improvements.

c) Impairment of Assets

At the end of each reporting period, the Association reviews the carrying values of its tangible and intangible assets to determine whether there is any indication that those assets have been impaired. If such an indication exists, the recoverable amount of the asset, being the higher of the asset's fair value less costs to sell and value in use, is compared to the asset's carrying value. Any excess of the asset's carrying value over its recoverable amount is recognised in the statement of profit or loss and other comprehensive income.

d) Employee Benefits

Provision is made for the association's liability for employee benefits arising from services rendered by employees to the end of the reporting period. Employee benefits that are expected to be settled within one year have been measured at the amounts expected to be paid when the liability is settled. Employee benefits payable later than one year have been measured at the present value of the estimated future cash outflows to be made for those benefits. In determining the liability, consideration is given to employee wage increases and the probability that the employee may not satisfy vesting requirements. Those cash outflows are discounted using market yields on national government bonds with terms to maturity that match the expected timing of cash flows.

e) Provisions

Provisions are recognised when the Association has a legal or constructive obligation, as a result of past events, for which it is probable that an outflow of economic benefits will result and that outflow can be reliably measured. Provisions are measured at the best estimate of the amounts required to settle the obligation at the end of the reporting period.

f) Cash and cash equivalents

Cash and cash equivalents includes cash on hand, deposits held at call with banks, and other short-term highly liquid investments with original maturities of three months or less.

Sudbury Community House Association Inc
Notes to the financial statements
30 June 2020

Note 1.1 Statement of significant accounting policies (continued)

g) Revenue and other income

The Association recognises revenue as follows:

Revenue from contracts with customers

Revenue is recognised at an amount that reflects the consideration to which the Association is expected to be entitled in exchange for transferring services to a customer. For each contract with a customer, the 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.

Donations

Donations are recognised at the time the pledge is made.

Grants

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

If conditions are attached to the grant which must be satisfied before the 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.

All revenue is stated net of any amounts of Goods and Services Tax (GST).

h) Goods and Services Tax (GST)

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO). 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 ATO is included with other receivables or payables in the statement of financial position.

i) Receivables

Trade and other payables represent the liability outstanding at the end of the reporting period for goods and services received by the Association during the reporting period, which remain unpaid. The balance is recognised as a current liability with the amounts normally paid within 30 days of recognition of the liability.

j) Trade and Other Payables

Trade and other payables represent the liability outstanding at the end of the reporting period for goods and services received by the Association during the reporting period, which remain unpaid. The balance is recognised as a current liability with the amounts normally paid within 30 days of recognition of the liability.

Sudbury Community House Association Inc
Notes to the financial statements
30 June 2020

Note 1.1 Statement of significant accounting policies (continued)

k) Comparative Figures

Where required by Accounting Standards comparative figures have been adjusted to conform with changes in presentation for the current financial year. When an entity applies an accounting policy retrospectively, makes a retrospective restatement or reclassifies items in its financial statements, a statement of financial position as at the beginning of the earliest comparative period must be disclosed.

l) Events after balance date

In March 2020, Australia was affected by the COVID-19 Pandemic. The COVID-19 pandemic has created an unprecedented uncertainty in the economic environment. This has resulted in a reduction in the Association's operating activities and may have an impact on future operations. Actual economic events and conditions in the future may be materially different from those estimated at the reporting date. At the date of this report, an estimate of the future impact of COVID-19 cannot be made as the impact will depend upon the magnitude and the duration of the economic downturn, with the full range of possible effects unknown.

Except for the above, no other matters or circumstances have arisen since the end of the financial year which significantly affected or could significantly affect the operations of Association, the results of those operations or the state of affairs of the Association in future financial years.

Note 2. Grants

	2020 \$	2019 \$
DFC -Operating - Recurrent	171,782	206,600
Tree of Life Grant	94,668	81,512
Lotterywest Grant	-	9,403
Other Community Programs	2,295	4,196
Management Fee from Grants	27,992	26,488
	<u>296,737</u>	<u>328,199</u>

Note 3. Other Income

	2020 \$	2019 \$
Government COVID-19 stimulus	233,300	-
Business Continuity Payment	76,862	-
Special COVID-19 funding	10,000	-
Other	30,903	11,536
	<u>351,065</u>	<u>11,536</u>

Note 4. Interest

	2020 \$	2019 \$
Interest received	5,088	4,510

Sudbury Community House Association Inc
Notes to the financial statements
30 June 2020

Note 5. Administration Expenses

	2020	2019
	\$	\$
Audit Fees	7,055	5,055
Consultant Expenses	4,678	16,179
Food & Kitchen Consumables	14,243	14,913
Insurance	11,559	11,601
IT Repairs/Maintenance	20,032	17,689
Maintenance - General	10,740	9,781
Training / Professional Dev.	904	2,250
Other	31,935	35,999
	<u>101,146</u>	<u>113,467</u>

Note 6. Property Expense

	2020	2019
	\$	\$
Cleaning Contractors	24,251	30,194
Electricity / Gas	12,051	12,158
Maintenance - Lawn/Gardens	6,961	7,116
Nappy Disposal Service	2,603	2,735
Pest Control	873	1,578
Rates & Taxes	4,308	1,869
Security Expense	(60)	73
Water Usage	2,563	3,657
Waste Disposal	4,439	5,518
Provision Building Maintenance	-	21
	<u>57,989</u>	<u>64,919</u>

Note 7. Program Expenses

	2020	2019
	\$	\$
Community Program Expenses	10,284	1,954
Programme Resources CDC	1,381	215
Programme Consumables	469	389
Tree of Life expenses	94,668	89,116
Telephone / Internet	8,646	-
Crèche Refurbishment	-	975
	<u>115,448</u>	<u>92,648</u>

Note 8. Current assets - cash and cash equivalents

	2020	2019
	\$	\$
Cash on hand	192	700
Cash at bank	<u>205,329</u>	<u>174,508</u>
	<u>205,521</u>	<u>175,208</u>

Sudbury Community House Association Inc
Notes to the financial statements
30 June 2020

Note 9. Current assets - Receivables

	2020	2019
	\$	\$
Trade Debtors	22,655	23,170
Prepayments	10,942	6,722
Accrued Income	7,543	12,511
Job Keeper Receivable	64,800	-
	<u>105,940</u>	<u>42,403</u>

Note 10. Property, plant and equipment

	2020	2019
	\$	\$
Buildings - Leasehold improvements - at cost	241,428	241,428
Less: Accumulated depreciation	(35,725)	(22,970)
	<u>205,703</u>	<u>218,458</u>
Plant and equipment - at cost	6,964	6,964
Less: Accumulated depreciation	(6,964)	(6,964)
	<u>-</u>	<u>-</u>
Outside Equipment org - at cost	5,241	5,241
Less: Accumulated depreciation	(5,241)	(5,241)
	<u>-</u>	<u>-</u>
Office Equipment org - at cost	74,571	31,945
Less: Accumulated depreciation	(37,143)	(28,978)
	<u>37,428</u>	<u>2,967</u>
Furniture & Fittings - House - at cost	6,182	1,182
Less: Accumulated depreciation	(1,032)	(604)
	<u>5,150</u>	<u>578</u>
	<u>248,281</u>	<u>222,003</u>

Note 11. Payables

	2020	2019
	\$	\$
Creditors	7,216	5,419
Employee Benefits	27,062	31,717
Unspent Grants	2,948	2,818
Other Payables	1,385	(3,413)
Accrued Expenses	8,000	6,800
Income in Advance	8,000	-
	<u>54,611</u>	<u>43,341</u>

Sudbury Community House Association Inc
Notes to the financial statements
30 June 2020

Note 12. Current Employee Leave Benefits

	2020	2019
	\$	\$
Annual leave	57,564	72,207
Long service leave	47,684	38,358
	<u>105,248</u>	<u>110,565</u>

Note 13. Non-current - Employee leave benefits

	2020	2019
	\$	\$
Long service leave	12,862	9,698

Note 14. Reserves

	2020	2019
	\$	\$
Redundancy Reserve	54,778	54,778

Note 15. Retained surpluses/(accumulated deficits)

	2020	2019
	\$	\$
Retained surpluses at the beginning of the financial year	221,234	126,132
Surplus after income tax expense for the year	111,009	95,102
Retained surpluses at the end of the financial year	<u>332,243</u>	<u>221,234</u>

Note 16. Reconciliation of surplus after income tax to net cash provided by operating activities

Reconciliation to Cash Flows from Operations	2020	2019
	\$	\$
Net surplus for the period	111,009	95,102
Non-operating cash flows in net profit (loss)		
Depreciation and amortisation	21,324	8,258
Interest received reclassified to investing activities	(5,088)	(4,510)
Capital grants reclassified to financing activities	(36,531)	(137,473)
Change in Assets and Liabilities		
(Increase)/decrease in receivables	(63,536)	801
Increase in payables	11,271	29,729
(Decrease)/increase in provisions	<u>(2,154)</u>	<u>4,248</u>
Net cash provided by/(used in) operating activities	<u>36,295</u>	<u>(3,845)</u>

Sudbury Community House Association Inc
Notes to the financial statements
30 June 2020

Note. 17 Auditor's Remuneration

During the year ended 30 June 2020, the Auditor received the following remuneration (excluding GST):

	2020	2019
	\$	\$
Audit fees	6,500	6,500
Other fees	1,500	1,500
	<u>8,000</u>	<u>8,000</u>

Sudbury Community House Association Inc
Declaration by the Board Members
30 June 2020

In the opinion of the Board Members:

- the Association is not a reporting entity because there are no users dependent on general purpose financial statements. Accordingly, as described in note 1 to the financial statements, the attached 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 Act 2015* and associated regulations;
- the attached financial statements and notes comply with the Accounting Standards as described in note 1 to the financial statements;
- the attached financial statements and notes give a true and fair view of the Association's financial position as at 30 June 2020 and of its performance for the financial year ended on that date; and
- there are reasonable grounds to believe that the Association will be able to pay its debts as and when they become due and payable.

On behalf of the Board Members


Joseph Radici - Chairperson

Date: 27th October 2020



