

KENSINGTON NEIGHBOURHOOD HOUSE

89 MCCRACKEN STREET

KENSINGTON 3031

PH: 9376-6366 / 9376-7280

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**KENSINGTON WOMEN'S GROUP CHILDCARE
ASSOCIATION INC.**

ANNUAL REPORT 1998



Kensington Women's Group Childcare Ass. Inc.
A0031462P

Kensington Women's Group Childcare Association Inc.

(A0031462P)

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1998/99 Committee of Management Members

<i>Chairperson:</i>	<i>Helen Frawley</i>
<i>Secretary:</i>	<i>Maureen Fagan/Debbie Gath</i>
<i>Treasurer:</i>	<i>Jose Martinez</i>
<i>Office Bearers:</i>	<i>Joy Fraser</i>
	<i>Ellie Valdebenito</i>
<i>Coopted Members:</i>	<i>Dianne Fitzgerald</i>
	<i>Ruth Harrison</i>

KENSINGTON NEIGHBOURHOOD HOUSE RECEIVED FINANCIAL ASSISTANCE IN 1998 BY:

- *Department of Human Services (Neighbourhood House Program)*
- *Adult Community & Further Education*
- *Office of Training and Further Education*
- *Victorian Multicultural Commission*
- *Home and Community Care (DHS)*
- *City of Moonee Valley*

1998 Workers, Volunteers and Committee

Chu Tran
Ruby Guy
Wendy Toohey
Carmello Mifsud
Nafisa Amini
Carolyn Fuller
Maureen Fagan
MaryAnn Mifsud
Hai Huynh
Kenny Reardon
Sandro Onofrio
Edna Lunn
Chi Tran
Kim Lan Tran
Bernadette Suter
Helen Frawley
Wendy Lampert
Daniel
Christine Hooper
Jose Martinez
Sagal Kamal
Michelle Alchin
Fran Pruckner
Leah Supple
Lesley Hoatson
Sandra Kane
Alma Cruz
Vicki Cockburn
Roman Gebrenska
Helen Rollinson
Marta Elliott

Lyn Healy
Ellie Valdebenito
Debbie Gath
Maureen Flannery
Kathy Zeimer
Jay Morgan
Linda Connor
Joy Fraser
Armando Torres
Michelle Turner
Dianne Fitzgerald
Isabelle Hose
Sen Nguyen
Albie Kennedy
Brian Scanllon
Jacqui Beal
Nattalina Patti
Allison Rowles
Sue Millett
Annie Quail
Hijera Hassan
Liz Symmons
Kylie Mahoney
Christine Madden
Paul Mayfield
Cathy Lang
Anne McLachlan
Maria Linares
Jayanti Tikoo
Sen

STATEMENT OF PURPOSE

- To provide a welcoming environment which is universally accessible and free of discrimination.
- To foster personal growth and development through the provision of social, recreational and further educational programs.
- To provide an environment which encourages self determination by which individuals may seek choice and take control of their own lives.
- To encourage enhancement of skills and knowledge to develop each individual's potential as members of the community.
- To provide an environment where people may develop community networks and supportive relationships.
- To provide the opportunity for individual self expression, social interaction and personal achievement and growth.
- To provide access to information and facilitate sharing of resources.
- To provide opportunities (services and activities) which promote a creative, purposeful and fulfilling utilisation of leisure time.
- To provide a childminding or occasional child care.

PRESIDENT'S REPORT

It is with great pride that I present the Silver Jubilee report of the Kensington Women's Group Child Care Association Inc. Who would have imagined 25 years ago when a group of 5 women decided to establish the Kensington Women's Group that it would grow into the vital organisation it is today.

In the early years there were struggles to keep it going and some wonderful moments that capture the vision and the pioneering spirit of our founding members. Today many women and children remember the happy times and the way this enabled them to take their place in society. A wonderful tribute to all who have been part of the Kensington Women's Group Child Care Association Inc.

Over the years the Committee of Management has risen to the challenges presented by the changing demands of funding bodies, whilst keeping in touch with the changing needs of the local area. The focus has always been the vulnerable people who have limited resources, yet are very capable of taking initiatives and deciding for themselves what is most helpful.

Today the Neighbourhood House provides many educational classes including English as a Second Language, as we have many new arrivals and refugees living in Kensington. It's wonderful to see the ethno specific programs that have developed often reflecting the needs of current nationalities. At one point there were computer classes taught in Spanish and Vietnamese. At present there is a Somali ESL class based around sewing. The Vietnamese Group assists its members in adjusting to Australian society. Other classes and activities offer opportunities for newer residents and the longer-term residents to become integrated members of the Kensington community.

1998 typifies change and challenge as the Kensington Women's Group once again provided occasional child care with the closure of the McCracken Street Child Care Centre. The Women's Group has always had a commitment to women and children in attempting to offer courses that enable them to increase their opportunities. An important factor is appropriate child care.

Over the last twelve months the Committee of Management have worked closely with the staff to ensure appropriate policies are in place. A business plan is in the process of being developed – a concept unthought of twenty-five years ago. This is part of adapting to the changing economic environment, and hopefully it will help ensure the future of the Kensington Women's Group.

A significant impact on the Neighbourhood House in the coming year will be the re-development of the Ministry of Housing Estate. The demolition of Block 72 Derby Street (a high rise tower of 12 stories) is already having an impact on the area.

The continued vitality of the Neighbourhood House depends on the enthusiasm and professionalism of our two coordinators, Michelle Turner, the Neighbourhood House coordinator, and Michelle Alchin, the Further Education coordinator who have successfully facilitated well established programs and developed new ones to meet the

changing needs of the Kensington community. The Management Committee is grateful for their fine contribution.

Christine Madden (our local accountant) has been an enormous support in supporting and overseeing the neighbourhood house finances. A new addition to the staff is the bookkeeper. Thank you Christine for the time you have given to the Women's Group.

The team of very dedicated volunteers has made an enormous contribution to the Neighbourhood House. Thankyou very much. Amongst the volunteers are the Management Committee members Debbie Gath, Kathy Lang (retired), Jose Martinez, Maureen Fagan, Ellie Valdebenito, Joy Fraser and the coopted members Dianne Fitzgerald and Ruth Harrison without whom the House would cease to function. Thankyou very much for your dedication and constant hard work.

We now look forward to the next 25 years. Let's continue to build on the vision and dream of those first five women.

Helen Frawley
President
Kensington Women's Group Child Care Association Inc.
1999.

TREASURER'S REPORT

This financial report is for the calendar year, 1998.

Throughout this period there have been changes involving limitations to the funds provided. Staff had to fill positions and the overload of work had to be done by the same staff. However we survived. We had to be financially careful so that all the needs could be met. Overall we achieved that result.

We were able to budget \$4,000 for computer maintenance, especially for "Y2K". During the year we employed a bookkeeper who is supervised by Christine Madden, CPA. We are very grateful for the time and support Christine gives to the Women's Group. Thank you Christine.

In the Audited Statement of Income & Expenditure there is a decrease in income due to the closure of the Child Care Centre, at the end of 1997. In the expenditure the costs of Tutors and Teachers for the programs have been recorded as salaries. They should have been recorded under program expenses, as they were part of the programs. We finished the year successfully keeping within a light budget.

I would like to take this opportunity to express my appreciation to the team made up of workers and volunteers, because without their collaboration this year would not have been a good one. A special thanks goes to the Co-ordinators, Michelle Turner and Michelle Alchin, also to Christine Madden for her great support and willingness to help others.

Jose Martinez,
Treasurer,
Kensington Women's Group Child Care Association Inc.,
21st April, 1999.

Co-ordinator's Report.

1998 has been a challenging but very exciting year for us personally and I believe for Kensington Neighbourhood House. We have endured funding cuts of over \$100, 000 (more than a third of our total funding) and still managed to bring in a small surplus and make some allowances for IT (Information Technology) management in 1999. Something we haven't done in the past.

There has been enormous change throughout the sector this year in relation to accountability to funding bodies. We have met these changes with increased hard work from staff, management, and our volunteers.

Our programs have been very successful and participation is high. 1998 programs have included: **The Walking Group**: this continues to be a great activity for elderly or frail people who want to set their own pace and an excellent opportunity for others from the English classes to get out and about and practice their English; **Pre/post natal and gentle Exercise and swimming programs**: 3 separate programs aimed at everyone of every age group – they always have a following and the swimming classes are increasingly popular.; **Budget market shopping**: Vic and Footscray market shopping opportunities for those who might need it and a good end of the week thing for anyone; **ESL/Literacy classes & computer classes**: the first port of call for many in the Kensington community, the computer course saw a few ESL students crossing over which is great; **Certificate 3 in Children's Services**.; a huge commitment for the group of women who undertook this, we hope to continue to build on the strength of this course and encourage local women from non-English speaking background to formalise their extensive family and childrearing skills as an entry to work; the **Elderly Vietnamese and Indo Chinese group** continues to be well known and have a large and enthusiastic following with participants as far as Keilor and Sunshine – the importance of this group and the networks is reflected by various organisations requesting an invitation for their collection and/or dissemination of information eg for research, and public health campaigns; **the African Women's Group** was a valuable program for the House as it helped us to establish the need and apply for funding for a Somali support worker to further develop our connection with and develop our understanding of the particular needs of this community; **Wednesday Community lunches** are still interspersed with day trips out and pub lunches; **Massage for the Elderly** was a new program aimed at the specific health care and physical comfort needs of older and more frail members of our community. The House supports various community and support groups in the evening and on weekends including **Alcoholics Anonymous, Elanon and the Spanish Dance Group**.

Some facts taken from our enrolment data are :

- There were 700 people participate in programs and classes in 98
- The average weekly attendance of students and participants was 138
- 77% of participants are women
- Participants originate from 26 countries
- 51% are from Vietnamese and Indo-Chinese backgrounds
- 18% are from African backgrounds, particularly Somalia
- 11% are from Spanish speaking backgrounds, especially El Salvador
- 9% are from European and Eastern European backgrounds
- The other 11% are made up of participants from Anglo-Saxon and other origins.

Of our ESL and Literacy students -

- 8% gained employment
- 16% went on to further study
- 61% have returned in 99
- 15% have moved on without further communication with Kensington Neighbourhood House.

Many other people benefited from the resources and referrals our house offers and referral and advocacy is an increasing need. The drop-in centre ,volunteer program and weekend/evening participants are not included in our figures, as they don't fill in enrolment forms.

Our childcare service was maintained and our enrolments reached 45 over the year. There were many changes to the Children's Services Regulations in 1998. Some of these changes will continue to be clarified for our service in 1999.

Running and maintaining the House's educational, social and recreational programs is the public aspect of our jobs. Being a presence in the House, being part of groups and activities, on the phone, in the bus, visiting the schools, and other local agencies like the health centre, childcare centres and Maternal and Child Health Centre is the tangible, physical part of keeping the House going – maintaining and building our links and relationships with the people who live and work in the Kensington community. These are the things that people see and how well we present the public face of our “service” is presumably what the House is judged on at a local level.

Maintaining the stability and relevance of all our programs is the House's priority. Without going through all the programs, we are pleased that again the **Certificate 3 in Children's Services (Early Childhood Care)** was a success, with employment at the end for some graduates and the continuing development of relationships with local childcare centres and experienced and dedicated teachers. Thanks are extended to all teachers and participating childcare centres. Our congratulations are extended to students. The 6 month course **Massage for the elderly** was a new introduction which was well received particularly by the Vietnamese community. This in turn has highlighted a need for more of the same. Fortunately both of these courses have been re-funded for 1999.

Realistically House management requires work behind the scenes which is often not seen or realised; these are administrative tasks which our performance is measured against by funding and other regulatory bodies, critical to our operation and future funding possibilities. Some of the “hidden” goals achieved over 1998 were:

- The consolidation of our financial accountability systems through the assistance of a part time bookkeeper
- The introduction of statistics reflecting House use
- The fine tuning and consolidation of the extensive accountability systems demanded by the Office of Training and Further Education, and Adult and Community Further Education.
- Success with the House's first OTFE/ACFE audit.
- The development and redraft of the **Policy and Procedures Manual**.

- The introduction of regular “KNH Design” feedback and evaluation forms for both staff/tutors and students/participants as part of quality improvement measures.

Developing and meeting these accountability measures is an ongoing reality in House management. Coordination duties comprise these tasks more so than time before. Ultimately the hope is that our service and approach will be strengthened and these measures will better position us to recognise and deal with change and the process of transition which inevitably faces our organisation in continuing to provide a meaningful service to Kensington today.

A special thankyou to the following for their assistance over the year :

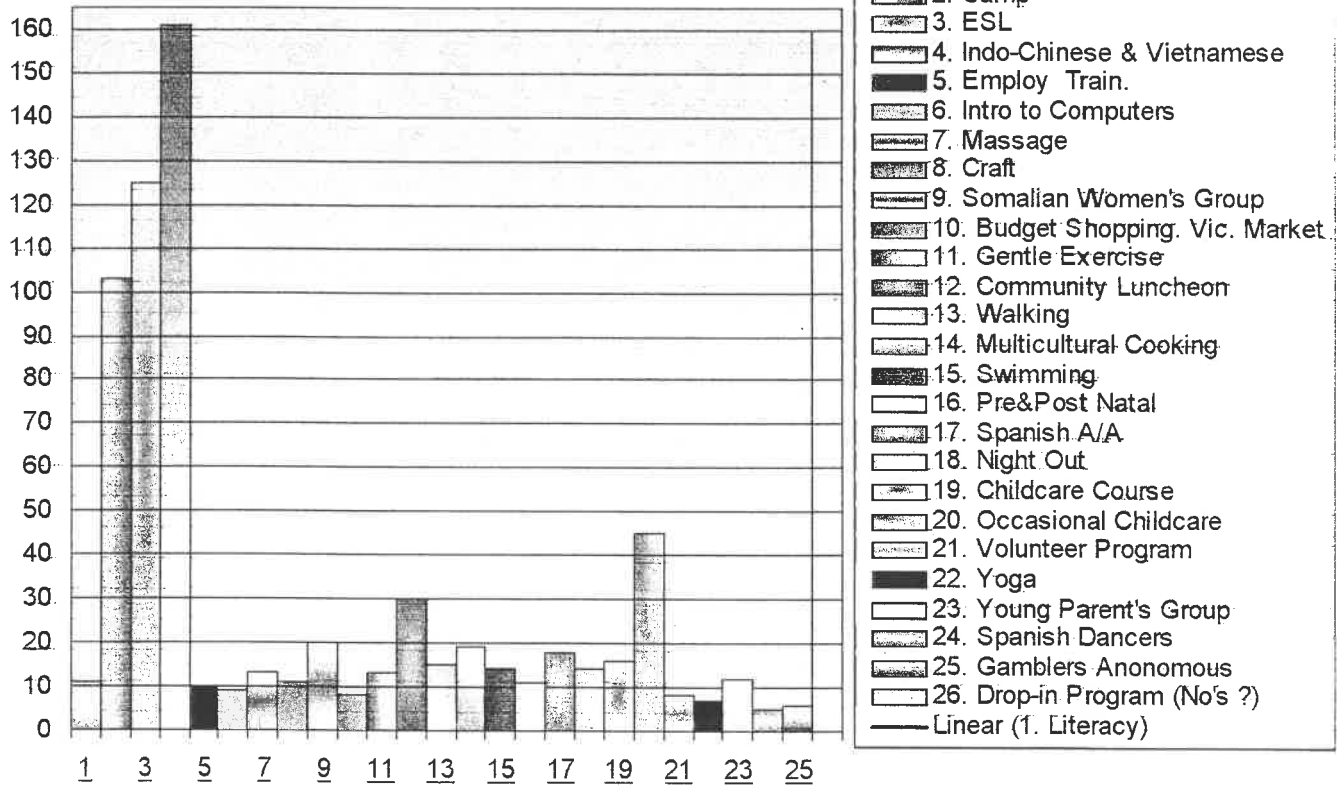
- All the volunteers who put their time and effort into the House : the office, program running, childminding, gardening to name a few.
- Committee of Management Members for their dedication and work.
- Kensington Joint Congregation for the use of their Hall
- Kensington Legal Service
- Dhoutta Ghalla Community Health Centre
- Kensington Maternal and Child Health Centre
- Kenny Reardon for the use of his bus
- Kensington Primary School
- Christine Madden Accountancy Services
- Melbourne Community Care for transport assistance

Michelle Turner
Neighbourhood House Coordinator

Michelle Alchin
Further Education Coordinator

1998 ENROLMENTS

Kensington Neighbourhood House Enrolments 1998



KENSINGTON WOMEN'S GROUP CHILD CARE
ASSOCIATION INCORPORATED

FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31ST DECEMBER, 1998

KENSINGTON WOMEN'S GROUP CHILD CARE
ASSOCIATION INCORPORATED
STATEMENT OF INCOME & EXPENDITURE
FOR THE YEAR ENDED 31ST DECEMBER, 1998

	<u>1998</u>	<u>1997</u>
<u>INCOME</u>		
GRANT -Dept Human Services	44,384	44,192
“ “ “ “ - Capital	3,630	1,660
“ “ “ “ - Child Care	5,203	6,561
“ “ “ “ - H.A.C.C.	11,078	-
“ Dept of Ethnic Affairs	400	500
“ A.C.F.E.	55,709	44,654
“ Dept of H.H. & C.S. (Child Care)	-	64,650
“ Advocacy Program	-	8,233
“ Joint Project – D.G.C.H.S.	-	190
“ City of Moonee Valley	22,500	13,000
“ O.T.F.E.	10,499	40,894
Rental Income	1,917	777
Fees - Child Care	-	21,534
“ - Womens' Group	15,686	9,931
Fund Raising & Donations - Child Care	-	2,202
“ “ “ - Women's Group	-	9,515
Miscellaneous	52	-
Interest Received - Child Care	-	44
“ “ - Women's Group	<u>1,037</u>	<u>1,005</u>
<u>TOTAL INCOME</u>	172,095	269,542
<u>LESS EXPENDITURE</u>		
(as per statement attached)	<u>171,267</u>	<u>282,021</u>
<u>SURPLUS/(DEFICIT) FOR THE YEAR</u>		
- Child Care	-	(11,861)
- Women's Group	<u>828</u>	<u>828</u> <u>(618)</u> (12,479)
<u>ADD ACUCMULATED SURPLUS 1.1.1998</u>		
- Child Care	-	(1,699)
- Women's Group	<u>4,859</u>	<u>4,859</u> <u>19,037</u> 17,338
<u>ACCUMULATED SURPLUS AS AT 31/12/98</u>	<u>\$5,687</u>	<u>\$4,859</u>

KENSINGTON WOMEN'S GROUP CHILD CARE
ASSOCIATION INCORPORATED
STATEMENT OF INCOME & EXPENDITURE
FOR THE YEAR ENDED 31ST DECEMBER, 1998

<u>EXPENDITURE</u>	<u>1998</u>	<u>1997</u>
Administration	4,188	636
Advertising	93	734
Audit Fees - Child Care	-	1,150
- Women's Group	<u>1,300</u>	<u>1,150</u>
Bank Charges - Child Care	-	527
- Women's Group	<u>1,311</u>	<u>1,079</u>
Cleaning	535	2,329
Conferences, Seminars, Meetings	125	200
Depreciation - Child Care	-	1,672
- Women's Group	<u>5,250</u>	<u>1,874</u>
Equipment - Child Care	-	2,684
- Women's Group	<u>2,064</u>	<u>1,684</u>
Fund Raising Costs (Child Care)	-	136
Heat, Light, Power & Telephone - Child Care	-	1,310
- Women's Gr.	<u>3,548</u>	<u>3,914</u>
Housekeeping (Child Care)	-	3,298
Information Day	-	610
Insurance	1,221	-
Professional Development	1,473	1,611
Program Expenses	32,202	110,159
Provision for Computer Maintenance	4,000	-
Rates & Taxes	244	-
Repairs & Maintenance - Child Care	-	568
- Women's Group	<u>758</u>	<u>344</u>
Salaries - Child Care	-	81,698
- Women's Group	<u>100,867</u>	<u>48,279</u>
Staff Amenities	206	-
Staff in Service - Child Care	-	402
- Women's Group	-	-
Stationery, Postage & Office Supplies	2,479	1,996
Subscriptions - Child Care	-	225
- Women's Group	<u>855</u>	<u>578</u>
Sundries - Child Care	-	567
- Women's Group	<u>5</u>	<u>718</u>
Superannuation - Child Care	-	2,552
- Women's Group	<u>6,077</u>	<u>3,436</u>
Travel	1,170	1,100
Workcover Levies - Child Care	-	1,173
- Women's Group	<u>1,296</u>	<u>1,628</u>
<u>TOTAL EXPENDITURE</u>	<u>\$171,267</u>	<u>\$282,021</u>

KENSINGTON WOMEN'S GROUP CHILD CARE
ASSOCIATION INCORPORATED
STATEMENT OF ASSETS & LIABILITIES
AS AT 31ST DECEMBER, 1998

	<u>1998</u>	<u>1997</u>
<u>ACCUMULATED FUNDS</u>		
Capital Reserve & Grants	139,832	139,832
Add Accumulated funds/(Deficiency):		
Child Care Centre	-	(13,560)
Women's Group Outreach	<u>5,687</u>	<u>18,419</u>
	<u>5,687</u>	<u>4,859</u>
<u>TOTAL MEMBERS FUNDS</u>	<u>\$145,519</u>	<u>\$144,691</u>
Represented by:		
<u>CURRENT ASSETS:</u>		
Grant in Arrears – Women's Group	-	2,215
Debtors - Child Care	-	204
- Women's Group	<u>-</u>	<u>-</u>
		<u>2,419</u>
Cash on Deposit – Macaulay Community Credit Co-Operative - Child Care	-	-
- Women's Group	<u>72,725</u>	<u>58,051</u>
	<u>72,725</u>	<u>58,051</u>
		<u>60,470</u>
<u>LESS CURRENT LIABILITIES:</u>		
Creditors & Accruals - Child Care	-	2,685
- Women's Group	2,644	1,150
Grants Received in Advance - Child Care	-	-
- Women's Group	18,637	11,055
Provision for - Computer Maintenance	4,000	-
- Audit Fees	1,300	-
- Building Maintenance	<u>31,120</u>	<u>31,120</u>
	<u>57,701</u>	<u>46,010</u>
<u>NET CURRENT ASSETS</u>	15,024	14,460
<u>ADD FIXED ASSETS:</u>		
Buildings (at cost)	147,224	147,224
Less Accumulated Depreciation	<u>28,534</u>	<u>26,908</u>
	<u>118,690</u>	<u>120,316</u>
Fixtures, Fittings & Furn. (at cost)	24,078	18,564
Less Accumulated Depreciation	<u>12,273</u>	<u>8,649</u>
	<u>11,805</u>	<u>9,915</u>
	<u>130,495</u>	<u>130,231</u>
<u>NET ASSETS</u>	<u>\$145,519</u>	<u>\$144,691</u>

KENSINGTON WOMEN'S GROUP CHILD CARE
ASSOCIATION INCORPORATED

AUDITOR'S REPORT

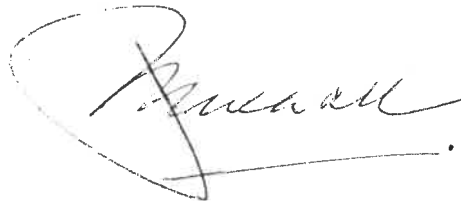
In my opinion:-

The accompanying Financial Statements of Income and Expenditure and Balance Sheet are properly drawn up so as to give a true and fair view of:-

1. The state of affairs of Kensington Women's Group Child Care Association Incorporated as at 31st December, 1998 and the results of its operations for the twelve months ended on that date.
2. That the statements are in accordance with the accounting records and other information supplied to me by Kensington Women's Group Child Care Associated Incorporated.

DATED AT CARLTON

POBJOY, MULHALL & ASSOCIATES



9TH MARCH, 1999

.....
JOHN MULHALL CPA
PRINCIPAL

OVER THE YEARS



