



KENSINGTON NEIGHBOURHOOD HOUSE

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(Registered as Kensington Women's Group Child Care Association Inc.)

Kensington Women's Group Child Care Association Inc.

Statements of Purpose

- To provide a welcoming environment which is universally accessible and free of discrimination, to foster personal growth and development.
- 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.
- Provision of quality Occasional Child Care.



Chairpersons Annual Report

Yet another busy and challenging year has gone by with KNH still very much involved in the ever changing community which is Kensington today. The changes that have taken place – particularly gentrification and the loss of families through the Kensington Estate reconstruction – have highlighted the strengths and weaknesses of KNH. Fortunately our strengths predominate –

- We have had a long, happy and continuing involvement in the community.
- The value and depth of our courses from Childcare, through ESL to Weights and Patchwork.
- The people involved – our staff, the committee, the volunteers and the participants in the course.

Our weaknesses lie in the lack of and constant battle for funding and the house's low profile on some areas, but out of our weaknesses can come our opportunities. Our term one brochure reflects this with a wider range of courses which will, hopefully, appeal to all sections and age-groups within the Kensington community.

I would like to thank the members of staff, the committee and volunteers for all their efforts on behalf of the house. I would also like to welcome our new House Co-ordinator, Karyn Down and thank Anne Callanan – who has left us for new pastures – for all her work at KNH. My thanks also to Sue Millett and a welcome to Ann Morrison in our increasingly popular Occasional Childcare.

Once again the summer camp, at Catherines Creek near Warragul, was enjoyed by all the participants, particularly the children.

Future plans for the house include having the back garden designed and landscaped, not only to take into account the needs of the children but others using the house.

With the continuing dedication and hard work of all those involved, KNH can meet the challenges it faces and continue its efforts to play an even wider role in the community through 2004 and beyond.

Denise Farmery



Chairperson Denise Farmery presents certificate to Bernadette Freese, graduate of Certificate III in Community Services (Childrens Services). Course leader Kathy Ziemer looks on.

Coordinators' Report

This year has seen some exciting developments at the House along with some sad departures. During the year we gave the house a facelift with a new heritage colour scheme and a bright new sign. We have also developed a relationship with Rendina Real Estate and they now supply us with advertising boards on a regular basis. These are situated at the front of the house and on the plantation facing Kensington Road.

One of our most exciting innovations for 2003 has been the Do Weights classes. These have been funded by a VicHealth active participation grant and incorporate gentle exercise and weight training for older adults. People suffering from osteoporosis, arthritis, diabetes and high blood pressure can benefit from weight bearing exercise and our partnership with VicHealth means that local people can attend two low cost sessions each week. Trainer Carol Weiland Monaghan keeps every one moving, lifting and laughing through 60 minutes of fun.

Other new developments for 2003 have included patchwork quilt making which happens through the generosity of Carmen Mizzi and Eli Valdebenito who run the class as volunteers. We have also offered low cost massage through the talents of Harold Haarburger, a cooking class for Horn of African women and a Friday playgroup for new parents.

Our regular programs have continued to be well attended especially our social activities like the Wednesday Lunch group, the Thursday night social group and the Elderly Indo-Chinese and Vietnamese group, which continues to attract big numbers to their talks and outings thanks to the invaluable work done by Chi Tran and Hua Kim Lan.

This year has seen the departure of two people who have made the Occasional Childcare Service at Kensington Neighbourhood House into a valuable asset for Kensington. Sue Millett spent the first eight months of 2003 as our Occasional Care Worker. She brought a level of expertise and care that has taken the service to a new level. Kensington seems to be blessed with highly trained childcare workers and the Neighbourhood House doubly blessed in securing the services of two of the best within the same twelve months. Ann Morrison has taken over from Sue and continued her excellent work, together with assistant Roman Salew.

Anne Callanan must take credit for the current success of the Occasional Care Service. She put a great deal of work into making the service professional and accountable and many of the mums and dads that confidently leave their children in our care today owe their thanks to Anne. It was with great sadness that we said good-bye to Anne in October as she went on to become the State Coordinator of the Victorian Public Tenants Association. Her work not only with the Child Care service but also the Vietnamese group and many other aspects of the house has always been of the highest quality. We wish her every success in her new position. We also welcome Karyn Down who comes to us after years of experience in various community settings and current experience with the Swinburne Project into the redevelopment of Kensington. We're very lucky to have Karyn join us and her enthusiasm and experience have so far given us a trouble free transition.

I would once again like to thank the staff, volunteers and committee for all their work in making our job as Coordinators so enjoyable. I think we can safely say that the Neighbourhood House is again beginning to have an impact on the Kensington landscape and with such excellent people involved in all levels of the organisation that impact can only continue to grow.

Sue Callinan & Karyn Down

Further Education Coordinator's Report

The education programs were in great demand in 2003 and the involvement of lots of new students in the courses and commitment of our teachers made for a very successful year. As the Further Education Coordinator, I have enjoyed improvements in our course timetables, which increased my contact with students and teachers while working two days a week at the House. I have also appreciated the support of the House Coordinators, Sue and Anne, and now Sue and Karyn as Anne finished working at the House late last year. It has been great to meet and work with many of the program participants, other program staff and volunteers who come to the House. My day to day work has also been helped by the management committee members who contribute so much and have made themselves available when needed.

I have been kept very busy with the challenges of delivering the educational programs on budgets which reflect low levels of adult community education (ACE) government funding to Kensington Neighbourhood House, yet which require quality standards equivalent to TAFE. The management committee and staff have tried to address our funding issues with the state and regional education funding body in 2003, but unfortunately have gained no additional funds for 2004 program delivery.

I have greatly appreciated the support of other providers including the Moonee Valley ACE cluster with program delivery issues. Participating in this cluster network has also contributed to the smooth running of House operations through the management of joint projects. We are all sorry to lose Bonnie, the project worker who has maintained the electronic enrolments for providers in the cluster for many years.

I was very pleased to develop some links with Eastern ACE providers who also deliver an accredited childcare course and look forward to continuing to work with this newly formed network in 2004. I have also enjoyed building working relationships with local agencies and hope to continue project work started in 2003 with the Kensington Housing Redevelopment and other areas of Kensington including Kensington Banks.

There have been a number of program highlights to acknowledge. First, our biggest education program is the Certificate III in Community Services (Children's Services) which is our fulltime childcare course. Seven of our nine students were awarded Certificate III or Certificate II and have gone on to employment or further study. A big thank you to Kathy Ziemer, our very committed Course Coordinator and team of teachers who delivered such an excellent program. My thanks also to Kensington Primary School who provided the course venue and to the childcare agencies who took these students on placement two days a week from April to September.

Second, our ESL program successfully delivered courses at two language levels. Our ESL teacher Helen and in Term four relief tutor Bev provided a stimulating program which was very popular with our students. These courses have continued to attract new students and my thanks to the agencies who refer students to us. Finally our smaller introductory computer program and Skillsnet funded introductory internet program have been combined to deliver an integrated course which has been very much in demand given the long waiting lists for this course each term. Sue Callinan has been our regular teacher and provides an excellent program which has encouraged many of our students to go on to further computer studies. We were fortunate that Melbourne City Council assisted us with some second hand computers in 2002 and 2003 to improve our computer network. This has provided a much improved training service to our students. However we would welcome opportunities to further upgrade this network in the future and to further expand our computer delivery. My thanks to Phil Brandon our IT support person, funded by the ACE cluster, who ensures our network operates reliably for our program delivery.

A final thanks to our funding bodies, students, teachers, House and program staff and committee who have helped to make the education programs run so smoothly. A big thanks to Jack who has volunteered a lot of time to help with program publicity. I look forward to new opportunities and contacts in the year ahead.

Anne House

The Camp

This year the camp took place over five days in January 2004. It was at Catherine's Creek in Gippsland, a bit further on from Warragul.

Eighty-seven people came away, which involved twenty children, with the age of participants ranging from three years old to those in their eighties.

This was, as usual, a camp which reflected the ethnic and cultural diversity of those who use the Neighbourhood House and live in Kensington, with ten different linguistic and cultural groups amongst us.

The camp offered a range of activities which were of special interest to many of the children; but not only the children. In the end, people of all ages, but only those of courage, attempted the very, very long flying fox across the valley. Canoeing was very popular as was the forty metre water slide.

For the more sedentary or quieter participants we had a drawing class which revealed lots of talent and the popularity of this activity as a future House Program.

There were also two pre-planned day trips from the camp. One was to Gumbuya Park where we had a B-B-Q lunch. This large park area of native trees and garden also offered a range of rides as well as the viewing of animals and birds.

The other trip was to the historic mining town of Walhalla, where some went on a tour of the mine, others played cards in the park and where we also had another B-B-Q.

These trips were extremely challenging for some as the camp was at the top of a very high and very winding road; leaving many feeling sick and unable to enjoy the scenery.

All in all we had extremely good weather. Some had a relaxing time. Most of the children had a hectic and exciting, free time. We had a night's enthusiastic entertainment and participation from the audience with African and Middle Eastern drumming as well as a guitarist. Another night we had 'fun and games' as a final wind up and farewell to the camp.

These camps are obviously highly successful and bring together such a wide range of ages, cultures and interests. The Committee of Management will however, be assessing for the future, a range of options as camps. The large number of people that this House takes away does limit to some extent the places and types of places we can go, as many camps do not cater for such large numbers.



Roman, Salem & Yonathon
about to enter the Long Tunnel
Extended Gold Mine, Walhalla.



Gumbuya Park

Occasional Childcare for 2003

The Kensington Neighbourhood House continues to offer quality occasional childcare for children ranging in age from 1 to 6 years old. Childcare operates for 3 hours each Tuesday, Wednesday and Thursday morning and has highly qualified and experienced staff. The small and quite intimate space with a limit of 12 children can be exactly what some children prefer; a homey setting with close, individual attention.

The children can experience a range of enjoyable and educational activities, such as water play, painting, playdough and modelling, playing with toys and building blocks, games, reading times and singing. Each session is accompanied with outdoor play also – weather permitting.

Those who attend childcare also reflect the socio-economic and cultural diversity from within Kensington, there currently being children from 7 different ethnic and cultural backgrounds.

Unfortunately what has been ever-growing over time is the waiting list. At present there are 22 families/households on the waiting list for childcare for this service and additional calls seem to come every second day.

The Childcare service has also decided to undertake a major up-grade of the back yard/garden area; dollars permitting. Hopefully we will be able to involve parents and other interested persons in ensuring we design a viable and healthy outdoor play area for the children and see this come into being during 2004. We will however most likely need to seek additional funds to those we have in order to do this as well as purchase new equipment.



Treasurer's Report

The Kensington Neighbourhood House has continued to provide many valuable community programs with limited funding during 2003.

Income from grants is \$149, 095; up on the previous year of \$145,246.

The House incurred a small surplus for the year ended 31/12/03 of \$1807.00

The Committee of Management has continued to look for and provide programs that are cost effective and of value to the community. This has meant that the overall financial position of the House remains sound with accumulated funds at \$140,766.00

A significant boost to the Houses income in 2003 was the Myer Foundation Community Service award to Eli Valdebenito and the house of \$7500.00 Both Eli and the House should be congratulated on obtaining this award.

KENSINGTON WOMEN'S GROUP CHILD CARE
ASSOCIATION INCORPORATED
REG. NO: A0031462P

FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31ST DECEMBER, 2003

KENSINGTON WOMEN'S GROUP CHILD CARE ASSOCIATION INCORPORATED
REG. NO: A0031462P
STATEMENT OF FINANCIAL PERFORMANCE
FOR THE YEAR ENDED 31ST DECEMBER, 2003

	<u>2003</u>	<u>2002</u>
<u>INCOME</u>		
Grants -Dept Human Services		
“ “ “ - Neighbourhood House	58,660	51,686
“ “ “ - Occasional Care	7,362	6,741
“ City of Melbourne	1,440	2,310
“ Dept. of Education - A.C.F.E./O.T.F.E.	62,753	61,473
“ Dept. of Premier & Cabinet	-	691
“ City of Moonee Valley	14,538	10,884
“ State Library of Victoria	2,208	4,366
“ Other	-	375
“ North Melbourne L. & L.	-	6,693
“ V.H.P.F.	734	-
“ Vic. Multicultural Commission	<u>1,400</u>	- 145,219
Rental Income	2,070	1,245
Donations	24,225	16,448
Fundraising	7,500	121
Interest Received	2,213	1,816
Workcover Reimbursement	-	-
Miscellaneous	<u>2,681</u>	<u>230</u>
<u>TOTAL INCOME</u>	187,784	165,079
<u>LESS EXPENDITURE</u>		
(as per statement attached)	<u>185,977</u>	<u>170,909</u>
<u>SURPLUS/(DEFICIT) FOR THE YEAR</u>	1,807	(5,830)
Add IndoChinese/Vietnamese Deficit/(Surplus)	728	3,398
<u>ADD ACCUMULATED SURPLUS 1.1.2003</u>	(1,601)	831
<u>ACCUMULATED SURPLUS AS AT 31/12/2003</u>	<u>\$ 934</u>	<u>\$ (2,430)</u>

KENSINGTON WOMEN'S GROUP CHILD CARE ASSOCIATION INCORPORATED

REG. NO: A00314620

STATEMENT OF FINANCIAL PERFORMANCE
FOR THE YEAR ENDED 31ST DECEMBER, 2003

		<u>2003</u>		<u>2002</u>
<u>EXPENDITURE</u>				
Administration Expenses		4,968		456
<u>Employment Expenses</u>				
Professional Development	-		105	
Wages & Salaries	39,981		42,191	
Superannuation	3,097		3,306	
Workcover	1,846		340	
Other Employment Expenses	5,033		1,109	
Leave Provision	2,168		1,046	
Travel Allowances	<u>3,418</u>	55,543	<u>213</u>	48,310
<u>Finance Expenses</u>				
Bank Charges	60		-	
Legal & Accounting	<u>4,849</u>	4,909	<u>3,802</u>	3,802
<u>House Utilities & Maintenance</u>				
Electricity	1,014		808	
Gas	396		380	
Water	457		396	
Insurance	2,286		747	
Maintenance	4,072		1,625	
Cleaning	1,550		1,413	
(Less House Rental)	<u>(4,630)</u>	5,145	<u>-</u>	5,369
<u>Cost of Programs</u>				
Marketing	222		5,644	
Transport Hire	5,787		11,074	
Materials	1,164		2,326	
Venue Hire	16,708		8,162	
Consumables	1,515		3,531	
Repairs & Maintenance	320		3,418	
Equipment	515		212	
Miscellaneous Administration	1,477		1,507	
Wages & Associated Expenses	58,252		51,012	
Program Administration Fee	14,160		12,230	
Co-ordination Fee	15,292		13,494	
Sundry Program Expenses	<u>-</u>	<u>115,412</u>	<u>362</u>	<u>112,972</u>
<u>TOTAL EXPENDITURE</u>		<u>\$ 185,977</u>		<u>\$ 170,909</u>

KENSINGTON WOMEN'S GROUP CHILD CARE ASSOCIATION INC.

REG. NO: A0031462P

INDEPENDENT AUDIT REPORT

To the Members of Kensington Women's Group Child Care Association Inc.

Scope

I have audited the attached financial statements, being a special purpose financial report, of Kensington Women's Group Child Care Association Inc. for the year ended 31st December, 2003. The Committee of Management is responsible for the financial statements and have determined that the accounting policies used and described in Note 1 to the financial statements are appropriate to meet the requirements of the Associations Incorporation Act 1981 and the needs of the members. I have conducted an independent audit of the financial statements in order to express an opinion on them to the members of Kensington Women's Group Child Care Association Inc. No opinion is expressed as to whether the accounting policies used are appropriate to the needs of the members.

The financial statements have been prepared for distribution to the members for the purpose of meeting the requirements of the constitution. I disclaim any assumption of responsibility for any reliance on this report or on the financial statements to which it relates to any person other than the members, or for any purpose other than for which it was prepared.

My audit has been conducted in accordance with Australian Auditing Standards. My procedures included examination, on a test basis, of evidence supporting the amounts and other disclosures in the financial statements and the evaluation of significant accounting estimates. These procedures have been undertaken to form an opinion as to whether, in all material respects, the financial statements are presented fairly in accordance with the accounting policies described in Note 1 to the financial statements. (These policies do not require the application of all Accounting Standards and UIG Consensus Views).

The audit opinion expressed in this report has been formed on the above basis.

Audit Opinion

In my opinion the financial statements give a true and fair view in accordance with the accounting policies described in the Notes to the financial statements and the requirements of the Associations Incorporation Act 1981, of the financial position of Kensington Women's Group Child Care Association Inc. as at 31st December, 2003, and the results from operations for the year then ended.

Dated this 3rd day of March, 2004

**POBJOY MULHALL & ASSOCIATES
CERTIFIED PRACTISING ACCOUNTANTS**



KENSINGTON WOMEN'S GROUP CHILD CARE ASSOCIATION INCORPORATED
REG. NO: A0031462P
STATEMENT OF FINANCIAL POSITION
AS AT 31ST DECEMBER, 2003

	<u>2003</u>	<u>2002</u>
<u>ACCUMULATED FUNDS</u>		
Capital Reserve & Grants	139,832	139,832
Add Accumulated funds/(Deficiency):	<u>934</u>	<u>(1,601)</u>
<u>TOTAL MEMBERS FUNDS</u>	<u>\$ 140,766</u>	<u>\$ 138,231</u>
Represented by:		
<u>CURRENT ASSETS:</u>		
Cash on Hand	174	350
Debtors	(1,879)	(2,039)
Cash on Deposit – Macaulay Community Credit Co-Operative	139,049	129,294
Prepayments	<u>3,000</u>	<u>-</u>
<u>TOTAL CURRENT ASSETS</u>	<u>140,344</u>	<u>127,605</u>
<u>NON CURRENT ASSETS:</u>		
Buildings (at cost)	150,488	150,488
Less Accumulated Depreciation	<u>(31,160)</u>	<u>31,160</u>
	119,328	119,328
Fixtures, Fittings & Furn. (at cost)	33,612	28,366
Less Accumulated Depreciation	<u>(24,885)</u>	<u>22,885</u>
	8,727	5,481
<u>TOTAL NON CURRENT ASSETS</u>	<u>128,055</u>	<u>124,809</u>
<u>TOTAL ASSETS</u>	<u>\$ 268,399</u>	<u>\$ 252,414</u>
<u>CURRENT LIABILITIES:</u>		
Creditors & Accruals	8,776	9,859
Grants Received in Advance	42,225	37,237
Provision for - Computer Maintenance	6,000	4,000
- Audit Fees	1,155	1,050
- Building Maintenance	33,120	31,120
- Staff Entitlements	5,714	9,546
- IndoChinese/Vietnamese Project	8,643	9,371
- Project Employment	<u>22,000</u>	<u>18,000</u>
<u>TOTAL CURRENT LIABILITIES</u>	<u>127,633</u>	<u>114,183</u>
<u>TOTAL LIABILITIES</u>	<u>\$ 127,633</u>	<u>\$ 114,183</u>
<u>NET ASSETS</u>	<u>\$ 140,766</u>	<u>\$ 138,231</u>

KENSINGTON WOMEN'S GROUP CHILD CARE ASSOCIATION INC.
REG. NO: A0031462P

**NOTES TO AND FORMING PART OF THE SPECIAL PURPOSE
FINANCIAL STATEMENTS FOR THE YEAR ENDED 31ST DECEMBER, 2003**

NOTE 1 - STATEMENT OF ACCOUNTING POLICIES

These financial statements are special purpose financial reports prepared for use by the Committee and members of Kensington Women's Group Child Care Association Inc. The Committee has determined that the Association is not a reporting entity and there is no requirement to apply Accounting Standards and other mandatory professional reporting requirements (Urgent Issues Group Consensus Views) in the preparation and presentation of these statements.

These statements are prepared on an accrual basis from the records of the Association. They are based on historic costs and do not take into account changing money value or except where stated, current valuations of non current assets. Accounting policies have been consistently applied, unless otherwise stated.

KENSINGTON WOMEN'S GROUP CHILD CARE ASSOCIATION INC.
REG. NO: A0031462P

STATEMENT OF CASHFLOWS

CASH FLOWS FROM OPERATING ACTIVITIES

Receipts from Customers	36,476
Payments to Suppliers & Employees	(173,154)
Interest Received	2,213
Interest and Other Costs of Finance Paid	-
Income Tax Paid	-
Receipts from Government Grants (Recurrent)	<u>149,290</u>
<u>NET CASH PROVIDED/(USED) IN OPERATING ACTIVITIES</u>	<u>14,825</u>

CASH FLOWS FROM INVESTING ACTIVITIES

Proceeds from Sale of Property, Plant and Equipment	-
Payment for Property, Plant and Equipment	(5,246)
Proceeds from Sale of Investment Securities	-
Payment for Investment Securities	-
<u>NET CASH USED IN INVESTING ACTIVITIES</u>	<u>(5,246)</u>

Net Increase (Decrease) in Cash Held	9,579
Cash at the Beginning of the Reporting Period	<u>129,644</u>
<u>CASH AT THE END OF THE REPORTING PERIOD</u>	<u>139,223</u>

NOTES TO THE STATEMENT OF CASH FLOWS

1. RECONCILIATION OF CASH

Cash on Hand	174
Cash at Bank	<u>139,049</u>
	<u>139,223</u>

2. RECONCILIATION OF NET CASH PROVIDED BY:

Operating activities to operating
Profit after income tax

Operating Profit after Taxation	2,535
Profit or (Loss) in Disposal of Non-Current Assets	-
Depreciation and Amortisation of Non-Current Assets	2,000
Changes in Net Assets and Liabilities:	
Decrease (Increase) in Current Receivables	(160)
Decrease (Increase) in Other Current Assets	3,000
Increase (Decrease) in Current Trade Creditors	(1,083)
Increase (Decrease) in Current Accruals	3,545
Decrease (Increase) in Grants in Arrears	-
Increase (Decrease) in Grants in Advance	<u>4,988</u>
<u>NET CASH PROVIDED BY/(USED IN) OPERATING ACTIVITIES</u>	<u>14,825</u>

Management Committee

Denise Farmery	Chairperson
Joy Fraser	Deputy chair
Catriona McQuilkin	Secretary
Genny Conroy	Treasurer
Maureen Fagan	
Chi Tran	
Eli Valdebenito	

Staff

Sue Callinan	House
Karyn Down	Coordinators
Anne Callanan	
Anne House	Further Education
	Coordinator
Denise Henderson	Bookkeeper
Ann Morrison	Occasional
	Childcare worker
Roman Salew	Childcare worker
Sue Millett	Childcare worker
Marta Elliott	Cleaner

Funding Bodies

Department of Human Services
Adult Community and Further Education
Moonee Valley City Council
Melbourne City Council
VicHealth
Victorian Multicultural Commission
Skillsnet

Volunteers

Chi Tran	Elderly Vietnamese
Hua Kim Lan	Group
Jack Banston	Desktop publishing
Adrian Heeley	Bus Driver
Sheila Byard	Walking group
Ray Merchingo	Handyman
Filipo LaGanga	Handyman
Carmen Mizzi	Patchwork
Marion Delaney	Wednesday lunch
Sunny Neale	Occasional Childcare

Consultants

Bonnie Symons	Nrolls
Lesley Hoatson	Facilitator

Tutors

Helen Salem	ESL
Bev Davis	ESL
Kathleen Ziemer	Childcare course
Susan O'Leary	Childcare course
Jenny Bruinewould	Childcare course
Desleigh Kent	Childcare course
Mary McCormick	Childcare course
Heather Pratt	Folk Art
Sue Callinan	Computer
Elizabeth Symons	Somali Cooking
Carol Weiland	Do Weights
Monaghan	