

# SUDBURY COMMUNITY HOUSE



*Supporting the Community*



Annual General Meeting  
of

Sudbury Community House  
Association Incorporated

Tuesday 17<sup>th</sup> October 2017



CONTENTS

CURRENT STAFF .....	3
ORGANISATIONAL / LINE MANAGEMENT CHART .....	4
VISION, MISSION & PRINCIPLES .....	5
SUDBURY COMMUNITY HOUSE ASSN. INC. PHILOSOPHY .....	6
CHAIRPERSON'S REPORT .....	7
EXECUTIVE MANAGER'S REPORT .....	9
COORDINATOR COMMUNITY ENGAGEMENT REPORT .....	11
SUDBURY HOUSE CARE & DEVELOPMENT CENTRE PHILOSOPHY .....	13
CHILDREN'S SERVICES MANAGER'S REPORT .....	15
TREASURER'S REPORT .....	17
AUDITOR'S REPORT .....	18
STATEMENT OF BOARD OF MANAGEMENT .....	19
CONSOLIDATED FINANCIAL STATEMENT .....	20
FINANCIAL STATEMENT SUDBURY COMMUNITY HOUSE .....	27
FINANCIAL STATEMENT SUDBURY HOUSE CARE & DEVELOPMENT CENTRE .....	34
CUSTOMER PERCEPTION SURVEY .....	41
PHOTOS .....	43

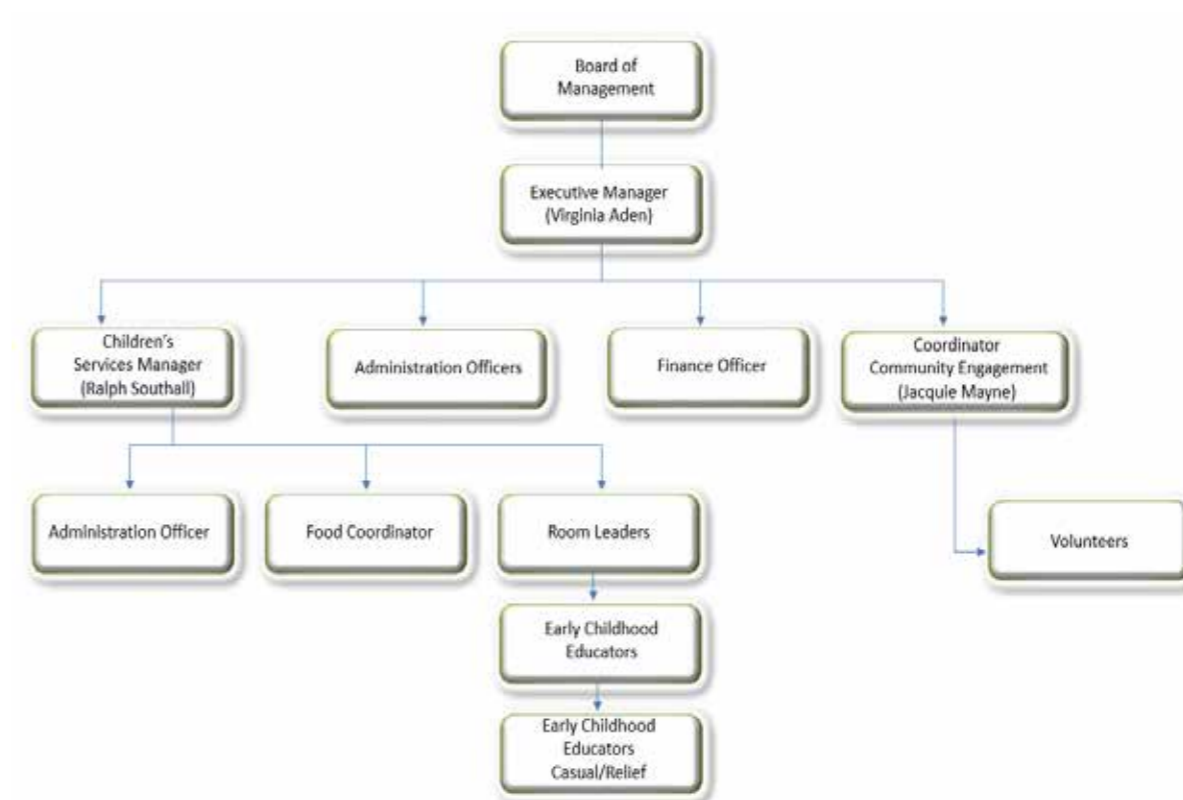




## CURRENT STAFF – AS OF SEPTEMBER 2017

Executive Manager	Virginia Aden
Children's Services Manager	Ralph Southall
Coordinator; Community Engagement	Jacque Mayne
Finance Officer	Wendy Low
Administration Officers – Sudbury Community House	Michelle Meyer & Maddy Vayagool
Administration Officer – Care & Development Centre	Lynda Gray
Team Leader - Babies Room	Jody Lofthouse
Educational/Team Leader - Toddlers Room	Deidre Johnson
2IC & Team Leader - Pre-Kindy Room	Yvonne Tilgner
Early Childhood Teacher - Kindy Room	Samuel Hosking
Early Childhood Educator - Babies Room	Paige Noble
Early Childhood Educator - Toddlers Room	Nimerta Mann
Early Childhood Educator	Melissa Stojanovski
Early Childhood Educators - Casuals / Relief	Harrieth Matabishi / Karen Vanden Driesen Shakaik Watoot / Kylie Htike
Food Coordinator	Mira Tomic

## 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

We exist to strengthen and enhance individual family and community life.

# Mission

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

# Principles

## 1. Integrity, Transparency and Accountability

We are honest and reliable. We say, openly, what we will do, and we do what we say we will do. We are open and accountable in all that we do.

## 2. Collaboration and Partnership

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

## 3. Open and responsive to all people

We recognise, and focus on, the strength and inherent capacity of everyone that walks through our door.

## 4. 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.

## 5. 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 management committee.

Members of the committee 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.



---

## Chairperson's Report

---

I acknowledge and pay my respect to the Wadjuk people of the Noongar nation as the traditional custodians of the land we are meeting on today. I also pay my respects to Elders past, present and future and to all Aboriginal, non-Aboriginal and newly arrived peoples here today. Thank you all for being part of the Sudbury Community House family.

I acknowledge Andrea Creado, who was Chairperson for the first 6 months of this reporting period.

This has been an interesting 12 months. There have been many sector changes and challenges however this has also been a time of opportunity and growth.

I thank and acknowledge our Executive Manager, Virginia and our Community Engagement Coordinator Jacquie Mayne for their connection with the broader community and their hard work and vision in developing these opportunities. Sudbury Community House has increased the number of partnerships, collaborations and reached more people than in previous years. We are particularly proud to be acknowledged in the local NAIDOC awards this year.

I thank and acknowledge our staff in our Education and Care Service. This has not been an easy climate in which to maintain quality services however our staff has continued to embrace ongoing professional development and made adaptations for the changing environment. While there are significant national sector changes proposed over the next 12 months our staff are well placed to continue to provide quality services for children and families.

I thank and acknowledge our office staff, Lynda, Maddy, Michelle and Wendy. This small group does front of office and back of office work – often at the same time. There has been significant work in the development of our internal controls this year – work that is often not seen but is essential for us to maintain strong and effective services.

I thank and acknowledge the volunteers of Sudbury Community House. This is a sector we will continue to develop. Volunteers provide essential knowledge, skills and capacity to our organisation. In particular I would like to thank and acknowledge Bernard Riley – it is difficult for me to imagine Sudbury without Bernard. His contribution over the past 12 months has been outstanding.

I thank and acknowledge the commitment and work of the Committee of Management over the past 12 months. This role requires volunteering a lot of time and energy, not only to our meetings but also to programs and activities connected with Sudbury Community House. This year we thank and farewell Eva Mwakichako who stands down as a committee member.

Recent changes to the Associations Incorporation Act 2015 require all incorporated associations in Western Australia, like Sudbury Community House, to review and update their constitutions to ensure compliance with the Act. The increased responsibilities and accountability under the new Act mean that a change of name from Management Committee to Board of Management best describes the role of the management body. Therefore, our amended constitution will refer to the Board of Management and Board members rather than Management Committee and Management Committee members.

An increase in our responsibilities to ensure thorough auditing practices and processes are enacted has resulted in a thorough audit during this year. We thank Robert Campbell and his team from Australian Audit. While this audit was a challenging process for staff, the commitment to continual review and improvement mean that Sudbury Community House will be in a strong position to address the challenges of the coming years.

Without funding and other support, Sudbury Community House would find it difficult to continue its work in the community and I would like to acknowledge and thank those who continue to support Sudbury Community House. This includes State and Federal Government and members of Parliament, a range of non-government agencies, private enterprise, Local Government services and elected members and our peak body Linkwest.

I also humbly thank and acknowledge the children, adults and families who continue to visit, access and contribute to our services and programs. I am confident that Sudbury Community House will continue to make a difference in your lives and you have to ours. Thank you.

Kim Wedge  
**Chairperson**  
September 2017



---

## Executive Manager's Report

---

Another year has passed and it is time to reflect once again on the successes and the challenges of the past twelve months, and share some thoughts for the future. I have now completed 6 years as Manager for the first 2 years and then as Executive Manager (after a restructure in the organisation in 2013), of this fabulous Centre but happily still enjoying the diversity and excitement that comes with managing this dynamic facility.

Generally, it has been a very positive year for the Centre – we continue to increase in services offered, staff and volunteers employed, in funding secured, in partnerships created and maintained, and the number of community engaged in various community projects. Last year, we reported on the uncertainty within the sector, and the impact constant change was having on our ability to plan and deliver services. Unfortunately, I must report more of the same this year with the transition of our main funding under The Department of Communities 'Stronger Communities Program' placing additional demands on our staff and office systems. Once again, we have navigated a changing landscape where funding models are shifting, demand and expectation for services is increasing, and available funding is decreasing. Our Board and Management team has responded by supporting our current projects, maintaining service quality and staff/volunteer expertise, considering all options within the strategic environment, pursuing funding opportunities including social enterprise, and implementing a policy of continuous improvement. Within this context of uncertainty, we held a review of our Strategic Plan in the months of July and August 2017 with the Board and staff attending several workshops, to enable us to set a course for the next three years, re-affirm our values and our Statement of Purpose.

We have also responded to changes through advocating on behalf of the Neighbourhood Centres including submitting feedback to the then Department of Local Government and Communities on the draft of 'Stronger Communities Program'. During the year we have submitted numerous funding applications and have been discouraged to see the continued trend to award tenders to large Organisations, sometimes for-profit companies, to deliver services across broad geographic areas – often with no local knowledge or presence.

In July, this year we also underwent a Review of our Community Services area and Care and Development Centre through an independent Human Resources consultant and continue to work on the recommendations in line with the changes to the Funding Model. We also had an Organisation Health Check conducted which measured our performance against the Standards and ensured we were compliant with our obligations under the Associations Act 2012. It was satisfying to see the Assessment of Satisfactory processes are in place – no further improvements necessary but we do have a few recommendations to work towards.

Sudbury House Community Centre has offered a diverse range of services and activities, within our immediate community of Mirrabooka and the surrounding areas over the past year. All our existing services have continued to perform well – we strive

to maintain our role as a provider of locally based services which are accessible and responsive to local need. The diversity of services and of communities presents many challenges but also many opportunities – we can achieve our core purpose of connecting individuals and communities and to promote harmony, social inclusion and an improved quality of life through this year. What our Organisation offers, like many other community based services, is a strong connection to the community in which we work. It is about more than just delivering government subsidised services – it is about building community from the grass roots up.

30 years on, Sudbury House remains an organisation dedicated to the care, education and wellbeing of children, families and the community. This year, our dedicated team of educators and support staff provided care and education to over 65 families. Our commitment to the Early Years Framework and National Quality Standards is something we are proud of and each day we all celebrate the privileges we are afforded by working at an organisation that dedicates itself to ensuring children are provided with the very best care and education while growing and developing through the early years of life. This year has been a significant year in terms of staff training and development. Recognition of Early Childhood Educators is vital to raise the profile of this professional occupation. This is an area of focus over the coming year for Sudbury House.

Our philosophical base has been reviewed and reflects the current trends in caring for children in the early years. The early year's research has added to our knowledge base and is reflected in the training of our staff to continually improve the quality of care for children.

In closing, I would like to thank our members and those in the community who use our services for their support and their trust. Without volunteers, it would make it very difficult to deliver the large cross section of programs and services that we currently do. The centre is made up of many volunteers who continue to join to make the centre the success that it is today and has been for many years. I would like to take this opportunity to thank our wonderful Management Committee for their continued support of the Centre's initiatives and to myself as Executive Manager. The voluntary hours that you dedicate to our centre are both impressive and appreciated. A special mention to our wonderful Chairperson Kim Wedge for her advice and patience during what has been a very challenging year. Lastly, but certainly not least, the continued success of this centre is the result of some very driven and dedicated staff members, a very big thank you for all your hard work and continued commitment to the centre. You all make my job very easy.

We hope that the coming year will see greater certainty for our sector and continued growth for our Organisation so that we can continue to work toward our vision of "A place of Community; a place of belonging, being, and becoming where people feel accepted, safe and free to develop and grow".

Virginia Aden  
**Executive Manager**  
September 2017



---

## Coordinator Community Engagement Report

---

Economically, this year has been challenging for many families and services in the Mirrabooka area, as employment is less secure, and governments focus on cost savings. Sudbury Community House remains an oasis of welcome and warmth in these difficult times. We are well known by services and community members who increasingly see Sudbury House as a valuable resource: open, responsive and innovative.

In the last 12 months:

- over 1,000 people have participated in various groups and activities at Sudbury House.
- More than 800 people have dropped in seeking information, directions or support.
- 23 external providers have delivered services here.
- We have collaborated with 53 other agencies, and interagency networks.
- We have supported 3 students from 2 Universities.
- We have supported 6 other Community Centres who have requested mentoring and leadership.

The partnerships that we develop always take a long-term view and ensure that work of depth and sustainability occurs with families. For example, we are working in partnership with Family Inclusion Network of WA (FINWA), and the Mirrabooka Department for Child Protection and Family Support (DCPFS) to deliver Bringing Up Great Kids (BUGK), an evidence-based parenting program. Although there are several agencies providing parenting workshops in Mirrabooka and surrounding suburbs, we noticed that families who are in contact with the Department for Child Protection and Family Support Services do not feel comfortable, or benefit from attending these universal courses. So, we developed a model of delivering the Bringing Up Great Kids Program for these families with very complex situations. The model provides workshops, a weekly playgroup, and home visits, where necessary, to develop long term, trusting relationships with these families. The outcomes are excellent for these families because of the model, and because it is based at Sudbury House in a non-judgemental, non-stigmatised community environment. Men, women and couples attend the BUGK program.

The Tree of Life Program is another partnership between Sudbury House, Wadjak Northside Aboriginal Resource Centre and the Mirrabooka DCPFS that provides cultural workshops that keep primary-school aged Aboriginal children who are in out of home care, connected to their culture, and community supports. A boys and girls group meets each week during the school term, and always has a language or dance component, which the children report as a key drawcard for them. The program is delivered by Aboriginal teachers and mentors at the Wadjak Resource Centre, and is auspiced by Sudbury House.

We are working with Wadjak staff to increase their capacity and knowledge of policies and procedures, data collection and reporting with the goal of Wadjak tendering for the grant in the next funding round. The program also provides an employment and leadership pathway for Aboriginal mentors.

Volunteers and students have played an increasingly important role at Sudbury House this year, helping with tasks such as cleaning, administration, research, facilitation of the Friendship Group, helping with the English Conversation Group, running a meditation group and promoting Sudbury House to friends and other agencies. Bernard Riley, who has qualifications in Counselling and Mental Health has provided great support to participants in various training programs, helping them to maintain their place in the course despite life challenges. He also works very hard to connect with Aboriginal men and families and link them to support and training options. The City of Stirling has also benefited from the consultation he provided in relation to their Meth Action Collective which was held recently at the Herb Graham Recreation Centre.

Looking to the future, we expect that developing social enterprise with young people, migrants and people with disabilities will become an important response to the need for employment, and social inclusion in Mirrabooka. We also expect to be working more specifically with men in relation to mental health and skills development.

We are continually humbled by the amazing people we work with every day, including staff, volunteers, students, community members and organisations – our role is to draw out and connect the energy, skills and creativity that already exists, to make this community a better place. Thank you!

Jacquie Mayne  
**Coordinator; Community Engagement**  
September 2017



## SUDBURY HOUSE CARE AND DEVELOPMENT CENTRE PHILOSOPHY

Sudbury House Care & Development Centre is a place where children, families and staff come together in an environment that seeks to be a home away from home. Our aim is to work in partnership with families. Open communication is encouraged between families and staff so that they are actively involved in areas of curriculum, planning, policies and decision making of the Centre.

At Sudbury House Care & Development Centre we believe that the parents are the most important influence in a child's life and the child's Primary Educators will acknowledge and support them in their role. Staff at Sudbury House Care & Development Centre understand that beginning or changing education & care services is challenging for both families and children. Through focusing on your child's need for security and attachment, our aim is for the Centres environment to build confidence trust and relationship between the centre and families.

Attachment Theory provides a platform for the Centre's "Early Childhood Care and Education" curriculum, with a focus on the Early Childhood Educator as the Primary Care Giver for their group of children. With an attachment perspective, the primary care giver becomes the trusted figure who is emotionally available, responsive, and sensitive to the child's needs and provides care-giving practices that respond to the child's unique communication patterns. Rather than 'babysitting' this primary care giving approach enables staff to work from a Framework of integrated care, attachment and learning.

The Centre has an environment that is safe, stimulating, caring and welcoming. This environment enables children to successfully learn and it incorporates and considers the diversity of cultures of the children attending. The Centre understands the importance of the early childhood years and believes play is the primary way to scaffold learning for young children.

Sudbury House Care & Development Centre offers a unique child-centred approach to curriculum and assessment, which is underpinned by a Social Constructivist Theory, designed to scaffold and celebrate the unique learning style of each child. All staff follow children's cues and the environment is planned based on the interests of the children in attendance. The children are enabled to make decisions about what they would like to do when they attend the Centre and this is reflected in the curriculum documentation.

Our aim is to work together with parents and families by providing a service that takes a holistic approach towards your child's development. All areas of child development and the ethnicity and culture of those children attending the Centre are incorporated into the development of a creative and dynamic curriculum for learning.

Parents are updated regularly on their child's learning and development through individual portfolios that contain curriculum assessment documentation, photos of the child and critical reflections from the educators.

Nutritious meals are provided to meet the specific dietary needs of young children. Menus are created which are balanced and reflect the cultures of the children attending. Safety and health issues are constantly reviewed and a shared approach is taken to ensure a high standard is maintained.

### Reference:

Cassidy, Cooper, Hoffman, & Powell – 2000 circleofsecurity.org

More than one way to plan, Lady Gowrie Child Centre, Sydney, 1997.

Rethinking the Attachment for Early Childhood Practice: promoting security, autonomy, and resilience in young children, Sharne Rolfe, New South Wales, 2004.

Gardner, Howard. Frames of Mind: The Theory of Multiple Intelligences. New York: Basic, 1983. Gardner, Howard. Multiple Intelligences: The Theory in Practice. New York: Basic, 1993. Gardner, Howard. Intelligence Reframed: Multiple Intelligences for the 21st Century. New York: Basic, 2000. Armstrong, Thomas. Multiple Intelligences in the Classroom 3rd ed. Alexandria, VA: Association for Supervision and Curriculum Development, 2009.

### Reviewed by:

Manager, Staff & Committee of Sudbury Community House Child Care Centre  
Monday, 22 April 2013

\*\* Updated to reflect Change of Service Name and contemporary terminology;  
7<sup>th</sup> January 2014.

\*\* Minor review conducted to ensure currency and accuracy of document in preparation  
for Assessment and Rating Visit, September 2015.

\*\* Currently under review; began April 2016.



---

## Children's Services Manager's Report

---

### **Chapter 4 – The ever changing landscape that is Early Childhood Education and Care (ECEC)**

This year we have seen a change in policy that will affect ECEC coming from two levels of government, state and federal. The National Quality Framework has been under review and the result of this will mean a new look National Quality Framework, changes to the regulations and with the assessment and rating process. These changes come in to affect in February 2018 but prior to this at a service level, we at Sudbury House have been considering and planning the trickle-down effect this will have on policy and procedures. Coupled with this the federal government has implemented their Jobs for Families Package which has serious implications on the way in which services such as ours will “do business” in 2018. All eligible families receiving CCB and CCR will see a very different process of subsidised care and be held to a much higher standard, regarding the eligibility activity test, to receive that subsidy. Possibly resulting in the most vulnerable children and families not being able to access education and care. We at Sudbury House have been reflecting on how we can best move forward to ensure that our priority of meeting the needs of the families and children within this community is not affected.

Along with the federal changes we have seen state based, subsidised programs, which have supported centres like ours withdrawn from July 2018. We are confident that the fiscal processes we have put in place will sustain us, and assist in our Care and Development Centre remaining ever strong for another 30 years.

Continuous improvement is once again on the forefront of everything we do, which is why we have once again been reviewing our philosophy and curriculum framework. This constant reflection and improvement ensures that we stay ahead of the changes and up to date with contemporary thinking regarding Education and Care Practices. The 2016/17 year saw the last of the Long Day Care Professional Support Program funding, funding we have put to good use by sending our education team to professional development courses and conferences and bringing in expertise in the way of consultants and coaches to complete comprehensive, uniquely designed learning programs.

The relationships and connections we have with other agencies has been solidified over the past 12 months, which has served to strengthen our resolve and in short tells us that the work the education and care team do here is valued, respected and appreciated within the community. The role of an Early Childhood Educator is not an easy one, it is a role we would not do if we didn't have a true passion for the care, development and wellbeing of our youngest citizens and I would like to take this opportunity to thank my team of Educators and Support Staff for the incredible effort and dedication they display, year after year. If not for their efforts we would not have such a solid foundation and wonderful learning environment.

This will be my last AGM Report for Sudbury House as I will be moving on very soon. I would like to sign off by saying how much fun I have had working with the people who make up this community, that is, Sudbury House and acknowledge the personal and professional growth I have experienced.

My hope is that I have done all I can to ensure Sudbury's continued success and contribution to the community, its families and especially the children. I have seen much growth and change in the abilities of the team of educators and leave with the firm belief that their commitment and skill will see Sudbury House Care and Development Centres success for many years to come.

My parting words are taken from the brilliant and logical Mr. Spock, “Live long and prosper”.

Ralph Southall  
**Children's Services Manager**  
September 2017



---

## Treasurer's Report

---

Sudbury House expanded its activities in partnership with other community groups during the financial year 2017, creating opportunities for us to offer more services across both centres. The Care & Development Centre has been able to maintain occupancy rates at a reasonable level in the current economic conditions and has been able to operate profitably in the financial year 2017.

The total revenue for the year 2017 was \$ 1.231mn compared to \$1.223mn in 2016. This is an increase of .65 %. The Care & Development Centre was able to achieve \$23k revenue over and above the budgeted revenue for the financial year. The decrease in expenses for the financial year 2017 compared 2016 was \$ 112k. The management is striving to manage its expenses in line with the revenue to ensure the costs are managed in this very difficult economy. There were no capital projects undertaken during the financial year under review.

The profit for the financial year is \$62k compared to a loss incurred of \$59k for the previous year. This is a very positive achievement compared to the previous financial year.

I would like to say thank you to Virginia Aden, the Executive Manager, Ralph Southall, Children Services Manager Care and Development Centre, Lynda Gray, Administrative Officer and Wendy Low, Finance Officer for all their hard work throughout the year. I would also like to thank the Sudbury House Management Committee members for their support and encouragement throughout the year.

Indira Bandara  
**Treasurer**  
September 2017

### **Sudbury Community House Association Inc**

ABN: 21 831 946 718

**SPECIAL PURPOSE FINANCIAL REPORT**  
For the Year Ended 30 June 2017



## Sudbury Community House Association Inc

ABN: 21 831 946 718

### Contents page

For the Year Ended 30 June 2017

	Page(s)
Auditors Independence Declaration	3
Independent Auditor's Report	4 - 6
Board of Directors' Report	7
Statement by the Board of Directors	8
Statement of Profit or Loss and Other Comprehensive Income	9
Statement of Financial Position	10
Statement of Cash Flows	11
Statement of Changes in Equity	12
Notes to the Financial Statements	13 - 18



### AUDITOR'S INDEPENDENCE DECLARATION

To the Committee of Sudbury Community House Association Inc

In accordance with the requirements of section 60-40 of the *Australian Charities and Not-for-profits Commission Act 2012* and section 80 of the *Associations Incorporation Act 2015 (WA)*, in relation to our audit of the financial report of Sudbury Community House Association Inc for the year ended 30 June 2017, to the best of my knowledge and belief, there have been:

- a) No contraventions of the auditor independence requirements of the 60-40 of the *Australian Charities and Not-for-profits Commission Act 2012* in relation to the audit; and
- b) No contraventions of any applicable code of professional conduct in relation to the audit

**Robert John Campbell, CA CPA**

Registered Company Auditor number 334773

**Director**

**Australian Audit Pty Ltd**

**Chartered Accountants**

Level 8, 251 St Georges Terrace ,Perth, Western Australia

**28 September 2017**



## INDEPENDENT AUDITOR'S REPORT

To the members of Sudbury Community House Association Inc

### Report on the Audit of the Financial Report Opinion

We have audited the financial report of Sudbury Community House Association Inc (the Entity), which comprises the statement of financial position as at 30 June 2017, the statement of profit or loss and other comprehensive income, statement of changes in equity and statement of cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies and the statement by the Board of Directors.

In our opinion the accompanying financial report has been prepared in accordance with requirements of the *Associations Incorporation Act 2015 (WA)* and Division 60 of the *Australian Charities and Not-for-Profits Commission Act 2012*, including:

- c) giving a true and fair view of the Entity's financial position as at 30 June 2017, and of its financial performance and its cash flows for the year then ended; and
- d) complying with Australian Accounting Standards to the extent described in Note 1, and Division 60 the *Australian Charities and Not-for-profits Commission Regulation 2013*.

### Basis for Opinion

We conducted our audit in accordance with Australian Auditing Standards. Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Report* section of our report. We are independent of the Entity in accordance with the *Australian Charities and Not-for-profits Commission Act 2012* (ACNC Act) and the ethical requirements of the Accounting Professional and Ethical Standards Board's APES 110 *Code of Ethics for Professional Accountants* (the Code) that are relevant to our audit of the financial report in Australia. We have also fulfilled our other ethical responsibilities in accordance with the Code.

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

### Emphasis of Matter – Basis of Accounting

We draw attention to Note 1 to the financial report, which describes the basis of accounting. The financial report has been prepared to assist the Entity to meet the requirements of the *Associations Incorporation Act 2015 (WA)* and the *ACNC Act*. As a result, the financial report may not be suitable for another purpose. Our opinion is not modified in respect of this matter.

## Responsibilities of Management and Those Charged with Governance for the Financial Report

Management is responsible for the preparation and fair presentation of the financial report and have determined that the basis of preparation described in Note 1 to the financial report is appropriate to meet the requirements of the *Associations Incorporation Act 2015 (WA)* and the *ACNC Act* and the needs of the members. The responsibility of Management also includes such internal control as management determines is necessary to enable the preparation and fair presentation of a financial report that is free from material misstatement, whether due to fraud or error.

In preparing the financial report, management is responsible for assessing the Entity's ability to continue as a going concern, disclosing, as applicable, matters relating to going concern and using the going concern basis of accounting unless management either intends to liquidate the Entity or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Entity's financial reporting process.

## Auditor's Responsibilities for the Audit of the Financial Report

Our objectives are to obtain reasonable assurance about whether the financial report as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with the Australian Auditing Standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of this financial report.

As part of an audit in accordance with Australian Auditing Standards, we exercise professional judgment and maintain professional scepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial report, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Entity's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Entity's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required



to draw attention in our auditor's report to the related disclosures in the financial report or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Entity to cease to continue as a going concern.

- Evaluate the overall presentation, structure and content of the financial report, including the disclosures, and whether the financial report represents the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

#### Report on Other Legal and Regulatory Requirements

In our opinion, Sudbury Community House Association Inc has complied with 60-30(3)(b), (c) and (d) of the ACNC Act:

- by providing us with all information, explanation and assistance necessary for the conduct of the audit;
- by keeping financial records sufficient to enable a financial report to be prepared and audited ; and
- by keeping other records required by Part 3-2 of the Act, including those records required by Section 50-5 that correctly record its operations, so as to enable any recognised assessment activity to be carried out in relation to the entity.

**Robert John Campbell, CA CPA**

Registered Company Auditor number 334773

**Director**

**Australian Audit Pty Ltd**

**Chartered Accountants**

**Level 8, 251 St Georges Terrace ,Perth, Western Australia**

**Date:**

## Sudbury Community House Association Inc

ABN: 21 831 946 718

### Committee's Report

For the Year Ended 30 June 2017

The Committee presents the report on Sudbury Community House Association Inc for the financial year ended 30 June 2017.

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

The net surplus of Sudbury Community House Association Inc for the financial year ended 30 June 2017 after providing for income tax amounted to \$62,340.

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 community house and care & development centre.

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

Name: 29 September 2017

Name:



## Sudbury Community House Association Inc

ABN: 21 831 946 718

### Statement by the Committee

For the Year Ended 30 June 2017

In the opinion of the Committee of Sudbury Community House Association Inc:

- The financial report presents a true and fair view of the financial position of Sudbury Community House Association Inc as at 30 June 2017, and its performance for the year ended on that date, in accordance with the accounting policies described in note 1 to these financial statements.
- The operations of Sudbury Community House Association Inc have been carried out in accordance with its constitution.
- At the date of this statement, there are reasonable grounds to believe that Sudbury Community House Association Inc will be able to pay its debts as and when they fall due.

This statement is made in accordance with a resolution of the Committee and is signed for and on behalf of the Committee by:

Name: 29 september 2017

Name:

## Sudbury Community House Association Inc

ABN: 21 831 946 718

### Statement of Profit or Loss and Other Comprehensive Income

For the Year Ended 30 June 2017

	Notes	2017	2016
		\$	\$
Grants	2	274,030	257,631
Child care fees		823,346	842,129
Rent income		85,044	77,418
Interest		2,755	2,556
Other	3	46,403	43,267
<b>Total revenue from operating activities</b>		<b>1,231,578</b>	<b>1,223,001</b>
Employment		(889,966)	(1,025,393)
Program	4	(75,855)	(70,857)
Administration	5	(122,627)	(107,500)
Property		(68,863)	(69,607)
Depreciation		(11,927)	(8,538)
<b>Total expenses from operating activities</b>		<b>(1,169,238)</b>	<b>(1,281,895)</b>
<b>Surplus (deficit) from operating activities</b>		<b>62,340</b>	<b>(58,894)</b>
Other comprehensive income		-	-
<b>Total comprehensive income</b>		<b>62,340</b>	<b>(58,894)</b>

The accompanying notes form part of these financial statements.  
This report should be read in conjunction with the attached audit report.





**Sudbury Community House Association Inc**  
ABN: 21 831 946 718

**Statement of Financial Position**  
As at 30 June 2017

	Notes	2017 \$	2016 \$
<b>Current assets</b>			
Cash and cash equivalents	6	231,745	198,158
Receivables	7	49,689	32,727
<b>Total current assets</b>		<u>281,434</u>	<u>230,885</u>
<b>Non-current assets</b>			
Property, plant and equipment	8	98,799	110,726
<b>Total non-current assets</b>		<u>98,799</u>	<u>110,726</u>
<b>Total assets</b>		<u>380,233</u>	<u>341,611</u>
<b>Current liabilities</b>			
Payables	9	80,550	110,750
Current Provisions	10	64,406	75,500
<b>Total current liabilities</b>		<u>144,956</u>	<u>186,250</u>
<b>Non-current liabilities</b>			
Non-current Provisions	11	17,576	-
<b>Total non-current liabilities</b>		<u>17,576</u>	<u>-</u>
<b>Total liabilities</b>		<u>162,532</u>	<u>186,250</u>
<b>Net assets</b>		<u>217,701</u>	<u>155,361</u>
<b>Equity</b>			
Retained earnings		2,217	(60,123)
Reserves	12	215,484	215,484
<b>Total equity</b>		<u>217,701</u>	<u>155,361</u>

The accompanying notes form part of these financial statements.  
This report should be read in conjunction with the attached audit report.



**Sudbury Community House Association Inc**  
ABN: 21 831 946 718

**Statement of Cash Flows**  
For the Year Ended 30 June 2017

	Notes	2017 \$	2016 \$
<b>Cash flows from operating activities</b>			
Receipts from operations		1,193,671	1,249,267
Payments to suppliers and employees		(1,162,839)	(1,309,796)
Net cash generated by (used in) operating activities	13	<u>30,832</u>	<u>(60,529)</u>
<b>Cash flows from investing activities</b>			
Acquisition of property, plant and equipment		-	(39,490)
Interest received		2,755	2,556
Net cash generated by (used in) investing activities		<u>2,755</u>	<u>(36,934)</u>
<b>Cash flows from financing activities</b>			
Net cash generated by financing activities		<u>-</u>	<u>-</u>
<b>Net increase/(decrease) in cash and cash equivalents</b>		<u>33,587</u>	<u>(97,463)</u>
Cash and cash equivalents at the beginning of the financial year		198,158	295,621
Cash and cash equivalents at the end of the financial year		<u>231,745</u>	<u>198,158</u>

The accompanying notes form part of these financial statements.  
This report should be read in conjunction with the attached audit report.



**Sudbury Community House Association Inc**  
ABN: 21 831 946 718

**Statement of Changes in Equity**  
For the Year Ended 30 June 2017

	Retained earnings	Reserves	Total
	\$	\$	\$
<b>Balance at 1 July 2015</b>	(1,229)	215,484	214,255
Total comprehensive income for the 2016 year	(58,894)	-	(58,894)
<b>Balance at 30 June 2016</b>	(60,125)	215,484	155,361
Total comprehensive income for the 2017 year	62,340	-	62,340
<b>Balance at 30 June 2017</b>	2,215	215,484	217,701

The accompanying notes form part of these financial statements.  
This report should be read in conjunction with the attached audit report.



**Sudbury Community House Association Inc**  
ABN: 21 831 946 718

**Notes to the Financial Statements**  
For the Year Ended 30 June 2017

**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 (WA) 2015 and the Australian Charities and Not for Profits Commission Act 2012. The Board has determined that the association is not a reporting entity.

The financial statements have been prepared in accordance with the following mandatory Australian Accounting Standards applicable to entities reporting under the Australian Charities and Not for Profits Commission Act 2012 and the significant accounting policies disclosed below, which the directors have determined are appropriate to meet the needs of members. Such accounting policies are consistent with those of previous periods unless stated otherwise.

AASB 101 - Presentation of Financial Statements  
AASB 107 - Cash Flow Statements  
AASB 108 - Accounting Policies, Changes in Accounting Estimates and Errors  
AASB 1048 - Interpretation of Standards  
AASB 1054 - Australian Additional Disclosures

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

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 entity 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 income and expenditure statement.

These notes should be read in conjunction with the attached audit report.



**Sudbury Community House Association Inc**  
ABN: 21 831 946 718

**Notes to the Financial Statements**  
For the Year Ended 30 June 2017

**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.

**g) Revenue and Other Income**

Grant revenue is recognised in the statement of comprehensive income when the entity obtains control of the grant and it is probable that the economic benefits gained from the grant will flow to the entity and the amount of the grant can be measured reliably.

If conditions are attached to the grant which must be satisfied before it is eligible to receive the contribution, the recognition of the grant as revenue will be deferred until those conditions are satisfied.

When grant revenue is received whereby the entity incurs an obligation to deliver economic value directly back to the contributor, this is considered a reciprocal transaction and the grant revenue is recognised in the statement of financial position as a liability until the service has been delivered to the contributor, otherwise the grant is recognised as income on receipt.

Sudbury Community House Association Incorporated receives non-reciprocal contributions of assets from the government and other parties for zero or a nominal value. These assets are recognised at fair value on the date of acquisition in the statement of financial position, with a corresponding amount of income recognised in the profit or loss.

Donations and bequests are recognised as revenue when received.

Interest revenue is recognised as it accrues.

Revenue from the rendering of a service is recognised upon the delivery of the service to the customers.

All revenue is stated net of the amount of goods and services tax (GST).

These notes should be read in conjunction with the attached audit report.



**Sudbury Community House Association Inc**  
ABN: 21 831 946 718

**Notes to the Financial Statements**  
For the Year Ended 30 June 2017

**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**

Receivables are included in current assets, except for those which are not expected to mature within 12 months after the end of the reporting period.

**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.

**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 sheet date**

No significant events occurred after 30 June 2017 and before the signing of the independent auditor's report that have not been appropriately disclosed in these financial statements.

These notes should be read in conjunction with the attached audit report.



**Sudbury Community House Association Inc**  
ABN: 21 831 946 718

**Notes to the Financial Statements**  
For the Year Ended 30 June 2017

	2017 \$	2016 \$
<b>2 Grants</b>		
Department of Communities - recurrent	203,213	200,013
Smith Family - Tree of life	38,187	16,338
Department of Education	21,334	4,780
Lotterywest	-	26,720
Other community programs	11,296	9,780
	<u>274,030</u>	<u>257,631</u>
<b>3 Other income</b>		
Crèche staff hire	19,620	20,616
Wages reimbursed from grants	12,924	17,009
Paid parental leave	7,371	4,599
Insurance refunds	3,154	-
Others	3,334	1,043
	<u>46,403</u>	<u>43,267</u>
<b>4 Program expenses</b>		
Tree of life	38,187	16,338
Community programs	12,494	12,934
Long day care professional development (LCDPCDP)	21,334	4,780
Programme consumables	1,124	1,314
Programme resources	2,716	971
Lotterywest grant	-	34,520
	<u>75,855</u>	<u>70,857</u>
<b>5 Administration expenses</b>		
Audit Fees	7,000	4,160
Bad debts	2,401	-
Food and kitchen consumables	15,799	19,394
Insurance	10,051	3,969
IT Repairs and maintenance	17,647	15,295
Maintenance - general	15,694	13,164
Office overhead	45,041	41,568
Training and professional development	2,827	2,293
Other	6,167	7,657
	<u>122,627</u>	<u>107,500</u>
<b>6 Cash and cash equivalents</b>		
Cash at bank	231,045	197,458
Cash on hand	700	700
	<u>231,745</u>	<u>198,158</u>

These notes should be read in conjunction with the attached audit report.



**Sudbury Community House Association Inc**  
ABN: 21 831 946 718

**Notes to the Financial Statements**  
For the Year Ended 30 June 2017

	2017 \$	2016 \$
<b>7 Receivables</b>		
Trade receivables	40,642	26,608
Prepayments	9,047	5,901
Accrued income	-	218
	<u>49,689</u>	<u>32,727</u>
<b>8 Property, plant and equipment</b>		
Plant and equipment	45,332	45,332
Less depreciation - plant and equipment	(32,647)	(26,349)
Leasehold improvements	98,883	98,883
Less depreciation - leasehold improvements	(12,769)	(7,140)
	<u>98,799</u>	<u>110,726</u>
<b>9 Payables</b>		
Creditors	13,493	6,630
Accrued expenses	9,774	5,311
Employee benefits	33,353	66,448
Unspent grants	8,108	29,443
Income received in advance	15,293	1,990
Other payables	529	928
	<u>80,550</u>	<u>110,750</u>
<b>10 Current Provisions</b>		
Employee leave provision	64,406	75,500
	<u>64,406</u>	<u>75,500</u>
<b>11 Non-current Provisions</b>		
Long service leave provision	17,576	-
	<u>17,576</u>	<u>-</u>
<b>12 Reserves</b>		
Childcare reserves	140,449	140,449
House reserves	20,257	20,257
Redundancy reserve	54,778	54,778
	<u>215,484</u>	<u>215,484</u>
<b>13 Reconciliation to Cash Flows from Operations</b>		
Net surplus (deficit) for the period	62,340	(58,894)
<b>Non-operating cash flows in net profit (loss)</b>		
Depreciation and amortisation	11,927	8,538
Interest received	(2,755)	(2,556)
<b>Change in Assets and Liabilities</b>		
(Increase)/decrease in receivables	(16,962)	(10,210)
Increase/(decrease) in payables	(54,597)	(9,835)
Increase/(decrease) in provisions	30,879	12,428
	<u>30,832</u>	<u>(60,529)</u>
Net cash provided by operating activities	<u>30,832</u>	<u>(60,529)</u>

These notes should be read in conjunction with the attached audit report.



## Sudbury Community House Association Inc

ABN: 21 831 946 718

### Notes to the Financial Statements

For the Year Ended 30 June 2017

#### 14 Auditor's Remuneration

In the course of the year ending 30 June 2017, the Auditor received the following remuneration (excluding GST):

	2017 \$	2016 \$
Audit fees	5,500	4,160
Consultancy fees	-	-
Other fees	1,500	-
	<u>7,000</u>	<u>4,160</u>

#### 15 Segment information

Sudbury Community House Association Incorporated operates predominantly in one business and geographic segment aiming to support 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 community house and care & development

#### 16 Subsequent events

There have been no events since 30 June 2017 that have had a material effect on the financial statements.

#### 17 Sudbury Community House Association Inc details

The principal place of business of Sudbury Community House Association Inc is:

28 Chesterfield Road, Mirrabooka, WA 6061

These notes should be read in conjunction with the attached audit report.











# SUDBURY COMMUNITY HOUSE



*Supporting the Community*



28 – 30 Chesterfield Road, Mirrabooka WA 6061

Tel: 9344 8011 Email: [admin@sudburyhouse.org.au](mailto:admin@sudburyhouse.org.au)

Web: [www.sudburyhouse.org.au](http://www.sudburyhouse.org.au)