



ANNUAL REPORT 2016

Living & Learning @ Ajani Inc

284 Thompsons Road,

Lower Templestowe Vic 3107

AOO 230 13G

ABN 58 759 536 503



President's Report

On behalf of the Committee of Management and the staff of Living and Learning at Ajani, I extend a very warm welcome to you all. Although we have changed our name this is still a Community House. A place, where people can come and participate in activities, in a welcoming and happy atmosphere.

Over the last year a series of Manningham community service providers have established links with and in our centre. These include access to information and services provided by Doncare, Manningham Community Health Services including Maternal and Child Health, Eastern Community Legal Centre, Whitehorse and Manningham Libraries, Onemda and Manningham City Council. These partnerships were assisted by the State Government ACFE grant received in 2015.

A new partnership with AMES in 2016 has enabled the Hub Café to extend its training hours and is now open Monday to Thursday including school term holidays.

In March this year we held our first Multi-Cultural Festival. The weather was not kind to us but several hundred people attended. This was a fun day with other groups that use the Ajani Reserve also participating. There was a Petting Zoo which was very popular with the children, Giant Games, Face Painting, International Dancing and other activities. The Scouts had two fun things for young people to do, including making green slime which was very popular with children. Another very popular stall enabled customers to create flowers, bows and arrows, dogs and other things from balloons. The festival was a lot of additional work for our staff who organised the day in conjunction with the Community Hub partners but did provide an opportunity for the broader community to come to Ajani. I was delighted to see so many happy smiling faces among those who attended the festival.

During the year Cheryle Hawkins resigned from the Management Committee. We were sorry to lose her as she contributed also to the our herb and vegetable garden. Her volunteer assistance was much appreciated.

As I am retiring from the Committee of Management I would like to pay a special tribute to Frances Freeman, Vice President; Sue Ringersma, Secretary; and Elizabeth Sullivan, Treasurer, all of whom have served on the Committee for many years. Without these three ladies, at times we would not have been able to function. Elizabeth has decided to retire after giving the Community House wonderful service for 11 years. We are very grateful to her and hope Elizabeth's association with us will continue along other paths.

The staff at Living and Learning at Ajani have again looked after our management business and clientele excellently. On the Committee's behalf I thank them and all our volunteers. I look forward to the coming months when I continue my association with Living and Learning at Ajani, as one of its participants.

Thank you all for attending today's Annual General Meeting.

Ellen Heinceslater, President, Committee of Management

Reflecting on the past and looking to the future

Chris Mountford, Manager

The last year has been a very busy one for everyone at Living and Learning at Ajani. It has been very rewarding for staff and the Committee of Management to see the growth in new clients attending our programs and engaging with the Ajani community.

Adult Community and Further Education (ACFE) pre-accredited training in Job Skills and Computer Skills has been of great assistance to those in the community seeking employment. New programs are developed each semester in response to needs identified by staff, clients and tutors which will assist the development of our community in Templestowe and Bulleen.

The outcomes from the development of the Community Hub and the Hub Café at Ajani have been greater than originally anticipated and we are very grateful for the ACFE funding that has enabled this new initiative to develop. Young adults from Onemda Leap program have been undertaking hospitality and café training and practicing their skills in the Hub Café on Thursdays which has led to casual employment for some of the participants. A new partnership has been developed with AMES Australia which provides unemployed volunteers to assist with the Hub Café and the Herb Garden. Participants have also undertaken training in hospitality and employment skills during 2016 with many of them gaining employment in both hospitality and their areas of expertise.

Provision of services at the Community Hub by our partners has enabled many local residents to gain the assistance they require in a supportive environment, located closer to their homes. Individual appointments with solicitors, dieticians, hearing checks and tax help have been provided as well as group activities including parenting workshops and the Story Café. The Ajani Multicultural Festivals in March and August have provided another way by which LL@A and the partners have been able to extend their reach in to the community and engage new clients. The August Festival builds on a new partnership with The Rotary Club of Templestowe who will hold a well subscribed market as part of the Festival activities.

In the future we will continue this work, developing it further to engage with those with low incomes and who are socially disadvantaged and in immediate need of food support. In partnership with Doncare, the Rotary cluster in Manningham, a new partner, a new program will develop during 2016-17 which will produce healthy meals from donated food to be distributed to those in need through the café. While in its early stages of development this will be an exciting new initiative which will further develop the community connections with Ajani.

We have recently received a grant from the Stronger Communities Program of the Federal Department of Infrastructure and Regional Development to support the Ajani Kitchen and Storage upgrade. Matched funding is required and Rotary has indicated an interest in supporting this initiative. As a result the kitchen will have a new central stainless steel preparation bench with storage, additional storage for the children's room and secure storage outside will be provided. This will then enable the 'butler's pantry' connected to the kitchen to be used for the storage of the donated food.

The Afternoon Social Program, funded through Health, has relocated to the Manningham Road Campus of the Bulleen Heights School at the commencement of 2016. This is fully subscribed and will continue at the school until the introduction of the NDIS in the area.

We appreciate and acknowledge the financial support for Living and Learning at Ajani Inc from Manningham City Council, Department of Health and Human Services, and the Department of Education and Training for funding through the Adult, Community and Further Education Board.

It has been an exciting and rewarding year and we look forward to new partnerships and programs in 2017.

Vision

Living and Learning at Ajani Inc is a focal point in the Bulleen/Templestowe community, responding to the diversity of cultures, ages and abilities in the community by providing a wide range of quality activities at an affordable price, in an accessible, approachable meeting place.

Mission

Living and Learning at Ajani Inc., encourages friendship, learning and support through participation in a variety of activities in a nurturing environment for a socially diverse community.

Statement of Purpose

Changes to the Associations Incorporation Reform Act 2012, required Living and Learning at Ajani to update the constitution or Rules of the Association. To meet the requirements of registration with ACFE, this provided an opportunity to also update the purposes for which Living and Learning at Ajani operates. The new purposes are:

- To meet the expressed and diversified needs of members of the local community by providing educational, vocational, recreational and social programs for diverse communities.
- To facilitate the development of mutual support groups and networks for members through the provision of education, information and supporting links and partnerships with other groups and networks.
- To provide a welcoming, informal meeting place for personal interaction and exchange of ideas, knowledge and skills.
- To provide educational activities and programs which reflect the diverse nature of the community.
- To raise funds appropriately to supplement the running costs of the House.

Committee, Staff and Volunteer Profile

Committee of Management

President	Ellen Heinceslater
Vice President	Frances Freeman
Treasurer	Heather Waring
Secretary (Public Officer)	Sue Ringersma
General Committee	Elizabeth Sullivan
Co-opted Members	Vicki Diamondopoulos Erik Rubens

Living and Learning at Ajani

Manager	Chris Mountford
Program Coordinator	Sandra Thurtell
Hub Café @ Ajani Project Officer	Nicole Carmody
Community Hub Partnership Project Officer	Leonie Poynter
Bookkeeping and accounting	Jenny Poynter

Afternoon Social Program Staff

Coordinator	Liz Setford	
	Nikki Charman	Josh Clancy
Recreation Aides	Tarnya Clancy	Miriam Ellis
	Samantha Blackberry	Hannah Freeman
	Litsa Trihas	
	Chitran Nair Chandranam	
Volunteers	Gilda Canil	Carolina Radatti
	Myrna Manton	Agnese Zordan
	Lillian Esposito	Lyndy Macqueen
	Maureen White	Julia Tripp

The Community Hub @ Ajani and the Hub Café

The Community Hub @ Ajani brings together a range of services available within Manningham in one central location, located closer to residents in Bulleen and Lower Templestowe.

A partnership activity, funded by the ACFE Board through the Capacity and Innovation Fund grant, round 7 and 8 has facilitated the continued work commenced in 2015. Partners include Living and Learning at Ajani Inc, Onemda, Doncare, Eastern Community Legal Centre, Manningham Community Health, Whitehorse Manningham Libraries and Manningham City Council.

Pre-accredited hospitality and café training has supported the development of Onemda Leap group and AMES unemployed volunteers to develop the skills required to participate in the operation of the training café, the Hub Café @ Ajani. Outcomes achieved through this program have enabled several participants from Onemda Leap group to gain casual employment during 2015/16. AMES volunteers have also gain confidence and additional job search skills while supporting the extended operation of the Hub Café which has enabled 50% of the participants to find employment.

The Hub Café provides a meeting place for many people using the facilities at Ajani, including the many people who walk their dogs on the oval or who participate in activities in the Ajani Centre and Community Hall. Knowledge of the Café is growing and the Ajani Multicultural Festival in March and August has contributed to this growth.





Community Services at Living and Learning at Ajani

Diabetes Australia provide diabetes education and lifestyle supported change through the delivery of their Let's Talk Life program.

Tax Help a free community service is offered each year with the help of volunteers who are trained, accredited and supported by the Australian Taxation Office (ATO). Community are offered a free and confidential service to help complete individual tax returns. It is available to students, seniors, low income earners and people with disabilities and we thank Myrna for providing excellent tax help at Living and Learning at Ajani for the last 5 years.

The **International Women's Group** provides participants with opportunities to develop a variety of new skills, listen to interesting speakers and enjoy socialising in a friendly environment. Thanks to Carolina, and others from the group, for their generous assistance in supporting the participants with the weekly activities.

The **University of the Third Age (U3A)** has continued with the use of facilitates for the regular book group.

Australian Sewing Guild

This group meets once a month to sew, swap ideas and help each other with fitting and sewing techniques. Devoting the day to dressmaking is a great way to make friends.

Coloured Threads Knitting Group

Meets monthly to share ideas, provide assistance to others and enjoy the craft of knitting in a relaxed and informal group.

Adult Community and Further Education (ACFE) Pre-accredited

A continuation of 1,000 hours of funding was obtained for 2015 through the Adult, Community and Further Education Board by the Department of Education and Early Childhood Development. This was used to provide pre-accredited training at a reduced cost to participants in Job Skills with a professional Career's Counsellor, Digital Literacy and iPad courses.

As a Learn Local organisation, funded through Adult, Community and Further Education (ACFE) we will be able to work in partnership with other community houses in our Region. It was this registration that enabled us to apply for a Capacity and Innovation Grant at the end of 2014 that has provided significant funding to support the establishment of the Community Hub and the Community Hub Café at Ajani. As a registered Learn Local provider, Living and Learning at Ajani Inc will be able to apply for grants that may be offered in the future to explore and develop new programs resulting from the Community Hub partnerships that have been established.

As a Learn Local provider we can utilise the joint marketing initiatives developed by ACFE and use the Learn Local brand which will attract participants to our programs.

Parents and Children

Children's Party Room proved to be a very popular introduction to community activities at Living and Learning at Ajani. The room is made available for parties for children not yet attending school, on Saturdays and has been successful in encouraging young parents to explore the facilities and the programs offered at their local community house. We have developed workshop materials, games and other activities to assist parents to conduct children's games and activities themselves to help them reduce the costs associated with children's parties

The number of coordinated play groups has been expanded and these are now offered on Tuesday, Wednesday and Thursday mornings. These provide a structured session for young children as well as a social and learning activity for their family, grandparents or carers. Occasional attendance by relevant staff from Manningham Community Health Services provides parents with an opportunity to discuss any concerns they may have with the development of their children with health professionals.

PROGRAMS

Young People with a Disability

The **Afternoon Social Program (ASP)** continues at the Bulleen Heights School, now at the Manningham Road campus and supported by funding from Health and Community Care (HACC). Located in the Hall, with access to an adjoining kitchen. Funding for this activity will continue next year as transition to the National Disability Incentive Scheme becomes operational.

Shake your Bon Bon provides a fun and social dance workshop for young people with a disability. This assists them to develop greater co-ordination and self-confidence while enjoying music and rhythm.

Computers

Programs offered are now focussed on the newer technologies included learning to use effectively the tablet technology for iPhones and iPods, Introduction to the iPad, Smart Phones and Tablets as well as Twitter and Facebook in addition to the ACFE funded programs including Intermediate computer skills for business and employment. The demand for more traditional computer awareness and introduction to computers no longer a priority so these programs continue to evolve and develop to meet the needs of the community. Thank you to our instructor and computer guru Scott Moran for also supporting the technology requirements of the office and staff.

Food and Cooking Programs

New activities have included Cheese Making which has become popular as a one day activity on a Saturday.

General Interest

Safe Food Handling has been introduced this year to support the operation of the Hub Café and to ensure all staff, clients and volunteers have gained their Food Handling Certificate after completing the course online, with a practical component in the kitchen. This has been offered several times during the year and provides an opportunity for new community members to engage with our program.

Health Exercise and Wellbeing

Popular programs include Yoga, Pilates, Live fit for Men and Strong People Stay Young. Tai Chi, Mindfulness have been popular previously but have not been strongly subscribed this year.

Playgroups

Coordinated playgroups are popular with young parents with additional information and support provided through the Maternal and Child Health team and Manningham Community Health as a partnership initiative.

Acknowledgements

The Committee of Management and Staff of Living and Learning at Ajani would like to thank the following organisations for their continuing financial support.



A JOINT COMMONWEALTH AND STATE/TERRITORY PROGRAM
PROVIDING FUNDING AND ASSISTANCE FOR AUSTRALIANS IN NEED

Adult, Community and Further Education (ACFE)



Auditor's Report and Financial Statements

LIVING AND LEARNING AT AJANI INC.

Statement by Members of the Committee of Management

For the year ended 30 June 2015

The Committee has determined that the association is not a reporting entity and that this special purpose financial report should be prepared in accordance with the accounting policies.

This financial report is a special purpose financial report prepared in order to satisfy the financial reporting requirements of the Associations Incorporations Act. The committee has determined that the association is not a reporting entity.

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

The following significant accounting policies, which are consistent with the previous period unless otherwise stated have been adopted in the preparation of this financial report.

In the opinion of the Committee the Income and Expenditure Statement, Statement of Financial Position, and Notes to the Financial Statements:

1. Presents fairly the financial position of Living and Learning at Ajani Inc as at 30 June 2016 and its performance for the year ended on that date.
2. At the date of this statement, there are reasonable grounds to believe that the association 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:



Ellen Heinceslater, President

Heather Waring, Treasurer



ANNUAL CERTIFICATION

INDEPENDENT AUDITOR'S REPORT TO THE DEPARTMENT OF HUMAN SERVICES IN RESPECT OF LIVING AND LEARNING AT AJANI INC

SCOPE

We have audited the accompanying financial statements, being a special purpose financial report, of LIVING AND LEARNING AT AJANI INC which comprises the Income and Expenditure (Profit and Loss) Statement and Balance Sheet of the year ended 30th June 2016.

The organization's management is responsible for the preparation and presentation of the Financial Statements and information they contain. The management's responsibilities also includes such internal controls as the management determine is necessary to enable the preparation of a financial report that is free from material misstatement, whether due to fraud or error.

The Financial Statement have been prepared for the Committee of Management to show accountability for grants received and not for any purpose other than that for which it was prepared. We have conducted an independent audit of the statements in order to express an opinion on them as required by the Committee Management.


Our Audit has been conducted in accordance with Australian Auditing Standards to provide reasonable assurance as to whether the Financial Statements are free of material misstatement. Our procedures include examination, on a test basis, of evidence supporting the amounts disclosed in the Financial Statements. These procedures have been undertaken to form an opinion as to whether, in all material respects, the statements presented fairly.

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

AUDIT OPINION

In our opinion, the attached Financial Statements of LIVING AND LEARNING AT AJANI INC:

1. Present fairly the transactions for the year ending 30th June 2016 of Living and Learning at Ajani Inc by the Committee Management, and
2. Have been extracted from the financial records of Living and Learning at Ajani Inc which has been prepared on the basis of accounting policies consistent with applicable Australian Accounting Standards.



JOHN ROBERTS, CPA
Date: 20th July 2016

LIVING AND LEARNING AT AJANI INC

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LIVING AND LEARNING AT AJANI INC

PROFIT & LOSS STATEMENT

1 JULY 2015 TO 30 JUNE 2016

		2015
INCOME		
Grants		
Grants (State) Operating Recur	253,185.31	223,340.67
Grants (State) Capital	5,000.00	-
Grants (Local) Operating Recur	60,000.00	55,322.00
Grants (Local) Operating Non-Recur	227.27	2,000.00
Other Grants	-	1,500.00
Fundraising & Donations		
Fundraising & Donations	261.80	-
Fees & Charges		
Fees/Charges Restricted ASP	3,575.00	3,000.00
Fees/Charges Unrestricted GST	6,858.72	8,219.10
Fees/Charges Unrestricted NT	65,721.47	64,961.70
Fees/Charges Groups	20.00	-
Serv & Delivery Income	31,731.30	25,726.00
Other income		
Recoupments		60.00
Interest Income	3,191.94	2,875.64
Training Subsidies		-
Hub Café Income	9,370.45	2,007.00
TOTAL INCOME	<u>\$ 439,143.26</u>	<u>\$ 389,012.11</u>
EXPENDITURE		
Accounting Fees	7,476.44	6,681.78
Advertising/Promotions	2,725.20	800.00
Promotion - Brochures	10,106.00	9,050.00
Agency Temp Staff	2,616.35	3,032.66
Assets Purchased	149.00	1,158.18
Auditing Fee	1,100.00	1,000.00
Bank Charges	1,093.50	1,038.31
Bad Debts & Refunds	490.00	-
Board/Governance - Meetings	763.25	506.18
Board/Governance - Prof Dev	-	108.18
Board/Governance - Expenses	32.68	102.00
Cleaning & Pest Control	7,781.71	8,466.73
Cleaning - Recycling		75.09
Activities/Excursions	24,297.89	5,465.88
Contract Tutor Fees	35,244.54	31,315.86
Specialist Support Fees	400.00	750.00

	2016	2015
Client Support Consumables	3,850.68	2,825.92
Client Support Consumables - Food	9,405.12	4,533.94
Client Support Equipment	8,667.51	14,084.84
Computer Software	2,654.95	653.06
Computer Maintenance Contract	2,312.68	2,524.89
Depreciation	822.00	1,000.00
Computer Depreciation	1,293.00	2,631.00
Donations		-
Fees & Permits - Police Checks	105.14	-
Fees & Permits - Other		430.91
Health & Safety		-
Insurance	1,350.72	1,324.48
Meeting Expenses		-
Membership Fees Paid	1,818.99	976.41
Postage	384.01	981.14
Printing & Stationery	4,200.27	3,927.68
Publications/Info Resources		34.54
Rent	2,230.03	2,203.97
Repairs & Maintenance	2,869.96	248.81
Salaries & Wages Expenses		
S & W Superannuation	19,612.58	12,083.80
Work Cover	2,663.69	1,364.66
S & W Salaries & Wages	228,827.71	160,500.54
S & W Special Projects	240.00	-
Security	530.40	574.00
Staff Amenities	95.81	-
Staff Recruitment		63.64
Phone/Fax/Internet Charges	3,562.82	3,772.87
Training & Development Staff	588.52	(131.01)
Travel & Accomodation Staff	128.25	94.31
Services		
Utilities - Gas/Elec/Water	3,189.81	3,342.08
Volunteer Costs	188.91	100.00
Volunteer Professional Development	81.82	
TOTAL EXPENSES	<u>\$ 395,951.94</u>	<u>\$ 289,697.33</u>
OPERATING PROFIT/(DEFICIT)	\$ 43,191.32	\$ 99,314.78
Other Income		
Write Back Outstanding Cheques C/Wealth		
Other Expenses		
Write back Outstanding Deposits C/Wealth		-
Net Profit/(Deficit) for year	<u>\$ 43,191.32</u>	<u>\$ 99,314.78</u>

LIVING AND LEARNING AT AJANI INC

BALANCE SHEET

AS AT 30 JUNE 2016

ASSETS	2016	2015
Cash on Hand		
Bendigo Bank - Operational A/C	95,209.61	54,537.81
Bendigo Bank - Debit Card A/C	1,236.58	4,265.10
BB - A & D Support Group A/C	652.04	652.04
ING Hub Café Project A/C - 7482	25,486.73	50,325.33
Term Deposit - Bendigo Bank 2501	24,391.27	23,762.34
Term Deposit - Bendigo Bank 2502	32,082.62	31,237.82
<u>Total Cash on Hand</u>	<u>179,058.85</u>	<u>164,780.44</u>
Investments		
WBC Staff Entitlements (400126)	-	-
ING Staff Entitlements	-	-
WBC Equipment (400118)	-	-
ING Staff Entitlements	38,004.28	42,147.47
<u>Total Investments</u>	<u>38,004.28</u>	<u>42,147.47</u>
Furniture & Fixtures		
Furniture & Fixtures at cost	1,300.00	1,300.00
Furniture & Fixtures Accum Dep	(1,300.00)	(1,300.00)
Office Furniture at cost	21,865.75	21,865.75
Office Furniture Accum Dep	(14,110.00)	(13,757.00)
Kitchen/Office Refurbishment	12,640.63	12,640.63
Kitchen/Office Refurbishment Accum Dep	(9,768.00)	(9,299.00)
Computers at cost	14,480.58	14,480.58
Software at cost	990.00	990.00
Computers Accum Depr	(18,105.00)	(16,812.00)
<u>Total Furniture & Fixtures</u>	<u>7,993.96</u>	<u>10,108.96</u>
<u>TOTAL ASSETS</u>	<u>\$ 225,057.09</u>	<u>\$ 217,036.87</u>

LIABILITIES	2016	2015
Trade Creditor	8,923.65	5,375.83
Acf8 Grant for New FY	44,000.00	-
DPCD Grant for New FY	1,500.00	-
Payroll Liabilities		
PAYG With Tax Payable	9,998.20	8,564.20
Employers Superannuation	2,541.02	2,036.52
LSL Provision	13,132.70	13,132.70
Annual Leave Provision	5,161.92	5,161.92
<u>Total Payroll Liabilities</u>	<u>30,833.84</u>	<u>28,895.34</u>
	2016	2015
GST Owing		
GST on Sales	9,030.47	15,027.65
GST on Purchases	(2,231.70)	(3,808.30)
<u>Net GST Owing</u>	<u>6,798.77</u>	<u>11,219.35</u>
<u>TOTAL LIABILITIES</u>	<u>\$ 92,056.26</u>	<u>\$ 45,490.52</u>
<u>NET ASSETS</u>	<u>\$ 133,000.83</u>	<u>\$ 171,546.35</u>
EQUITY		
Retained Earnings	189,390.47	90,526.19
Historical Balancing (Provisions)	43,191.32	(18,294.62)
Current Year Surplus/(Deficit)	(18,294.62)	99,314.78
Provision for unused Grants (HUB)	(81,286.34)	-
<u>TOTAL EQUITY</u>	<u>\$ 133,000.83</u>	<u>\$ 171,546.35</u>