



**Neighbourhood Houses**  
The Heart of Our Community

**Upper Murray Regional  
Neighbourhood House Network**

# Annual Report

**for financial year 1/1/20 22=31/12/20 22**



**23<sup>rd</sup> May 2023**

**Upper Murray Regional Neighbourhood House Network team:**

Sara Jenkins – Chairperson

Julie-Anne Clarke – Deputy Chairperson

Loretta Waters - Treasurer

Maree Murphy – Secretary

Amanda Crisp – General member

Katherine Lanigan – General member

Trish Curtis – Network Coordinator

The Upper Murray Regional Neighbourhood House Network receives Neighbourhood House Coordination Program funding through the Department of Families, Fairness and Housing (DFFH).



**AGENDA ANNUAL GENERAL MEETING**  
**Tuesday 23<sup>rd</sup> May 2023**  
**1.00pm-1.55pm**  
**Zoom**

**Open & welcome** by Chairperson Sara Jenkins

**Apologies**

**Disclosure of Conflicts of Interest**

**Minutes of Annual General Meeting 2022**

**Correspondence**  
Nil

**Chair and Network Coordinator Report**

**Treasurer's Report**

**Membership Fees for 2023**

**Declare all positions vacant and call for all nominations for the positions of:**  
*(hand over to external person to call for nominations)*

Chairperson  
Vice Chairperson  
Secretary  
Treasurer  
General Committee

**Vote of thanks to the outgoing and incoming office bearers and committee**

**Close of meeting (Chairperson)**



# Minutes

## Annual General Meeting

Tuesday 3<sup>rd</sup> May 2022  
 10.00am to 10.30am  
 Myrtleford Neighbourhood Centre

### Record of those present:

Name	Member
David Thorpe	Yackandandah Community Centre
Sara Jenkins	Corryong Neighbourhood Centre
Julie-Anne Clarke	Yarrowonga Neighbourhood House
Loretta Waters	Open Door Neighbourhood House
Maree Murphy (via Zoom)	Chiltern Neighbourhood House
Sue Lees (via Zoom)	Trudewind Rd Neighbourhood House
Katherine Lanigan	Tallangatta Neighbourhood House
Jill Graham	Myrtleford Neighbourhood Centre/King Valley Learning Exchange
Tennille Hall (via Zoom)	Pangerang Community House

### Invited Guests

Nicole Battle	NHVic
Jade Vogel	Department of Families, Fairness and Housing
Trish Curtis	Network Coordinator

### Apologies

Karen Ramsay	Bandiana Neighbourhood House
Amanda Crisp	Felltimber Community Centre/Baranduda Community Centre
Steve Carroll	Department of Families, Fairness and Housing

### Meeting opened at 10:09am

Meeting opening and apologies	Sara Jenkins, Acting Chairperson, welcomed everyone and acknowledged and paid our respects to the Traditional Custodians of the lands from which we are meeting today. Respect to Elders, past, present and emerging. Apologies noted
Declarations of Conflict of Interest	Nil
Minutes of previous Annual General Meeting	Motion: That the minutes of the Annual General Meeting held on 27/4/2021 at Birallee Park Neighbourhood House be accepted as true and correct. Moved: Julie-Anne Clarke; Seconded: David Thorpe Carried
Correspondence	Nil

Chair Report	Presented by Sara Jenkins as submitted in Annual Report Motion: That the Chair Report be accepted as true and correct. Moved: Loretta Waters; Seconded: David Thorpe Carried		
Network Coordinator Report	Presented by Trish Curtis, as submitted in Annual report Motion: That the Network Coordinator report be accepted as true and correct. Moved: Katherine Lanigan; Seconded: Loretta Waters Carried		
Treasurer's Report	Presented by Loretta Waters, Treasurer, as submitted in Annual Report Motion: That the Special Purpose Financial & Audit Report for financial year ending 31 December 2021 be accepted as true and correct. Moved: David Thorpe; Seconded: Katherine Lanigan Carried		
Recommendation of membership fees	Motion: That the UMRNHN annual membership fee for 2022 remain at nil. Moved: Loretta Waters; Seconded: David Thorpe Carried		
Nominations of Committee of Management positions	Sara Jenkins stepped down as Acting Chair, and handed Chair role to Nicole Battle for the election of the new Committee of Governance.  Nicole declared all positions vacant and called for nominations for the positions of:		
<b>Position</b>	<b>Person</b>	<b>Nominated by</b>	<b>Seconded by</b>
Chairperson	Sara Jenkins	Amanda Crisp	Loretta Waters
Vice Chairperson	Julie-Anne Clarke	Loretta Waters	Sara Jenkins
Treasurer	Loretta Waters	Sara Jenkins	Amanda Crisp
Secretary	Maree Murphy	Loretta Waters	Sara Jenkins
General committee	Katherine Lanigan	Loretta Waters	Sara Jenkins
General Committee	Amanda Crisp	Loretta Waters	Sara Jenkins
	As there were more positions than nominations, those people who were nominated were duly elected to the positions.		
Vote of thanks to outgoing Committee and incoming office bearers and Committee	David Thorpe was thanked for his term on the COG, and thanks to all who renominated. Katherine Lanigan was welcomed onto the committee as a general member.		
<b>Meeting closed at 10.30am</b>			
The Annual General Meeting was followed by presentations from Jade Vogel from DFFH and Nicole Battle from NHVic A member forum followed on, with a presentation about social enterprise by Joh Lyons, Regional Manager of SENVIC			

## Network Report

*This year we're combining our Chairperson and Network Coordinator Reports to highlight the main activities of the Upper Murray Regional Neighbourhood House Network during 2022.*

Whilst COVID may not have been quite as prevalent in the community as the previous two years, the impacts were still very evident as we started 2022.

With over two years of providing much needed support and assistance for people in their communities, including constant change, high emotions, grief and uncertainty, most managers and committees were feeling depleted before the year even began! It's an absolute credit to everyone involved in the neighbourhood houses in our Network (and the sector as a whole) that we rose to the challenge, continuing to work closely with our communities to innovate, create and connect.

The Upper Murray Regional Neighbourhood House Network (UMRNHN) played an important part in this by providing local and accessible supports and services for our sixteen members, as well as identifying strategic opportunities to build the capacity of our members and have a significant impact on the communities in which our members work. The sector is so fortunate to have this level of support funded by DFFH and available to neighbourhood houses at a local level, with staff and a governing body who understand the area and the rural and regional issues and opportunities we all face.

For the Network to operate effectively, we have a Committee of Governance (COG), with representation from our member neighbourhood houses. The COG sets the strategic direction of the Network, from advice provided by members and staff. The Network COG employs a Network Coordinator, Trish Curtis, whose role it is to provide operational and strategic support for members. We also employ two workers, Tanya Grant and Sophie Rhys, who do fantastic work on specific projects.

The following describes some of the highlights of 2022, against the three strategic priorities from the UMRNHN Strategic Plan 2022-2024.

### Building Capacity

We think about the UMRNHN as a *network of members* who know, work with and support each other, as well as an incorporated association with staff who provide operational, strategic and governance support.

We saw the continued strengthening of relationships between managers through regular online gatherings and the end of year overnight forum, and also between the chairs and other committee members through the 6-weekly chair forums, run in partnership with Goulburn North East Association of Community Centres (GNEACC). People in our neighbourhood houses now have greater capacity to seek advice and support from each other, with less reliance on the Network Coordinator position. This is a great example of community development in action!

Having said that, the governance and operational support provided by the Network Coordinator throughout 2022 has been invaluable for many of our members as they've worked their way through some very difficult situations. This has included strategic and risk planning, governance advice and support for committees and boards, governance training and manager recruitment.

One of the key ways that we build the capacity of our Network members is through Network-wide projects. We have delivered several now, including two that were finalised in 2022. One of the success factors with these projects has been the engagement of expert consultants who have worked with participating neighbourhood houses to help build their skills and knowledge in the project area.

The most impactful so far has been the *Enabling Communities: from the heart of the community* bushfire recovery project. *Enabling Communities* built the capacity of the six participating neighbourhood houses and Network staff to work in emergency response and recovery through their work with consultant Anne Leadbeater, as well as working closely with each other.

The successful delivery of this project (and some additional lobbying) led to a further \$200,000 from the Department of Health to fund our social prescribing project, *Connecting Community in Upper Hume Pilot (CCUHP)*. Based on the Living Our Best Life model developed by the CHAOS Neighbourhood House Network in Eastern Metropolitan Region, this project started late in 2022 with four neighbourhood houses participating by the end of the year. We believe this project will also have ongoing impact across our Network.

### Raising the Profile

The *Enabling Communities* project has also had significant flow on impacts as neighbourhood houses are becoming better recognised for their work in emergency preparation, response and recovery, and resilience more generally. Through the work of this project, the Network is represented on several important region-wide groups and committees, including:

- Ovens Murray Mental Health, Alcohol & Drug Alliance (OMMHADA)
- Towong and Alpine Shires People & Wellbeing Recovery Working Groups
- VCOSS Disaster Recovery Outcomes Framework Working Group
- Hume Region Recovery Committee (ERV)
- Hume Region Social Recovery Committee (DFFH)

We partnered with Paul Ryan and the Upper Hume Primary Care Partnership to run three Resilience Forums in Chiltern, Wodonga and Corryong. This was an opportunity for our Network to be closely associated with resilience work, and for us to emphasise the important role that neighbourhood houses have as valuable community assets and potential ‘resilience hubs’.

The development of the Network Photo Library, coordinated by Tanya Grant, took place in 2022, with almost all members participating. Paul Smith from Supergoat Media took a wonderful array of photos at the participating neighbourhood houses, ranging from gardens and buildings to the most wonderful group shots. These photos are available through an online platform and are a wonderful, high quality resource for any of our Network members.

The “Connect with Community Referral Guide” developed as part of the *Behind the Scenes* gambling harm reduction project was printed and distributed to a wide range of regional stakeholders in 2022. This guide has been a great way to demonstrate the diversity and breadth of offerings through our Network members.

### Having an Impact

The Network-wide projects, including our new contract with Social Enterprise Victoria, led by Sophie Rhys, to coordinate the development of the Hume Social Enterprise Network, have been significantly impactful for our members, and the Network itself. We have also supported projects being delivered by members, including the Pangerang Mobile Hub and the Myrtleford Neighbourhood Centre FRRR community activation project. The Network exists to empower, support and enable our members to be outstanding and impactful community development leaders in their communities, so it’s critical that we continue to look for meaningful ways to do this.

*The snapshot provided in this report will give you an idea of the work achieved by the Network in 2022. It’s been another big year, and I want to acknowledge and thank my fellow Committee members for their commitment to the ongoing success of the Network.*

*Thanks also to the hard work of our wonderful staff – Trish, Tanya and Sophie - and what they continue to achieve on our behalf.*

Sara Jenkins  
Chairperson

*I am incredibly proud of the work our members do in their communities. The value that neighbourhood houses provide as key community assets is awesome. In the face of adversity such that we’ve experienced in the last few years it can be hard to remember the impact you have, so I hope this report goes some way to reminding you.*

*Thanks to our dedicated Network Committee, and to Tanya and Sophie for your great work in getting stuff done!*

Trish Curtis  
Network Coordinator

**Upper Murray Regional Neighbourhood House Collective Incorporated**

**AGM Treasurers Report – 2023**

I wish to present the Upper Murray Regional Neighbourhood House Collective Incorporated AGM Treasurer's report for 2022 financial period.

The 2022 reviewed financial statement has been finalised, with a recorded loss of \$(10,894).

We had a planned deficit of \$(20,000) (this was reduced by half), drawing down on retained earnings to undertake a network wide photo project. This project has been very successful, as have all the activities undertaken by the network throughout the year. The Initiatives Fund as listed in the Income Statement P&L expended \$54,000 to participating Neighbourhood Houses within our network, supporting the Bushfire Recovery Projects and Social Prescribing Projects.

We are in a very secure financial position, with current retained earnings being \$38,091.

Trish has continued to attract significant funding and activities throughout the network, finalising the Bushfire Grant and Responsible Gambling projects in 2022, commencing the Social Prescribing project at the end of 2022 and continuing work with SENVIC into 2023.

Trish should be commended for her ability to attract funding into the network, benefiting all the Houses within our Network, and broaden her scope of impact within the Upper Murray community. Well done for another successful year Trish.



Loretta Waters  
10<sup>th</sup> May 2023





## Special Purpose Financial Report

Upper Murray Regional Neighbourhood House Collective Inc.  
ABN 37 484 149 190  
For the year ended 31 December 2022

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## Committee's Report

Upper Murray Regional Neighbourhood House Collective Inc.  
For the year ended 31 December 2022

Your committee members submit the financial accounts of the Upper Murray Regional Neighbourhood House Collective Inc. for the financial year ended 31 December 2022.

### Committee Members

The names of committee members at the date of this report are:

Sara Jenkins	Chair
Julie-Anne Clarke	Deputy Chair
Amanda Crisp	Secretary
Loretta Waters	Treasurer
Maree Murphy	General
Katherine Lanigan	General

### Principal Activities

The principal activities of the association during the financial year were to Facilitate Community Support.

### Significant Changes

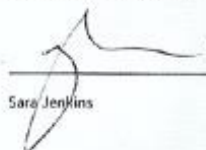
No significant change in the nature of these activities occurred during the year.

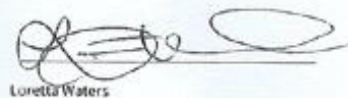
### Operating Result

The profit from ordinary activities after providing for income tax amounted to

Year ended	Year ended
31 December 2022	31 December 2021
\$(10,894.23)	\$(2,124.30)

Signed in accordance with a resolution of the Members of the Committee on:

  
Sara Jenkins

  
Loretta Waters

These financial statements have not been audited and must be read in conjunction with the attached notes which form part of these financial statements.

## Income Statement

Upper Murray Regional Neighbourhood House Collective Inc.  
For the year ended 31 December 2022

	NOTES	2022	2021
<b>Income</b>			
DHS Operational Grant		88,877	85,342
DHHS Bushfire Grant		46,964	167,176
SENVIC Grant		20,793	14,629
Funding for Responsible Gambling		27,682	93,900
CCUHP Social Prescribing Project		35,222	-
<b>Total Income</b>		<b>219,537</b>	<b>361,047</b>
<b>Other Income</b>			
Interest Received		93	28
Other Income		-	727
<b>Total Other Income</b>		<b>93</b>	<b>755</b>
<b>Total Income</b>		<b>219,631</b>	<b>361,801</b>
<b>Expenses</b>			
<b>Administrative Expenses</b>			
Accounting/Audit Fees		600	450
Annual Leave		3,777	2,173
Bookkeeping Expenses		5,246	6,368
Catering		131	1,124
Consultants Fees		29,306	38,973
Filing Fees		-	59
Forums and Workshops -Members		9,798	8,559
GST Rounding		-	-
Initiatives Fund		54,000	132,111
Long Service Leave		429	697
Meeting Expenses		-	511
Office Expenses		539	552
Other Expenses		37	177
Portable LSL Levy		1,487	1,455
Professional Development		2,506	4,425
Project Resources		11,514	1,913
Small Grants		-	58,420
Subscriptions & Memberships		1,935	1,723
Sundry Expenses		315	84
Time in Lieu		(87)	1,415
Travel, Accom & Conferences		380	92
Website Expenses		632	-
<b>Total Administrative Expenses</b>		<b>122,544</b>	<b>261,383</b>
<b>Depreciation</b>			

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Income Statement



	NOTES	2022	2021
Depreciation Expenses		1,568	799
<b>Total Depreciation</b>		<b>1,568</b>	<b>799</b>
<b>Employment Expenses</b>			
Car Allowance		5,458	4,092
Superannuation Contributions		9,230	8,678
Wages - Gambling Project		-	21,777
Wages & Salaries		90,727	67,037
Workcover		958	160
<b>Total Employment Expenses</b>		<b>106,413</b>	<b>101,744</b>
<b>Total Expenses</b>		<b>230,525</b>	<b>363,926</b>
<b>Profit/(Loss) before Taxation</b>		<b>(10,894)</b>	<b>(2,124)</b>

These financial statements have not been audited and must be read in conjunction with the attached notes which form part of these financial statements.



## Balance Sheet

### Upper Murray Regional Neighbourhood House Collective Inc. As at 31 December 2022

	NOTES	31 DEC 2022	31 DEC 2021
<b>Assets</b>			
<b>Current Assets</b>			
WAW Cheque Account (On Call Savings)		140,757	92,957
WAW Debit Card		792	-
WAW Long Service Leave Account		14,757	12,409
Trade Debtors		14,300	26,373
<b>Total Current Assets</b>		<b>170,606</b>	<b>131,739</b>
<b>Non-Current Assets</b>			
Plant & Equipment		3,145	3,145
Less Accumulated Depreciation		(2,367)	(799)
<b>Total Non-Current Assets</b>		<b>778</b>	<b>2,346</b>
<b>Total Assets</b>		<b>171,384</b>	<b>134,085</b>
<b>Liabilities</b>			
<b>Current Liabilities</b>			
Trade Creditors		28,911	7,810
Funding Received in Advance		80,428	57,114
Accrued Expenses		2,902	350
GST Account		(532)	2,321
<b>Provisions</b>			
Provision for Annual Leave		9,358	5,581
Provision for Long Service Leave		10,159	9,729
Provision for Time in Lieu		2,066	2,153
<b>Total Provisions</b>		<b>21,583</b>	<b>17,464</b>
<b>Total Current Liabilities</b>		<b>133,293</b>	<b>85,099</b>
<b>Total Liabilities</b>		<b>133,293</b>	<b>85,099</b>
<b>Net Assets</b>		<b>38,091</b>	<b>48,986</b>
<b>Members' Funds</b>			
<b>Accumulated Surplus (Deficit)</b>			
Opening Retained Profits		48,986	51,110
Net Profit Attributable to the Association		(10,894)	(2,124)
<b>Total Accumulated Surplus (Deficit)</b>		<b>38,091</b>	<b>48,986</b>
<b>Total Members' Funds</b>		<b>38,091</b>	<b>48,986</b>

These financial statements have not been audited and must be read in conjunction with the attached notes which form part of these financial statements.



## Notes to the Financial Statements

### Upper Murray Regional Neighbourhood House Collective Inc. For the year ended 31 December 2022

#### 1. Statement of Significant 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 of Victoria. 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.

#### Property, Plant and Equipment

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.

#### 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 expensed to the income statement.

#### 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 have been measured at the amounts expected to be paid when the liability is settled.

#### Provisions

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

#### Cash and Cash Equivalents

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

#### Revenue and Other Income

Revenue is measured at the fair value of the consideration received or receivable after taking into account any trade discounts and volume rebates allowed. For this purpose, deferred consideration is not discounted to present values when recognising revenue.

Interest revenue is recognised using the effective interest rate method, which for floating rate financial assets is the rate inherent in the instrument. Dividend revenue is recognised when the right to receive a dividend has been established. Grant and donation income is recognised when the entity obtains control over the funds, which is generally at the time of receipt.

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These financial statements are unaudited.

These notes should be read in conjunction with the attached financial statements.



If conditions are attached to the grant that must be satisfied before the association is eligible to receive the contribution, recognition of the grant as revenue will be deferred until those conditions are satisfied. All revenue is stated net of the amount of goods and services tax (GST).

**Goods and Services Tax**

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Tax Office. In these circumstances, the GST is recognised as part of the cost of acquisition of the asset or as part of an item of the expense. Receivables and payables in the assets and liabilities statement are shown inclusive of GST.

**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.

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## Statement by Members of the Committee

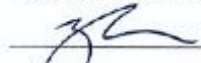
Upper Murray Regional Neighbourhood House Collective Inc.  
For the year ended 31 December 2022

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 outlined in Note 1 to the Financial Statements.

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 Upper Murray Regional Neighbourhood House Collective Inc. as at 31 December 2022 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:

  
\_\_\_\_\_  
Sara Jenkins  
Chair

  
\_\_\_\_\_  
Loretta Waters  
Treasurer

These financial statements have not been audited and must be read in conjunction with the attached notes which form part of these financial statements.



## Certificate by Member of the Committee

**Upper Murray Regional Neighbourhood House Collective Inc.  
For the year ended 31 December 2022**

I, \_\_\_\_\_, certify that:

- a. I attended the annual general meeting of the association held on \_\_\_\_\_
- b. The financial statements for the year ended 31 December 2022 were submitted to the members of the association at its annual general meeting.

Dated: \_\_\_\_\_

\_\_\_\_\_  
Committee Member

These financial statements have not been audited and must be read in conjunction with the attached notes which form part of these financial statements.